

## MED216 – Surgical Procedures and Laboratory Testing

INSTRUCTOR: Dr. Kristin M Spencer

OFFICE: JW232                      PHONE: 517-796-8463      Email: spencerkristinm01@jccmi.edu

Office hours – Monday and Wednesday by appointment or we can meet before or after class.

Lab Assistant: Jean Davis

**Schools closings for inclement weather postings of where to listen :**

<https://www.jccmi.edu/about/weather-closings-cancellations/>

**Pre-requisites:** MOA112, MED115 (2.5), MED116 (2.5)

**Course Description:** Through 2 hours of lecture and 3 hours of lab students will learn and become competent in minor office surgery and surgical asepsis, CLIA laws, lab specimen collection and medical lab testing, microscopy, phlebotomy, and professional and personal emergency preparedness.

**Required Textbooks and Learning Tools (already have from MED115):**

- Kroenberger, J., Southard-Durham, L., & Woodson, D. (2016). Comprehensive medical assisting. (5<sup>th</sup> ed). Lippincott, Williams, & Wilkins.
- Kroenberger, J., Southard-Durham, L., & Woodson, D. (2016). Comprehensive medical assisting – Study Guide. (5<sup>th</sup> ed). Lippincott, Williams, & Wilkins.  
\*\*eBook access included with paper text or can purchase eBook as standalone\*\*
- **MA Notes.** FA Davis.
- Online class: JetNet MED 216

### Grading Scale

4.0	100-94%
3.5	93-89%
3.0	88-85%
2.5	84-80% (REQUIRED PASSING GRADE FOR COURSE)
2.0	79-75%
1.5	74-70%
1.0	69-65%
0.5	64-60%
0.0	below 60%

**Course Requirements/Evaluation:**

1. Students must attend each class session. You will fall behind quickly if you miss this class. This class includes a large “lab” component requiring use of equipment and practice skills. It is your responsibility to schedule a make up lab for missed work.
2. Students are expected to conduct themselves in a professional manner and utilize lab time efficiently for practicing skills or completing assigned work.
3. Students are expected to adhere to the department dress code (copy attached).
4. Students are required to read the textbook and answer questions in the workbook. It is to your advantage to use the workbook as a study guide to reinforce reading from the text. All workbook homework is due at the beginning of class or you will receive a zero.
5. All assignments are expected to be turned in on time. Even if an assignment is late, it is still required to be completed and handed in, but you will only receive a grade of “1” to demonstrate that it has been completed.
6. All quizzing will be completed through Prep-U. Each quiz will be worth 5 points which will be determined by your Mastery Level at the time that the quiz is due which will be the next week of class, PRIOR to the beginning of class. You must earn a Mastery Level of 5 to obtain a 100% for that quiz. No points will be given after the day it is due. It is suggested to continue to practice the quizzes throughout the semester to prepare for the final exam and strive for a Mastery Level of 8 to ensure you are well prepared for the final exam.
7. Clinical competency will be evaluated through performance skills checklists which must be achieved with 85% accuracy or better with two attempts maximum. If prior problems are not corrected, you will not receive a passing grade.

**NOTE: Repeat competencies may have to be scheduled outside of class time.**

**Grading:** Your grade will be calculated based on the following percentages:

**15% - Quizzes**

**35% - Final Exam**

**30% - Assignments/Projects**

**10% - Other (Study Guide HW, Professionalism, Participation)**

**10% - Final Practical Exam/Competencies**

\*\* You must achieve a minimum of 2.5 overall on the lecture portion (Quizzes/Final Exam/Assignments/Other) and 85% on the Final Practical Exam/Competencies (with a max of two attempts) in order to pass the class! If you do not achieve the required percentage on the theory (lecture) portion of the class, you must repeat the class, regardless of your total overall average for the course. You must also pass ALL items listed on the Affective Evaluation/Professional Behavior form to receive a passing grade in the course.

## **Course Outcomes:**

The following outcomes will be met this course. This will include a combination of didactic material (lecture and testing) and competency based evaluations (competencies performed in lab). A detailed description of the accreditation standards being met in this course can be found at the back of the syllabus. Any ADOs met in this course are also detailed in the standards section.

