Appendix D

CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: Medical Assisting
Date: January 4, 2013

Step 1  Reviewed change at division meeting.  
   YES  NO

Step 2  Presented as informational item at Division Chair meeting(s) and 
   checked if it affects other departments. Like programs must meet 
   with Division Chairs on all affected campuses (North Mankato and 
   Faribault).
   
   Division Chair's signature

Step 3  Instructional Dean reviewed and indicated need for Curriculum 
   Committee approval.
   
   Instructional Dean’s signature

Step 4  Advisory Committee approval indicated in meeting minutes if 
   necessary. Minutes provided to Curriculum Committee.
   
Step 5  Curriculum Committee made recommendations (changes, additional 
   approvals, etc.). If no, skip to Step 7.
   
Step 6  Committee’s recommendations completed. (Skip if not applicable.)
   
Step 7  Curriculum Committee approved.
   
   Curriculum Committee Chair's signature

Step 8  Minutes and necessary materials provided to VP of Academic 
   Affairs.
   
Step 9  Vice President of Academic Affairs approved.
   
   Vice President of Academic Affairs’ signature

Step 10  New Course Maximum Enrollment to Shared Governance.
   
Step 11  President’s approval for all changes requiring MnSCU approval.
   
   President’s signature
Appendix B

New Course or Course Change Proposal Form

Date of Proposal: January 4, 2012

Author: Cristen Olinger

Proposal Type: *New Course Modify Course X Delete Course

Contact for the Course: Cristen Olinger

Course Designator, Number and Title (i.e.: ACCT 1800, Business Law): MA 1001 Clinical Skills for Medical Assistants

Number of Credits: 3

Prerequisites: MDLT1810, HC1000, HC1914

Course Description:
This is a comprehensive clinical course for the Medical Assisting student. In this course students will learn the general practice related to the position of a medical assistant who works in a clinical setting. It will cover practical information and allow students to practice key concepts, skills and tasks in a laboratory and clinical setting.
Prerequisites: MDLT 1810 & HC 1000 & HC 1914

Grading Method: Grade X Pass/Fail

Scheduling: Fall X Spring Summer Alternate Years Variable On Demand

Instructional Type: Lecture X Lab X Lecture/Lab Internship Seminar

*Class Maximum: (For New Courses Only) / All Unlimited faculty members of a program or discipline must sign.

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Faculty Signature</th>
<th>Class Max</th>
<th>Date</th>
</tr>
</thead>
</table>

Dean's Name

Dean's Signature

Date

If there is not enough space provided, please use the back of this form for additional signatures or click on a row with the right button of the mouse, select insert and then select insert rows below to add rows to the table.

Is this Course Proposed as a Liberal Arts Course: Yes No X

If Yes, Which MnTC Area/Areas Will it Fulfill (http://www.mntransfer.org)?

Is This Course a Requirement/Elective for a Specific Program or Programs? Yes X No

If Yes, Which Program(s)? Medical Assisting

Describe What is Changing/Being Added, and the Rationale:
Change the instruction from 2 credits lab and 1 credit lecture to 1 credit lab and 2 credits lecture. This longer lecture portion would allow for proctored quizzes and tests.
What Impact Will This New Course or Change Have on Other Programs or Areas?

This is a MA specific program and will not impact or change other programs
Clinical Skills for Medical Assistants
Common Course Outline

Course Information
Organization South Central College
Developers Cristen Olinger
Development Date 4/5/2011
Revised Date 2/3/2012
Course Number MA1001
Potential Hours of Instruction 64
Total Credits 3

Description
This is a comprehensive clinical course for the Medical Assisting student. In this course students will learn the general practice related to the position of a medical assistant who works in a clinical setting. It will cover practical information and allow students to practice key concepts, skills and tasks in a laboratory and clinical setting. Prerequisites: MDLT 1610 & HC 1000 & HC 1914

Types of Instruction

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<tr>
<th>Instruction Type</th>
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<th>Credits</th>
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</tr>
</tbody>
</table>

