



Medical Assistant Laboratory Procedures, MDCA1352

Course Syllabus: Fall 2024

“Northeast Texas Community College exists to provide responsible, exemplary learning opportunities.”

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	Classroom	Online	Classroom	Online	Online	M-F

The information contained in this syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.

Catalog Course Description (include prerequisites):

Students will be instructed in procedures depicted in the Waived category of the Clinical Laboratory Improvement Act (CLIA). This course includes blood collection, specimen handling, basic urinalysis, identification of normal ranges, quality assurance, and quality control.

Prerequisite:

MDCA 1417, MDCA 1302

Required Textbook(s):

Kinn’s The Medical Assistant An Applied Learning Approach 14th ed., Brigitte Niedzwiecki, Julie Pepper, P. Ann Weaver

Kinn’s The Medical Assistant An Applied Learning Approach 14th ed. Study Guide and Procedural Checklist Manual, Brigitte Niedzwiecki, Julie Pepper, P. Ann Weaver

Publisher: Elsevier

ISBN Number: 978-0-323-87116-7, 978-0-323-87424-3

Recommended Reading(s):

PowerPoints and other material provided by instructor

Student Learning Outcomes:

1. Asepsis and infection control
2. Specimen collection and processing
3. Diagnostic testing
4. Patient care and instruction
5. Quality assurance and quality control procedures
6. Appropriate equipment maintenance and troubleshooting

SCANS Skills:

Scan Competency

Medical Assistant Laboratory Procedures

Resources	Identify supplies needed for each lab and organize laboratory procedures so that all supplies and equipment are used correctly.
Interpersonal	Recognize limitations of expertise and communicate with the instructor when questions arise. Show respect for the instructor and peers during class time.
Information	Apply the information gained from lectures, laboratory, and independent study to problem-solve results provided as case studies or unknowns during the laboratory.
Systems	Apply critical thinking skills to problems encountered in the laboratory and theoretical case studies.
Technology	Achieve competency in routine laboratory procedures.

Lectures & Discussions:

- Lectures, supplemented with use of audio-visual aids, PowerPoints, transparencies and handouts
- Group discussions and homework assignments
- Study questions and review sessions.

Evaluation/Grading Policy:

Lab Homework/Quizzes, Student Contract	15 %
Lab Procedures	15%
Chapter Exams	40 %
Final Comprehensive Exam	30 %

Course Grades	A = 90% or above
	B = 80 – 89%
	C = 75 – 79 %
	F = Less than 75%

Students must receive a passing grade for the laboratory component of each course to progress in the program. All students will be required to demonstrate continued competency of ALL clinical skills during the course of the program. Although your procedure grade average maybe 75 or better, if you fail ANY procedure after three attempts you will receive a failing grade for the course and be dismissed from the program. This is in compliance with the CAAHEP Standards which reads in the following statement and may be found on the CAAHEP website.

Medical Assisting students must obtain a passing score on ALL psychomotor and affective domain objectives (competencies) in the course. CAAHEP accreditation requires 100% of all medical assisting graduates pass 100% of all competencies (procedures).

Competency/Performance Test Policy:

- Procedure passed on first attempt, maximum score possible = 100 %***
- Procedure passed on second attempt, maximum score possible = 88 %***
- Procedure passed on third attempt, maximum score possible = 75 %***

** A minimum of a “C” is required to pass this course.

Drop Policy: The last day to drop with a grade of “W” is **Tuesday, November 21, 2023.**

The instructor will **not** drop students from the course rolls for any reason. If the student decides not to complete the course, it is the responsibility of the student to officially drop the course through the Registrar’s office. Failure to do so will result in an “F” being awarded in the course.

Tests/Exams:

4 exams + Final comprehensive exam

Daily quizzes may be given periodically

Assignments:

All assignments will be due on the due date. No late homework assignments will be accepted, resulting in a zero for that day of homework.

Other Course Requirements:

Students are required to wear MA-specified scrubs every day of class and laboratory. Appropriate laboratory attire is required - close-toed shoes, lab coat and other supplied personal protective equipment if necessary. Without close-toed shoes or lab coat, no lab procedures may be performed and the grade will reflect a missed lab period.

Student Responsibilities/Expectations:

1. Attend all classes and labs, be on time and remain in class for the entire period. For every three days missed, one letter grade will be deducted from the final grade. Three episodes of tardiness or early departure will be equated with one class absence. Exams are to be taken on the scheduled date and time. Prior approval of the instructor is required for anyone missing an exam date. Makeup exams must be taken in the testing center within 2 days of returning to campus. Every day after that will have 10 points deducted from the exam grade. Missing an exam without notifying the instructor will result in a grade of "0" for the exam. Anyone more than 15 minutes late for an exam without prior approval will take the exam in the testing center after the class period and have 10 points deducted from the exam grade.
2. Complete assigned readings before the lecture over each topic.
3. Be prepared to take notes and participate in class.
4. Be respectful of instructors and classmates.
5. All cell phones will be turned off or to silent during class time.
6. Laptops/tablets may be used for note-taking but do not abuse this privilege. They are not for personal use during class time.
7. Any missed laboratory session for any reason will require an essay of no less than 250 words (2 hand-written pages) covering the topic or activity performed during the missed session. This essay will be submitted before the next scheduled class period. The activity or procedure must be made up, if possible, and any assignments as part of the missed session will also be turned in as soon as the lab activity or procedure has been completed. It is the student's responsibility to contact the instructor for such assignments.
8. When illness or emergencies arise which necessitate a student's absence from any scheduled class or other scheduled activity, the instructor should be notified as soon as possible.

NTCC Academic Honesty Statement:

"Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook."

Academic Ethics

The college expects all students to engage in academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic pursuit. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. Refer to the student handbook for more information on this subject.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the NTCC Catalog or Student Handbook.

Family Educational Rights And Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Other Course Policies:

All class examinations are considered to be a major part of the course work upon which a major portion of your final grade will be based. If the total average of the Chapter exams is below 75 the student will not qualify to sit for the final exam. Class exams are listed on the class calendar. If this calendar must be altered, the change will be announced in class. If you have a conflict with the date, you must contact me well in advance of the examination. Failure to do so will result in an examination grade of zero. A grade of zero will be assigned for any missed unannounced quizzes.