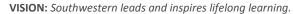
<b>Certificate of Completion Clinical I</b>	Laboratory Assistant
---	----------------------

Term	Course	Credits
Prerequisites	Reading Score of Asset 42 Compass 81	
	CIS 90: Computer Basics or demonstrated proficiency	2
	Math 60: Algebra I or placement test scores	4
	WR90 Paragraph Fundamentals (or placement test score)	3
Fall	AH 100: Introduction to Health Care Careers	2
	AH 111: Medical Terminology	3
	AH 121: Body Structure & Function	3
	AH 152: Medical Law & Ethics	2
	CLA 100: Clinical Laboratory Assistant Skills 1 (Replaces MLT2005 – same number of credits, additional content)	4
	CHEM 110: Foundations of General, Organic & Biochemistry	4
	Total	18
Winter	WR115 Introduction to Expository Writing or higher	3
	SP 100: Basic Speech or higher	3
	CLA 105: Clinical Laboratory Assistant Skills 2 (Replaces	4
	MLT2010 that was 2 credits, now 4 credits, added content)	
	CLA 110: Clinical Laboratory Assistant Administrative Skills (Added course)	2
	CLA 280A: Phlebotomy/Laboratory/Practicum I (CWE) (Replaces MLT 2015, same number of credits)	3
	Total	15
Spring	CLA 115: Clinical Laboratory Assistant Skills 3 (Added course)	4
	CLA 280B: Phlebotomy/Laboratory/Practicum II (CWE) (Replaces MLT2280)	4
	BI234: Microbiology	4
	BA 285: Human Relations in Organizations	3
	Total	15
	Total Credits	48

College to Careers (C2) is a WIOA Title I – financially assisted program and is therefore an equal opportunity employer/program which provides auxiliary aids and services upon request to individuals with disabilities by calling 711 or 800.648.6458 TTY. The C2 grant project (\$2,394,110) is 100% funded through the US Department of Labor's Trade Adjustment Assistance Community College and Career Training program (TC-26516-14-60-A-41). This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability or ownership. This work is licensed under the Creative Commons Attribution 4.0 International License. For more information about Creative Commons Licensing: http://creativecommons.org/licenses/by/4.0/.



**MISSION:** Southwestern Oregon Community College supports student achievement by providing access to lifelong learning and community engagement in a sustainable manner.

**CORE THEMES:** Learning and Achievement – Access – Community Engagement - Sustainability

# SOUTHWESTERN OREGON COMMUNITY COLLEGE

# COURSE OUTLINE PROPOSAL for NEW and REVISED COURSE OUTLINES

COURSE NUMBER/NAME: CLA100 Clinical Laboratory Assistant Skills I					
SECTION I: PROPOSAL INFORMATION					
Course Developed By:	Brian Corriea, Susan Walker			15	
Course Revised By:			Date:		
Course Reviewed By:			Date:	Ch	anges 🗌 No Changes 🗌
Catalog Year to take effect	<b>:t:</b> 2016	Effective T	erm of this cou	rse:	
Include in Print Catalog: Xes No					nmer
TYPE OF PROPOSAL	TYPE OF COUR	RSE			TYPE OF INSTRUCTION
New Course	Lower Divisio	on Collegiate	Transfer		Traditional
Revised Course	Career-Tech	nical (require	ed or elective)		Distance Education
3 Year Course Review	Career-Tech	nical (stand-a	alone)		🗌 Hybrid
Currently 199 or 299	Developmen	tal, numbere	d below 100		Other: Specify
Reactivated Course					
199/299 Experimental					
RATIONALE:					
1. How does this proposa	I further the goals of t	he program o	or department?		
Revision made to meet cha	inging industry needs	, Occupation	al Safety and He	alth Ad	ministration (OSHA)
standards, Clinical Laborate	ory Standards Institute	e (CLSI) guid	lelines and stand	lards; C	CLIA Standards;
Accreditation requirements					
2. What assessment evide	ence supports this pro	posal?			
Advisory and Industry partr	er feedback				
3. (New courses) How do	you know there is a c	lemand for th	nis course?		
SECTION II: NEW/REVISE	D COURSE OUTLIN	<u>E</u>			
1. Course Number: CLA10	00				
2. Full Course Title for Pr	int Catalog: Clinical L	_aboratory As	ssistant Skills I		
3. Abbreviated Course Tit	le for MyLakerLink:	(19 characte	er limit) CLA Ski	lls I	
4. State Course Numbers	(CHOOSE ONE ONL	.Y)			
Lower Division (	Collegiate Transfer(LI	DC)			
Career and Technical Education (Occupational ) Preparatory					
Career and Technical Education (Occupational) Supplementary					
Adult Continuing Education Reimbursable					



**MISSION:** Southwestern Oregon Community College supports student achievement by providing access to lifelong learning and community engagement in a sustainable manner.

**CORE THEMES:** Learning and Achievement – Access – Community Engagement - Sustainability

Adult	Continuing I	Education Non-F	Reimbu	ırsable		
Devel	opmental Ec	ducation				
🗌 Appre	enticeship					
	erative Work	Experience				
5. Offered For:	Credit	Continuing	Educa	ation Units (CEL	J) 🗌 Prof.	. Development Units (PDU)
6. Number of Cr	edits	4		Approved for C	EUs:	
				(List Approving	g Agency)	
7. How many tim	nes can this	s course be tak	en for	credit?		
(This is no	ot the same as	s repeating a cour	rse for a	better grade. Thi	is refers to he	ow many times a student can get
	-	t for the same cou	-		_	
Once	Twice	3 Times	] Other	(Specify)	🗌 Unlim	ited
8. Course Load	<b>Type</b> (Instru	ictor workload/p	ay will	be based on the	information	below):
CLOCK HOU	RS H	OURS/WEEK	тот	AL COURSE	Depart	ment of Education's Formula
				HOURS		(Full Term Course)
LECTURE		3		33		1 hours = 1 credit
LAB						r rours = 1 credit
LECTURE/LAB		1		22		ab: 22 hours = 1 credit
PE/ACTIVITY	PE/Activity: 33 hours = 1 credit					
TBA LAB HOURS						hours = 1 credit
INDEPENDENT ST	STUDY (360 CWE hours a term max per student)					
STUDENT HEAD	COUNT				-	
TOTAL		4		55	-	
9. Course Descr	iption (1000	0 character lim	it):			
This cours	e is designe	d to prepare stu	dents t	o work in a clinic	cal laborato	ry by giving students a thorough
backgroun	d of the con	cepts, basic res	ponsibi	lities and skills t	hat are uniq	ue to phlebotomy and by defining
the role of the clinical assistant in the healthcare delivery system. This course will provide an overview of						
clinical laboratory work including organizational structures, regulatory standards, quality assurance						
practices a	ind basic clii	nical laboratory	proced	ures. Infections	control prin	ciples, work place safety,
laboratory	terminology	, behaviors for s	success	s, procedures to	collect spec	imens, methods for preparing
blood and	blood and body fluid specimens for analysis and the performance of basic tests at the clinical assistant					
level will be addressed. A thorough background in blood collection will be addressed, including						
demonstra	tion of venip	ouncture and ski	n punc	ture techniques.		

**10. Required Prerequisites:** (If more than one course is listed, please indicate with OR or AND.) *Note: This information will be entered into the system and required for students' registration.* 



**VISION:** Southwestern leads and inspires lifelong learning. **MISSION:** Southwestern Oregon Community College supports student achievement by providing access to lifelong learning and community engagement in a sustainable manner.

Prerequisite Course(s): CIS 90 or demonstrated pr placement test scores.	roficiency, Math 60 or placement test scores, Writing 90 or
Minimum Grade Required in prerequisite(s): C	
	ner: Completed application, includes statutory mandates for health
care providers	
11. Is Instructor Consent Required to Register?	🛛 Yes 🗌 No
12. Required Concurrent Courses:	
•	system and required for students' registration.
	AH 152 (all 5 courses may be taken prior to CLA or
concurrently but not after.	
Lab(s) Course Number:	
13. Does this course require a separate lab?	∕es ⊠ No
Course Number:	—
Graded separately? 🗌 Yes 🗌 No	
14. Is this course part of a sequence? X Yes I	No
Must the sequence be taken in order?	
·	LA I, CLA II, CWE 1, CLA Lab Admin, CLA III, CWE 2
15. Is this course double numbered?  Yes Cour	
	T
<b>16. Student Learning Outcomes</b> What will the student know or be able to do at the end of the course?	17. Assessments/Evaluation of Student Learning What evidence will demonstrate that students have achieved course outcomes? (Assessment tools may include departmental tests, written products, portfolios, juried performances, quizzes and exams or alternative assessments such as qualitative studies, capstone projects, external reviewers, etc.)
A. <b>REQUIRED OUTCOMES</b> (Without achieving these	A. How outcomes will be assessed:
outcomes the student will not pass the course.) Upon completion of the course the learner will	Class discussions
	Use of case scenarios
<ul> <li>Practice accepted standards for infection control and safety as mandated by OSHA</li> </ul>	Skills demonstration, return demonstration
and CLSI	Written exams
Perform venipunctures and the collection	
and processing of biological specimens	
proficiently following CLSI standards	
<ul> <li>Perform specimen transport and processing according to CLSI standards</li> </ul>	
<ul> <li>Apply appropriate quality assurance and</li> </ul>	
quality control to waived laboratory testing	
according to CLIA regulations	
Provided considerate and respectful care	
of patients by complying with their rights	



VISION: Southwestern leads and inspires lifelong learning. MISSION: Southwestern Oregon Community College supports student achievement by providing access to lifelong learning and community engagement in a sustainable manner.

Follow HIPAA guidelines for the protection				
of patient safety				
Utilize effective communication techniques				
with patients and members of the				
interdisciplinary healthcare team				
Apply ICD codes to clinical laboratory				
setting	D. Hans of the second state			
B. OTHER OUTCOMES	B. How outcomes will be assessed:			
•	•			
18. Which of the General Student Learning Outco (Check as appropriate and explain if necessary	•			
🖂 CREATIVE, CRITICAL AND ANALYTICA	L THINKING			
COMMUNITY/GLOBAL CONSCIOUSNES	S AND RESPONSIBILITY			
☐ DISCIPLINE CONTENT				
(Be specific about Discipline Content)				
19. General Instructional Methods				
Traditional Methods:	stration, practice and return demonstration; exams			
Online (E-Learning Methods):				
Hybrid (Activities required for replacement of s	eat time):			
20. Grading				
A,B,C,D,F,I S,U,I				
Has this course been approved for an R grade?				
MINIMUM GRADING CRITERION	RECOMMENDED WEIGHT OR % OF GRADE			
Participation	10%			
Exams/Quizzes Skills	90% Pass/Fail			
21. Recommended Enrollment Lecture: 10	Lab: 10			
	ical environment for lecture/lab and psychomotor skill			
instructor observation).	d return demonstration on peer and/or task trainers with 1:1			



23. Does this course require special fees?	No Fee Covers:		
24. Contents Outline (must be in outline format)			
<ul> <li>24. Contents Outline (must be in outline format) <ul> <li>a. Describe the roles and responsibilities of a clinical laboratory assistant.</li> <li>b. Describe the general structure, functions and operations of a clinical laboratory</li> <li>c. Understanding the basic theory related to laboratory testing in the areas of chemistry, hematology, microbiology, and urinalysis</li> <li>d. Demonstrate knowledge of collection equipment, additives, proper order of draw for specimen collections</li> <li>e. Perform skills in basic lab collection, labeling, testing and processing of point-of-care and CLIA waived tests applicable to the clinical laboratory at a competent level</li> <li>f. Apply appropriate safety measures and universal precaution in the laboratory setting</li> <li>g. Verbalize correct use of medical terminology of the blood and ciculatory system</li> <li>h. Apply documentation methods for specimen transport</li> <li>i. Describe the communication processes involved in treating the patient as an individual</li> <li>j. Demonstrate ability to use computer information systems to accomplish job function.</li> </ul> </li> <li>25. List Required Materials/Supplies/Tools: <ul> <li>Lab coat</li> </ul></li></ul>			
<ul> <li>Have you given consideration to the accessibility of your materials? ☐ Yes ☐ No</li> <li>26. Does this course require a special application process? ☐ Yes ☐ No</li> <li>List Criteria for Acceptance:</li> <li>27. List Safety Considerations:</li> </ul>			
OSHA and CLSI Standards are to be followed 28. Recommended Text: Note: Complete citation is required	in the lecture/lab component of the course.		
29. References and resources used to develop this course (print and non-print) OSHA Laboratory Safety Guidance @ www.osha.gov CLIA Law & Regulations @ http://wwwn.cdc.gov/clia CLSI Standards @ clsi.org National Accrediting Agency for Clinical Laboratory Science (NAACLS) @ http://www.naacls.org/ Center for Phlebotomy Education @ www.phlebotomy.com Centers for Medicare & Medicaid Services, HHS Clackamus Community College CLA Program Portland Community College MLT Program Bay Area Hospital, Vicky Karavanich, Lab Director North Bend Medical Center, Ed Troyer, Lab Director			
SECTION III: DEGREE REQUIREMENTS This course may be used to fulfill the following degree	e requirements:		
AAS General Education/Related Instruction	AGS General Education		
Computation	Oral Communication		
Mathematics			
Health and Wellness     Health and Physical Education			



VISION: Southwestern leads and inspires lifelong learning. MISSION: Southwestern Oregon Community College supports student achievement by providing access to lifelong learning and community engagement in a sustainable manner.

