

Elmira Business Institute
Student Syllabus: Medical Laboratory I (MED220)

Prerequisites: Medical Terminology (MED110)

Course Credits/ Clock Hours: 3/60

Course Delivery Mode: Residential

Course Description

This course provides the student with a basic overview of the disease process, disease etiology, and a practical application of infection control. Emphasis is placed on hand-washing techniques, methods of sterilization, glove application, and instrument classification. (Lec/Lab/Ext/Total) (30/30/0/60).

Student Learning Outcomes

Upon completion of this course, students will be able to:

- Define OSHA and HIPPA standards in written and verbal forms as they apply to the lab experience.
- Demonstrate appropriate barriers and personal protective equipment (PPE).
- Perform a mock drill on premises and communicate through verbal and in written form an emergency action plan.
- Identify surgical instruments, sanitize them, disinfect them and sterilize them complying with safe handling procedures.
- Recognize the implications for failure to comply with Center for Disease Control (CDC) regulations in healthcare settings.

Required Course Texts & Course Materials

Bonewit-West, K., Hunt, S., & Applegate, E. 2015. *Today's Medical Assistant, Clinical and Administrative Procedures*, 3rd Ed. St. Louis: Elsevier. (ISBN 9780323312073)
Textbook and Study Guide Packaged together)

Elsevier Adaptive Quizzing for Today's Medical Assistant, 3rd Edition (ISBN: 9780323555302)

Supplemental educational learning materials may include and are not limited to

To be supplied by the instructor.

Assessment

Medical Assisting students are allowed two attempts to pass each competency. A minimum score of 85 percent is necessary to pass the individual competency. The student must pass every competency in order to pass the course. A minimum grade of a "C" is required to pass the course. Documentation will be housed in the student's academic file.

In as much as the laboratory experience should mimic a real medical office or laboratory, students should understand that once a concept has been presented in one of the instructional methods they are held responsible for that knowledge.

In the event that a student is having difficulty in a Medical Laboratory I area the professor may recommend additional work or tutoring in the Academic Achievement Center.

Student Homework Policy Statement

Elmira Business Institute (EBI) syllabi contain assignments in alignment with the federal government's definition of appropriate, assigned homework for each credit hour. For each one-credit hour of classroom or direct faculty instruction, two hours of out-of-class student work will be assigned. (For example: A three-credit course will include an average of six (6) hours of homework each week.). For classes with laboratory or clinical work, a three-credit, four-hour class will include an average of six (6) hours of homework each week. For externships, each credit hour will include an average of three (3) hours of homework per week. Assignments are directly relevant to course objectives and learning outcomes and are included at the end of the syllabi. Each assignment will be graded and recorded by the instructor.

Calculation of a Semester Credit Hour

All coursework at Elmira Business Institute is measured in semester credit hours.

- One Semester Credit Hour is equivalent to fifteen (15) clock (contact) hours of lecture.
- One Semester Credit Hour is equivalent to thirty (30) clock (contact) hours of laboratory training.
- One Semester Credit Hour is equivalent to forty-five (45) clock (contact) hours of externship.

Definition of a Contact Hour

One contact hour is defined as 50 minutes within a 60-minute period of instructional activities (lecture, lab, clinical, and externship). The student is required to devote appropriate time to preparation and study outside the classroom.

Evaluation

Assessment Type	% of Grade
Attendance/Professionalism	15%
Midterm/Final Examination	20%
Quizzes/Tests	20%
Homework	25%
Competencies	20%
Total	100%

Grading Scheme

Numerical Average	Letter Grade	Quality Points
95-100	A	4.0
90-94	A-	3.7
86-89	B+	3.3
83-85	B	3.0
80-82	B-	2.7
76-79	C+	2.3
73-75	C	2.0
70-72	C-	1.7
68-69	D+	1.3

Numerical Average	Letter Grade	Quality Points
66-67	D	1.0
65	D-	0.7
60-64	F	0.0
Withdraw/Failing	W/F	0.0
Withdraw	W	----
Incomplete	I	----
Test Out	TO	----
Transfer of Credit	T	----

Course Policies

Behavioral Standards

Students are expected to abide by all public laws; to comply with the regulations and policies of the College; and to demonstrate a positive attitude, diligence, and courteous conduct toward instructors, staff, and fellow students. Respect for others in terms of language, demeanor, and attention to others while they are speaking is expected.