Prerequisites
MDLT 1810 Basic Laboratory Techniques/Orientation
HC 1000 Medical Terminology
HC 1914 Anatomy and Physiology Disease I

Exit Learning Outcomes

Institutional Core Competencies
A. Teamwork and problem-solving
B. Critical and creative thinking
C. Written and oral communication

Competencies

1. **Develop knowledge in principles of asepsis**

   **Learning Objectives**
   a. Describe the infection cycle, including the infectious agent, reservoir, susceptible host, means of transmission, portals of entry, and portals of exit.
   b. Define asepsis
   c. Discuss infection control procedures
   d. Describe the importance of preventing antibiotic resistance in a health-care setting
   e. Identify disease processes that indicate CLIA waived testing
f. Describe Standard Precautions (including: transmission based precautions, purpose, activities regulated)
g. Discuss the application of Standards Precautions (with regards to: all body fluids, secretions and excretions, blood, non intact skin, mucus membranes
h. List major types of infectious agents
i. Explain the rationale for performance of a procedure to the patient

2. Describe infection control techniques

Learning Objectives

a. Describe the methods of infection control and the Medical Assistant's role in prevention
b. Differentiate medical and surgical asepsis
c. Explain how to perform aseptic hand washing
d. Compare and contrast the procedures for sanitizing, disinfection, and sterilization
e. Describe methods used in sanitization
f. Distinguish the advantages and disadvantages of various methods used in disinfection
g. Identify the goal of surgical sterilization
h. Explain what an autoclave is, how it works, and model the steps of the general autoclave procedures
i. Explain how to wrap and label items for sterilization in the autoclave, and how to complete the sterilization procedure
j. Implement the Bloodborne Pathogens Standard and Universal Precautions as described in the rules and regulations of the Occupational Safety and Health Administration (OSHA)
k. Carry out the procedures and legal requirements for disposing of hazardous waste
l. Describe Centers for Disease Control (CDC) requirements for reporting cases of infectious disease, discuss HIPPA
m. Implement the appropriate use of protective equipment in various situations
n. Describe the purpose of immunization and the Medical Assistant's role in educating patients about immunization
o. Explain how to educate patients in preventing disease transmission

3. Demonstrate and understanding in preparing the exam and treatment areas

Learning Objectives

a. Describe ways in which bloodborne pathogens can be transmitted
b. Describe why strict adherence to Universal Precautions is essential in preventing the spread of infection
c. Compare the symptoms of hepatitis and acquired immune deficiency syndrome (HIV)
d. Describe the symptoms of infection by other common bloodborne pathogens
e. Discuss the steps involved in reporting a communicable disease
f. Explain how to educate patients about minimizing the risks of transmitting bloodborne pathogens to others
g. Describe special issues the Medical Assistant may encounter when dealing with patients who have terminal issues

4. Demonstrate an understanding in interviewing the patient, taking a history, and documentation

Learning Objectives

a. Explain the Medical Assistant's role in preparing the exam room
b. Describe the layout and features of a typical exam room
c. Describe steps to prevent the spread of infection of in the exam room
d. Explain how and when to disinfect the exam room

e. Describe the importance of such factors as temperature, lighting, and ventilation in the exam room

f. Explain how to eliminate hazards to physical safety in the exam room

5. **Demonstrate knowledge in interviewing the patient, taking a history, and documentation**

   Learning Objectives
   a. Identify the skills necessary to conduct a patient interview
   b. Implement the procedure for conducting a patient interview
   c. Detect signs of anxiety; depression; and physical, mental, or substance abuse
   d. Describe the six Cs for writing an accurate patient history
   e. Demonstrate how to chart accurately
   f. Document an appropriate patient history
   g. Identify the parts of a health history form
   h. Demonstrate critical thinking skills during a patient interview

6. **Describe and demonstrate obtaining vital signs and measurements**

   Learning Objectives
   a. Describe vital signs and common body measurements
   b. Differentiate measurement systems
   c. Identify the instruments used to measure vital signs and body measurements
   d. Demonstrate vital signs and body measurements of infants, children, and adults
   e. Recognize abnormal vital signs and body measurements
   f. Document vital signs and body measurements using accurate terminology and abbreviations
   g. Implement growth charts