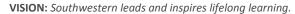
Human Relations	1	S Distribution		
Computer Literacy		Arts and Letters		
		Social Sciences		
		Mathematics/Science/Comp	outor Science	
		· · · · · · · · · · · · · · · · · · ·		
AA/OT, OTM Foundational Requirement		C, OTM Discipline Studies		
AS, AS/OT General Education Requirement	_	S/OT Distribution Requirer	<u>nents</u>	
Health and Physical Education		s and Letters		
		cial Sciences		
Oral Communication		ence/Math/Computer Scienc	-	
Writing		OT Cultural Literacy Requir	ement	
AAS, AGS, AA/OT, OTM: 🗌 Elective				
Other Specify:				
SECTION IV: LIBRARY IMPACT STATEMENT Under accreditation standards, Library consultation revised courses when the revisions entail any cha			w courses and	substantively
List assignments which will require the use of			s?	
	-			
To be completed by Librarian:	s been c	completed and submitted to t	the Librarian.	
Library resources are adequate to support this	s propos	al.		
Additional resources are needed but can be o	btained	from current funds.		
Significant additional Library funds/resources	are requ	ired to support this proposa	I.	
Librarian Signature:			Date:	
SECTION V: DIVISIONAL APPROVAL				
Human, Physical and Financial Resources		Associate Dean Recomm	nendation:	
Additional instructional costs (staff, materials, services or facilities will be incurred to offer this c Source of funding:	ourse.	The Associate Dean an have reviewed this course divisional files.		
No additional instructional resources (staff, materials, services or facilities) are needed to offe course.	er this	☐ Faculty review of this co the division on date.		pleted with
Explain		🗌 Pass 🛛 Do Not Pas	S	
Curriculum Technician Signature/Date:		Associate Dean Signature/Date:		
Curriculum Technician Signature/Date:		Associate Dean Signature/	Date:	
Curriculum Technician Signature/Date: SECTION VI: COLLEGE APPROVAL		Associate Dean Signature/	Date:	
		Associate Dean Signature/	Date:	



**MISSION:** Southwestern Oregon Community College supports student achievement by providing access to lifelong learning and community engagement in a sustainable manner.

CORE THEMES: Learning and Achievement – Access – Community Engagement - Sustainability

College to Careers (C2) is a WIOA Title I – financially assisted program and is therefore an equal opportunity employer/program which provides auxiliary aids and services upon request to individuals with disabilities by calling 711 or 800.648.6458 TTY. The C2 grant project (\$2,394,110) is 100% funded through the US Department of Labor's Trade Adjustment Assistance Community College and Career Training program (TC-26516-14-60-A-41). This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor's Labor's Employment of Labor including and maintees, warranties or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, usefulness, usefulness, adequacy, continued availability or ownership. This work is licensed under the Creative Commons Attribution 4.0 International License. For more information about Creative Commons Licensing: http://creativecommons.org/licenses/by/4.0/.



**MISSION:** Southwestern Oregon Community College supports student achievement by providing access to lifelong learning and community engagement in a sustainable manner.

**CORE THEMES:** Learning and Achievement – Access – Community Engagement - Sustainability

# SOUTHWESTERN OREGON COMMUNITY COLLEGE

# COURSE OUTLINE PROPOSAL for NEW and REVISED COURSE OUTLINES

COURSE NUMBER/NAME: CLA 105 Clinical Laboratory Assistant Skills II					
SECTION I: PROPOSAL INFORMATION					
Course Developed By:	rse Developed By: Brian Corriea, Susan Walker Date: 8/1			2015	
Course Revised By:			Date:	Date:	
Course Reviewed By:			Date:	Ch	anges 🗌 No Changes 🗌
Catalog Year to take effec	<b>t:</b> 2016	Effective T	erm of this c	ourse:	
Include in Print Catalog:	🛛 Yes 🗌 No	🗌 Fall 🛛 V	Vinter 🗌 Spr	ing 🗌 Sur	nmer
TYPE OF PROPOSAL	TYPE OF COUP	RSE			TYPE OF INSTRUCTION
New Course	Lower Divisio	on Collegiate	Transfer		Traditional
Revised Course	Career-Tech	nical (require	ed or elective)		Distance Education
3 Year Course Review	Career-Tech	nical (stand-a	alone)		🗌 Hybrid
Currently 199 or 299		tal, numbere	d below 100		Other: Specify
Reactivated Course					
199/299 Experimental					
RATIONALE:					
1. How does this proposal	further the goals of the	he program o	or department	?	
Revision made to meet char	nging industry needs,	, Occupation	al Safety and	Health Ad	ministration (OSHA)
standards, Clinical Laborato	ory Standards Institute	e (CLSI) guid	lelines and sta	andards; C	CLIA Standards;
Accreditation requirements					
2. What assessment evidence supports this proposal?					
3. (New courses) How do	you know there is a d	lemand for th	nis course?		
SECTION II: NEW/REVISE	D COURSE OUTLIN	<u>E</u>			
1. Course Number: CLA 10	)5				
2. Full Course Title for Pri	nt Catalog: Clinical L	_aboratory As	ssistant Skills	II	
3. Abbreviated Course Tit	le for MyLakerLink:	(19 characte	er limit) CLA	Skills II	
4. State Course Numbers	(CHOOSE ONE ONL	.Y)			
Lower Division Collegiate Transfer(LDC)					
Career and Tech	Career and Technical Education (Occupational) Preparatory				
Career and Technical Education (Occupational) Supplementary					
Adult Continuing Education Reimbursable					



**MISSION:** Southwestern Oregon Community College supports student achievement by providing access to lifelong learning and community engagement in a sustainable manner.

Adult Continui	ng Education Non-F	Reimbursable			
Developmenta	al Education				
Apprenticeship	D				
Cooperative W	/ork Experience				
5. Offered For: Cre	dit 🗌 Continuing	Education Units (CE	U) Prof. Development Units (PDU)		
6. Number of Credits	4	Approved for	CEUs:		
		(List Approvin	ng Agency)		
7. How many times can	this course be tak	en for credit?			
		-	his refers to how many times a student can get		
	cript for the same cou				
	ce 🗌 3 Times 🗌				
8. Course Load Type (In	structor workload/p	ay will be based on the	e information below):		
CLOCK HOURS	HOURS/WEEK	TOTAL COURSE	Department of Education's Formula		
		HOURS	(Full Term Course)		
LECTURE	3	33	Lecture: 11 hours = 1 credit		
LAB			Lab: 33 hours = 1 credit		
LECTURE/LAB	2	22	Lecture/Lab: 22 hours = 1 credit		
PE/ACTIVITY			PE/Activity: 33 hours = 1 credit		
TBA LAB HOURS		CWE: 33 hours = 1 credit			
INDEPENDENT STUDY			(360 CWE hours a term max per student)		
STUDENT HEAD COUNT			_		
TOTAL	5	55	_		
9. Course Description (1	000 character lim	it):			
This course introdu	ices the basics of la	boratory tests related	to hematology, urinalysis and body fluids.		
Safety procedures,	suitability of specin	nens, standards and c	ontrols, slide preparation, test performance,		
technical errors and inventory supplies will be discussed. Students will perform tests on cells in the blood					
and body fluids. Spinal fluid, amniotic fluid, serous fluid, synovial fluid, sputum, semen and feces will be					
discussed. Also covered are the principles and procedures for coagulation studies. Included will be an					
		-	lisease. Collection, handling, storage of,		
	analysis of physical and chemical properties, and identification of morphological elements of urine is also				
integrated.					
10. Required Prerequisites: (If more than one course is listed, please indicate with OR or AND.) Note: This information will be entered into the system and required for students' registration. Prerequisite Course(s): CLA, AH 101, AH 111, AH 121, AH 152 and CHEM 110					
Minimum Grade Req	uired in prerequisite(s	e): C			



VISION: Southwestern leads and inspires lifelong learning. MISSION: Southwestern Oregon Community College supports student achievement by providing access to lifelong learning and community engagement in a sustainable manner.

Placement Test Score: Oth	er:
11. Is Instructor Consent Required to Register?	🛾 Yes 🗌 No
12. Required Concurrent Courses: Note: This information will be entered into the Course Number(s): CLA: CBL Administ Lab(s) Course Number:	system and required for students' registration. rative Skills and CLA, Practicum I (CWE)
<ul> <li>13. Does this course require a separate lab? Y Course Number: Graded separately? Yes No</li> <li>14. Is this course part of a sequence? Yes Yes Yes</li> <li>Must the sequence be taken in order? Yes</li> </ul>	No
What are the course sequence numbers?	
15. Is this course double numbered?	se Number: 🗌 No
<b>16. Student Learning Outcomes</b> What will the student know or be able to do at the end of the course?	<b>17. Assessments/Evaluation of Student Learning</b> What evidence will demonstrate that students have achieved course outcomes? (Assessment tools may include departmental tests, written products, portfolios, juried performances, quizzes and exams or alternative assessments such as qualitative studies, capstone projects, external reviewers, etc.)
<ul> <li>A. REQUIRED OUTCOMES (Without achieving these outcomes the student will not pass the course.) Upon completion of the course the learner will</li> <li>Practice accepted standards for infection control and safety as mandated by OSHA and CLSI</li> <li>Perform venipunctures and the collection and processing of biological specimens proficiently following CLSI standards</li> <li>Perform specimen transport and processing according to CLSI standards</li> <li>Apply appropriate quality assurance and quality control to waived laboratory testing according to CLIA regulations</li> <li>Provided considerate and respectful care of patients by complying with their rights</li> <li>Follow HIPAA guidelines for the protection of patient safety</li> <li>Utilize effective communication techniques with patients and members of the interdisciplinary healthcare team</li> <li>Apply ICD codes to clinical laboratory setting</li> </ul>	<ul> <li>A. How outcomes will be assessed:</li> <li>Class discussions</li> <li>Use of case scenarios</li> <li>Skills demonstration, return demonstration</li> <li>Written exams</li> </ul>



VISION: Southwestern leads and inspires lifelong learning.
 MISSION: Southwestern Oregon Community College supports student achievement by providing access to lifelong learning and community engagement in a sustainable manner.
 CORE THEMES: Learning and Achievement – Access – Community Engagement - Sustainability

-	
B. OTHER OUTCOMES	B. How outcomes will be assessed:
•	•
18. Which of the General Student Learning Outco (Check as appropriate and explain if necessar	
🛛 CREATIVE, CRITICAL AND ANALYTICA	L THINKING
	S AND RESPONSIBILITY
DISCIPLINE CONTENT	
(Be specific about Discipline Content)	
<b>19. General Instructional Methods</b> Traditional Methods: Lecture; discussion; pyschomotor skill demon	stration, practice and return demonstration;
Online (E-Learning Methods):	
Hybrid (Activities required for replacement of s	eat time):
20. Grading	
A,B,C,D,F,I DS,U,I	EITHER INON-GRADED
Has this course been approved for an R grade? $\Box$ Y	les 🗌 No

MINIMUM GRADING CRITERION		RECOMMENDED WEIGHT OR % OF GRADE				
Participation Exams/Quizzes Skills			10% 90% Pass/Fail			
21. Recommended Enrollment	Lecture: 10		Lab: 10			
22. Recommended Enrollment Justification: Physical environment for lectur performance (demonstration, peer practice, and return demonstration or instructor observation).						
23. Does this course require special fees?  Yes  No Fee Cover						
24. Contents Outline (must be in outline format)						
a. Describe and identify cellular componenets of blood and bone marrow b. Discuss the function of cellular componenets of blood and bone marrow						

- c. Discuss the various steps and factors in the coagulation scheme
- d. Determine proper collection, transport, processing and storage for hematology and coagulation



VISION: Southwestern leads and inspires lifelong learning. MISSION: Southwestern Oregon Community College supports student achievement by providing access to lifelong learning and community engagement in a sustainable manner.

**CORE THEMES:** Learning and Achievement – Access – Community Engagement - Sustainability

#### specimens

- e. Interpret routine hematology and coagulation test results.
- f. Describe the anatomy and physiology of the kidneys
- g. List handling and preservative techniques for urine, spinal fluid, synovial fluid, aminiotic fluid, seminal fluid and serous fluid.
- h. Categorize the origin of urine, spinal fluid, synovial fluid, amniotic fluid, seminal fluid, and serous fluid.

#### 25. List Required Materials/Supplies/Tools: Lab coat

#### Have you given consideration to the accessibility of your materials? Xes No

26. Does this course require a special application process? 
Yes No List Criteria for Acceptance:

#### 27. List Safety Considerations:

OSHA and CLSI Standards are to be followed in the lecture/lab component of the course.

# 28. Recommended Text:

Note: Complete citation is required

## 29. References and resources used to develop this course (print and non-print)

OSHA Laboratory Safety Guidance @ www.osha.gov

CLIA Law & Regulations @ http://wwwn.cdc.gov/clia

CLSI Standards @ clsi.org

National Accrediting Agency for Clinical Laboratory Science (NAACLS) @ http://www.naacls.org/

Center for Phlebotomy Education @ www.phlebotomy.com

- Centers for Medicare & Medicaid Services, HHS Clackamus Community College CLA Program
- Portland Community College MLT Program
- Bay Area Hospital, Vicky Karavanich, Lab Director

North Bend Medical Center, Ed Troyer, Lab Director

## SECTION III: DEGREE REQUIREMENTS

This course may be used to fulfill the following degree requirements:

AAS General Education/Related Instruction	AGS General Education
Communication	Writing
Computation	Oral Communication
Mathematics	Mathematics
Health and Wellness	Health and Physical Education
Human Relations	AGS Distribution
Computer Literacy	Arts and Letters
	Social Sciences
	Mathematics/Science/Computer Science
AA/OT, OTM Foundational Requirement	AA/OT, OTM Discipline Studies
AS, AS/OT General Education Requirement	AS, AS/OT Distribution Requirements
Health and Physical Education	Arts and Letters
Mathematics	Social Sciences
Oral Communication	Science/Math/Computer Science]

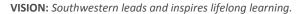


**MISSION:** Southwestern Oregon Community College supports student achievement by providing access to lifelong learning and community engagement in a sustainable manner.

**CORE THEMES:** Learning and Achievement – Access – Community Engagement - Sustainability

Writing	AA/OT Cultural Literacy Requirement				
AAS, AGS, AA/OT, OTM: DElective					
Other Specify:					
<b>SECTION IV: LIBRARY IMPACT STATEMENT</b> Under accreditation standards, Library consultation is essential for new programs, new courses and substantively revised courses when the revisions entail any change in library use.					
List assignments which will require the use of library and information resources?					
To be completed by Librarian:	been completed and submitted to the Librarian.				
Library resources are adequate to support this	proposal.				
Additional resources are needed but can be ob	tained from current funds.				
Significant additional Library funds/resources are required to support this proposal.					
Librarian Signature: Date:					
SECTION V: DIVISIONAL APPROVAL					
Human, Physical and Financial Resources	Associate Dean Recommendation:				
Additional instructional costs (staff, materials, services or facilities will be incurred to offer this co Source of funding:	Durse. The Associate Dean and Curriculum Technician have reviewed this course proposal and kept a copy for divisional files.				
☐ No additional instructional resources (staff, materials, services or facilities) are needed to offe course.					
Explain	Pass Do Not Pass				
Curriculum Technician Signature/Date:	Associate Dean Signature/Date:				
SECTION VI: COLLEGE APPROVAL					
Vice President of Instruction Signature/Date:					
Instructional Council Hearing Date:	Support Resubmit				

College to Careers (C2) is a WIOA Title I – financially assisted program and is therefore an equal opportunity employer/program which provides auxiliary aids and services upon request to individuals with disabilities by calling 711 or 800.648.6458 TTY. The C2 grant project (\$2,394,110) is 100% funded through the US Department of Labor's Trade Adjustment Assistance Community College and Career Training program (TC-26516-14-60-A-41). This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor due to such information, including any information on liked sites and including, but not limited to, accuracy of the information or its completeness, usefulness, usefulness, adequacy, continued availability or ownership. This work is licensed under the Creative Commons Attribution 4.0 International License. For more information about Creative Commons Licensig: http://creativecommons.org/licenses/by/4.0/.