The College reserves the right to dismiss or suspend students for conduct which impedes, disrupts, or interferes with the orderly and continuous administration and operation of the College or any unit of the College. Attending EBI is not a right; it is a privilege.

As a part of its mission to prepare students for careers in the business and healthcare world, EBI requires students to dress in a manner that will create a positive self-image. Inappropriately dressed students may not be permitted to attend classes. Students in College externships are required to follow the participating organization's dress code.

No cell phone use or Internet access is allowed in the classroom unless permission is granted by the instructor and usage is course appropriate.

No eating or drinking in EBI's classroom laboratories (medical, business or technology) and Library.

Attendance Policy

Attendance is mandatory and will be used when calculating participation/attendance. Class will begin promptly. Students who are late or absent are responsible to obtain lecture notes, assignments, and announcements after class, so as not to interfere with class time, or the work of fellow students. One of the first questions a potential employer will ask the Career Services representative about is student attendance. Your attendance in the classroom directly represents your quality of potential work.

Students who do not attend classes after missing 14 consecutive calendar days or who fail to attend classes on a regular basis will be administratively dropped by the College. Since attendance is also used to verify enrollment for financial aid purposes, it is important that students attend classes on a regular basis to avoid loss of financial aid eligibility (student loans) and federal and state grants.

Make-Up Policy

When a student is absent, that student is responsible for making up missed class work. Make-up tests or quizzes may be offered at the instructor's discretion via ONE-STOP at the Library, and it is the student's responsibility to arrange a time at the librarian's convenience. One-Stop tests and quizzes must be taken within one week of the date of absence; failure to make up work, quizzes, or exams in a timely manner may result in a 0 grade. There is no charge for make-up work.

Midterm or Final Examinations may only be made up with approval from the Campus Director/Dean and appropriate documentation.

Academic Integrity/Plagiarism Rules

Elmira Business Institute is committed to supporting its mission to provide an educational experience designed to develop professional competencies including developing habits of personal and professional integrity. The College expects all members of its community—students, faculty, and staff—to act honestly in all situations. Actions of Academic Dishonesty will not be tolerated. Academic Dishonesty “is any form of cheating and plagiarism which results in students giving or receiving unauthorized assistance in an academic assignment or receiving credit for work which is not their own.” All students are expected to agree to a pledge of honesty concerning their academic work, and faculty is expected to maintain the standards of that code. If you think it may be cheating, it probably is.

Please keep in mind that plagiarism includes:

- Copying another person's work and claiming credit for it
- Failing to give credit—both a works cited and in-text citations are required for information you retrieved from another source whether or not it is a direct quotation
- Incorrectly citing a source
- Failing to use quotation marks for a direct quote
- Improperly paraphrasing—both the words and the structure of your writing must differ from your source

Students will be given a complete policy the first day of class to review and sign.

For questions about plagiarism or assistance at any part of the writing process, please visit the Academic Achievement Center or Library.

Academic Support***Private Instruction***

Elmira Business Institute promotes student and faculty private instruction. This student service is provided at no charge for students enrolled in a program. Private Instruction is accomplished in the following way:

- Students should contact faculty members for scheduling private instruction.
- Mandatory private instruction scheduled by an Administrator when necessary.

Faculty Office Hours

The Faculty Office Hours are posted outside the classroom door. This the first stop for help for assignments, study skills, or writing for any course.

Academic Advising/Mentoring

Academic Advising/Mentoring is provided to each student throughout the semester. Staff or Faculty Mentors can facilitate student access to learning resources and answer basic questions regarding EBI academic programs and policies.