### **Course Topics (Didactic Outcomes)**

- Minor office surgery
- Laboratory testing including:
  - Hematology, Microbiology, Microscopic examination, Urinalysis, Mono testing, Strep testing, Glucose testing
- Phlebotomy
- Emergency Preparedness
- Medical Office Emergencies

### **Skill Based Competencies (Performance Outcomes)**

- Perform a Surgical Handwash and Apply Surgical Gloves, Prepare the Patient's Skin for the Surgical Procedure Using a One-Step Scrub, Disinfect a Surgical Tray and Place a Sterile Barrier on the Tray, Open Sterile Items and Place Them on the Sterile Field, Set Up a Complete Sterile Tray and Pour a Sterile Solution, Provide Post-Surgical Instructions
- Instrument Recognition
- Complete an incident report
- Use the Microscope
- Perform Venipuncture
- Perform Venipuncture via Butterfly Method
- Perform a Capillary Puncture
- Instruct a Patient on Clean-Catch Midstream Urine Collection
- Perform a Physical and Chemical Urinalysis
- Collect a Throat Specimen and Perform a Rapid Strep Test
- Measure Blood Glucose Using a Handheld Monitor
- Perform a Urine Pregnancy Test
- Perform a CLIA Waived Mono Test
- Review and Report Laboratory Results on a Flow Sheet
- Demonstrate understanding of tube additives, uses, and order of draw
- Complete Emergency Preparedness (FEMA Training)
- Perform First Aid

\*The above competencies will be done in lab or from home.

\*\*You must receive an 85% or higher on EVERY competency and complete EVERY skill based competency in order to pass this class. If you do not achieve this, you must repeat the class, regardless of your total overall average for the course.

## **Course Schedule: Assignments**

Additional assignments may be given that are not listed here. Weekly assignments listed under homework are taken from the workbook. Homework will be checked for completion at the beginning of class and if completed, you will receive full credit. If not completed or you are late, you will receive a zero. Complete all except Case Studies which will be done in class.

	<b>LECTURE</b>	<b>LAB</b>
<b>Week 1</b>	Students Read Syllabus, Dress Code, and Professionalism <b>Emergency Preparedness Assignment (XI-3, XI-4, XI-9) First Aid Assignment</b>  Ch. 41 HW DUE <b>Complete Ch. 41 Prep U before next class</b>	Go over Phlebotomy procedure, order of draw, lab tubes/tests  Begin Venipuncture & Capillary Puncture – will continue each week
Homework	Ch. 21: Study Guide	
<b>Week 2</b>	Ch. 21 HW DUE  Practice instrument recognition	Practice wrapping instruments and using the autoclave
Homework	Ch. 22: Study Guide	
<b>Week 3</b>	Ch. 22 HW DUE <b>Complete Ch. 21 &amp; 22 Prep U before next class</b>	Practice sterile dressing, suture, MOS.
Homework	Do CDC Lab Training Ch. 40: Study Guide	
<b>Week 4</b>	Ch. 40 HW DUE <b>CDC Lab Certificate of Completion DUE</b>  <b>Complete Ch. 40 Prep U before next class</b>	Practice Surgical Scrub Perform Quality Control on Mono and Strep – view other CLIA waived tests and QC procedure
Homework	Ch. 42: Study Guide	
<b>Week 5</b>	Ch. 42 HW DUE Discuss Blood Typing <b>Complete Ch. 42 Prep U before next class</b>	Perform Hemocue Perform Capillary Punctures
Homework	Ch. 45: Study Guide	

<b>Week 6</b>	Ch. 45 HW DUE <b>Complete Ch. 45 Prep U before next class</b>	Practice Physical and Chemical Urinalysis & Urine HCG & Quality Control Continue practice of MOS procedures
Homework	Create Clean Catch Patient Instructions Ch. 44 Study Guide	
<b>Week 7</b>	Clean Catch Instructions DUE  Begin Ch. 44	Continue practice of Urine Practice Collecting a Throat Specimen and Performing a Rapid Strep Test & Mono Testing Continue practice of MOS
Homework	Ch. 44: Study Guide	
<b>Week 8</b>	Ch. 44 HW DUE Virus activity <b>Complete Ch. 44 Prep U before next class</b>	Continue practice of other skills Continue practice of MOS
Homework	Ch. 43: Study Guide	First Aid Assignment
<b>Week 9</b>	Ch. 43 Homework Due <b>Complete Ch. 43 Prep U before next class</b>	Perform Glucose testing. View slides on microscope
Homework		
<b>Week 10</b>	Lab Tour <b>Instrument Practical</b> Perform Lab Flow Sheets Ch. 26 HW Due – First Aid Assignment Due <b>Complete Ch. 26 Prep U before next class</b>	Continue practice of previous skills <b>MOS Final Practical</b>
<b>Week 11</b>	Emergency Preparedness Assignment DUE  <b>Phlebotomy Written Practical</b> (Tests/Tube, Order of Draw, Normal Ranges)	<b>Phlebotomy Practical</b> <b>Lab Testing Practical</b>
<b>Week 12</b>	Final Exam in class	<b>Retake practicals</b>

The MA Program Handbook has the additional course information that you will be agreeing to in this syllabus contract which has been discussed thoroughly in MED115. Be sure to refer to the MA Program Handbook (for your specific start date) if you have any questions regarding policies of this program and the related courses. The following items/policies that you must adhere to for this class, which are found in the handbook, are listed below.