7. **Demonstrate the role of the MA in assisting with a general physical exam**

   Learning Objectives
   a. Identify the purpose of a general physical exam and the Medical Assistant's role during the exam
   b. Explain safety precautions used during a general physical exam
   c. Demonstrate the steps necessary to prepare the patient for an exam
   d. Describe how to position and drape a patient in each of the ten common exam positions
   e. Describe how to assist patients from different cultures, patients with disabilities, and pediatric patients during a physical exam
   f. Identify the six examination methods used in a general physical exam
   g. List the components of a general physical exam
   h. Perform the procedures for vision and hearing screenings
   i. Explain the special needs of the elderly for patient education
   j. Identify ways to help a patient follow up on a doctor's recommendations

8. **Describe the concept with cold and heat therapy and ambulation**

   Learning Objectives
   a. Analyze how Medical Assistants might assist with some forms of physical therapy
   b. Describe ways to test joint mobility, muscle strength, gait, and posture
   c. Identify the benefits of cold and heat therapy
   d. Identify contraindication to cold and heat therapies
   e. Identify various cold and heat therapies and carry out the procedures for both
f. Describe hydrotherapy methods

g. Identify several methods of exercise therapy and compare different methods of traction

h. Describe the procedure for teaching a patient to use a cane, walker, crutches, and a wheelchair

9. Define the role of the MA in assisting with examinations in the basic specialties

   Learning Objectives
   a. Describe the medical specialties of internal medicine, pediatrics, and obstetrics and gynecology
   b. Identify types of examinations and diagnostic tests performed in internal medicine, pediatrics, and obstetrics and gynecology
   c. Identify common diseases and typical treatments related to internal medicine, pediatrics, and obstetrics and gynecology
   d. Identify common signs of domestic violence, elder abuse, and child abuse
   e. Identify the procedure for assisting with gynecological examinations and procedures
   f. Identify the procedure for meeting the needs of a pregnant patient during an examination

10. Demonstrate the role of the MA in highly specialized examinations

    Learning Objectives
    a. Describe the medical specialties of allergy, cardiology, dermatology, endocrinology, gastroenterology, neurology, oncology, ophthalmology, orthopedics, otology, surgery, and urology
    b. Describe the types of examinations and diagnostic tests performed in each of these specialties and the Medical Assistant's role in these exams and tests
    c. Identify the most common diseases and disorders seen in these medical specialties and typical treatments for them
    d. Demonstrate the procedure for assisting the physician in performing a scratch test
    e. Describe the procedure for assisting with a sigmoidoscopy
    f. Describe preparing the ophthalmoscope for use
    g. Describe the procedure for assisting with a needle biopsy

11. Describe the role of the MA with assisting in minor surgery

    Learning Objectives
    a. Describe the Medical Assistant's role in minor surgical procedures
    b. Describe types of wounds and explain how they heal
    c. Describe special surgical procedures performed in an office setting
    d. Identify the instruments used in minor surgery and sterile asepsis in minor surgery
    e. Describe the Medical Assistant's duties in preparing a patient and assisting in surgery
    f. Describe the duties of the Medical Assistant as a floater and as a sterile scrub assistant
    g. Demonstrate the Medical Assistant's duties in the postoperative period

12. Apply emergency preparedness and first aid procedures

    Learning Objectives
    a. Discuss the importance of first aid during a medical emergency
    b. Explain the purpose of the emergency medical services (EMS) system and how to contact it
    c. Identify items found on a crash cart or first aid tray
    d. List general guidelines to follow in emergencies
    e. Compare various degrees of burns and their treatments
    f. Demonstrate the procedure for helping a choking victim and CPR
g. Discuss the four methods for controlling bleeding
h. List the symptoms of heart attack, shock, and stroke
i. Describe the procedure for calming a patient who is under extreme stress
j. Describe ways to educate patients about preventing and responding to emergencies