The Library

The Library supports the academic programs of the College and offers technology to assist student research in databases and on the Internet. A Librarian is available to assist in research and navigating our resources. Use the Library catalog (<http://ebi.scoolaid.net/bin/home>) to search for a book in the library, access databases and e-books, and find reference tools. Information is also available about community resources, including scholarships, part-time employment, child care, and transportation. Elmira Business Institute maintains a library of hundreds of volumes of reference materials and manuals for the students' use. This facility is used both for independent reading and for study. The Institution also provides its students with access to an e-library containing over 80,000 volumes and reference materials. The e-library is available to the students 24-7 by remote access. Available for students' use is a wide range of resource materials that include encyclopedias, unabridged dictionaries, almanacs, atlases, and many volumes directly related to subjects studied at Elmira Business Institute. Books for general reading are also included. The library is available to students during normal school hours.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

The Satisfactory Academic Progress Policy ensures that all Elmira Business Institute students enrolled in a diploma and degree programs are maintaining satisfactory progress towards a successful completion of their academic programs. The criteria and standards contained in the policy are set to recognize academic achievements or to detect problems for which actions of early intervention and/or remediation can be taken. These standards apply to all students whether they are eligible for Title IV funding or not. The Satisfactory Academic Policy complies with the requirements of the federal and state regulatory guidelines and the accrediting commission.

Satisfactory Progress Standards are designed to assess academic progress for classes taken at Elmira Business Institute only and requires a both quantitative measurements and qualitative measurements. Students must maintain satisfactory progress toward the completion of their program.

The following criteria are used to determine whether or not a student is making Satisfactory Academic Progress. These standards monitor whether a student meets the minimum quantitative and qualitative components. A student must be able to:

- Maintain a minimum cumulative grade point average (CGPA)
- Achieve the minimum incremental completion rate (ICR) and
- Complete the program within a maximum allowable time frame (MTF)

Failure to complete courses successfully for any reason will negatively affect Satisfactory Academic Progress. Failing courses or withdrawing from courses could result in extending the length of educational program, the loss of financial aid and/or dismissal. It is important to understand how these situations will impact SAP at your next evaluation points. In order for a

student to graduate, the minimum requirements are a CGPA of 2.0 and completion of all required coursework without attempting more than 150% of the credits/hours in the program.

The college determines that a student is maintaining satisfactory academic progress if the student meets or exceeds the quantitative and qualitative standards outlined below, based on the cumulative number of semester credit hours attempted.

A minimum of a “C” is required to pass the course. Documentation will be housed in the student’s academic file. Although, this is the minimum passing grade. Students will need to meet the **Satisfactory Academic Progress** requirements.

Course Schedule

<i>Lesson #</i>	<i>Topic(s)</i>
<i>1 & 2</i>	Medical Asepsis and the OSHA Standards <ul style="list-style-type: none"> • Microorganisms and the infection cycle • Hand washing • Regulated medical waste • Bloodborne diseases • OSHA bloodborne pathogens standards
<i>3 & 4</i>	Sterilization and Disinfection <ul style="list-style-type: none"> • Hazard communication standards • Sanitization • Disinfection • Sterilization of articles and use of autoclave
<i>5, 6, 7</i>	Minor Office Surgery <ul style="list-style-type: none"> • Surgical asepsis • Instruments used in minor office surgery • Sterile gloving • Maintaining a sterile field • Wound care • Suturing and bandaging
<i>8</i>	Review and Midterm Examination
<i>9 & 10</i>	Emergency Preparedness & Protective Practices <ul style="list-style-type: none"> • Categories of disasters • Psychological effects of emergencies • Fire safety • Employee education • Emergency practice drills

<i>11 & 12</i>	Introduction to the Laboratory <ul style="list-style-type: none">• Types of laboratories• Laboratory requests• Documenting in the EMR• Patient preparation• Collection & handling of specimens• Quality control• Laboratory safety
<i>13 & 14</i>	Medical Microbiology <ul style="list-style-type: none">• Normal flora• Microorganisms and disease• Streptococcus testing• Prevention and control of diseases• Using the microscope
<i>15</i>	Review for Final Examination
<i>16</i>	Comprehensive Final Examination

Please note: Changes to the lessons may be made at the discretion of the instructor throughout the semester.