- **Dress Code Requirements**
- **MA/MOS Dress Code Check-Off**
- **MA/MOS Professional Standards**
- **JC General Policies**

The next section of this syllabus details the accreditation curriculum requirements covered in this class. You will need to meet all cognitive areas with an overall score of 80%, each psychomotor area with an 85% or higher with two attempts max, and pass all affective areas via the affective evaluation.

**MED216  
Core Curriculum for Medical Assistants  
Medical Assisting Education Review Board (MAERB)  
2015 Curriculum Requirements**

Individuals graduating from Medical Assisting programs accredited by CAAHEP must demonstrate knowledge of the subject matters required for competence in the profession. They must incorporate the cognitive (C) knowledge in performance of the psychomotor (P) and affective (A) competencies in this class or future courses in the program.

**The following Cognitive (Knowledge) requirements are covered in this course.**

**FOUNDATIONS FOR CLINICAL PRACTICE  
CONTENT AREAS I-IV**

<b>CONTENT AREA I: Anatomy and Physiology Cognitive (Knowledge) I.C Anatomy &amp; Physiology</b>
1. Describe the structural organization of the human body
2. Identify body systems
4. List the major organs in each body system
5. Identify the anatomical location of major organs in each body system
6. Compare structure and function of the human body across the life span
7. Describe the normal function of each body system

8. Identify common pathology related to each body system including: <ul style="list-style-type: none"> <li>a. Signs</li> <li>b. Symptoms</li> <li>c. etiology</li> </ul>
9. Analyze pathology for each body system including: <ul style="list-style-type: none"> <li>a. Diagnostic measures</li> <li>b. Treatment modalities</li> </ul>
10. Identify CLIA waived tests associated with common diseases
12. Identify quality assurance practices in healthcare
14. Describe basic principles of first aid as they pertain to the ambulatory healthcare setting
<b>CONTENT AREA II: Applied Mathematics</b> <b>Cognitive (Knowledge)</b> <b>II.C Applied Mathematics</b>
6. Analyze healthcare results as reported in: <ul style="list-style-type: none"> <li>a. Graphs</li> <li>b. Tables</li> </ul>
<b>CONTENT AREA III: Infection Control</b> <b>Cognitive (Knowledge)</b> <b>III.C Infection Control</b>
1. List major types of infectious agents
3. Define the following as practiced within an ambulatory care setting: <ul style="list-style-type: none"> <li>a. Medical asepsis</li> <li>b. Surgical asepsis</li> </ul>
4. Identify methods of controlling the growth of microorganisms
5. Define the principles of standard precautions
6. Define personal protective equipment (PPE) for: <ul style="list-style-type: none"> <li>a. All body fluids, secretions and excretions</li> <li>b. Blood</li> <li>c. Non-intact skin</li> <li>d. Mucous membranes</li> </ul>
7. Identify Center for Disease Control (CDC) regulations that impact healthcare practices

**SAFETY AND EMERGENCY PRACTICES**  
**CONTENT AREA XII**

<b>CONTENT AREA XII: Protective Practices</b> <b>Cognitive (Knowledge)</b> <b>XII.C Protective Practices</b>
1. Identify: <ul style="list-style-type: none"> <li>a. Safety signs</li> <li>b. Symbols</li> <li>c. Labels</li> </ul>

<ul style="list-style-type: none"> <li>2. Identify safety techniques that can be used in responding to accidental exposure to:               <ul style="list-style-type: none"> <li>a. Blood</li> <li>b. Other body fluids</li> <li>c. Needle sticks</li> <li>d. Chemicals</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>8. Identify critical elements of an emergency plan for response to a natural disaster or other emergency</li> </ul>

*The following Psychomotor (Skills) requirements are covered in this course.*

*These skills will be evaluated through, and/or will be included in, various competencies performed throughout the class. All skill based competencies will require earning an 85% or higher with two attempts max.*

