

**HAGERSTOWN COMMUNITY COLLEGE
OFFICIAL COURSE SYLLABUS DOCUMENT**

COURSE: MAP 205-01 Diagnostic Lab Procedures

3 Credits

SEMESTER/YEAR: CLASS MEETING:

INSTRUCTOR:

COURSE DESCRIPTION:

This course is designed to give the student exposure to procedures conducted in a physician office laboratory setting. Topics covered include safety and regulatory guidelines, introduction to the medical laboratory, hematology tests, urinalysis, basic microbiology testing, and several CLIA waived tests such as blood glucose and pregnancy testing. Laboratory fee required.

Prerequisite: BIO 110/116, MAP 110 and MAP 102

TEXTBOOK: *Clinical Medical Assisting*, 6th edition, with MindTap, W. Lindh, C. Tamparo, B. Dahl, J. Morris, C. Dorrea, Cengage Learning, 2018

STUDENT LEARNING OUTCOMES:

1. Identify and justify the importance of respecting cultural, religious, and age related values and beliefs.
2. Demonstrate clinical competency by achieving a minimum score of 80% for each required clinical competency.
3. Utilize all standard precautions and comply with all waste disposal requirements during the performance of CLIA waived tests.
4. Demonstrate ability to utilize appropriate oral, written, and electronic communication skills for patient care, documentation, and education.
5. Demonstrate ability to recognize and address normal and abnormal test results for physician notification per policy.
6. Employ knowledge of quality assurance requirements of CLIA waived testing including documentation and reporting.

TOTAL HOURS OF COURSEWORK:

To earn one academic credit at HCC, students are required to complete a minimum of 37.5 clock hours (45 fifty-minute “academic” hours) of coursework per semester. Those hours of coursework may be completed through a combination of hours within the classroom and hours outside the classroom. Certain courses may require more than the 37.5 minimum hours of coursework per credit. This 3 credit course achieves the minimum of 112.5 hours of total time by requiring 50 hours of instructional/laboratory time and 62.5 hours of student work outside of instructional time.

ACCOUNTING FOR CREDIT HOUR REQUIREMENT

Assignment/Assessment	Clock Hours
Reading and homework	40 hours
Studying for regular exams/quizzes	57.5 hours
Final Assessment	15 hours

Total out of class time	112.5 hours
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COURSE CONTENT OBJECTIVES:

1. Understand safety and regulatory guidelines in the medical laboratory.
2. Know and demonstrate basic hematology procedures.
3. Know and demonstrate basic urinalysis procedures.
4. Know and demonstrate basic microbiology procedures.
5. Know and demonstrate basic specialty laboratory tests.

ASSESSMENT PROCEDURES: Final course grade will be based on the weighted grade by category as indicated below:

Homework/Forums	15%
Attendance & Professionalism	10%
Tests	25%
Final Exam	30%
Competencies	20%
Total:	100%

COMPETENCY GRADING GUIDELINES:

The instructor will designate a time limit for students to complete ALL required competencies. Failure of the student to complete all required competencies in the allotted time will result in an “F” course grade, and the student will be required to repeat the course.

For students who complete competencies within the allotted time:

1. The following competencies must each be passed with a grade of 75% or higher **AND** the student **must successfully complete 4 of 5 critical steps for each competency as indicated by an asterisk (*) on the competency recording sheet.**
 - a. Sterile Field Setup
 - b. Sterile Gloving
 - c. Urinalysis, manual
 - d. Urinalysis, Clinitek
 - e. EKG

Failure to pass any competency under item #1 as required will result in an “F” course grade and the student will be required to repeat the course.

2. The following competencies must be passed with a grade of 75% or higher.
 - a. Glucose testing
 - b. Hemoglobin testing
 - c. Fecal Occult Blood testing
 - d. Dermal punctures

Failure to pass any competency as required under item # 2 will result in the student being required to attend competency refresher training prior to being allowed to go out to externship.

3. A student will be allowed a second attempt on a competency failed on the first attempt. The second attempt is **limited** to the day of the student's scheduled competency testing.

The final grade is based on the following scale:

90 – 100%	A
80 – 89.9%	B
75 – 79.9%	C
60 – 74.9%	D
Below 60%	F

PLEASE NOTE: Grades will not be rounded up to give students a higher letter grade.

