

# ALH 0006 - MEDICAL OFFICE LABORATORY PROCEDURES

## Catalog Description

Prerequisite: Completion of ALH 1, 2, 3, and 4 with grades of "C" or better  
Hours: 90 (36 lecture, 54 laboratory)

Description: Students will acquire skills to competently implement and evaluate standard laboratory tests as performed in medical offices or general lab settings. Emphasis on specimen collection, handling and storing procedures, analysis and interpretation of normal and abnormal lab values. Acquire phlebotomy skills that prepare students to practice within their scope of work as a medical assistant. (letter grade only) (not transferable)

## Course Student Learning Outcomes

- CSLO #1: Perform all laboratory activities in compliance with CLIA, OSHA and other safety agencies and protocols.
- CSLO #2: Identify and apply laboratory theory as it relates to lab testing, analysis, interpretation, and physician orders.
- CSLO #3: Perform sterile techniques and procedures.

## Effective Term

Fall 2018

## Course Type

Credit - Degree-applicable

## Contact Hours

90

## Outside of Class Hours

72

## Total Student Learning Hours

162

## Course Objectives

Lecture Objectives:

1. Appraise how to utilize laboratory supplies and equipment.
2. Define safety measures in a lab setting.
3. Interpret laboratory theory as it applies to lab testing, analysis, interpretation and physician orders.
4. Determine sterile techniques and procedures in a lab setting.

Lab Objectives:

1. Demonstrate competency in handling and utilizing all laboratory supplies and equipment to perform all laboratory activities.
2. Utilize safety measures in compliance with CLIA, OSHA and other safety agencies and protocols while working in the laboratory.
3. Apply laboratory theory for lab testing, analysis, interpretation and physician orders.
4. Perform sterile techniques and procedures.

## General Education Information

- Approved College Associate Degree GE Applicability
- CSU GE Applicability (Recommended-requires CSU approval)
- Cal-GETC Applicability (Recommended - Requires External Approval)
- IGETC Applicability (Recommended-requires CSU/UC approval)

## Articulation Information

- Not Transferable

## Methods of Evaluation

- Classroom Discussions
  - Example: Students participate in a discussion on the procedures to prepare a patient for a blood draw. Why is each procedure equally important? What could happen if you forget to confirm pretest restrictions such as "fasting"? Participation percentage of grade equals 10%.
- Objective Examinations
  - Example: Objective Exam: Example as it pertains to the final exam. Standard Grading. 1. If a urinalysis cannot be performed within 30 minutes after collection, the urine specimen must be stored: a. In an incubator b. In a freezer c. At room temperature d. In a refrigerator Answer: d. in a refrigerator
- Skill Demonstrations
  - Example: Example for use of microscope. 1. Following the lecture, the instructor will demonstrate safe and proper use of the microscope. Students will perform these skills with various specimens in a lab setting with skills checkoff. Standard Grading.

## Repeatable

No

## Methods of Instruction

- Laboratory
- Lecture/Discussion
- Distance Learning

Lab:

1. Following lecture and discussion, instructor will demonstrate proper sterile techniques and safety guidelines. This will be followed by students performing these tasks/skills in the lab setting with skills checkoff.
2. Following lecture and discussion, instructor will demonstrate safe and proper use of the microscope. This will be followed by students performing these tasks/skills in the lab setting with skills checkoff.

Lecture:

1. Instructor PowerPoint presentation on sterile techniques and safety in a laboratory setting to include review of student handout(done as homework) on Lab Safety Guidelines. Discuss with students.

Distance Learning

1. Instructor PowerPoint presentation on safe and proper use of the microscope for identification of cells and pathogens. This will be followed by an online discussion with students on the Medical Assistant Scope of Work as it pertains to lab procedures and diagnostics.

## **Typical Out of Class Assignments**

### **Reading Assignments**

1. Review section in textbook on Multi-cultural patient considerations in a laboratory environment and be prepared to discuss next class. 2. Read and memorize lab safety guidelines. List on handout for discussion next class. 3. Read section in textbook on "Infection Control" and answer critical thinking exam based question: Instruments that penetrate a patient's skin should be (answer = sterilized).

### **Writing, Problem Solving or Performance**

1. Short essay on the correct way to collect, label and process specimens. 2. Analyze lab results and flow sheets.

### **Other (Term projects, research papers, portfolios, etc.)**

1. Write paper on the process of accurately identifying disease causing agents, abnormal cells and pathogens.

### **Required Materials**

- Pearson's Comprehensive Medical Assisting
  - Author: Beaman, Nina and Lorraine Fleming-McPhillips
  - Publisher: Pearson/Prentice Hall
  - Publication Date: 2014
  - Text Edition: 3rd
  - Classic Textbook?:
  - OER Link:
  - OER:

### **Other materials and-or supplies required of students that contribute to the cost of the course.**