13. **Describe complementary and alternative medicine**

**Learning Objectives**

a. Describe CAM
b. Distinguish between complementary and alternative medicine to conventional medicine
c. Summarize how CAM and conventional medicine are used together
d. Identify various types of complementary and alternative medicine
e. Explain why patients and healthcare practitioners are turning to complementary medicine
f. Explain how CAM is regulated
g. Describe health fraud

14. **Identify MA laboratory equipment and follow lab safety rules**

**Learning Objectives**

a. Describe the purpose of the physician's office laboratory
b. Identify the Medical Assistant's duties in the physician's office laboratory
c. Identify important pieces of laboratory equipment
d. Demonstrate the procedure for operating a microscope
e. Identify regulatory controls governing procedures completed in the physician's office laboratory
f. Describe the goal of a quality assurance program and illustrate measures to prevent accidents
g. Identify the Medical Assistant's record-keeping responsibilities
h. Describe the need for quality assurance and quality control programs and carry out accurate documentation, including all logs related to quality control
i. Identify common reference materials to consult for information on procedures performed in the office laboratory
j. Communicate with patients regarding test preparation and follow-up

15. **Describe introduction to microbiology**

**Learning Objectives**

a. Explain microbiology
b. Describe how microorganisms are classified and named, and how they cause disease
c. Contrast how viruses, bacteria, protozoas, fungi, and parasites differ using examples of each
d. Describe the process involved in diagnosing an infection
e. Identify the general guidelines for obtaining specimens
f. Demonstrate to procedure for obtaining throat culture, urine, sputum, wound and stool specimens
g. Demonstrate the procedure for transporting the specimens to outside laboratories
h. Describe two techniques used in the direct examination of culture specimens
i. Demonstrate the procedure for culturing specimens in the medical office
j. Describe how cultures are interpreted and how to perform an antimicrobial sensitivity determination
k. Implement quality control measures in the microbiology lab

16. **Demonstrate the process of collecting, processing, and testing urine samples**
Learning Objectives

a. Describe the characteristics of urine, including its formation, physical composition, and chemical properties
b. Illustrate the method for instructing patients in specimen collection, carry out procedures for following guidelines when collecting urine specimens
c. Demonstrate the proper procedures for collecting various urine specimens, including the process of urinary catheterization
d. Identify special considerations that may require altering guidelines when collecting urine specimens
e. Demonstrate the proper procedure for maintaining the chain of custody when processing urine specimens
f. Illustrate how to preserve and store urine specimens
g. Describe the process of urinalysis and its purpose
h. Identify the physical characteristics present in normal urine specimens
i. Identify chemicals that may be found in urine specimens
j. Demonstrate the procedure for categorizing and counting elements identified during microscopic examination of urine specimens

17. Demonstrate the process of collecting, processing, and testing blood samples

Learning Objectives

a. Describe the composition and function of blood
b. Demonstrate the procedure for collecting a blood sample
c. Illustrate the importance of confirming patients' identities and correctly identifying blood samples
d. Demonstrate the procedure for venipuncture and capillary puncture procedures
e. Identify the equipment and supplies required for blood-drawing procedures
f. Demonstrate the proper procedures for the disposing of waste generated during blood-drawing procedures
g. Describe common fears and concerns of patients and how to ease those fears
h. Demonstrate techniques for helping patients with special needs, including children, the elderly, patients at risk for uncontrolled bleeding, and difficult patients
i. Identify common blood tests and explain their procedures
j. Demonstrate the procedure for performing blood tests

18. Describe the concepts of nutrition and special diets

Learning Objectives

a. Describe how the body uses food and explain the role of calories and nutrients in the diet
b. Recite the Dietary Guidelines for Americans
c. Describe how to use the Food Guide Pyramid and its use in planning a well-balanced diet and healthy lifestyle
d. Describe the test used to measure body fat
e. Identify types of patients who require special diets and the modifications required for each
f. Describe the warning signs, symptoms, and treatment for eating disorders
g. Demonstrate how to educate patients about nutritional requirements
h. Document patient education about nutrition

