

**AHP 080 SPECIMEN COLLECTION AND LABORATORY  
PROCEDURES  
SPRING SEMESTER 2013  
(3.5 Units)**

Instructor: Lidia A. Trejo, CCMA-AC

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Texts: *Today's Medical Assistant and the accompanying workbook.*

Authors: Bonewit-West, Hunt, Applegate.

Publisher: Saunders.

Prerequisites: AHP100 Medical Terminology, AHP 070 Administrative Medical Assistant I and HA 072 Administrative Medical Assistant II with a "C" or better.

This course is designed to prepare students to comply with OSHA regulations, lab safety, bio-hazard awareness, usage of the microscope and other laboratory equipment, obtainment of capillary and venous blood samples, bacterial smears and cultures, urine, sputum and stool specimens.

Student learning outcomes:

Upon course completion, the successful student will have acquired new Skills, knowledge, and or attitudes as demonstrated by being able to:

1. Identify regulations related to blood withdrawal and dispose of used lab equipment.
2. Describe appropriate steps for obtaining specimens via capillary and venous sampling.
3. Demonstrate correct utilization of lab microscope and other lab equipment.

Testing:

Every student is responsible for taking all examinations. THERE ARE NO MAKE UPS! Unless prior arrangements are made with the instructor, except for written final or skills final.

To be eligible for a make-up exam, you must notify me (by phone or email) before the start of the exam as to why you cannot be present for the exam. Make-up exams must be taken within one week of the scheduled exam day.

Tests are usually given at the beginning of the lecture or laboratory period. Tardy people may attempt the exam if he or she arrives before the last non-tardy student has turned his or her test. When the last non-tardy person turns in the test, all other must be turned in at that time.

Grading system:

A = 90 - 100%

B = 80 - 89%

C = 70 - 79% minimal requirement to pass this class and to advance to AHP 082

Attendance policy:

Class will be held on Tuesdays, Thursdays and alternating Saturdays. However, the instructor reserves the right to change alternating Saturdays according to time constraints and the holiday schedule.

Hours: Tuesday and Thursday classes are from 6:20 PM to 9:30 PM;  
Saturday class is from 8 AM to 2:20PM

Students are required to attend all classes, and will be dropped upon the third absence. Tardiness will be counted as an absence after the third incident, regardless of time missed. Leaving early counts as a tardiness.

Attendance is recorded and reported with your test scores and final grades to the registrar's office at the end of the term. Attendance itself does not contribute to the calculation of the grade.

If you wish to drop, it is your responsibility to fill out the proper form in the registrar's office. Check with the registrar's office for the drop date. You must officially drop yourself before the deadline or you will receive an "F" for the course.

Laboratory Policy:

You will be responsible for conducting yourself properly and safely during lab. This includes handling supplies and equipment carefully, following instructions, putting items back where you found them, and cleaning your area before leaving.

Classroom disturbances:

Please turn off cell phones and pagers before coming to class. If your job or family situation requires constant contact, use the vibrating device on your phone or pager. Students who do not comply will be asked to leave the room for the day.

Cheating policy:

Students caught cheating or attempting to cheat on exams will be given a zero for that exam. The student may also be referred to the Dean of Instruction for further discipline. Cheating includes but is not limited to looking at another student's papers, minimized cheat sheets, speaking out answers or questions, the use of open books or notes, finger spelling in sign language or by notes written on the skin.

DSP&S statement

Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP & S) office as soon as possible. Students need to see a DSPS counselor to arrange for needed services.

DSP&S

Room 2117

Health Sciences Building

(760) 355-6312

**MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C".**

**STUDENT WILL BE ABLE TO:**

1. Demonstrate knowledge of the vascular system.
2. Choose the correct technique of venipuncture for any type of patient.
3. Demonstrate aseptic technique.
4. Demonstrate and observe all Universal Precautions.
5. Demonstrate the use of the correct biohazard receptacle for contaminated equipment.
6. Relate clear, concise instructions to patients for preparation or deliverance of samples needed for exam.
7. Demonstrate preparation of the patient for procedures.
8. Display appropriate professionalism.
9. Describe the use of quality control.
10. Demonstrate proper collection and processing of specimens.