Revised February 2016 mzt, Revised July 2017 klp, August 2018 js, Revised August 2019 em

Competency: Chapter 36. MLI: Emergency Action Plan Rubric

	Excellent: 10	Good: 8	Fair: 7	Poor: 6	Score:
Completeness: (7-10 pages minimum)	Student goes beyond the requirement of the project. (10+ pages)	Student meets the base requirement of the project. (10)	Student has barely 7 pages	Student has not met the criteria, below 7 pages	
Content:	Well thought and supports research. Indicates clear critical thinking. Clear goal that is related to the topic(s). Information is accurate.	Well thought out and supports research. Indicates critical thinking. Clear goal that is related to the topic(s). Information is accurate.	Supports researched information. Indicates some critical thinking. No clear goal. Has some misinformation.	Provides inconsistent information. Indicates no apparent critical thinking. No clear goal. Has significant misinformation.	
Grammar and Language:	No spelling, grammatical, or punctuation errors Excellent use of vocabulary and word choices.	Few (1-3) spelling, grammatical, or punctuation errors. Good use of vocabulary and word choices.	Minimum (3-5) spelling, grammatical, or punctuation errors. Limited use of vocabulary and word choices.	More than 5 spelling, grammatical, or punctuation errors. Poor use of vocabulary and word choices.	
Resources: Minimum 3	Cited 4 or more resources using correct MLA format.	Cited 3 resources and/or used correct MLA format.	Cited 1-2 resource and/or did not use correct MLA format.	Cited no resources	
Organization:	Content is clearly organized making it very easy to locate requested information.	Content is mostly organized making it easy to locate requested information.	Content is somewhat unorganized making it difficult to locate requested information.	Content is unorganized making it difficult to locate requested information.	

50/100

Comments

	A
	B
	C
	D
(or one of the automatic failures)	F

he use of <http://www.plagiarismchecker.com/> was used on this assignment: Yes No_____

Student Name _____

Semester _____ Instructor: _____

Med Lab I Competency Procedures (2015 Standards)

Comp	Description of comp	CAAHEP Correlation	Date Achieved	Grade	Instructor Sign off
17-1	Perform Hand Washing: Preform a Surgical Hand Scrub	III.P.3			
17-3	Application & Removal of clean Disposable Gloves	III.P.2			
Sup.	Select Appropriate Personal Protective Equipment (PPE)	III.P.2			
17-A	Proper use of a Sharps Container	III.P.10			
17-B	Disposal of Hazardous Material	III.P.10			
18-1	Sanitization of Instruments	III.P.4			
18-2	Wrapping Instruments using Paper or Muslin	III.P.4			
18-3	Wrapping Instruments using a Pouch	II.P.4			
18-4	Sterilizing Articles in an Autoclave	III.P.5			
25-1	Applying & Removing Sterile Gloves	III.P.7			
Sup.	Prepare a Sterile Field and work within that field				
25-2	Opening a Sterile Package	III.P.7			
25-3	Pouring a Sterile Solution	III.P.7			
25-4	Changing a Sterile Dressing	III.P.8 III.P.9			
25-5	Removing Sutures & Staples	III.P.8			
25-6	Applying & Removing Adhesive Skin Closures	III.P.8			
25-7	Assisting with Minor Office Surgery	I.A.1			
25-A	Bandage Turns	III.P.9			
29-A	Operating and Emergency Eyewash Stations	XII.2a			
34-1	Using a Microscope	I.P.11.e			
34-2	Collecting a throat Specimen	I.P.11.e			
34-A	Rapid Strep Testing	I.P.11.e			
36-1	Demonstrating Proper Use of a Fire Extinguisher	X.11.2.b			

36-2	Participating in a Mock Exposure Event	X.11.4			
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All Competencies listed must have had a minimum of three attempts and have been completed with a grade of 85 or better.

