

CLASS NUMBER AND NAME: MD166A PHLEBOTOMY AND URINALYSIS

TOTAL HOURS/UNITS: 25 HOURS 2.5 UNITS

PREREQUISITES: Completion of MD162A – Introduction to Medical Assisting I, completion or concurrent enrollment in MD161B - Medical Terminology II, and MD150, MD151, or MD152 – Anatomy and Physiology I, II, or III.

TEXTS AND MATERIALS: *LWW's Comprehensive Medical Assisting, (Text and Study Guide), Second Edition, Molle, Kronenberger, Southard Durham, and West-Stack, 2005*

Study guides (provided by instructor)

CLASS DESCRIPTION: The student is introduced to venipuncture 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 the office. Students will learn normal values for common tests and proper documentation of urinalysis involving specific gravity, appearance, 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 the proper procedure of performing a specific gravity urine test.

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 conducted as a lecture class. Each topic is discussed thoroughly.

**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. Filmstrips and videotapes, 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 externship.

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.

Only final test may have one retake if the score is below 70%. Upon earning a C or above on the final retake the grade will be record at 70% exactly. The retake will be schedule with the instructor. There are no other retakes per this course."

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 %)

**GRADING POLICIES:**

The final grade for the lecture portion is computed on GPA of 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:

**ALL LAB TESTS MUST BE DEMONSTRATED TO 100% ACCURACY OF THE INSTRUCTOR ON FINAL CHECK-OFF AND ARE GRADED PASS OR FAIL.**

**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.