**FOUNDATIONS FOR CLINICAL PRACTICE  
CONTENT AREAS I-IV**

<b>CONTENT AREA I: Anatomy and Physiology Psychomotor (Skills) I.P Anatomy &amp; Physiology</b>
<ul style="list-style-type: none"> <li>2. Perform:               <ul style="list-style-type: none"> <li>b. Venipuncture</li> <li>c. Capillary puncture</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>3. Perform patient screening using established protocols</li> </ul>
<ul style="list-style-type: none"> <li>10. Perform a quality control measure</li> </ul>
<ul style="list-style-type: none"> <li>11. Obtain specimens and perform:               <ul style="list-style-type: none"> <li>a. CLIA waived hematology test</li> <li>b. CLIA waived chemistry test</li> <li>c. CLIA waived urinalysis</li> <li>d. CLIA waived immunology test</li> <li>e. CLIA waived microbiology test</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>13. Perform first aid procedure for:               <ul style="list-style-type: none"> <li>a. Bleeding</li> <li>b. Diabetic coma or insulin shock</li> <li>c. Fractures</li> <li>d. Seizures</li> <li>e. Shock</li> <li>f. syncope</li> </ul> </li> </ul>
<b>CONTENT AREA II: Applied Mathematics Psychomotor (Skills) II.P Applied Mathematics</b>
<ul style="list-style-type: none"> <li>2. Differentiate between normal and abnormal test results</li> </ul>
<ul style="list-style-type: none"> <li>3. Maintain lab test results using flow sheets</li> </ul>
<b>CONTENT AREA III: Infection Control</b>



<b>Psychomotor (Skills)</b> <b>III.P Infection Control</b>
2. Select appropriate barrier/personal protective equipment (PPE)
3. Perform handwashing
4. Prepare items for autoclave
5. Perform sterilization procedures
6. Prepare a sterile field
7. Perform within a sterile field
8. Perform wound care
9. Perform dressing change
10. Demonstrate proper disposal of biohazardous material <ul style="list-style-type: none"> <li>a. Sharps</li> <li>b. Regulated waste</li> </ul>

**APPLIED COMMUNICATIONS**  
**CONTENT AREA V**

<b>CONTENT AREA V: Concepts of Effective Communication</b> <b>Psychomotor (Skills)</b> <b>V.P Concepts of Effective Communication</b>
1. Use feedback techniques to obtain patient information including: <ul style="list-style-type: none"> <li>a. Reflection</li> <li>b. Restatement</li> <li>c. Clarification</li> </ul>
2. Respond to nonverbal communication
3. Use medical terminology correction and pronounced accurately to communicate information to providers and patients
11. Report relevant information concisely and accurately

**MEDICAL LAW AND ETHICS**  
**CONTENT AREA X-XI**

<b>CONTENT AREA X: Legal Implications</b> <b>Psychomotor (Skills)</b> <b>X.P Legal Implications</b>
7. Complete an incident report related to an error in patient care

**SAFETY AND EMERGENCY PRACTICES**  
**CONTENT AREA XII**

<b>CONTENT AREA XII: Protective Practices</b> <b>Psychomotor (Skills)</b> <b>XII.P Protective Practices</b>
1. Comply with:

<ul style="list-style-type: none"> <li>a. Safety signs</li> <li>b. Symbols</li> <li>c. Labels</li> </ul>
<ul style="list-style-type: none"> <li>2. Demonstrate proper use of:             <ul style="list-style-type: none"> <li>c. Sharps disposal containers</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>3. Use proper body mechanics</li> </ul>
<ul style="list-style-type: none"> <li>4. Participate in a mock exposure even with documentation of specific steps</li> </ul>
<ul style="list-style-type: none"> <li>5. Evaluate the work environment to identify unsafe working conditions</li> </ul>

**The following Affective (Behavior) requirements are covered in this course. All Affective items must be met (Pass/Fail) in order to pass this class.**

**FOUNDATIONS FOR CLINICAL PRACTICE  
CONTENT AREAS I-IV**

<p><b>CONTENT AREA I: Anatomy and Physiology Affective (Behavior) I.A Anatomy &amp; Physiology</b></p>
<ul style="list-style-type: none"> <li>1. Incorporate critical thinking skills when performing patient assessment</li> </ul>
<ul style="list-style-type: none"> <li>2. Incorporate critical thinking skills when performing patient care</li> </ul>
<ul style="list-style-type: none"> <li>3. Show awareness of a patient’s concerns related to the procedure being performed</li> </ul>
<p><b>CONTENT AREA II: Applied Mathematics Affective (Behavior) II.A Applied Mathematics</b></p>
<ul style="list-style-type: none"> <li>1. Reassure a patient of the accuracy of the test results</li> </ul>
<p><b>CONTENT AREA III: Infection Control Affective (Behavior) III.A Infection Control</b></p>
<ul style="list-style-type: none"> <li>1. Recognize the implications for failure to comply with Center for Disease Control (CDC) regulations in healthcare settings</li> </ul>