Instructor Signature_____ **Date**_____

Program Director Signature_____ **Date**_____

Student Name _____ Course: MED 220 Semester _____

Bonewit: Today's Medical Assistant, 3rd Edition MED 220
ABHES 2018 Skills Correlations

Instructor _____

Competencies	Text Chapter	EVALUATION INSTRUMENT: (Textbook/Study Guide Procedure Numbers)	Course	Date	Grade	Faculty Initials	PD Approval
4. Medical Law and Ethics							
a. Follow documentation guidelines	Chapter 25	25-4: Changing a Sterile Dressing	MED 220				
		25-5: Removing Sutures and Staples					
		25-6: Applying and Removing Adhesive Skin Closures					
		25-7: Assisting with Minor Office Surgery					
e. Perform Risk Management	Chapter 36	36-1: Demonstrating Proper Use of a Fire Extinguisher					
		36-2: Participating in a Mock Exposure Event					
f. Comply with federal, state, and local health laws and regulations as they relate to healthcare settings 1) Define the scope of practice for the medical assistant within the state where employed 2) Describe what procedures can and cannot be delegated to the medical assistant and by whom within various employment settings 3) Comply with meaningful use regulations	Chapter 17	17-1: Handwashing	MED 220				
		17-2: Applying an Alcohol-Based Hand Rub					
		17-2: Applying an Alcohol-Based Hand Rub					
	Chapter 17	17-A Proper Use of S Sharps Container	MED 220				
		17-B Disposal of Hazardous Materials					
	Chapter 18	18-4 Sterilizing Articles in the Autoclave	MED 220				
	Chapter 25	25-1: Applying and Removing Sterile Gloves	MED 220				
	Chapter 25	25-7: Assisting with Minor Office Surgery	MED 220				

8. Clinical Procedures							
a. Practice standard precautions and perform disinfection/sterilization techniques	Chapter 17	17-1: Handwashing	MED 220				
		17-2: Applying an Alcohol-Based Hand Rub					
		17-3: Application and Removal of Clean Disposable Gloves					
	Chapter 18	18-1: Sanitization of Instruments	MED 220				
		18-2: Wrapping Instruments Using Paper or Muslin					
		18-3: Wrapping Instruments Using a Pouch					
	Chapter 25	25-1: Applying and Removing Sterile Gloves	MED 220				
		25-5: Removing Sutures and Staples					
		25-7: Assisting with Minor Office Surgery					
	Chapter 29	29-A Operate and Emergency Eye wash stations					
e. Perform specialty procedures, including but not limited to minor surgery, cardiac, respiratory, OB-GYN, neurological, and gastroenterology	Chapter 25	25-2: Opening a Sterile Package	MED 220				
		25-3: Pouring a Sterile Solution					
		25-4: Changing a Sterile Dressing					
		25-5: Removing Sutures and Staples					
		25-6: Applying and Removing Adhesive Skin Closures					
		25-7: Assisting with Minor Office Surgery					
		Study Guide: Laboratory assignment 25-A: Bandage Turns					
g. Recognize and respond to medical office emergencies	Chapter 25	25-7: Assisting with Minor Office Surgery	MED 220				
	Chapter 29	29-A Operate and Emergency Eye wash stations					
	Chapter 36	36-1: Demonstrating Proper Use of a Fire Extinguisher	MED 220				
		36-2: Participating in a Mock Exposure Event					
		Study Guide: Critical Thinking Activity I: Community Resources					
h. Teach self-examination, disease management and health promotion	Chapter 25	25-4: Changing a Sterile Dressing					
		25-5: Removing Sutures and Staples					
		25-6: Applying and Removing Adhesive Skin Closures	MED 220				
		25-7: Assisting with Minor Office Surgery					
		Study Guide: Laboratory assignment 25-A: Bandage Turns					