19. Demonstrate and understanding with drug administration

Learning Objectives

a. Identify responsibilities regarding drug administration
b. Execute dosage calculations accurately

20. **Demonstrate knowledge in electrocardiography and pulmonary function testing**

   **Learning Objectives**
   a. Describe to anatomy and physiology of the heart and explain the conduction system of the heart
   b. Describe the basic patterns of an electrocardiogram (ECG)
   c. Identify the basic components of an electrocardiograph and what each does
   d. Explain how to position the limb and precordial electrodes correctly
   e. Describe how to obtain an ECG and how the ECG is interpreted
   f. Identify the various types of artifacts and potential equipment problems and how to correct them
   g. Summarize exercise electrocardiology and identify common arrhythmias
   h. Explain the procedure of Holter monitoring
   i. Describe forced vital capacity
   j. Describe the procedure of performing spirometry
   k. Describe the procedure for obtaining peak expiratory flow rate
   l. Describe the procedure for performing pulse oximetry testing

21. **Demonstrate the process to take X-rays and diagnostic radiology**

   **Learning Objectives**
   a. Explain x-rays and how they are used for diagnostic and therapeutic purposes
   b. Compare invasive and noninvasive diagnostic procedures
   c. Describe the Medical Assistant's role in x-ray and diagnostic radiology testing
   d. Demonstrate preparing a patient for an x-ray
   e. Explain the risks and safety precautions associated with radiology work
   f. Describe proper procedures for filing and maintaining x-ray films and records

22. **Describe the concepts of pharmacology related to the role of the MA position.**

   **Learning Objectives**
   a. Describe the five categories of pharmacology
   b. Differentiate between chemical, generic, and trade names for drugs
   c. Describe the major drug categories
   d. Identify main sources of drug information
   e. Distinguish between over-the-counter (OTC) and prescription drugs
   f. Compare the five schedules of controlled substances
   g. Describe how to register or renew a physician with Drug Enforcement Administration (DEA) for permission to administer, dispense, and prescribe controlled drugs
   h. Demonstrate the procedure for renewing medications using a telephone
i. Describe how vaccines work in the immune system
j. Organize patient education topics related to the use of nonprescription and prescription drugs

23. Identify 4 locations to do a Medical Assisting internship.

Learning Objectives

a. Demonstrate professionalism in all externship/internship scenarios
b. Summarize employment services and methods of obtaining a position
c. Create a resume, cover letter, and follow-up letter
d. Explain key factors for a successful interview
Appendix B

New Course or Course Change Proposal Form

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<tr>
<th>Date of Proposal:</th>
<th>Feb 1, 2012</th>
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<tbody>
<tr>
<td>Author:</td>
<td>Cristen Olmer</td>
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<tr>
<td>Proposal Type:</td>
<td>*New Course</td>
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<tr>
<td>Contact for the Course:</td>
<td>Cristen Olmer</td>
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<tr>
<td>Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):</td>
<td>MA 2050 Laboratory Skills for Medical Assistants</td>
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<td>Number of Credits:</td>
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<td>Prerequisites:</td>
<td>HC 1001, HC 1924</td>
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<tr>
<td>Course Description:</td>
<td>Teach laboratory fundamentals of medical assisting in a clinical setting. Students will learn aspects of standard precautions, ethical and legal issues, and sample processing.</td>
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<td>Grading Method:</td>
<td>Grade Pass/Fail</td>
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<td>Scheduling:</td>
<td>Fall Spring Summer Alternate Years Variable On Demand</td>
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<tr>
<td>Faculty Name:</td>
<td>Cristen Olmer</td>
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<td>Faculty Signature</td>
<td>Dean Olmer</td>
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<td>Dean's Name:</td>
<td>Lt. Dean</td>
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Is this Course Proposed as a Liberal Arts Course: | Yes | No |

If Yes, Which MnTC Area/Areas Will it Fulfill (http://www.mntctransfer.org)?

