McLennan

COMMUNITY

COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

MDCA 1452.01

MEDICAL ASSISTANT LABORATORY PROCEDURES

MR. DAVID CHOATE

NOTE: This is a 16-week course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html on any changes to these guidelines.

Spring 2022

Course Description:
Waived procedures stated in the current Clinical Laboratory Improvement Act (CLIA). Includes blood collection, specimen handling, identification of normal ranges and quality control

Prerequisites and/or Corequisites:
Satisfactory progression in the Medical Assistant Program

Course Notes and Instructor Recommendations:
None

Instructor Information:
Instructor Name: David Choate
MCC E-mail: dchoate@mclennan.edu
Office Phone Number: 299-8262
Office Location: Rm. 130 Health Professions building
Office/Teacher Conference Hours: M-Th. 2-4pm
Other Instruction Information

Required Text & Materials:
Title: Procedures in a Clinical Setting
Author: BLESI/WISE/KELLY-ARNEY
Edition: 1st.
Publisher: CENGAGE LEARNING
ISBN: 978-1-133-52264-5

MCC Bookstore Website: http://www.mclennan.edu/bookstore/

Methods of Teaching and Learning:
Direct lecture, group discussion, group projects, lab exercises, exams, quizzes, simulations and tutorial software.course Objectives and/or Competencies

Course Objectives and/or Competencies:

During this semester we will be following the lab procedure textbook as outlined in the course schedule. In addition the CAAHEP's core competencies listed must be met by each student.

Course objectives and competencies

Psychomotor Domain

Foundations for clinical practice

PI

1. Anatomy and physiology
   1.5 Perform electrocardiography
   1.6 Perform patient screening using established protocols
   1.7 Select proper sites for administering parenteral medications
   1.8 Administer oral medications
   1.9 Administer parenteral (excluding IV) medications

PXI

Safety and Emergency Practices

XI Protective practices.

XI.1 Comply with safety signs, symbols and labels

XI.2 Evaluate the work environment to identify safe vs. unsafe working conditions

XI.3 Develop a personal (patient and employee) safety plan

XI.4 Develop an environmental safety plan

Affective Domain

AI

1. Anatomy and physiology
   1.1 Apply critical thinking skills in performing patient assessment and care
   1.2 Use language/verbal skills that enable patient's understanding
   1.3 Demonstrate respect for diversity in approaching patients and family

AXI

XI.   Protective Practices

XI.1 Recognize the effects of stress of all persons involved in emergency situations

XI.2 Demonstrate self-awareness in responding to emergency situations

Cognitive Domain

CII

II Applied mathematics

II.7 Analyze charts, graphs and/or tables in the interpretation of healthcare results

All of the above listed CAAHEP core competencies must be demonstrated and passed with a minimum calculated score of 70%

Course Outline or Schedule:
Week one
Procedures 46-4, 5,6,and 7

Week two
Procedures 46-8,9,10,and 11

Week three
Procedures 47-1, and 2 49-1, and 2

Week four
Procedures 49-3, and 4 50-1, and 2

Week 5
Procedures 50-3, and 4 51-1 and 53-1

Week 6
Procedures 53-2, 3, 4, and 5

Week 7

Procedures 53-6, 7, 8, and 9

Week 8
Procedures 54-1, 2, 3, and 4

Week 9
Procedures 54-5, 6, 7, and 55-1

Week ten
Procedures 56-1, 2, 3, and 4

Week 11
Procedures 56-5, 57-1, 2, and 3

Week 12
Procedures 57-4, and 5, 59-1, and 2

Week 13
Procedures 59-3, and 4 start compentency check offs

Week 14
Continue competency check offs

Week 15
 Finals skill exam review

Week 16
Final Skills Exam

Course Grading Information:
Completion of competency checklist 50%
Quizzes 10%
Lab participation 15%
Final exam 25%

Note: LAB PARTICIPATION IS DEFINED AS ACTIVE INVOLVEMENT IN ANY AND ALL LAB ACTIVITIES. 1 POINT (1%) WILL BE DEDUCTED FROM THE STUDENTS FINAL AVERAGE FOR EACH UNEXCUSED ABSENCE DURING THE SEMESTER, TWO TARDIES WILL COUNT AS 1 ABSENCE. POP QUIZZES WILL BE GIVEN THROUGHOUT THE SEMESTER. IT IS THE STUDENTS RESPONSIBILITY TO BE PREPARED.

NOTE: CHEATING OR PLAGARISM WILL NOT BE TOLERATED IN ANY FORM. FIRST OFFENCE WILL RESULT IN A GRADE OF ZERO ON SAID WORK/EXAM, SECOND OFFENCE WILL RESULT IN EXPLUSION FROM THE PROGRAM.

Late Work, Attendance, and Make Up Work Policies:
EXAMS ARE ELIGIBLE FOR MAKE UP WITH A TEN POINT PENALTY. IT IS THE RESPONSIBILTY OF THE STUDENT TO CONTACT THEIR INSTRUCTOR TO SCHEDULE A MAKE UP DATE. QUIZZES AND CLASS PARTICIPATION ARE NOT ELIGIBLE FOR MAKE UP.

Student Behavioral Expectations or Conduct Policy:
PROPER STUDENT BEHAVIOR DURING CLASS AND CLINICALS IS EXPECTED. THIS INCLUDES PROPER RESPECT FOR YOUR CLASSMATES, YOUR INSTRUCTOR, DRESS CODES, LANGUAGE, ATTITUDE, AND RESPECT FOR THE FIELD IN WHICH YOU ARE ENTERING. ANY DEVIATION FROM THESE EXPECTATIONS WILL BE DEALT WITH ACCORDING TO THE GENERAL CONDUCT POLICY OUTLINED IN THE HIGHLANDERS GUIDE, INCLUDING SUSPENSION AND UP TO EXPLUSION.

Click Here for the MCC Attendance/Absences Policy
(https://www.mclennan.edu/highlander-guide/policies.html)
Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

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ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:
Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:
> disabilities@mclennan.edu
> 254-299-8122
> Room 319, Student Services Center

Title IX:
We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting http://www.lighthouse-services.com/mclennan/.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:
MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at http://www.mclennan.edu/campus-resource-guide/

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:
Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:
Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:
Go to https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:
Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:
In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:
McLennan Community College would like to remind you of the policy (http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

Instructional Uses of Email:
Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:
The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

Forwarding Emails:
You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

Disclaimer:
The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.