



BROWARD COLLEGE COURSE OUTLINE

LAST REVIEW: 2009-10
(i.e. 2003-2004)

NEXT REVIEW: 2014-15
(i.e. 2008-2009)

STATUS: A
(A, I, D)

COURSE TITLE: Medical Office Procedures II

COMMON COURSE NUMBER: MEA 0256

CREDIT HOURS:

CONTACT HOUR BREAKDOWN:

(per 16 week term)

CLOCK HOURS: 48
(Voc. Course ONLY)

Lecture: **48** Lab:

Clinic: Other:

PREREQISITE(S):

COREQUISITE(S): MEA 0256L

PRE/COREQUISITE(S): HSC 1531

COURSE DESCRIPTION: Lecture Portion of MEA 0256L. Includes instruction of basic office hematology and blood collection techniques. Professional uniform and shoes required.*(750 characters, maximum)*

UNIT TITLES

1. General Rules of Safety. Infection Prevention
2. Blood composition, function and formation
3. The Blood collection system.
4. The Routine Venipuncture
5. Other blood collection techniques
6. CLIA waived testing
7. Basics of Intravenous therapy

Common Course Number: MEA 0256

**Unit 1 General Rules of Safety
Infection Control**

Role Delineation & CMA Content Components

Medicolegal guidelines & requirements

Principles of infection control

Quality control

Comply with quality assurance practices

Use effective verbal communications

Recognized and respond to verbal and non-verbal communications

Document accurately

Instruct individuals according to their needs

Adhere to HIPAA regulations

Safety

Asepsis in the medical office

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 1.1 State the safety rules for laboratory when dealing with blood samples
- 1.2 Define the objective of quality assurance and equipment maintenance
- 1.3 Define the universal precautions
- 1.4 Discuss the importance of CLIA to the medical Assistant
- 1.5 Identify and discuss the contents of the law of CLIA
- 1.6 Describe HCFA for 116 and explain its purpose
- 1.7 Describe MSDS manuals and their purpose
- 1.8 Identify OSHA standards that seek to safeguard employees

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Unit 2 Blood composition, function and formation

Role Delineation & CMA Components

Recognized and responds to emergencies

Adhere to triage procedures

Professionalism

Use effective verbal communications

Recognized and respond to verbal and non-verbal communications

Document accurately

Instruct individuals according to their needs

Adhere to HIPAA regulations

Anatomy and Physiology

Systems including structure, function related conditions and diseases

Principles of infection control

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 2.1 List the components of the blood and the function of each
- 2.1 Differentiate between plasma and serum
- 2.2 Differentiate between red blood cells and white blood cells
- 2.3 List the basic steps of blood coagulation
- 2.4 Recall the blood circulation throughout the heart and body

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Unit 3 The Blood collection system

Role Delineation & CMA Components

Document accurately
Instruct individuals according to their needs
Adhere to HIPAA regulations
Equipment and preparation
Safety precautions
Collecting and processing specimens; diagnostic testing
Principles of infection control

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 3.1 List the components of the blood collection system
- 3.2 Describe the purpose of additives to vacuum tubes
- 3.3 List the primary anticoagulants and their purpose as they relate to the collection tubes
- 3.4 Name the anticoagulant associated with the various color-coded vacuum tubes
- 3.5 Describe some of the techniques use in trouble shooting
- 3.7 Describe the equipment needed for a capillary puncture

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Unit 4 The Routine Venipuncture

Role Delineation & CMA Components

Manage time efficiently
Recognized and responds to emergencies
Adhere to triage procedures
Use effective verbal communications
Recognized and respond to verbal and non-verbal communications
Document accurately
Instruct individuals according to their needs
Adhere to HIPAA regulations
Safety Precautions
Asepsis in the medical office
Principles of infection control
Equipment preparation and operation
Collecting and processing specimens; diagnostic testing

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 4.1 Describe the general protocol for venipuncture, equipment and supplies selection
- 4.2 Explain the importance of correct patient identification, complete specimen labeling and proper handling, storage and delivery of blood samples
- 4.3 List the sites used for venipuncture
- 4.4 List the steps necessary for the preparation of the venipuncture site
- 4.4 Describe the step-by-step procedure for drawing blood with a syringe, vacuum tube, and a butterfly
- 4.5 Describe the technique used to palpate the vein to be selected
- 4.6 Differentiate between a suitable vein and an unsuitable vein
- 4.7 Discuss the termination of the procedure and the aftercare of the patient
- 4.8 List the Universal Precautions applicable to venipuncture

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Unit 5 Other Blood Collection Techniques

Role Delineation & CMA Components

Manage time efficiently
Recognized and responds to emergencies
Adhere to triage procedures
Use effective verbal communications
Recognized and respond to verbal and non-verbal communications
Document accurately
Instruct individuals according to their needs
Adhere to HIPAA regulations
Equipment preparation and operation
Safety procedures
Asepsis in the medical office

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 5.1 Describe the general protocol for blood collection techniques to included: finger punctures, heel punctures and other capillary punctures
- 5.2 State the importance of proper patient identification
- 5.3 Describe the importance of proper equipment and supplies selection
- 5.4 Explain the significance of proper site selection and preparation
- 5.5 Explain the reasons why these methods are used
- 5.6 Describe the step-by-step procedure fro collecting blood via capillary punctures
- 5.7 List the Universal Precautions applicable to capillary punctures

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Unit 6 CLIA Waived Testing

Role Delineation & CMA Components

Manage time efficiently
Recognized and responds to emergencies
Adhere to triage procedures
Use effective verbal communications
Recognized and respond to verbal and non-verbal communications
Document accurately
Instruct individuals according to their needs
Adhere to HIPAA regulations
Safety precautions
Asepsis in the medical office
Collecting and processing specimens
Equipment preparation and operation

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 6.1 Describe those test that are CLIA waived
- 6.2 Describe the different procedures for sedimentation rate
- 6.3 List two general types of automated hematology instruments used in ambulatory care
- 6.4 List the steps necessary to properly performed a glucose test using the HemoCue Glucose analyzer
- 6.5 List the steps necessary for preparation of the patient
- 6.6 List the steps necessary to properly performed a hemoglobin tests using the HemoCue Hemoglobin analyzer
- 6.7 List the steps necessary to properly performed a cholesterol or lipid profile using the LDX Lipid analyzer
- 6.8 Understand the purpose of these tests and their significance in the health status of patients.
- 6.9 Understand proper safety measures before, during, and after testing
- 6.10 List the Universal Precautions applicable to these tests.

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Unit 7 Basic Intravenous Therapy

Role Delineation & CMA Components

Manage time efficiently
Recognized and responds to emergencies
Adhere to triage procedures
Use effective verbal communications
Recognized and respond to verbal and non-verbal communications
Document accurately
Instruct individuals according to their needs
Adhere to HIPAA regulations
Safety precautions
Asepsis in the medical office
Collecting and processing specimens
Equipment preparation and operation

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 7.1 Describe the indications and advantages of IV therapy
- 7.2 Identify the dangers of IV therapy
- 7.3 Identify the types of fluids used for IV replacement therapy
- 7.4 Identify the equipment and delivery systems needed for IV therapy
- 7.5 Know the basic formulas for calculating drip rates for IV fluids
- 7.6 Explain why the Medical Assistant must assess the patient and the related medical condition before initiating IV therapy
- 7.7 Discuss the legal and ethical issues of beginning IV therapy