11. Prepare lab request forms.
12. Identify and explain blood cells, functions and normal range counts.
13. Perform a complete urinalysis.
14. Demonstrate knowledge of a Culture and Sensitivity.
15. Perform capillary puncture and explain uses for the procedure.
16. Demonstrate how to obtain specimen collection for microbiology.
17. Demonstrate knowledge of equipment by selection of appropriate type,  
dependent on patient assessment.
18. Demonstrate competency in venipuncture by successful obtainment of blood  
specimen.

**AHP 080 SCHEDULE  
SPECIMEN COLLECTION AND LABORATORY  
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SPRING SEMESTER 2013**

<b>Date</b>	<b>Lecture</b>	<b>Test/ Quiz</b>	<b>Assignment</b>	<b>Skill</b>
<b>1/15/13 Tuesday</b>	<b>Introduction to AHP 080</b>		<b>Read Ch 17</b>	
<b>1/17/13 Thursday</b>	<b>Chapter 17 Medical Asepsis and the OSHA Standard</b>			<b>17-2 Applying an alcohol- based hand rub</b>
<b>1/19/13 Saturday</b>	<b>Chapter 17</b>			<b>17-1 Handwashing 17-3 Application and removal of clean disposable gloves</b>
<b>1/22/13 Tuesday</b>	<b>Chapter 17</b>		<b>Read Ch 18</b>	
<b>1/24/13 Thursday</b>	<b>Chapter 18 Sterilization and Disinfection</b>		<b>Bring a sample MSDS</b>	<b>18-1 Sanitization of instruments 18-3 Wrapping instruments using a pouch</b>
<b>1/29/13 Tuesday</b>	<b>Chapter 18</b>		<b>Read Ch 29</b>	<b>18-2 Wrapping instruments using paper or muslim</b>
<b>1/31/13</b>	<b>Chapter 29</b>			<b>29-1 Collecting a specimen</b>

Thursday	Introduction to the Clinical Laboratory			for transport to an outside laboratory
2/2/13 Saturday	Chapter 29		Read Ch 34	
2/5/13 Tuesday	Chapter 34 Medical Microbiology			34-1 Using the microscope 34-2 Collecting a specimen for a throat culture
2/7/13 Thursday	Chapter 34		Read Ch 32	34-3 Preparing a smear
2/12/13 Tuesday	Chapter 32 Hematology		Read Ch 33	32-2 Preparation of a blood smear for a differential cell count
2/14/13 Thursday	Chapter 33 Blood Chemistry and Serology		Read Ch 31	33-Blood glucose measurement using a glucometer
2/19/13 Tuesday	Chapter 31 Phlebotomy			31-1 Venipuncture – vacuum tube method 31-2 Venipuncture – Butterfly method
2/21/13 Thursday	Chapter 31		Read Ch 30 NOTE: Deadline to drop with “W” is Feb 23	Venipuncture – continuation
2/23/13 Saturday	Chapter 30 Urinalysis			30-1 Clean-catch midstream specimen collection instructions
2/26/13 Tuesday	Chapter 30		Read Ch 25	30-2 Chemical testing of urine with a reagent strip 30-4 Performing a urine pregnancy test
2/28/13 Thursday	Chapter 25 Minor Office Surgery			25-1 Applying and removing sterile gloves 25-2 Opening a sterile package 25-3 Pouring a sterile solution
3/2/13 Saturday	Chapter 25		STUDY FOR FINALS	25-7 Assisting with minor office surgery
3/5/13 Tuesday	Skills Final			
3/7/13 Thursday	Written Final			

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