**MISSION:** Southwestern Oregon Community College supports student achievement by providing access to lifelong learning and community engagement in a sustainable manner.

**CORE THEMES:** Learning and Achievement – Access – Community Engagement - Sustainability

# SOUTHWESTERN OREGON COMMUNITY COLLEGE

## COURSE OUTLINE PROPOSAL for NEW and REVISED COURSE OUTLINES

COURSE NUMBER/NAME: CLA 110 Clinical Laboratory Assistant Administrative Skills						
SECTION I: PROPOSAL INFORMATION						
Course Developed By:	Bria	an Corriea/Susan	Walker	Date: 8/17/2015		
Course Revised By:				Date:		
Course Reviewed By:				Date:	Ch	anges 🗌 No Changes 🗌
Catalog Year to take effe	<b>ct:</b> 2	016	Effective T	erm of this course	e:	
Include in Print Catalog:	×Ν	′es 🗌 No	🗌 Fall 🛛 \	Vinter 🗌 Spring 🗌	] Sur	nmer
TYPE OF PROPOSAL		TYPE OF COU	RSE			TYPE OF INSTRUCTION
🖾 New Course		Lower Division	on Collegiate	Transfer		Traditional
Revised Course		Career-Tech	nical (require	ed or elective)		Distance Education
3 Year Course Review		Career-Tech	nical (stand-	alone)		🗌 Hybrid
Currently 199 or 299		🗌 Developmen	tal, numbere	d below 100		Other: Specify
Reactivated Course						
199/299 Experimental						
RATIONALE:		1				I
1. How does this propose	al fur	ther the goals of t	he program o	or department?		
Course developed to meet changing industry needs, Occupational Safety and Health Administration (OSHA)						
Standards, Clinical Laboratory Standards Institute (CLSI) guidelines and standards; CLIA Standards;						
Accreditation requirements.						
2. What assessment evidence supports this proposal?						
3. (New courses) How do you know there is a demand for this course?						
SECTION II: NEW/REVISI	ED C	OURSE OUTLIN	<u>E</u>			
1. Course Number: CLA 1	110					
2. Full Course Title for Print Catalog: Clinical Laboratory Assistant Administrative Skills						
3. Abbreviated Course Title for MyLakerLink: (19 character limit) CLA Lab Admin						
4. State Course Numbers (CHOOSE ONE ONLY)						
Lower Division Collegiate Transfer(LDC)						
Career and Technical Education (Occupational) Preparatory						
Career and Technical Education (Occupational) Supplementary						
Adult Continuing Education Reimbursable						



**MISSION:** Southwestern Oregon Community College supports student achievement by providing access to lifelong learning and community engagement in a sustainable manner.

Adult Continuing	Education Non-F	Reimbu	ırsable						
Developmental E	Education								
Apprenticeship									
Cooperative Wo	Cooperative Work Experience								
5. Offered For: Credit	Continuing	Educa	ation Units (CEL	J) 🗌	] Prof.	Development Units (PDU)			
6. Number of Credits	2		Approved for C	CEUs:					
			(List Approving	g Agen	ncy)				
7. How many times can the	is course be tak	en for	credit?		L				
(This is not the same a	as repeating a cour	rse for a	better grade. Th	is refere	s to ho	w many times a student can get			
credit on their transcri	-	-							
	3 Times	] Other	· (Specify)	<u></u> ι	Unlimi	ted			
8. Course Load Type (Instr	uctor workload/p	ay will	be based on the	inform	nation	below):			
CLOCK HOURS H	HOURS/WEEK	тот	AL COURSE	D	)epart	artment of Education's Formula			
			HOURS			(Full Term Course)			
LECTURE	2		22	Lect	uro: 1	1 hours = 1 credit			
LAB					Lab: 33 hours = 1 credit				
LECTURE/LAB					Lecture/Lab: 22 hours = 1 credit				
PE/ACTIVITY		+		-	PE/Activity: 33 hours = 1 credit				
TBA LAB HOURS		+		_		nours = 1 credit			
INDEPENDENT STUDY		+		(360	(360 CWE hours a term max per student)				
STUDENT HEAD COUNT	UDENT HEAD COUNT								
TOTAL	2 22								
9. Course Description (1000 character limit):									
This course provides	a foundation in th	ne tech	nical and non-te	chnica	al aspe	ects of clinical laboratory testing			
services within the cu	rrent health care	deliver	y system. Topic	cs cove	ered ir	this course include accreditation			
of laboratories, financ	ial management,	inform	ation systems m	nanage	ement,	, management of the quality of			
clinical laboratory testing, the role and responsibilities of a supervisor, personnel management, leadership									
and communication s	and communication skills, and ethics in the clinical laboratory testing environment. The emphasis of the								
course is on the knowledge, skills, and attitudes needed to work successfully in a health care setting at the									
entry-level and beyond. laboratory billing administrative duties, vital signs, and EKG techniques will be									
discussed.									
<b>10. Required Prerequisites</b> Note: This information v Prerequisite Course(s):	vill be entered into								
Minimum Grade Required in prerequisite(s): C									



VISION: Southwestern leads and inspires lifelong learning. MISSION: Southwestern Oregon Community College supports student achievement by providing access to lifelong learning and community engagement in a sustainable manner.

Placement Test Score: Oth	er:					
11. Is Instructor Consent Required to Register?	☑ Yes 🗌 No					
	Note: This information will be entered into the system and required for students' registration. Course Number(s): CLA: Clinical Laboratory Assistant Skills 2; CLA: Practicum I (CWE)					
<ul> <li>13. Does this course require a separate lab? ☐ Yes ⊠ No</li> <li>Course Number:</li> <li>Graded separately? ☐ Yes ☐ No</li> <li>14. Is this course part of a sequence? ⊠ Yes ☐ No</li> <li>Must the sequence be taken in order? ⊠ Yes ☐ No</li> </ul>						
What are the course sequence numbers?						
<ul> <li>15. Is this course double numbered? Yes Cour</li> <li>16. Student Learning Outcomes         What will the student know or be able to do at the         end of the course?</li> </ul>	<ul> <li>se Number: No</li> <li>17. Assessments/Evaluation of Student Learning What evidence will demonstrate that students have achieved course outcomes? (Assessment tools may include departmental tests, written products, portfolios, juried performances, quizzes and exams or alternative assessments such as qualitative studies, capstone projects, external reviewers, etc.)</li> </ul>					
<ul> <li>A. REQUIRED OUTCOMES (Without achieving these outcomes the student will not pass the course.) Upon completion of the course the learner will</li> <li>Practice accepted standards for infection control and safety as mandated by OSHA and CLSI</li> <li>Perform venipunctures and the collection and processing of biological specimens proficiently following CLSI standards</li> <li>Perform specimen transport and processing according to CLSI standards</li> <li>Apply appropriate quality assurance and quality control to waived laboratory testing according to CLIA regulations</li> <li>Provided considerate and respectful care of patients by complying with their rights</li> <li>Follow HIPAA guidelines for the protection of patient safety</li> <li>Utilize effective communication techniques with patients and members of the interdisciplinary healthcare team</li> <li>Apply ICD codes to clinical laboratory setting</li> </ul>	<ul> <li>A. How outcomes will be assessed:</li> <li>Class discussions</li> <li>Use of case scenarios</li> <li>Written exams</li> </ul>					



VISION: Southwestern leads and inspires lifelong learning.
 MISSION: Southwestern Oregon Community College supports student achievement by providing access to lifelong learning and community engagement in a sustainable manner.
 CORE THEMES: Learning and Achievement – Access – Community Engagement - Sustainability

B. OTHER OUTCOMES		B. How outcomes wil	l be assessed:	
•		•	-	
<b>18. Which of the General Student Learn</b> (Check as appropriate and explain		are met by this course	?	
CREATIVE, CRITICAL AND A	NALYTICAL TH	HINKING		
	CIOUSNESS A	ND RESPONSIBILITY		
(Be specific about Discipline Cont	tent)			
	,			
<ul> <li>19. General Instructional Methods         <ul> <li>Traditional Methods:             <ul> <li>Lecture; discussion; possible roll play; pyschomotor skill demonstration, practice and return demonstration; exams</li> <li>Online (E-Learning Methods):</li> <li>Hybrid (Activities required for replacement of seat time):</li> </ul> </li> </ul> </li> </ul>				
20. Grading				
A,B,C,D,F,I DS,U,I			NON-GRADED	
Has this course been approved for an R g	rade? 🗌 Yes [	No		
MINIMUM GRADING CRITERI	ON		WEIGHT OR % OF GRADE	
Participation			10%	
Exams/Quizzes Skills		r	90% Pass/Fail	
	cture: 10	Lab:	-d55/FdII	
22. Recommended Enrollment Justification:				
23. Does this course require special fees? 🗌 Yes 🖂 No Fee Covers:				
24. Contents Outline (must be in outline format)				
<ul> <li>a. Knowledge of non-technical issues and functions important to the oversight of clinical laboratory services in the current health care delivery system</li> <li>(1) Accreditation of laboratories</li> <li>i. The Joint Commission</li> </ul>				



**MISSION:** Southwestern Oregon Community College supports student achievement by providing access to lifelong learning and community engagement in a sustainable manner.

**CORE THEMES:** Learning and Achievement – Access – Community Engagement - Sustainability

- ii. National Accrediting Agency for Clinical Laboratory Sciences
- iii. Clinical Laboratory Improvement Amendments
- iv. Clinical and Laboratory Standards Institute
- v. College of American Pathologists
- (2) Financial management
  - i. Third party payers,
  - ii. Diagnosis and billing codes,
  - iii. Reimbursement
- (3) Information systems management
  - i. Electronic Health Records
  - ii. Patient Consent
  - iii. Documentation
    - (a) Patient Record
    - (b) Test Catalogs and Reference Manual(s)
    - (c) Procedure Manual(s)
    - (d) Safety Manual(s)
    - (e) Infection Prevention and Control Manual(s)
- (4) Management of the quality of clinical laboratory testing
  - i. Quality Assurance
  - ii. Quality Indicators
  - iii. Thresholds and Data
  - iv. Process and Outcomes
  - v. Quality Control
  - vi. Risk Management
- (5) Lab Supervision
  - i. Role and Responsibilities
  - ii. Personnel Management
  - iii. Leadership and communication skills
- (6) Ethics in the clinical laboratory setting
  - i. Patient Consent (Informed, Expressed, Implied, Minors, Refusal)
  - ii. Patient Identification
  - iii. Criminal and Civil Actions
  - iv. Torts (Assault, Battery, Fraud, Invasion of Privacy, Breach of Confidentiality, Malpractice, Negligence, Res ipsa loquitur, Respondeat Superior, Standard of care, Statute of Limitations, Vicarious liability
  - v. Malpractice Insurance
- b. Competently obtain vital signs
- c. Knowledge of basic EKG concepts
- d. Perform an EKG at a competent level
- 25. List Required Materials/Supplies/Tools: Lab coat

Have you given consideration to the accessibility of your materials? Xes No

**26. Does this course require a special application process?** Yes No List Criteria for Acceptance:

27. List Safety Considerations:

OSHA and CLSI Standards are to be followed in the lecture/lab component of the course.



**VISION:** Southwestern leads and inspires lifelong learning. MISSION: Southwestern Oregon Community College supports student achievement by providing access to lifelong learning and community engagement in a sustainable manner.

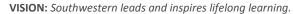
CORE THEMES: Learning and Achievement	– Access – Community Engagement - Sustainability
---------------------------------------	--

28. Recommended Text: Note: Complete citation is required See course syllabus	Note: Complete citation is required					
See course syllabus         29. References and resources used to develop this course (print and non-print)         OSHA Laboratory Safety Guidance @ www.osha.gov         CLIA Law & Regulations @ http://wwwn.cdc.gov/clia         CLSI Standards @ clsi.org         National Accrediting Agency for Clinical Laboratory Science (NAACLS) @ http://www.naacls.org/         Center for Phlebotomy Education @ www.phlebotomy.com         Clackamus Community College CLA Program         Portland Community College MLT Program         Bay Area Hospital, Vicky Karavanich, Lab Director         North Bend Medical Center, Ed Troyer, Lab Director         SECTION III: DEGREE REQUIREMENTS         This course may be used to fulfill the following degree requirements:						
AAS General Education/Related Instruction	AGS General Education					
	☐ Writing					
Computation	Oral Communication					
. Discrete matter in the matter is the matte	☐ Mathematics					
☐ Health and Wellness	Health and Physical Education					
Human Relations	AGS Distribution					
Computer Literacy	Arts and Letters					
	Social Sciences					
	Mathematics/Science/Computer Science					
AA/OT, OTM Foundational Requirement	AA/OT, OTM Discipline Studies					
AS, AS/OT General Education Requirement	AS, AS/OT Distribution Requirements					
Health and Physical Education	Arts and Letters					
Mathematics	Social Sciences					
Oral Communication	Science/Math/Computer Science]					
	AA/OT Cultural Literacy Requirement					
AAS, AGS, AA/OT, OTM: 🗌 Elective						
Other Specify:						
SECTION IV: LIBRARY IMPACT STATEMENT Under accreditation standards, Library consultation is essential for new programs, new courses and substantively revised courses when the revisions entail any change in library use.						
List assignments which will require the use of library and information resources?						
To be completed by Librarian:						
Library resources are adequate to support this proposal.						



**VISION:** Southwestern leads and inspires lifelong learning. **MISSION:** Southwestern Oregon Community College supports student achievement by providing access to lifelong learning and community engagement in a sustainable manner.