COURSE POLICIES:

1. In the event of inclement weather, students are advised to check their campus Email account and/or local radio and television stations, where cancellations will be disseminated.
2. Homework assignments in Moodle will be closed to completion as indicated in Moodle. Failure to complete the assignment by the closing date and time will result in a grade of “zero” or a reduced grade if partially completed. Failure to notify the instructor within 5 days of the due date of an assignment that the student was unable to complete due to “computer” problems will result in a zero for the assignment with no discussion.
3. The primary form of communication outside of the classroom will be in the form of emails to student HCC email accounts and Moodle announcements. If students do not use their HCC email accounts, or they fail to access Moodle on a regular basis, there will be no consideration given if emailed assignments are not received and Moodle assignments not seen.
4. Cell phones are to be silenced during class.
5. Laptops will be allowed unless the student abuses the privilege by using the laptop for purposes other than note taking during the class, at which time the student will be required to turn off the laptop.
6. **NO FOOD or DRINKS are allowed in the clinical classroom.** Appropriate dress (scrubs with close-toe shoes) is required at all times.
7. **Disclaimer:** The instructor reserves the right to modify course content.

HONOR CODE:

The HCC Student Code of Conduct is published in the HCC Student Guide and may be obtained in the Student Activities Office. The Code of Conduct includes principles, rights, and prohibited conduct related to academic integrity and due process. Academic dishonesty will be dealt with in accordance with the College's policies and procedures.

PLAGIARISM/ORIGINAL WORK POLICY:

Plagiarism involves using another's work and presenting it as one's own. This includes using information that is not documented accurately, copying another's work and presenting it as one's own. Plagiarism penalties vary according to the instructor, but the minimum penalty is a grade zero on the assignment. Maximum penalties may include expulsion from the college.

CLASS ATTENDANCE POLICY:

1. Students are expected to attend all regularly scheduled classes. In the case of absence due to an emergency, participation in an official College function, illness, or other valid situation, it is the responsibility of the student to confer with the instructor with regard to missed course work assignments and the like.
2. Further, it is the student's responsibility to officially withdraw from any class that s/he ceases to attend (**Must be done by January 14, 2019, to get a refund**). Failure to do so could result in the recording of an "F" grade for that class.

Attendance Policy:

- a. Students will be allowed one unexcused absence/tardy per semester that will not count against their course attendance grade.
- b. Any additional absences/tardiness will only be excused for: 1) student illness with physician/hospital excuse; 2) court appearance with appropriate court order; 3) death of a first degree relative, or 4) in the event of inclement weather as specified in the College Guide. Absences/tardiness not meeting the above criteria will be reflected in the course attendance grade.

Make Up Policy:

- a. Students who miss clinical class work will not have an opportunity to make up the work. This could severely compromise your ability to successfully complete course competencies.
 - b. Students who miss scheduled "in class" activities will not have an opportunity to make up the "in class" assignment.
 - c. All tests in this course will be given online at the HCC Testing Center. Chapter tests will be open for a total of 3 days. The Final Exam will be given online at the HCC Testing Center and will be open for a total of 6 days. It is the student's responsibility to make the time to take each test.
 - d. Makeup of missed tests will ONLY be considered for reasons covered in point "b" of the Attendance Policy above, and will be discussed one-on-one with the student. Students must contact the instructor within 7 days of the missed test, or receive a grade of "zero".
3. Class will begin at the scheduled time. In the event that the instructor is delayed, students are expected to wait for a minimum of 15 minutes before departing. All cases of time shall be guided by the time displayed in the classroom.

TOPIC OUTLINE:

Outline is tentative and may be subject to change upon instructor protocol

CONTACT INFORMATION:

Program Coordinator, Medical Assisting and Phlebotomy

E-mail(***THIS IS THE BEST WAY TO CONTACT ME***).

Phone 240-500-2624

Office Hours: CPB 170-B

SERVICES FOR STUDENTS WITH DISABILITIES: Students may receive reasonable accommodations if they have a diagnosed disability and present appropriate documentation. Students seeking accommodations are required to contact the Disability Support Services (DSS) office as early as possible. Students may contact a DSS staff member for an appointment at dss@hagerstowncc.edu or at 240-500-2530.

LEARNING SUPPORT CENTER: For tutoring or additional help with courses, please visit the Learning Support Center.

- LSC-100
- 240-500-2560
- lsc@hagerstowncc.edu
- Hours:
 - Monday - Thursday 8am-10pm
 - Friday 9am-5pm
 - Saturday 9am-3pm
 - Sunday 12-5pm