Is This Course a Requirement/Elective for a Specific Program or Programs? | Yes | No |

If Yes, Which Program(s)? | Medical Assisting |

Describe What is Changing/Being Added, and the Rationale:

Wish to replace MALT 1810 with MA laboratory skills due to the lack of CHA waived testing within MALT 1810. CHA waived testing is required for recertification.

What Impact Will This New Course or Change Have on Other Programs or Areas?

This is a MA specific program and will not impact or change other programs.

> Attach Common Course Outline to this Form.
Laboratory Skills for Medical Assistants
Common Course Outline

Course Information
Organization South Central College
Developers Cristen Olinger
Development Date 2/1/2012
Course Number MA 2010
Potential Hours of Instruction 64
Total Credits 3

Description
This course is designed to teach laboratory fundamentals of medical assisting in a clinical office setting. Students will learn aspects of standard precautions, laboratory safety, venipuncture, collection of patient specimens, perform CLIA waivered laboratory testing along with identification of infectious agents.
Prerequisites: HC 1001 & 1924

Types of Instruction

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Prerequisites
HC 1001 Advanced Medical Terminology
HC 1924 Anatomy and Physiology Disease Conditions II

Exit Learning Outcomes

Institutional Core Competencies
A. Analysis and inquiry
B. Critical and creative thinking
C. Written and oral communication

Competencies
1. Demonstrate methods of Standard Precautions
   Learning Objectives
   a. Describe personal protective equipment
   b. Identify safety techniques that can be used to prevent accidents and maintain a safe work environment
   c. Identify safety signs, symbols and labels
   d. Match types of uses of personal protective equipment (PPE)
2. Apply Laboratory Safety Practices
   Learning Objectives
   a. Complete an incident report
b. Discuss requirements for responding to hazardous material disposal
c. Develop a personal (patient and employee) safety plan
d. Develop an environmental safety plan (equipment)
e. Perform hand washing
f. Maintain a current list of community resources for emergency preparedness

3. **Explain Quality Control Procedures**
   **Learning Objectives**
   a. List major types of infectious agents
   b. Compare different methods of controlling the growth of microorganisms
   c. Discuss infection control procedures

4. **Demonstrate Blood Collection**
   **Learning Objectives**
   a. Perform venipuncture
   b. Perform venipuncture with syringe and butterfly method
   c. Perform venipuncture on hand vein
   d. Perform capillary puncture

5. **Perform Microscope Examination**
   **Learning Objectives**
   a. Identify parts of a microscope
   b. Focus laboratory microscope
   c. Discuss proper care of a laboratory microscope

6. **Perform CLIA Waived Urinalysis Testing**
   **Learning Objectives**
   a. Discuss proper clean catch mid stream urine sample patient instructions
   b. Explain the importance of the proper collection of urine specimens
   c. Distinguish between normal and abnormal test results
   d. Describe how to prepare urine sediment for microscopic examination
   e. Identify normal and abnormal urine crystals

7. **Perform CLIA Waived Microbiology Testing**
   **Learning Objectives**
   a. Discuss quality control issues related to handling microbiological specimens
   b. Obtain specimen for microbiological testing
   c. Explain the rational for performance of a procedure to the patient

8. **Perform CLIA Waived Microbiology Testing**
   **Learning Objectives**
   a. Distinguish between different White Blood Cells (WBCs)
   b. Screen test results
   c. Discuss collection process which could affect hematology lab results

9. **Perform CLIA Waived Chemistry Testing**
   **Learning Objectives**
   a. Discuss most common chemistry tests performed in a clinical laboratory
   b. Explain what is included in a chemistry panel
   c. Explain how colorimeters and spectrophotometers produce specimen laboratory results

10. **Explain the principle of CLIA Waived laboratory testing**
Learning Objectives
a. Discuss the importance of the Clinical Laboratory Improvement Amendments of 1988 (CLIA) in regards to CLIA waived laboratory testing
b. Identify disease processes which have indicators for CLIA waived tests
c. Identify common CLIA waived tests which are used within a clinic laboratory