Additional resources are needed but can be obtained from current funds.						
Significant additional Library funds/resources are requ	Significant additional Library funds/resources are required to support this proposal.					
Librarian Signature:	Date:					
SECTION V: DIVISIONAL APPROVAL						
Human, Physical and Financial Resources	Associate Dean Recommendation:					
Additional instructional costs (staff, materials, services or facilities will be incurred to offer this course. Source of funding:	The Associate Dean and Curriculum Technician have reviewed this course proposal and kept a copy for divisional files.					
No additional instructional resources (staff, materials, services or facilities) are needed to offer this course.	☐ Faculty review of this course was completed with the division on date.					
Explain	Pass Do Not Pass					
Curriculum Technician Signature/Date:	Associate Dean Signature/Date:					
SECTION VI: COLLEGE APPROVAL						
Vice President of Instruction Signature/Date:						
Instructional Council Hearing Date:	Support Resubmit					



**MISSION:** Southwestern Oregon Community College supports student achievement by providing access to lifelong learning and community engagement in a sustainable manner.

**CORE THEMES:** Learning and Achievement – Access – Community Engagement - Sustainability

# SOUTHWESTERN OREGON COMMUNITY COLLEGE

# COURSE OUTLINE PROPOSAL for NEW and REVISED COURSE OUTLINES

COURSE NUMBER/NAME: CLA115 Clinical Laboratory Assistant Skills III					
SECTION I: PROPOSAL INFORMATION					
Course Developed By:	Brian Corriea/Susan Walker Date: 8/17/2015				
Course Revised By:			Date:		
Course Reviewed By:			Date:	Ch	anges 🗌 No Changes 🗌
Catalog Year to take effect	<b>:t:</b> 2016	Effective T	erm of this cou	rse:	
Include in Print Catalog:	🛛 Yes 🗌 No	🗌 Fall 🗌 \	Vinter 🛛 Spring	🗌 Sur	nmer
TYPE OF PROPOSAL	TYPE OF COUR	RSE			TYPE OF INSTRUCTION
🛛 New Course	Lower Divisio	on Collegiate	Transfer		Traditional
Revised Course	🛛 Career-Tech	nical (require	ed or elective)		Distance Education
3 Year Course Review	Career-Tech	nical (stand-a	alone)		🗌 Hybrid
Currently 199 or 299	🗌 Developmen	tal, numbere	d below 100		Other: Specify
Reactivated Course					
199/299 Experimental					
RATIONALE:					
1. How does this proposal	further the goals of t	he program o	or department?		
Course developed to meet	changing industry nee	eds, Occupat	tional Safety and	Health	Administration (OSHA)
standards, Clinical Laboratory Standards Institute (CLSI) guidelines and standards; CLIA Standards;					
Accreditation requirements.					
2. What assessment evidence supports this proposal?					
3. (New courses) How do you know there is a demand for this course?					
SECTION II: NEW/REVISE	D COURSE OUTLIN	<u>E</u>			
1. Course Number: CLA11	5				
2. Full Course Title for Print Catalog: Clinical Laboratory Assistant III					
3. Abbreviated Course Title for MyLakerLink: (19 character limit) CLA Skills III					
4. State Course Numbers (CHOOSE ONE ONLY)					
Lower Division Collegiate Transfer(LDC)					
Career and Technical Education (Occupational) Preparatory					
Career and Technical Education (Occupational) Supplementary					
Adult Continuing Education Reimbursable					



**MISSION:** Southwestern Oregon Community College supports student achievement by providing access to lifelong learning and community engagement in a sustainable manner.

Adult Continui	ng Education Non-I	Reimbursab	le			
Developmenta	al Education					
Apprenticeshi	D					
Cooperative V	Vork Experience					
5. Offered For: Cre	dit 🗌 Continuing	Education	Units (CEU)	Prof.	Development Units (PDU)	
6. Number of Credits	4	Ар	proved for CE	Us:		
		(List Approving Agency)				
7. How many times can	this course be tak	en for cred	lit?			
(This is not the sam	ne as repeating a cou	rse for a bette	er grade. This i	refers to ho	ow many times a student can get	
	cript for the same cou	-				
	ce 🗌 3 Times 🗌	] Other (Sp	ecify)	🗌 Unlimi	ited	
8. Course Load Type (In	structor workload/p	ay will be ba	ased on the in	formation	below):	
CLOCK HOURS	HOURS/WEEK	TOTAL	COURSE	Depart	ment of Education's Formula	
		HO	URS		(Full Term Course)	
LECTURE	3	3	3	l octuro: 1	1 hours = 1 credit	
LAB		Lab: 33 hours = 1 credit				
LECTURE/LAB	2	2	2		ab: 22 hours = 1 credit	
PE/ACTIVITY					y: 33 hours = 1 credit	
TBA LAB HOURS				CWE: 33 I	hours = 1 credit	
INDEPENDENT STUDY		(360 CWE hours a term max per student)				
STUDENT HEAD COUNT	TUDENT HEAD COUNT					
TOTAL	5 55					
9. Course Description (1000 character limit):						
This course will pro	ovide an introduction	n to clinical	chemistry, imr	munology	, and microbiology. An emphaiss	
is placed on basic	chemical laboratory	technique,	safety, electro	olytes, aci	d-base balance, proteins,	
carbohydrate, lipids	s, enzymes, endocr	ine function	, TDM, and to	xicology.	This course will also demonstrate	
how the immune system develops, prevents infectious diseases and interacts with other bodily systems to						
limit or cause tissue damage. In addition, principles of clinical microbiology with an emphasis on						
microorganisms and human disease.						
<b>10. Required Prerequisites:</b> (If more than one course is listed, please indicate with OR or AND.) <i>Note: This information will be entered into the system and required for students' registration.</i> Prerequisite Course(s): CLA: CLA Skills 2, CLA: CLA Administrative Assistant, CLA: Phlebotomy						
Practicum I						
Minimum Grade Required in prerequisite(s): C Placement Test Score: Other:						
Placement Test Score: Other:						



VISION: Southwestern leads and inspires lifelong learning. MISSION: Southwestern Oregon Community College supports student achievement by providing access to lifelong learning and community engagement in a sustainable manner.

11. Is Instructor Consent Required to Register?	🛛 Yes 🗌 No						
12. Required Concurrent Courses:							
Note: This information will be entered into the system and required for students' registration.							
Course Number(s): CLA: Practicum II (CWE)							
Lab(s) Course Number:							
13. Does this course require a separate lab?	es ⊠ No						
Course Number:							
Graded separately?							
14. Is this course part of a sequence? 🛛 Yes 🗌 N	No						
Must the sequence be taken in order? 🗌 Ye	es 🗌 No						
What are the course sequence numbers?							
15. Is this course double numbered?	rse Number: 🗌 No						
<b>16. Student Learning Outcomes</b> What will the student know or be able to do at the end of the course?	<b>17. Assessments/Evaluation of Student Learning</b> What evidence will demonstrate that students have achieved course outcomes? (Assessment tools may include departmental tests, written products, portfolios, juried performances, quizzes and exams or alternative assessments such as qualitative studies, capstone projects, external reviewers, etc.)						
<ul> <li>A. REQUIRED OUTCOMES (Without achieving these outcomes the student will not pass the course.) Upon completion of the course the learner will</li> </ul>	<ul><li>A. How outcomes will be assessed:</li><li>•</li></ul>						
B. OTHER OUTCOMES	B. How outcomes will be assessed:						
<ul> <li>Practice accepted standards for infection control and safety as mandated by OSHA and CLSI</li> <li>Perform venipunctures and the collection and processing of biological specimens proficiently following CLSI standards</li> <li>Perform specimen transport and processing according to CLSI standards</li> <li>Apply appropriate quality assurance and quality control to waived laboratory testing according to CLIA regulations</li> <li>Provided considerate and respectful care of patients by complying with their rights</li> <li>Follow HIPAA guidelines for the protection of patient safety</li> <li>Utilize effective communication techniques with patients and members of the interdisciplinary healthcare team</li> <li>Apply ICD codes to clinical laboratory setting</li> </ul>	<ul> <li>Class discussions</li> <li>Use of case scenarios</li> <li>Skills demonstration, return demonstration</li> <li>Written exams</li> </ul>						



VISION: Southwestern leads and inspires lifelong learning.
 MISSION: Southwestern Oregon Community College supports student achievement by providing access to lifelong learning and community engagement in a sustainable manner.
 CORE THEMES: Learning and Achievement – Access – Community Engagement - Sustainability

18. Which of the General Student L (Check as appropriate and exp		are met by this co	ourse?					
(Check as appropriate and explain if necessary)								
🖾 CREATIVE, CRITICAL AN	ID ANALYTICAL TH	IINKING						
	ONSCIOUSNESS A	ND RESPONSIBIL	ITY					
DISCIPLINE CONTENT								
(Be specific about Discipline	Content)							
<b>19. General Instructional Methods</b> Traditional Methods: Lecture; discussion; pyschomo	tor skill demonstration	on, practice and ret	urn demo	nstration;				
Online (E-Learning Methods):								
Hybrid (Activities required for r	eplacement of seat t	ime):						
20. Grading								
A,B,C,D,F,I S,U,I				NON-GRADED				
Has this course been approved for ar	n R grade? ∐ Yes L	_ No						
MINIMUM GRADING CRI	TERION	RECOMMENI		GHT OR % OF GRADE				
Participation Exams/Quizzes			90	)% )%				
Skills 21. Recommended Enrollment	Lecture: 10		Lab: 10	s/Fail				
<b>22. Recommended Enrollment Justification:</b> Physical environment for lecture/lab and psychomotor skill performance (demonstration, peer practice, and return demonstration on peer and/or task trainers with 1:1 instructor observation).								
23. Does this course require special fees? 🗌 Yes 🖾 No Fee Covers:								
24. Contents Outline (must be in outline format)								
<ul> <li>24. Contents Outline (must be in outline format)</li> <li>a. Gain an understanding of body chemistry levels under healthy and unhealthy conditions <ul> <li>(1) Electrolytes</li> <li>(2) Acid-base balance</li> <li>(3) Proteins</li> <li>(4) Carbohydrates</li> <li>(5) Lipids</li> </ul> </li> </ul>								
(6) Enzymes								



MISSION: Southwestern Oregon Community College supports student achievement by providing access to lifelong learning and community engagement in a sustainable manner.

**CORE THEMES:** Learning and Achievement – Access – Community Engagement - Sustainability

- (7) Endocrine testing
- (8) TDM
- (9) Toxicology
- b. Recognize the suitability of clinical chemistry specimens
- c. Prepare chemistry specimens for analysis accurately
- d. Document and report results, noting normal and abnormal chemistry values.
- e. Explain the function of the immune system cells and molecules.
- f. Comprehend changes to the physiology of the immune system cells that can trigger human diseases and disorders.
- g. Identify patient specimens as acceptable or unacceptable for microbiology analysis.
- h. Identify bacteria using appropriate microbiology testing procedures.
- i. Correlate bacterial identification to disease or indigenous flora.
- j. Demonstrate proper processing of material for fungal cultures.

#### 25. List Required Materials/Supplies/Tools:

Lab Coat

## Have you given consideration to the accessibility of your materials? Yes No

## **26. Does this course require a special application process?** Yes No List Criteria for Acceptance: 27. List Safety Considerations: OSHA and CLSI Standards are to be followed in the lecture/lab component of the course.

## 28. Recommended Text:

## Note: Complete citation is required

See course syllabus

## 29. References and resources used to develop this course (print and non-print)

OSHA Laboratory Safety Guidance @ www.osha.gov

CLIA Law & Regulations @ http://wwwn.cdc.gov/clia

CLSI Standards @ clsi.org

National Accrediting Agency for Clinical Laboratory Science (NAACLS) @ http://www.naacls.org/

Center for Phlebotomy Education @ www.phlebotomy.com

- Centers for Medicare & Medicaid Services, HHS
- Clackamus Community College CLA Program
- Portland Community College MLT Program

Bay Area Hospital, Vicky Karavanich, Lab Director North Bend Medical Center, Ed Troyer, Lab Director

## SECTION III: DEGREE REQUIREMENTS

This course may be used to fulfill the following degree requirements:

AAS General Education/Related Instruction	AGS General Education
Communication	
Computation	Oral Communication
Mathematics	Mathematics
Health and Wellness	Health and Physical Education
Human Relations	AGS Distribution
Computer Literacy	Arts and Letters
	Social Sciences



**MISSION**: Southwestern Oregon Community College supports student achievement by providing access to lifelong learning and community engagement in a sustainable manner.

**CORE THEMES:** Learning and Achievement – Access – Community Engagement - Sustainability

		Mathematics/Science/Com	puter Science
AA/OT, OTM Foundational Requirement		Γ, OTM Discipline Studies	
AS, AS/OT General Education Requirement		S/OT Distribution Requirer	ments
☐ Health and Physical Education	🗌 Art	s and Letters	
Mathematics	🗌 So	cial Sciences	
Oral Communication	🗌 Sci	ience/Math/Computer Science	ce]
	🗆 AA	/OT Cultural Literacy Requir	rement
AAS, AGS, AA/OT, OTM: 🗌 Elective			
Other Specify:			
SECTION IV: LIBRARY IMPACT STATEMENT Under accreditation standards, Library consultation revised courses when the revisions entail any charge			ew courses and substantively
List assignments which will require the use of	f library	and information resource	es?
To be completed by Librarian: Library Resource for Course Support form has Library resources are adequate to support this		-	the Librarian.
Additional resources are needed but can be of	btained	from current funds.	
Significant additional Library funds/resources	are requ	uired to support this proposa	l.
Librarian Signature:			Date:
SECTION V: DIVISIONAL APPROVAL			
Human, Physical and Financial Resources		Associate Dean Recomm	mendation:
Additional instructional costs (staff, materials, services or facilities will be incurred to offer this course. Source of funding:		☐ The Associate Dean and Curriculum Technician have reviewed this course proposal and kept a copy for divisional files.	
No additional instructional resources (staff, materials, services or facilities) are needed to offer this course.		Faculty review of this course was completed with the division on date.	
Explain		Pass Do Not Pass	
Curriculum Technician Signature/Date:		Associate Dean Signature/Date:	
SECTION VI: COLLEGE APPROVAL		1	
Vice President of Instruction Signature/Date:			
Instructional Council Hearing Date:			Support Resubmit

College to Careers (C2) is a WIOA Title I – financially assisted program and is therefore an equal opportunity employer/program which provides auxiliary aids and services upon request to individuals with disabilities by calling 711 or 800.648.6458 TTY. The C2 grant project (\$2,394,110) is 100% funded through the US Department of Labor's Trade Adjustment Assistance Community College and Career Training program (TC-26516-14-60-A-41). This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability or ownership. This work is licensed under the Creative Commons Attribution 4.0 International License. For more information about Creative Commons Licensing: http://creativecommons.org/licenses/by/4.0/



**MISSION:** Southwestern Oregon Community College supports student achievement by providing access to lifelong learning and community engagement in a sustainable manner.