i. Identify community resources and Complementary and Alternative Medicine practices (CAM)	Chapter 36	Study Guide: Critical Thinking Activity I: Community Resources	MED 220				
		36-2: Participating in a Mock Exposure Event					
j. make adaptations for patients with special needs (psychological or physical limitations)	Chapter 25	25-7: Assisting with Minor Office Surgery	MED 220				
	Chapter 36	36-2: Participating in a Mock Exposure Event					
9. Medical Laboratory Procedures							
a. Practice quality control	Chapter 17	17-A Proper Use of S Sharps Container	MED 220				
		17-B Disposal of Hazardous Materials					
	Chapter 18	18-4 Sterilizing Articles in the Autoclave	MED 220				
	Chapter 34	Study Guide: Laboratory assignment 34-A: Rapid Strep Testing	MED 220				
c. Dispose of biohazardous materials	Chapter 17	17-A Proper Use of S Sharps Container	MED 220				
		17-B Disposal of Hazardous Materials					
	Chapter 25	25-4: Changing a Sterile Dressing	MED 220				

		25-5: Removing Sutures and Staples					
		25-7: Assisting with Minor Office Surgery					
d. Collect, label, and process specimens 1) Perform venipuncture 2) Perform capillary puncture 3) Perform wound collection procedures 4) Obtain throat specimens for microbiologic testing	Chapter 25	25-7: Assisting with Minor Office Surgery	MED 220				
	Chapter 34	Study Guide: Laboratory assignment 34-A: Rapid Strep Testing	MED 220				
e. Instruct patients in the collection of 1) Clean-catch mid-stream urine specimens 2) Collection of fecal specimen 3) Collection of sputum specimens	Chapter 34	34-2: Collecting a Throat Specimen	MED 220				

All Competencies listed must have had a minimum of two attempts and have been completed with a grade of 85% or better

Instructor Signature _____ Date _____

Medical Assisting Program Director Signature _____ Date _____

Career Readiness Assessment “CRA” ☐Midterm ☐Final

Student Name: _____ Course ID: _____ Instructor: _____

	Total Points	Excellent (16-20 points)	Good (11-15 points)	Fair (6-10 points)	Poor (0-5 points)
Attendance		The student arrives on time for the course, and stays for the duration of the class. Attends at least 90% of the class.	The student arrives on time for the course and stays for the duration of the course. Attends at least 85% of the class.	The student arrives late or does not stay for the duration of the class. Attends at least 75% of the class.	The student generally arrives late for the course, or stays for fewer than 65% of the class.
Class Engagement (Initiative)		Proactively contributes to class by regularly offering ideas and asking questions.	Proactively contributes to class periodically offering ideas and asking questions	Rarely contributes to class by offering ideas and asking questions.	Never contributes to class by offering ideas and asking questions.
Listening Skills		Actively listens when others speak during in-class activities. Incorporates the ideas of others in questions/comments.	Listens when others speak both in groups and lecture.	Does not listen in groups or lecture and is not engaged during class	Does not listen in groups and lecture. Interrupts or talks in class.
Behavior		Never displays disruptive behavior, respectful of others in actions and language, and cooperates in a classroom environment.	Rarely disruptive, partial participation in group activities	Occasionally disruptive, rarely participates in group activities.	Very disruptive with actions and language or never participates in group activities.
Professionalism		Always prepared for class, hands in work at beginning of class, and follows appropriate dress code. The student does not use electronic devices inappropriately.	Usually prepared for class, often hands in work at beginning of the class, and mostly follows appropriate dress code. The student rarely uses electronic devices inappropriately.	Rarely prepared for class, rarely hands in work at the beginning of the class, and rarely follows dress code. The student often uses electronic devices inappropriately.	Almost never prepared for class, excessively hands in work late, and does not follow dress code. The student excessively uses electronic devices inappropriately in the classroom.

Total Points: ____/100

Professionalism Grade
15%