11. Demonstrate the methods for blood smears
   Learning Objectives
   a. Demonstrate correct procedure in preparing a blood smear
   b. Identify common problems in preparing and staining a blood smear
   c. Discuss the relationship between staining and identification of formed elements in the blood

12. Use Quality Assurance and Quality Control techniques within the laboratory setting
   Learning Objectives
   a. Explain the importance of daily record keeping in regards to accuracy of laboratory tests results
   b. Perform controls on CLIA waived laboratory equipment
   c. Chart controls on a daily/monthly quality control log
   d. Define standard deviation and how it relates to patient laboratory results
Laboratory Skills for Medical Assistants
Common Course Outline

Course Information
Organization          South Central College
Developers            Cristen Olinger
Development Date      2/1/2012
Course Number         MA 2010
Potential Hours of Instruction       64
Total Credits         3

Description
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Prerequisites
HC 1001 Advanced Medical Terminology
HC 1924 Anatomy and Physiology Disease Conditions II

Exit Learning Outcomes
Institutional Core Competencies
A. Analysis and inquiry
B. Critical and creative thinking
C. Written and oral communication

Competencies
1. Demonstrate methods of Standard Precautions
   Learning Objectives
   a. Describe personal protective equipment
   b. Identify safety techniques that can be used to prevent accidents and maintain a safe work environment
   c. Identify safety signs, symbols and labels
   d. Match types of uses of personal protective equipment (PPE)
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   Learning Objectives
   a. Complete an incident report
b. Discuss requirements for responding to hazardous material disposal

c. Develop a personal (patient and employee) safety plan

d. Develop an environmental safety plan (equipment)

e. Perform hand washing

f. Maintain a current list of community resources for emergency preparedness

3. **Explain Quality Control Procedures**

   **Learning Objectives**
   
a. List major types of infectious agents

b. Compare different methods of controlling the growth of microorganisms

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a. Perform venipuncture

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5. **Perform Microscope Examination**

   **Learning Objectives**
   
a. Identify parts of a microscope

b. Focus laboratory microscope

c. Discuss proper care of a laboratory microscope

6. **Perform CLIA Waived Urinalysis Testing**

   **Learning Objectives**
   
a. Discuss proper clean catch mid stream urine sample patient instructions

b. Explain the importance of the proper collection of urine specimens

c. Distinguish between normal and abnormal test results

d. Describe how to prepare urine sediment for microscopic examination

e. Identify normal and abnormal urine crystals

7. **Perform CLIA Waived Microbiology Testing**

   **Learning Objectives**
   
a. Discuss quality control issues related to handling microbiological specimens

b. Obtain specimen for microbiological testing

c. Explain the rational for performance of a procedure to the patient

8. **Perform CLIA Waived Microbiology Testing**

   **Learning Objectives**
   
a. Distinguish between different White Blood Cells (WBCs)

b. Screen test results

c. Discuss collection process which could affect hematology lab results

9. **Perform CLIA Waived Chemistry Testing**

   **Learning Objectives**
   
a. Discuss most common chemistry tests performed in a clinical laboratory

b. Explain what is included in a chemistry panel

c. Explain how colorimeters and spectrophotometers produce specimen laboratory results

10. **Explain the principle of CLIA Waived laboratory testing**
Learning Objectives
a. Discuss the importance of the Clinical Laboratory Improvement Amendments of 1988 (CLIA) in regards to CLIA waived laboratory testing
b. Identify disease processes which have indicators for CLIA waived tests
c. Identify common CLIA waived tests which are used within a clinic laboratory

11. Demonstrate the methods for blood smears
   Learning Objectives
   a. Demonstrate correct procedure in preparing a blood smear
   b. Identify common problems in preparing and staining a blood smear
   c. Discuss the relationship between staining and identification of formed elements in the blood

12. Use Quality Assurance and Quality Control techniques within the laboratory setting
   Learning Objectives
   a. Explain the importance of daily record keeping in regards to accuracy of laboratory tests results
   b. Perform controls on CLIA waived laboratory equipment
   c. chart controls on a daily/monthly quality control log
   d. Define standard deviation and how it relates to patient laboratory results