**CORE THEMES:** Learning and Achievement – Access – Community Engagement - Sustainability

# SOUTHWESTERN OREGON COMMUNITY COLLEGE

## COURSE OUTLINE PROPOSAL for NEW and REVISED COURSE OUTLINES

COURSE NUMBER/NAME: CLA280A Phlebotomy/Laboratory Practicum I					
SECTION I: PROPOSAL INFORMATION					
Course Developed By:	Brian Corriea/Susan Walker Date: 9/23/2015				
Course Revised By:			Date:		
Course Reviewed By:			Date:	Ch	anges 🗌 No Changes 🗌
Catalog Year to take effe	<b>ct:</b> 2016	Effective T	erm of this o	course:	
Include in Print Catalog:	🛛 Yes 🗌 No	🗌 Fall 🖾 \	Vinter 🗌 Sp	ring 🗌 Sur	nmer
TYPE OF PROPOSAL	TYPE OF COU	RSE			TYPE OF INSTRUCTION
🛛 New Course	Lower Divisi	ion Collegiate	Transfer		Traditional
Revised Course	Career-Tech	hnical (require	ed or elective	)	Distance Education
3 Year Course Review	Career-Tech	hnical (stand-	alone)		🖂 Hybrid
Currently 199 or 299	Developmer	ntal, numbere	d below 100		Other: Specify
Reactivated Course					
199/299 Experimental					
RATIONALE:					
1. How does this proposa	al further the goals of	the program of	or departmen	ıt?	
Revision made to meet cha	anging industry needs	s, Occupation	al Safety and	I Health Ad	ministration (OSHA)
standards, Clinical Laborat	tory Standards Institut	te (CLSI) guid	lelines and st	tandards; C	CLIA Standards;
Accreditation Requirement	ts.				
2. What assessment evid	lence supports this pr	oposal?			
Advisory and Industry part	ner feedback				
3. (New courses) How do	o you know there is a	demand for th	nis course?		
SECTION II: NEW/REVISI	ED COURSE OUTLIN	<u>NE</u>			
1. Course Number: CLA2	280A				
2. Full Course Title for Pr	rint Catalog: Phlebot	omy/Laborato	ory Practicum	I	
3. Abbreviated Course Title for MyLakerLink: (19 character limit) CLA Practicum I					
4. State Course Numbers	S (CHOOSE ONE ON	LY)			
Lower Division Collegiate Transfer(LDC)					
Career and Technical Education (Occupational ) Preparatory					
Career and Teo	chnical Education (Oc	cupational) S	upplementar	у	
Adult Continuing Education Reimbursable					



**MISSION:** Southwestern Oregon Community College supports student achievement by providing access to lifelong learning and community engagement in a sustainable manner.

Adult Continuir	ng Education Non-I	Reimbu	ırsable				
Developmental	Education						
Apprenticeship							
Cooperative W	ork Experience						
5. Offered For: Crea	lit 🗌 Continuing	J Educa	ation Units (CEL	J) 🗌 Prof.	Development Units (PDU)		
6. Number of Credits	3		Approved for C	CEUs:			
			(List Approving	g Agency)			
7. How many times can t	his course be tak	en for	credit?				
(This is not the same	e as repeating a cou	rse for a	better grade. Th	is refers to ho	ow many times a student can get		
credit on their transc	cript for the same cou	urse.)					
🛛 Once 🗌 Twic	e 🗌 3 Times 🗌	] Other	(Specify)	🗌 Unlim	ited		
8. Course Load Type (Ins	structor workload/p	ay will	be based on the	e information	below):		
CLOCK HOURS	HOURS/WEEK	тот	AL COURSE	Depart	ment of Education's Formula		
			HOURS		(Full Term Course)		
LECTURE					Aller on Alexa Pr		
LAB	9 99 Lecture: 11 hours = 1 credit						
LECTURE/LAB		Lab: 33 hours = 1 credit					
PE/ACTIVITY	Lecture/Lab: 22 hours = 1 credit						
	PE/Activity: 33 hours = 1 credit						
TBA LAB HOURS					hours = 1 credit		
INDEPENDENT STUDY				(360 CWE	hours a term max per student)		
STUDENT HEAD COUNT							
TOTAL	9		99	]			
9. Course Description (1	000 character lim	it):		•			
Supervised experier	nce in a medical ce	enter la	boratory that wil	I allow stude	ents to test knowledge learned in		
the classroom, appl	y psychomotor skil	lls and	gain practical ex	perience.			
<b>10. Required Prerequisites:</b> (If more than one course is listed, please indicate with OR or AND.) Note: This information will be entered into the system and required for students' registration. Prerequisite Course(s): AH 100 and AH 111 and AH 121 and CLA 100 and CHEM 110							
Minimum Grade Required in prerequisite(s): C							
Placement Test Score: Reading Score of Asset 42/Compass 81       Other:							
11. Is Instructor Consent Required to Register? 🛛 Yes 🗌 No							
12. Required Concurrent							
Note: This informati	on will be entered	into the	system and rec	quired for stu	udents' registration.		
Course Number(s):							
Lab(s) Course Num	ber:						



VISION: Southwestern leads and inspires lifelong learning. MISSION: Southwestern Oregon Community College supports student achievement by providing access to lifelong learning

and community engagement in a sustainable manner.

13. Does this course require a separate lab?	es 🖂 No						
Course Number:	Course Number:						
Graded separately?  Yes  No							
14. Is this course part of a sequence? 🛛 Yes 🗌 N	40						
Must the sequence be taken in order? 🖂 Ye	s 🗌 No						
What are the course sequence numbers? CL	A 100, CLA 105, CLA 110, CLA 280A, CLA 115, CLA 280B						
15. Is this course double numbered?  Yes Cour	15. Is this course double numbered?  Yes Course Number:  No						
<b>16. Student Learning Outcomes</b> What will the student know or be able to do at the end of the course?	<b>17. Assessments/Evaluation of Student Learning</b> What evidence will demonstrate that students have achieved course outcomes? (Assessment tools may include departmental tests, written products, portfolios, juried performances, quizzes and exams or alternative assessments such as qualitative studies, capstone projects, external reviewers, etc.)						
<ul> <li>A. REQUIRED OUTCOMES (Without achieving these outcomes the student will not pass the course.) Upon completion of the course the learner will</li> <li>Demonstrate knowledge of workplace expectations and behaivor</li> <li>identify the employer's organization policies and procedures</li> <li>Apply learned knowledge and skills to workplace duties</li> <li>Demonstrate confidence int heir ability to use problem-solving techniques to achieve assigned objectives.</li> </ul>	<ul> <li>A. How outcomes will be assessed:</li> <li>Daily Journal</li> <li>Reflection Report</li> <li>Supervisor Evaluation Report</li> <li>Completion of Required Hours</li> <li>Completion of Skills List</li> </ul>						
B. OTHER OUTCOMES	B. How outcomes will be assessed:						
•	•						
18. Which of the General Student Learning Outco (Check as appropriate and explain if necessary COMMUNICATION							
CREATIVE, CRITICAL AND ANALYTICAL THINKING							
	S AND RESPONSIBILITY						
☐ DISCIPLINE CONTENT							
(Be specific about Discipline Content)							



**VISION:** Southwestern leads and inspires lifelong learning. **MISSION:** Southwestern Oregon Community College supports student achievement by providing access to lifelong learning and community engagement in a sustainable manner.

Traditional Met				
Assign to clinic	cal site, identify	work objectives and	supervised work hours	s; journaling
	ning Methods): activities; discus	sions; assignments		
Hybrid (Activiti Combination o		replacement of seat	time):	
20. Grading				
A,B,C,D,F,I	□ S,U,	I		NON-GRADED
Has this course been	approved for a	n R grade? 🗌 Yes	🗌 No	
MINIMUM	GRADING CRI	TERION	RECOMMENDE	D WEIGHT OR % OF GRADE
	ite Supervisor E Daily Journal ummary Report Skills List			34% 33% 33% Pass/Fail
21. Recommended I	Enrollment	Lecture:	L	ab: 10
22. Recommended I	Enrollment Jus	stification:		
23. Does this course	e require speci	ai tees ? 📋 Yes 🖂	NO Fee Covers:	
24. Contents Outline	e (must be in o	utline format)		
The coordir the term wl willingness The objecti	hator and/o hich meet th of the emplo	r assigned supe ne ability of the oyer to provide. w they will be n	ervisor and studen student to perfor	t agree on objectives for m and the ability and in the Cooperative Work
The coordir the term wl willingness The objecti	nator and/o hich meet th of the emplo ves, and ho /Internship A aterials/Suppli	r assigned supe ne ability of the oyer to provide. w they will be n Agreement	ervisor and studen student to perfor	m and the ability and
The coordir the term wi willingness of The objecti Experience 25. List Required Ma Per site require	nator and/o hich meet th of the emplo ves, and ho /Internship A aterials/Supplicements	r assigned supe ne ability of the oyer to provide. w they will be n Agreement es/Tools:	ervisor and studen student to perfor	m and the ability and in the Cooperative Work
The coordir the term wi willingness of The objecti Experience 25. List Required Ma Per site require Have you give 26. Does this course	nator and/o hich meet th of the emplo ves, and ho /Internship A aterials/Supplic ements	r assigned super ne ability of the over to provide. w they will be n Agreement es/Tools:	ervisor and studen student to perfor net, will be stated	m and the ability and in the Cooperative Work
The coordir the term wh willingness of The objecti Experience 25. List Required Ma Per site require Have you give 26. Does this course	hator and/o hich meet th of the employ ves, and how /Internship A aterials/Supplice ements en considerations or Acceptance: siderations:	r assigned super ne ability of the over to provide. w they will be n Agreement es/Tools:	ervisor and studen student to perfor net, will be stated lity of your materials?	m and the ability and in the Cooperative Work
The coordir the term wh willingness of The objecti Experience 25. List Required Ma Per site require Have you give 26. Does this course List Criteria fo 27. List Safety Cons Varies by site a 28. Recommended	hator and/o hich meet th of the emplo ves, and ho /Internship A aterials/Supplic ements en considerations e require a spe or Acceptance: siderations: assignment	r assigned super ne ability of the over to provide. w they will be n Agreement es/Tools:	ervisor and studen student to perfor net, will be stated lity of your materials?	m and the ability and in the Cooperative Work
The coordir the term wh willingness of The objecti Experience 25. List Required Ma Per site require Have you give 26. Does this course List Criteria for 27. List Safety Cons Varies by site a 28. Recommended T Note: Complete None 29. References and	hator and/o hich meet th of the employ ves, and how /Internship A aterials/Supplie ements en consideration e require a spe or Acceptance: siderations: assignment Text: e citation is require	r assigned super ne ability of the over to provide. w they will be n Agreement es/Tools: on to the accessibilities cial application pro-	ervisor and studen student to perfor net, will be stated lity of your materials?	m and the ability and I in the Cooperative Work ? ⊠ Yes □ No
The coordir the term wh willingness of The objectir Experience 25. List Required Ma Per site require Have you give 26. Does this course List Criteria for 27. List Safety Cons Varies by site a 28. Recommended T Note: Complete None 29. References and	hator and/o hich meet th of the employ ves, and how /Internship A aterials/Supplice ements en consideration e require a spe for Acceptance: siderations: assignment Text: e citation is require resources use bunity College H EE REQUIREM	r assigned super ne ability of the over to provide. w they will be n Agreement es/Tools: on to the accessibility cial application pro- ired d to develop this c andbook ENTS	ervisor and studen student to perfor net, will be stated lity of your materials? ocess?  Yes  No	m and the ability and I in the Cooperative Work ? ⊠ Yes □ No



VISION: Southwestern leads and inspires lifelong learning. MISSION: Southwestern Oregon Community College supports student achievement by providing access to lifelong learning and community engagement in a sustainable manner.

AAS General Education/Related Instruction		AGS General Education		
		Writing		
Computation		Oral Communication		
Mathematics		] Mathematics		
Health and Wellness	E	] Health and Physical Educa	tion	
Human Relations	<u> </u>	GS Distribution		
Computer Literacy	E	Arts and Letters		
	E	Social Sciences		
		] Mathematics/Science/Com	puter Science	
AA/OT, OTM Foundational Requirement	AA/C	T, OTM Discipline Studies		
AS, AS/OT General Education Requirement	<u>AS, /</u>	AS/OT Distribution Require	ments_	
Health and Physical Education	🗆 A	rts and Letters		
Mathematics	□s	ocial Sciences		
Oral Communication	□s	cience/Math/Computer Scien	ce]	
	🗆 A	A/OT Cultural Literacy Requir	rement	
AAS, AGS, AA/OT, OTM: 🛛 Elective				
Other Specify: Technical Requirement				
SECTION IV: LIBRARY IMPACT STATEMENT Under accreditation standards, Library consultation revised courses when the revisions entail any cha			ew courses and substantively	
List assignments which will require the use of None	libra	y and information resource	es?	
To be completed by Librarian:	s been	completed and submitted to	the Librarian.	
Library resources are adequate to support this	propo	osal.		
Additional resources are needed but can be o	btaine	d from current funds.		
Significant additional Library funds/resources	are re	quired to support this proposa	al.	
Librarian Signature:			Date:	
SECTION V: DIVISIONAL APPROVAL				
Human, Physical and Financial Resources		Associate Dean Recom	mendation:	
Additional instructional costs (staff, materials, services or facilities will be incurred to offer this course Source of funding:		☐ The Associate Dean and Curriculum Technician have reviewed this course proposal and kept a copy for divisional files.		
No additional instructional resources (staff, materials, services or facilities) are needed to offe course. Explain	er this	<ul> <li>Faculty review of this course was completed with the division on date.</li> <li>Pass Do Not Pass</li> </ul>		



**VISION:** Southwestern leads and inspires lifelong learning. **MISSION:** Southwestern Oregon Community College supports student achievement by providing access to lifelong learning and community engagement in a sustainable manner.

**CORE THEMES:** Learning and Achievement – Access – Community Engagement - Sustainability

Curriculum Technician Signature/Date:	Associate Dean Signature	/Date:	
SECTION VI: COLLEGE APPROVAL			
Vice President of Instruction Signature/Date:			
Instructional Council Hearing Date:		Support Support	Resubmit

College to Careers (C2) is a WIOA Title I – financially assisted program and is therefore an equal opportunity employer/program which provides auxiliary aids and services upon request to individuals with disabilities by calling 711 or 800.648.6458 TTY. The C2 grant project (\$2,394,110) is 100% funded through the US Department of Labor's Trade Adjustment Assistance Community College and Career Training program (TC-26516-14-60-A-41). This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability or ownership.This work is licensed under the Creative Commons Attribution 4.0 International License. For more information about Creative Commons Licensing: http://creativecommons.org/licenses/by/4.0/.