**APPLIED COMMUNICATIONS  
CONTENT AREA V**

<p><b>CONTENT AREA V: Concepts of Effective Communication Affective (Behavior) V.A Concepts of Effective Communication</b></p>
<ul style="list-style-type: none"> <li>1. Demonstrate:             <ul style="list-style-type: none"> <li>a. Empathy</li> <li>b. Active listening</li> <li>c. Nonverbal communication</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>2. Demonstrate the principles of self-boundaries</li> </ul>
<ul style="list-style-type: none"> <li>3. Demonstrate respect for individual diversity including:             <ul style="list-style-type: none"> <li>a. Gender</li> <li>b. Race</li> </ul> </li> </ul>

<ul style="list-style-type: none"> <li>c. Religion</li> <li>d. Age</li> <li>e. Economic status</li> <li>f. Appearance</li> </ul>
4. Explain to a patient the rationale for performance of a procedure

**MEDICAL LAW AND ETHICS  
CONTENT AREA X-XI**

<b>CONTENT AREA X: Legal Implications</b> <b>Affective (Behavior)</b> <b>X.A Legal Implications</b>
1. Demonstrate sensitivity to patient rights
2. Protect the integrity of the medical record
<b>CONTENT AREA XI: Ethical Considerations</b> <b>Affective (Behavior)</b> <b>XI.A Ethical Considerations</b>
1. Recognize the impact personal ethics and morals have on the delivery of healthcare

**SAFETY AND EMERGENCY PRACTICES  
CONTENT AREA XII**

<b>CONTENT AREA XII: Protective Practices</b> <b>Affective (Behavior)</b> <b>XII.A Protective Practices</b>
1. Recognize the physical and emotional effects on persons involved in an emergency situation
2. Demonstrate self-awareness in responding to an emergency situation

# Course Agreement

I, \_\_\_\_\_, have received the syllabus for  
 \_\_\_\_\_ (course name) \_\_\_\_\_ (semester/year)  
 and have read and understand the course requirements.

- I have also been told that no late work will be accepted and understand that it is my responsibility to get any homework, papers, assignments, etc. turned in at the beginning of class or sooner. I also understand that if any work is handed in after the beginning of class or later, that I will receive a “0” grade on that assignment.
- I have been told and understand that if I am absent on a competency day, that will be considered my first attempt and that I will have only one attempt left.
- I have been told and understand that if I miss more than two (2) classes TOTAL during the semester (lab or lecture) I will be given a failing grade in the class.
- I have been told and understand that I must perform quizzes within Prep U and earn a Mastery level of 3 for each of the chapters that correspond with this course in order to be eligible to take the final exam.
- I have been told and understand that I must receive an 85% or better on all competencies and an 80% or better on a cumulative grade of the lecture portion of the course to be given a minimum passing grade of 2.5 in the course. I also understand that I must pass all items on the Affective Evaluation to receive a passing grade in this class. If I do not meet these requirements I will be given a grade of 2.0 or my current grade in the course if my overall grade is lower than a 2.0.

\_\_\_\_\_

Student

\_\_\_\_\_

Date

\_\_\_\_\_

Witness – Program Director/Instructor

\_\_\_\_\_

Date

## Course Agreement

I, \_\_\_\_\_, have received the syllabus for  
\_\_\_\_\_ (course name) \_\_\_\_\_ (semester/year)  
and have read and understand the course requirements.

- I have also been told that no late work will be accepted and understand that it is my responsibility to get any homework, papers, assignments, etc. turned in at the beginning of class or sooner. I also understand that if any work is handed in after the beginning of class or later, that I will receive a “0” grade on that assignment.
- I have been told and understand that if I am absent on a competency day, that will be considered my first attempt and that I will have only one attempt left.
- I have been told and understand that if I miss more than two (2) classes TOTAL during the semester (lab or lecture) I will be given a failing grade in the class.
- I have been told and understand that I must perform quizzes within Prep U and earn a Mastery level of 3 for each of the chapters that correspond with this course in order to be eligible to take the final exam.
- I have been told and understand that I must receive an 85% or better on all competencies and an 80% or better on a cumulative grade of the lecture portion of the course to be given a minimum passing grade of 2.5 in the course. I also understand that I must pass all items on the Affective Evaluation to receive a passing grade in this class. If I do not meet these requirements I will be given a grade of 2.0 or my current grade in the course if my overall grade is lower than a 2.0.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness – Program Director/Instructor

\_\_\_\_\_  
Date