

CLASS NUMBER AND NAME:	MDN166A PHLEBOTOMY AND URINALYSIS	
TOTAL HOURS/UNITS:	24 HOURS	2 UNITS
PREREQUISITES:	Completion of MDN162BV – Introduction to Medical Assisting II, completion or concurrent enrollment in MDN161B - Medical Terminology II, and MDN150, MDN151, or MDN152 – Anatomy and Physiology I, II, or III.	
TEXTS AND MATERIALS:	<i>Delmar's Comprehensive Medical Assisting; Administrative and Clinical competencies 5th Edition</i> , Lindh, Pooler, Tamparo, Dahl & Morris 2014 Text /Workbook package (ISBN-13:978-1-133-60286-6) Study guides (provided by instructor), E-Library and internet	
CLASS DESCRIPTION:	The student is introduced to venipuncture for Medical Assistants and will learn the purpose and procedure of different types of blood draws. Appropriate sites and patient care of site are discussed. Equipment including vacuum tubes and supplies are reviewed. Students will be introduced to basic techniques needed for laboratory and medical office. Urinalysis and specimen processing will be introduced. Students will learn normal values for common tests and proper documentation of urinalysis involving microscopic preparation, as well as physical and chemical analysis.	
CLASS OBJECTIVES:	To provide the student with a basic understanding of the importance of using universal precautions in a clinical laboratory environment. To introduce the student to safety precautions when drawing blood according to the latest CAL-OSHA requirements. To introduce routine safety precautions when collecting specimens. To demonstrate what equipment is needed for phlebotomy. To demonstrate the procedure for routine phlebotomy using vacutainer.	

To demonstrate the procedure for routine phlebotomy using needle/syringe and butterfly methods.

To demonstrate a method to instruct a patient in a clean-catch midstream urine specimen.

To demonstrate the proper procedure of doing a routine urinalysis.

To demonstrate a chemical urinalysis using a chemical reagent strip.

To demonstrate the proper procedure to centrifuge urine for the purpose of microscopic exam.

CLASS FORMAT OVERVIEW: The class is a combination of lecture, lab and student participation. During the lab portion, the instructor will demonstrate skills and the students will “check-off” on required skills

METHODS OF INSTRUCTION: As lecture is used as the principal means of instruction, it will be expected that all students will be present every day to take part in class. Work will be assigned from the workbook, which accompanies the text. Workbook pages will be turned in to the instructor and they are mandatory to complete the class. Live demonstration and videos, as well as guest speakers will supplement written material.

CLASS ATTENDANCE: It is expected that each student will be in class when class begins. Should the student come in later than five minutes after class begins, he or she should be certain that the instructor has noted his or her presence in class. It will then be up to the instructor to decide if the student had arrived in time to be counted as present – the instructor’s decision will be final.

It will be the student’s responsibility to learn of any assignments given in class when absent.

80% attendance is mandatory.
90% or above is mandatory for those who are in a full program and qualify for the Internship.

TESTING:

The student must satisfactorily complete all tests, exercises, and homework with a passing grade of 70% or better. Lab procedures are graded PASS OR FAIL. Such procedures must be passed in order to successfully complete the course regardless of a passing grade in this class.

LATE TESTING:

A 10 PERCENT PENALTY WILL BE ISSUED FOR ALL LATE TESTS. If you are not present the day of the test and have not made arrangements with the instructor to take the test early, you will automatically be given the 10 percent penalty. (Late tests start with a "B", or - minus 10 %) Late homework will receive 1% off the final grade per class period that it is late.

GRADING POLICIES:

The final grade for the lecture portion is based on cumulative point earned from the written tests and final examination.

Mandatory workbook assignments completed (Pass/Fail)

Mandatory completion of homework assignments (Pass/Fail)

Lab portion must be completed and passed to receive a final grade in this class.

Tests on cumulative points

90 – 100% A

80 – 89% B

70 – 79% C

BELOW 70% F:

IF A STUDENT FAILS TO TAKE A TEST OR COMPLETE REQUIRED PROCEDURES DURING THE MODULE, THE CLASS GRADE WILL BE LOWERED BY ONE LETTER GRADE.

Students out of uniform will be subject to the uniform contract grading policy.

ANTICIPATED LEARNING OUTCOMES:

Upon completing this course, the student will be able to:

1. Explain the technique of performing venipuncture using Universal precautions.
2. Explain procedure for separating plasma and serum from whole blood using proper tubes.
3. Explain, with 100% accuracy, instructions for the collection of a clean-catch urine specimen for male and female.

4. Assess properly the various factors present in a urine sample.
5. Achieve a 70% or better on an accumulative final, consisting of at least 40 objective questions pertaining to the material covered in this course.

Phlebotomy & Urinalysis

Week	Homework Due:	Monday	Tuesday	Wednesday	Thursday
Week1		Class Introduction Phlebotomy	Venipuncture Lecture	Parts of a syringe Blood Tubes	Separating Serum & Plasma Lecture
Week 2	Vocabulary Pharmacology Charting Chapter 40	Quiz 1 Review	Quiz #1	Urinalysis - Color and Turbidity	Chemical Exam of Urine
Week 3	Pharmacology #2 Charting	Specific Gravity	UA Meds Lecture	Microscope	Quiz Review
Week 4	Pharmacology #3 Chapter 42	Quiz #2	Microbiology	Specimen Collection	Throat Culture
Week 5	Pharmacology #4 Chapter 43	Quiz Review	Quiz #3 Lab/Skills	Lab/Skills	Begin Skills Check-offs
Week 6	Pharmacology #5	Continue Check-offs	Continue Check-offs	Final Exam Review	Final Exam

This is an approximate schedule and is subject to change at the instructor's discretion. The student is responsible for any missed information and handouts due to absence.

Homework includes familiarizing yourself with the Calendar and Syllabus, textbook reading assignments, and study guide homework plus reviewing skills videos at ww.empirestudent.com, as well as completing quiz reviews when appropriate to augment learning. Expect homework study time to vary but it will be at least two hours per week for every credit hour. The time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the materials and ¼ hour outside of class for each hour of structured lab time.