**MISSION:** Southwestern Oregon Community College supports student achievement by providing access to lifelong learning and community engagement in a sustainable manner.

**CORE THEMES:** Learning and Achievement – Access – Community Engagement - Sustainability

# SOUTHWESTERN OREGON COMMUNITY COLLEGE

## COURSE OUTLINE PROPOSAL for NEW and REVISED COURSE OUTLINES

COURSE NUMBER/NAME: CLA280B Phlebotomy/Laboratory Practicum II						
SECTION I: PROPOSAL INFORMATION						
Course Developed By:	Course Developed By: Brian Corriea/Susan Walker			Date: 9/23/2015		
Course Revised By:				Date:		
Course Reviewed By:				Date:	Cha	anges 🗌 No Changes 🗌
Catalog Year to take effe	<b>ct:</b> 20	016	Effective T	erm of this cou	rse:	
Include in Print Catalog:	X Ye	es 🗌 No	🗌 Fall 🛛 \	Ninter 🗌 Spring	🗌 Sur	nmer
TYPE OF PROPOSAL		TYPE OF COUR	RSE			TYPE OF INSTRUCTION
🛛 New Course		Lower Division	on Collegiate	Transfer		Traditional
Revised Course		Career-Tech	nical (require	ed or elective)		Distance Education
3 Year Course Review		Career-Tech	nical (stand-	alone)		🖾 Hybrid
Currently 199 or 299		Developmen	tal, numbere	d below 100		Other: Specify
Reactivated Course						
199/299 Experimental						
RATIONALE:						
1. How does this propose	al furtl	her the goals of t	he program o	or department?		
Revision made to meet cha	angin	g industry needs	, Occupation	al Safety and He	alth Ad	ministration (OSHA)
standards, Clinical Laborat	tory S	Standards Institute	e (CLSI) guio	lelines and stand	lards; C	LIA Standards;
Accreditation Requirement	s.					
2. What assessment evid	lence	supports this pro	posal?			
Advisory and Industry parti	ner fe	edback				
3. (New courses) How do	o you	know there is a c	lemand for th	nis course?		
SECTION II: NEW/REVISE	ED C	OURSE OUTLIN	<u>E</u>			
1. Course Number: CLA 2	280B					
2. Full Course Title for Pr	2. Full Course Title for Print Catalog: Phlebotomy/Laboratory Practicum II					
3. Abbreviated Course Title for MyLakerLink: (19 character limit) CLA PracticumII						
4. State Course Numbers	6 (CH	OOSE ONE ONL	.Y)			
Lower Division	Colle	giate Transfer(LI	DC)			
Career and Teo	Career and Technical Education (Occupational ) Preparatory					
Career and Teo	chnica	al Education (Oco	cupational) S	upplementary		
Adult Continuing Education Reimbursable						



**MISSION:** Southwestern Oregon Community College supports student achievement by providing access to lifelong learning and community engagement in a sustainable manner.

Adult Continuin	g Education Non-I	Reimbu	ırsable			
Developmental	Education					
Apprenticeship						
Cooperative W	ork Experience					
5. Offered For: Cred	lit 🗌 Continuing	Educa	ation Units (CEL	J) 🗌 Prof.	Development Units (PDU)	
6. Number of Credits	4		Approved for C	CEUs:		
			(List Approving	g Agency)		
7. How many times can t	his course be tak	en for	credit?			
(This is not the same	e as repeating a cou	rse for a	better grade. Th	is refers to ho	ow many times a student can get	
credit on their transc	ript for the same cou	urse.)				
🖾 Once 🔲 Twic	e 🗌 3 Times 🗌	] Other	(Specify)	🗌 Unlim	ited	
8. Course Load Type (Ins	tructor workload/p	ay will	be based on the	information	below):	
CLOCK HOURS	HOURS/WEEK	тот	AL COURSE	Depart	ment of Education's Formula	
			HOURS		(Full Term Course)	
LECTURE				1	A 1 - A - 19	
LAB	12		132		1 hours = 1 credit	
LECTURE/LAB	Lab: 33 hours = 1 credit					
				-	ab: 22 hours = 1 credit	
PE/ACTIVITY	PE/Activity: 33 hours = 1 credit					
TBA LAB HOURS					hours = 1 credit	
INDEPENDENT STUDY				(360 CWE	hours a term max per student)	
STUDENT HEAD COUNT						
TOTAL	12		132			
9. Course Description (10	000 character lim	it):		•		
Supervised experier	nce in a medical ce	enter la	boratory that wil	I allow stude	ents to test knowledge learned in	
the classroom, apply	y psychomotor skil	Is and	gain practical ex	perience.		
<b>10. Required Prerequisites:</b> (If more than one course is listed, please indicate with OR or AND.) Note: This information will be entered into the system and required for students' registration. Prerequisite Course(s): AH100 and AH111 and AH121 and CLA100 and CHEM110 and CLA105 and CLA110 and						
CLA280A						
Minimum Grade Required in prerequisite(s): C						
Placement Test Score: Reading Score of Asset 42/Compass 81       Other:						
11. Is Instructor Consent Required to Register? X Yes No						
12. Required Concurrent	Courses:					
Note: This information	on will be entered	into the	system and rec	quired for stu	udents' registration.	
Course Number(s):	CLA115					



**MISSION:** Southwestern Oregon Community College supports student achievement by providing access to lifelong learning and community engagement in a sustainable manner.

Lab(s) Course Number:	
13. Does this course require a separate lab? □ Yes ⊠ No	
Course Number:	
Graded separately?	
14. Is this course part of a sequence? 🛛 Yes 🗌 No	
Must the sequence be taken in order? $oxed{N}$ Yes $oxed{D}$ No	
What are the course sequence numbers? CLA100, CLA105, CLA110, CLA280A, CLA115, CLA280B	
15. Is this course double numbered?  Yes Course Number:  No	
<b>16. Student Learning Outcomes</b> What will the student know or be able to do at the end of the course?	<b>17. Assessments/Evaluation of Student Learning</b> What evidence will demonstrate that students have achieved course outcomes? (Assessment tools may include departmental tests, written products, portfolios, juried performances, quizzes and exams or alternative assessments such as qualitative studies, capstone projects, external reviewers, etc.)
<ul> <li>A. REQUIRED OUTCOMES (Without achieving these outcomes the student will not pass the course.) Upon completion of the course the learner will</li> <li>Demonstrate knowledge of workplace expectations and behaivor</li> <li>identify the employer's organization policies and procedures</li> <li>Apply learned knowledge and skills to workplace duties</li> <li>Demonstrate confidence int heir ability to use problem-solving techniques to achieve assigned objectives.</li> </ul>	<ul> <li>A. How outcomes will be assessed:</li> <li>Daily Journal</li> <li>Reflection Report</li> <li>Supervisor Evaluation Report</li> <li>Completion of Required Hours</li> <li>Completion of Skills List</li> </ul>
B. OTHER OUTCOMES	B. How outcomes will be assessed:
•	•
<ul> <li>18. Which of the General Student Learning Outcomes are met by this course? (Check as appropriate and explain if necessary)</li> <li>COMMUNICATION</li> <li>COMPUTATION</li> </ul>	
COMMUNITY/GLOBAL CONSCIOUSNESS AND RESPONSIBILITY	



**MISSION:** Southwestern Oregon Community College supports student achievement by providing access to lifelong learning and community engagement in a sustainable manner.

**CORE THEMES:** Learning and Achievement – Access – Community Engagement - Sustainability

(Be specific about Discipline Content)						
	<b>.</b>					
<b>19. General Instructional N</b> Traditional Methods:	letnods					
Assign to clinical site,	identify v	vork objectives and	supervised work ho	urs; journ	aling	
Online (E-Learning M Daily journal activities		sions; assignments				
Hybrid (Activities requ Combination of above		eplacement of seat	time):			
20. Grading						
A,B,C,D,F,I	🗌 S,U,I				NON-GRADED	
Has this course been approv	ved for ar	n R grade? 🗌 Yes [	No			
MINIMUM GRAD		ERION	RECOMMEN		GHT OR % OF GRADE	
Job Performance/Site Sup		valuation Report			%	
Daily J Summar				33% 33%		
Skills		Γ	Pass/Fail			
21. Recommended Enrolln	nent	Lecture:	Lab: 10			
22. Recommended Enrolln	22. Recommended Enrollment Justification:					
23. Does this course requi	re specia	al fees? 🗌 Yes 🖂	No Fee Covers:			
24. Contents Outline (mus	t be in ou	utline format)				
The coordinator	and/or	assigned supe	rvisor and stude	ent agre	ee on objectives for	
the term which r		•		•	•	
willingness of the	emplo	yer to provide.	•		5	
The objectives, a	and how	v they will be m	net, will be state	ed in the	e Cooperative Work	
The objectives, and how they will be met, will be stated in the Cooperative Work Experience/Internship Agreement						
25. List Required Materials/Supplies/Tools: Per site requirements						
Have you given con	Have you given consideration to the accessibility of your materials? 🖂 Yes 🗌 No					
26. Does this course require a special application process?  Yes No List Criteria for Acceptance:						
27. List Safety Considerati Varies by site assignr						



VISION: Southwestern leads and inspires lifelong learning. MISSION: Southwestern Oregon Community College supports student achievement by providing access to lifelong learning and community engagement in a sustainable manner.

**CORE THEMES:** Learning and Achievement – Access – Community Engagement - Sustainability

28. Recommended Text: Note: Complete citation is required None						
29. References and resources used to develop this course (print and non-print)						
Oregon Community College Handbook SECTION III: DEGREE REQUIREMENTS This course may be used to fulfill the following degree requirements:						
AAS General Education/Related Instruction		AGS General Education				
Computation						
Mathematics		Mathematics				
Health and Wellness		Health and Physical Education				
Human Relations		AGS Distribution				
Computer Literacy		Arts and Letters				
		Social Sciences				
	Mathematics/Science/Computer Science					
AA/OT, OTM Foundational Requirement	AA	VOT, OTM Discipline Studies				
AS, AS/OT General Education Requirement						
Health and Physical Education		Arts and Letters				
Mathematics		Social Sciences				
Oral Communication		Science/Math/Computer Science]				
		AA/OT Cultural Literacy Requirement				
AAS, AGS, AA/OT, OTM: 🛛 Elective						
Other Specify: Technical Requirement	Other Specify: Technical Requirement					
<b>SECTION IV: LIBRARY IMPACT STATEMENT</b> Under accreditation standards, Library consultation is essential for new programs, new courses and substantively revised courses when the revisions entail any change in library use.						
List assignments which will require the use of library and information resources? None						
<b>To be completed by Librarian:</b> <ul> <li>Library Resource for Course Support form has been completed and submitted to the Librarian.</li> </ul>						
Library resources are adequate to support this proposal.						
Additional resources are needed but can be obtained from current funds.						
Significant additional Library funds/resources are required to support this proposal.						
Librarian Signature: Date:						
SECTION V: DIVISIONAL APPROVAL						



VISION: Southwestern leads and inspires lifelong learning. MISSION: Southwestern Oregon Community College supports student achievement by providing access to lifelong learning and community engagement in a sustainable manner.

<b>CORE THEMES:</b> Learning and Achievement – Access	– Community Engagement - Sustainability
---	---

Associate Dean Recommendation:
The Associate Dean and Curriculum Technician have reviewed this course proposal and kept a copy for divisional files.
<ul> <li>Faculty review of this course was completed with the division on date.</li> <li>Pass Do Not Pass</li> </ul>
Associate Dean Signature/Date:
Support Resubmit

College to Careers (C2) is a WIOA Title I – financially assisted program and is therefore an equal opportunity employer/program which provides auxiliary aids and services upon request to individuals with disabilities by calling 711 or 800.648.6458 TTY. The C2 grant project (\$2,394,110) is 100% funded through the US Department of Labor's Trade Adjustment Assistance Community College and Career Training program (TC-26516-14-60-A-41). This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability or ownership. This work is licensed under the Creative Commons Attribution 4.0 International License. For more information about Creative Commons Licensing: http://creativecommons.org/licenses/by/4.0/.



**MISSION:** Southwestern Oregon Community College serves the educational and cultural needs of our students and communities by providing access to quality education in a professional and engaging environment which supports innovation, sustainability and lifelong enrichment. Learning experiences are characterized by excellent teaching, support for student achievement and the enhancement of social and economic opportunities.

CORE THEMES: Access - Learning and Achievement - Innovation and Sustainability - Community Engagement

## SOUTHWESTERN OREGON COMMUNITY COLLEGE

COURSE OUTLINE PROPOSAL for NEW and REVISED COURSE OUTLINES

COURSE NUMBER/NAME: AH*131/CLINICAL PROCEDURES I						
SECTION I: PROPOSAL INFORMATION						
Course Developed By: Joan M. Huntley				Date:		
Course Revised By:	Jer	ri Bennett-Stillmal	ker	Date: 05/23/14		
Course Reviewed By:	Jerri Bennett-Stillmak		ker	Date: 1/9/14   Changes ⊠   No Change		anges 🛛 No Changes 🗌
Catalog Year to take effect: 2014		014	Effective Term of this course:			
Include in Print Catalog: 🛛 Yes 🗌 No		🖂 Fall 🗌 Winter 🗌 Spring 🗌 Summer				
TYPE OF PROPOSAL TYPE OF COUF		RSE	RSE TYPE OF INSTRUCTION			
New Course		Lower Divisio	on Collegiate	Transfer		Traditional
Revised Course		🛛 Career-Tech	nical (require	ed or elective)		Distance Education
3 Year Course Review		Career-Tech	nical (stand-	alone)		Hybrid
Currently 199 or 299		🗌 Developmen	tal, numbere	d below 100		Other: Specify
Reactivated Course						
199/299 Experimental						
RATIONALE:						
1. How does this proposal further the goals of the program or department?						
Collapsed student learning	g out	comes for assess	ment			
2. What assessment evidence supports this proposal?						
Accreditation guidance						
3. (New courses) How do you know there is a demand for this course?						
Change to current outline:	Stud	lents in the MA pr	ogram need	to submit an applic	ation	and a few have not and
registered for the course.	With	instructor consen	t they won't	be able to register	until t	he application is submitted
and the OHA Administrativ	ve rec	quirements are mo	et.			
SECTION II: NEW/REVISED COURSE OUTLINE						
1. Course Number: AH*131						
2. Full Course Title for Print Catalog: CLINICAL PROCEDURES I						
3. Abbreviated Course Title for MyLakerLink: (19 character limit) CLINICAL I						
4. State Course Numbers	s (CH	IOOSE ONE ONL	_Y)			
Lower Division Collegiate Transfer(LDC)						
Career and Technical Education (Occupational) Preparatory						
Career and Technical Education (Occupational) Supplementary						



**MISSION:** Southwestern Oregon Community College serves the educational and cultural needs of our students and communities by providing access to quality education in a professional and engaging environment which supports innovation, sustainability and lifelong enrichment. Learning experiences are characterized by excellent teaching, support for student achievement and the enhancement of social and economic opportunities.

Adult Continui	ng Education Reim	bursable				
Adult Continuing Education Non-Reimbursable						
Developmental Education						
Apprenticeshi	p					
Cooperative V	Vork Experience					
5. Offered For: Cre	dit 🗌 Continuing	Education Units (CE	U) 🗌 Prof	. Development Units (PDU)		
6. Number of Credits	S. Number of Credits     4     Approved for CEUs:					
	(List Approving Agency)					
7. How many times can	this course be tak	en for credit?				
(This is not the sam	ne as repeating a cou	rse for a better grade. T	his refers to he	ow many times a student can get		
credit on their trans	cript for the same cou	ırse.)				
🛛 Once 🗌 Twi	ce 🗌 3 Times 🗌	] Other (Specify)	🗌 Unlim	ited		
8. Course Load Type (In	structor workload/p	ay will be based on th	e information	h below):		
CLOCK HOURS	HOURS/WEEK	TOTAL COURSE	Depar	tment of Education's Formula		
		HOURS		(Full Term Course)		
LECTURE	3	33	Lecture: 1	1 hours = 1 credit		
LAB				ours = 1 credit		
LECTURE/LAB	2					
PE/ACTIVITY	PE/Activity: 33 hours = 1 credit					
TBA LAB HOURS		CWE: 33 hours = 1 credit				
INDEPENDENT STUDY	(360 CWE hours a term max per student)					
STUDENT HEAD COUNT	STUDENT HEAD COUNT					
TOTAL	NL 5 55					
9. Course Description (1	9. Course Description (1000 character limit):					
This course is to pr	This course is to provide clinical orientation, initial instruction, and basic skills for a medical/clerical					
assistant. It will also provide in-depth simulation of office nurse duties. This will prepare the medical office						
assistant to substitute for the physician's nurse, without major changes in office routine for the safety,						
security, and comfort of the patient, physician and the medical assistant.						
<b>10. Required Prerequisites:</b> (If more than one course is listed, please indicate with OR or AND.) Note: This information will be entered into the system and required for students' registration. Prerequisite Course(s): AH*112 & AH*122						
Minimum Grade Required in prerequisite(s): C						
Placement Test Scor	e:	Other:				



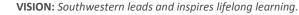
**MISSION:** Southwestern Oregon Community College serves the educational and cultural needs of our students and communities by providing access to quality education in a professional and engaging environment which supports innovation, sustainability and lifelong enrichment. Learning experiences are characterized by excellent teaching, support for student achievement and the enhancement of social and economic opportunities.

11. Is Instructor Consent Required to Register? 🛛 Yes 🗌 No					
12. Required Concurrent Courses:					
Note: This information will be entered into the system and required for students' registration.					
Course Number(s): HE*9380 (If course not available, CPR card required to be obtained through American					
Heart Association or American Red Cross).					
Basic Life Support for Health Care Providers fr	rom the American Heart Association or CPR/AED for the				
Professional Rescuer from the American Red	Cross.				
Lab(s) Course Number:					
13. Does this course require a separate lab?	es 🖂 No				
Course Number:					
Graded separately? 🗌 Yes 🗌 No					
14. Is this course part of a sequence? 🖂 Yes 🗌 N	No Vo				
Must the sequence be taken in order? 🖂 Ye	s 🗌 No				
What are the course sequence numbers? AF	ł*131 & AH*132				
15. Is this course double numbered?  Yes Course	se Number: 🛛 No				
<b>16. Student Learning Outcomes</b> What will the student know or be able to do at the end of the course? <b>17. Assessments/Evaluation of Student Learning</b> What will the student know or be able to do at the end of the course? <b>17. Assessments/Evaluation of Student Learning</b> What evidence will demonstrate that students have achieved course outcomes? (Assessment tools may include departmental tests, written products, portfolios, juried performances, quizzes and exams or alternative assessments such as qualitative studies, capstone projects, external reviewers, etc.)					
<ul> <li>A. REQUIRED OUTCOMES (Without achieving these outcomes the student will not pass the course.) Upon completion of the course the learner will</li> <li>Differentiate between administrative and clinical medical assistant duties and have knowledge of the general responsibilities of the medical assistant roles.</li> <li>Discuss professionalism and the important of the medical assistant's attitude in caring for patients.</li> <li>Discuss the communication process, the potential barriers, commonly used defense mechanisms and the impact of this process on relationships with patients, and members of the health care team.</li> <li>Discuss the role of the medical assistant in the daily operations of the medical office.</li> <li>Describe the chain of infection process to health care practice and the role of the</li> </ul>	<ul> <li>A. How outcomes will be assessed:</li> <li>Chapter test for each chapter of study; testing in a proctored environment, closed book, no notes.</li> <li>Spelling to be considered in the correctness/grading of assessments (i.e. exam answers).</li> <li>Psychomotor skill demonstration</li> </ul>				



**MISSION:** Southwestern Oregon Community College serves the educational and cultural needs of our students and communities by providing access to quality education in a professional and engaging environment which supports innovation, sustainability and lifelong enrichment. Learning experiences are characterized by excellent teaching, support for student achievement and the enhancement of social and economic opportunities.

medical assistant in preventing the transfer	
of pathogenic microorganisms and disease	
by following medical office guidelines	
established by the Occupational Safety	
and Health Administration (OSHA).	
Identify factors that impact patient learning,	
and list guidelines for patient education	
that can affect a patient's overall wellness.	
<ul> <li>Accurately perform vital signs,</li> </ul>	
anthropometric measurements and	
positioning for physical examinations.	
Discuss the anatomy and physiology of the	
cardiovascular, respiratory,	
gastrointestinal, nervous, special senses,	
integumentary, and reproductive systems,	
and identify and be able to perform patient	
assessments appropriate to these systems	
that would be pertinent to make in the care	
of patients across the lifespan.	
B. OTHER OUTCOMES	B. How outcomes will be assessed:
	<ul> <li>B. How outcomes will be assessed:</li> <li>•</li> </ul>
	•
B. OTHER OUTCOMES  •	• mes are met by this course?
<ul> <li>B. OTHER OUTCOMES</li> <li>•</li> <li>18. Which of the General Student Learning Outco</li> </ul>	• mes are met by this course?
<ul> <li>B. OTHER OUTCOMES</li> <li>•</li> <li>18. Which of the General Student Learning Outco (Check as appropriate and explain if necessar)</li> </ul>	• mes are met by this course?
<ul> <li>B. OTHER OUTCOMES</li> <li>•</li> <li>18. Which of the General Student Learning Outco (Check as appropriate and explain if necessar</li> <li>COMMUNICATION</li> </ul>	• mes are met by this course?
<ul> <li>B. OTHER OUTCOMES</li> <li>•</li> <li>18. Which of the General Student Learning Outco (Check as appropriate and explain if necessar)</li> </ul>	• mes are met by this course?
<ul> <li>B. OTHER OUTCOMES</li> <li>•</li> <li>18. Which of the General Student Learning Outco (Check as appropriate and explain if necessar</li> <li>COMMUNICATION</li> </ul>	• mes are met by this course?
<ul> <li>B. OTHER OUTCOMES</li> <li>•</li> <li>18. Which of the General Student Learning Outco (Check as appropriate and explain if necessar</li> <li>COMMUNICATION</li> </ul>	• mes are met by this course? y)
<ul> <li>B. OTHER OUTCOMES <ul> <li>Image: The state of the General Student Learning Outcometry (Check as appropriate and explain if necessar Communication)</li> <li>COMMUNICATION</li> </ul> </li> </ul>	• mes are met by this course? y)
<ul> <li>B. OTHER OUTCOMES         <ul> <li>I8. Which of the General Student Learning Outco (Check as appropriate and explain if necessar</li> <li>COMMUNICATION</li> <li>COMPUTATION</li> <li>CREATIVE, CRITICAL AND ANALYTICA</li> </ul> </li> </ul>	• mes are met by this course? y)
<ul> <li>B. OTHER OUTCOMES <ul> <li>Image: The state of the General Student Learning Outcometry (Check as appropriate and explain if necessar Communication)</li> <li>COMMUNICATION</li> </ul> </li> </ul>	• mes are met by this course? y)
<ul> <li>B. OTHER OUTCOMES         <ul> <li>I8. Which of the General Student Learning Outco (Check as appropriate and explain if necessar</li> <li>⊠ COMMUNICATION</li> <li>⊠ COMPUTATION</li> <li>⊠ CREATIVE, CRITICAL AND ANALYTICA</li> <li>⊠ COMMUNITY/GLOBAL CONSCIOUSNES</li> </ul> </li> </ul>	• mes are met by this course? y)
<ul> <li>B. OTHER OUTCOMES         <ul> <li>I8. Which of the General Student Learning Outco (Check as appropriate and explain if necessar</li> <li>⊠ COMMUNICATION</li> <li>⊠ COMPUTATION</li> <li>⊠ COMPUTATION</li> <li>⊠ CREATIVE, CRITICAL AND ANALYTICA</li> <li>⊠ COMMUNITY/GLOBAL CONSCIOUSNES</li> <li>⊠ DISCIPLINE CONTENT</li> </ul> </li> </ul>	• mes are met by this course? y)
<ul> <li>B. OTHER OUTCOMES         <ul> <li>I8. Which of the General Student Learning Outco (Check as appropriate and explain if necessar</li> <li>⊠ COMMUNICATION</li> <li>⊠ COMPUTATION</li> <li>⊠ CREATIVE, CRITICAL AND ANALYTICA</li> <li>⊠ COMMUNITY/GLOBAL CONSCIOUSNES</li> </ul> </li> </ul>	• mes are met by this course? y)
<ul> <li>B. OTHER OUTCOMES         <ul> <li>I8. Which of the General Student Learning Outco (Check as appropriate and explain if necessar</li> <li>⊠ COMMUNICATION</li> <li>⊠ COMPUTATION</li> <li>⊠ CREATIVE, CRITICAL AND ANALYTICA</li> <li>⊠ COMMUNITY/GLOBAL CONSCIOUSNES</li> <li>⊠ DISCIPLINE CONTENT</li> </ul> </li> </ul>	• mes are met by this course? y) L THINKING SS AND RESPONSIBILITY





**MISSION:** Southwestern Oregon Community College serves the educational and cultural needs of our students and communities by providing access to quality education in a professional and engaging environment which supports innovation, sustainability and lifelong enrichment. Learning experiences are characterized by excellent teaching, support for student achievement and the enhancement of social and economic opportunities.

**CORE THEMES:** Access - Learning and Achievement - Innovation and Sustainability - Community Engagement

## **19. General Instructional Methods**

Traditional Methods:

Lecture, class discussion, and various types of learning tools i.e. role play, problem-solving given scenarios, crossword puzzles, psychomotor skill demonstration and practice, electronic/web resources.

Online (E-Learning Methods):

Hybrid (Activities required for replacement of seat time):

20 Creding						
<b>20. Grading</b>	. 1	S,∪,I				NON-GRADED
Has this course been approved for an R grade? Yes No						
MINIMUM GRADING CRITERION			RECOMMEN		GHT OR % OF GRADE	
Weekly class participation (includes skill performance) and weekly tests related to chapter content. The correct spelling of terminology is considered in the correctness of tests/exam answers. Exams to be proctored, closed book, no notes. Skill performance is graded pass/fail. The course letter grade is based on chapter tests. Satisfactory completion of skills and oral final exam are also required for course completion.		Chapter Tests - 100% Skill Performance - Pass/fail Oral Final Exam - Pass/fail				
21. Recomm	ended Er	rollment	Lecture: 10		Lab:	
<ul> <li>22. Recommended Enrollment Justification: Physical environment for lecture/lab, discussion of course content, and psychomotor skill performance (demonstration, peer practice, and return demonstration on peer and/or manikin with instructor observation).</li> <li>23. Does this course require special fees? □ Yes ⊠ No Fee Covers:</li> </ul>						
24. Contents Outline (must be in outline format)						
I.	I. THE MEDICAL ASSISTING PROFESSION					
	A.	History				
	B.	Scope of Practice				
	C. Education and Training					
	D.	Professional Appearance				
	E.		al Organization			
II.			BEHAVIOR IN TH	E WORKPLACE		
	Α.	Work Ethics				
	В.	Professionalism				
	C.	Interperso				
	D. Substance Abuse					
III.	III. INTERPERSONAL SKILLS & HUMAN BEHAVIOR					
	Α.	The Proce	ess of Communi	cation		



**MISSION:** Southwestern Oregon Community College serves the educational and cultural needs of our students and communities by providing access to quality education in a professional and engaging environment which supports innovation, sustainability and lifelong enrichment. Learning experiences are characterized by excellent teaching, support for student achievement and the enhancement of social and economic opportunities.

- B. Abnormal Behavior Patterns
- C. Defense Mechanisms
- D. Conflict
- E. Barriers to Communication
- F. Multicultural Issues
- IV. TELEPHONE TECHNIQUES
  - A. Effective Use of the Telephone
  - B. Types of Telephone Calls
  - C. Approaches To Use in Handling Calls
- V. SCHEDULING APPOINTMENTS
  - A. Establishing Priorities
  - B. Methods of scheduling
  - C. Handling Cancellations and Delays
- VI. PATIENT RECEPTION AND PROCESSING
  - A. The Reception Area
  - B. The Registration Process
  - C. Preparing for Patients
- VII. OFFICE ENVIRONMENT & DAILY OPERATIONS
  - A. Office Policy and Procedures Manual
  - B. Opening the Office
  - C. Preparing for the Work Day
  - D. Office Duties
  - E. Basic Safety and Security
  - F. Ergonomics
- VIII. THE PAPER MEDICAL RECORD
  - A. Types of Medical Records
  - B. Organization and Contents
- IX. INFECTION CONTROL
  - A. Infection and Disease
  - B. The Chain of Infection
  - C. The Inflammatory Response
  - D. OSHA Standards for the Healthcare Setting
  - E. Aseptic Techniques
  - F. Prevention of Disease Transmission
- X. PATIENT ASSESSMENT



**MISSION:** Southwestern Oregon Community College serves the educational and cultural needs of our students and communities by providing access to quality education in a professional and engaging environment which supports innovation, sustainability and lifelong enrichment. Learning experiences are characterized by excellent teaching, support for student achievement and the enhancement of social and economic opportunities.

- A. Medical History
- B. Communicating With Patients
- C. Interviewing the Patient
- D. Assessing the Patient
- E. Documentation
- XI. PATIENT EDUCATION
  - A. Models of Health and Illness
  - B. Factors That Affect Learning
  - C. The Teaching Plan
- XII. NUTRITION & HEALTH PROMOTION
  - A. Nutrition and Dietetics
  - B. Nutritional Status Assessment
  - C. Food-Borne Diseases
  - D. Eating Disorders
  - E. Health Promotion
- XIII. VITAL SIGNS
  - A. Factors That May Influence Vital Signs
  - B. Measurement of Vital Signs
  - C. Anthropometric Measurements
- XIV. ASSISTING WITH THE PRIMARY PHYSICAL EXAMINATION
  - A. Structural Relationship Between Cells, Tissues, Organs, and Systems
  - B. Role of the Medical Assistant in the Physical Examination
  - C. Positioning and Draping
  - D. Examination Sequence
  - E. Principles of Body Mechanics
- XV. ASSISTING IN CARDIOLOGY
  - A. Anatomy and Physiology of the Heart
  - B. Heart Conduction
  - C. Diseases and Disorders of the Heart
  - D. Blood Vessels and Vascular Disorders
  - E. Diagnostic and Therapeutic Procedures and Treatments
- XVI. ASSISTING IN PULMONARY MEDICINE
  - A. Anatomy and Physiology of the Respiratory System
  - B. Diseases and Conditions of the Upper and Lower Respiratory Systems





**MISSION:** Southwestern Oregon Community College serves the educational and cultural needs of our students and communities by providing access to quality education in a professional and engaging environment which supports innovation, sustainability and lifelong enrichment. Learning experiences are characterized by excellent teaching, support for student achievement and the enhancement of social and economic opportunities.

- C. Role of the Medical Assistant in Pulmonary Procedures
- XVII. ASSISTING IN GASTROENTEROLOGY
  - A. Anatomy and Physiology of the Gastrointestinal Tract
  - B. Diseases and Disorders
  - C. Diagnostic Procedures
- XVIII. ASSISTING IN NEUROLOGY & MENTAL HEALTH
  - A. Anatomy and Physiology of the Nervous System
  - B. Diseases and Disorders of the Central Nervous System
  - C. Diseases and Disorders of the Peripheral Nervous System
  - D. Role of the Medical Assistant in the Neurologic Examination
  - E. Mental Health Disorders: Depressive, Anxiety, Schizophrenia
  - F. Diagnostic Testing
- XIX. ASSISTING IN OPHTHALMOLOGY & OTOLARYNGOLOGY
  - A. Anatomy and Physiology of the Eye and Ear
  - B. Examination of the Eye and Ear
  - C. Disorders of the Eye and Ear
  - D. Diagnostic and Treatment Procedures of the Eye and Ear
- XX. ASSISTING IN DEMATOLOGY
  - A. Anatomy and Physiology of the Integumentary System
  - B. Diseases and Disorders of the Skin
  - C. Thermal Injuries
  - D. Dermatologic Procedures and Treatments
- XXI. ASSISTING IN OBSTETRICS & GYNECOLOGY
  - A. Anatomy and Physiology of the Female Reproductive System
  - B. Contraception
  - C. Gynecologic Diseases and Disorders
  - D. Pregnancy
  - E. Menopause
  - F. Role of the Medical Assistant in Gynecologic and Obstetric Procedures
  - G. Diagnostic Testing
- XXII. ASSISTING IN PEDIATRICS
  - A. Normal Growth and Development
  - B. Pediatric Diseases and Disorders
  - C. Infectious Diseases



**MISSION:** Southwestern Oregon Community College serves the educational and cultural needs of our students and communities by providing access to quality education in a professional and engaging environment which supports innovation, sustainability and lifelong enrichment. Learning experiences are characterized by excellent teaching, support for student achievement and the enhancement of social and economic opportunities.

E. Role of the Medica	Role of the Medical Assistant in Pediatric Procedures				
F. Injury Prevention	Injury Prevention				
G. Child Abuse	Child Abuse				
25. List Required Materials/Supplies/Tools: Required textbook. Access to a computer with a reliable internet connection facilitates communication with instructor and use of any supplemental student resources that are available with required course textbook.					
Have you given consideration to the ac 26. Does this course require a special applica					
List Criteria for Acceptance: per current					
27. List Safety Considerations: Students need to adhere to established college policies and procedures, and codes of conduct for the on campus delivered classroom environment. OSHA Standards are also to be followed in the classroom and lecture/lab component of the course.					
28. Recommended Text: Note: Complete citation is required Kinn's The Medical Assistant An Applied L	Learr	ning Approach 11th ed.			
29. References and resources used to develop this course (print and non-print) Course outline revision; review of current course outline, available textbooks, online learning resources, review of similar course offerings available through internet literature searches.					
SECTION III: DEGREE REQUIREMENTS This course may be used to fulfill the following degree requirements:					
This course may be used to fulfill the following de	egree	e requirements:			
This course may be used to fulfill the following de AAS General Education/Related Instruction	egree	e requirements: AGS General Education			
· · ·	egree				
AAS General Education/Related Instruction	egree	AGS General Education			
AAS General Education/Related Instruction	egree	AGS General Education			
AAS General Education/Related Instruction Communication Computation	egre	AGS General Education Uriting Oral Communication			
AAS General Education/Related Instruction Communication Computation Mathematics	egre	AGS General Education Writing Oral Communication Mathematics			
AAS General Education/Related Instruction Communication Computation Mathematics Health and Wellness	egre	AGS General Education Writing Oral Communication Mathematics Health and Physical Education			
AAS General Education/Related Instruction Communication Computation Mathematics Health and Wellness Human Relations	egre	AGS General Education Writing Oral Communication Mathematics Health and Physical Education AGS Distribution			
AAS General Education/Related Instruction Communication Computation Mathematics Health and Wellness Human Relations	egree	AGS General Education          Writing         Oral Communication         Mathematics         Health and Physical Education         AGS Distribution         Arts and Letters			
AAS General Education/Related Instruction Computation Mathematics Health and Wellness Human Relations		AGS General Education          Writing         Oral Communication         Mathematics         Health and Physical Education         AGS Distribution         Arts and Letters         Social Sciences			
AAS General Education/Related Instruction Computation Mathematics Health and Wellness Human Relations Computer Literacy		AGS General Education          AGS General Education         Writing         Oral Communication         Mathematics         Health and Physical Education         AGS Distribution         Arts and Letters         Social Sciences         Mathematics/Science/Computer Science			
AAS General Education/Related Instruction Computation Mathematics Health and Wellness Human Relations Computer Literacy AA/OT, OTM Foundational Requirement		AGS General Education Writing Oral Communication Mathematics Health and Physical Education AGS Distribution Arts and Letters Social Sciences Mathematics/Science/Computer Science AGT, OTM Discipline Studies			
AAS General Education/Related Instruction  Communication Computation Mathematics Health and Wellness Human Relations Computer Literacy AA/OT, OTM Foundational Requirement AS, AS/OT General Education Requirement		AGS General Education AGS General Education Writing Oral Communication Mathematics Health and Physical Education AGS Distribution Arts and Letters Social Sciences Mathematics/Science/Computer Science VOT, OTM Discipline Studies AS/OT Distribution Requirements			
AAS General Education/Related Instruction  Computation Computation Mathematics Health and Wellness Human Relations Computer Literacy AA/OT, OTM Foundational Requirement AS, AS/OT General Education Requirement Health and Physical Education		AGS General Education AGS General Education Writing Oral Communication Athematics Health and Physical Education AGS Distribution Arts and Letters Social Sciences Mathematics/Science/Computer Science ACT, OTM Discipline Studies Arts and Letters Arts and Letters Arts and Letters			



MISSION: Southwestern Oregon Community College serves the educational and cultural needs of our students and communities by providing access to quality education in a professional and engaging environment which supports innovation, sustainability and lifelong enrichment. Learning experiences are characterized by excellent teaching, support for student achievement and the enhancement of social and economic opportunities.

CORE THEMES: Access - Learning and Achievement - Innovation and Sustainability - Community Engagement

Other Specify: Technical Requirement         SECTION IV: LIBRARY IMPACT STATEMENT         Under accreditation standards, Library consultation is essential for new programs, new courses and substantively revised courses when the revisions entail any change in library use.         List assignments which will require the use of library and information resources?                Library Resource for Course Support form has been completed and submitted to the Librarian.             Library resources are adequate to support this proposal.             Additional resources are needed but can be obtained from current funds.             Significant additional Library funds/resources are required to support this proposal.             Librarian Signature:             Section V: DIVISIONAL APPROVAL             Human, Physical and Financial Resources             Additional instructional costs (staff, materials, services or facilities will be incurred to offer this course.             Surce of funding:             No additional instructional resources (staff, materials, services or facilities) are needed to offer this course.             Explain             No additional instructional signature/Date:             Date:            Section VI: CollEGE APPROVAL             Vice President of Instruction Signature/Date: <th colspan="5">AAS, AGS, AA/OT, OTM: 🖂 Elective</th>	AAS, AGS, AA/OT, OTM: 🖂 Elective					
Under accreditation standards, Library consultation is essential for new programs, new courses and substantively revised courses when the revisions entail any change in library use.         List assignments which will require the use of library and information resources?         To be completed by Librarian:         Library Resource for Course Support form has been completed and submitted to the Librarian.         Library resources are adequate to support this proposal.         Additional resources are needed but can be obtained from current funds.         Significant additional Library funds/resources are required to support this proposal.         Librarian Signature:       Date:         SECTION V: DIVISIONAL APPROVAL         Human, Physical and Financial Resources       Associate Dean Recommendation:         Additional instructional costs (staff, materials, services or facilities will be incurred to offer this course.       Faculty review of this course was completed with the division on date.         Course.       Explain       Pass       Do Not Pass         Curriculum Technician Signature/Date:       Associate Dean Signature/Date:       SECTION VI: COLLEGE APPROVAL	Other Specify: Technical Requirement					
To be completed by Librarian:         Library Resource for Course Support form has been completed and submitted to the Librarian.         Library resources are adequate to support this proposal.         Additional resources are needed but can be obtained from current funds.         Significant additional Library funds/resources are required to support this proposal.         Librarian Signature:       Date:         SECTION V: DIVISIONAL APPROVAL         Human, Physical and Financial Resources         Additional instructional costs (staff, materials, services or facilities will be incurred to offer this course.         Source of funding:         No additional instructional resources (staff, materials, services or facilities) are needed to offer this course.         Explain         Curriculum Technician Signature/Date:         SECTION VI: COLLEGE APPROVAL         Vice President of Instruction Signature/Date:	Under accreditation standards, Library consultation is essential for new programs, new courses and substantively					
Library Resource for Course Support form has been completed and submitted to the Librarian.         Library resources are adequate to support this proposal.         Additional resources are needed but can be obtained from current funds.         Significant additional Library funds/resources are required to support this proposal.         Librarian Signature:       Date:         SECTION V: DIVISIONAL APPROVAL       Associate Dean Recommendation:         Human, Physical and Financial Resources       Associate Dean and Curriculum Technician have reviewed this course proposal and kept a copy for divisional files.         Source of funding:       The Associate Dean and Curriculum Technician have reviewed this course was completed with the division on date.         No additional instructional resources (staff, materials, services or facilities) are needed to offer this course.       Pass       Do Not Pass         Curriculum Technician Signature/Date:       Associate Dean Signature/Date:       SECTION VI: COLLEGE APPROVAL         Vice President of Instruction Signature/Date:       Image: Curriculum Signature/Date:       Image: Curriculum Signature/Date:	List assignments which will require the use of library	and information resources?				
☐ Additional resources are needed but can be obtained from current funds.         ☐ Significant additional Library funds/resources are required to support this proposal.         Librarian Signature:       Date:         SECTION V: DIVISIONAL APPROVAL         Human, Physical and Financial Resources       Associate Dean Recommendation:         ☐ Additional instructional costs (staff, materials, services or facilities will be incurred to offer this course.       The Associate Dean and Curriculum Technician have reviewed this course proposal and kept a copy for divisional files.         ☐ No additional instructional resources (staff, materials, services or facilities) are needed to offer this course.       ☐ Faculty review of this course was completed with the division on date.         ☐ Pass       ☐ Do Not Pass         Curriculum Technician Signature/Date:       Associate Dean Signature/Date:         SECTION VI: COLLEGE APPROVAL       Vice President of Instruction Signature/Date:		completed and submitted to the Librarian.				
Significant additional Library funds/resources are required to support this proposal.         Librarian Signature:       Date:         SECTION V: DIVISIONAL APPROVAL       Human, Physical and Financial Resources         Additional instructional costs (staff, materials, services or facilities will be incurred to offer this course.       Associate Dean Recommendation:         No additional instructional resources (staff, materials, services or facilities) are needed to offer this course.       The Associate Dean and Curriculum Technician have reviewed this course was completed with the divisional files.         No additional instructional resources (staff, materials, services or facilities) are needed to offer this course.       Faculty review of this course was completed with the division on date.         Explain       Pass       Do Not Pass         Curriculum Technician Signature/Date:       Associate Dean Signature/Date:         SECTION VI: COLLEGE APPROVAL       Vice President of Instruction Signature/Date:	Library resources are adequate to support this propos	sal.				
Librarian Signature:       Date:         SECTION V: DIVISIONAL APPROVAL       Associate Dean Recommendation:         Human, Physical and Financial Resources       Associate Dean and Curriculum Technician have reviewed this course proposal and kept a copy for divisional files.         No additional instructional resources (staff, materials, services or facilities) are needed to offer this course. Explain       Faculty review of this course was completed with the division on date.         Pass       Do Not Pass         Curriculum Technician Signature/Date:       Associate Dean Signature/Date:         Vice President of Instruction Signature/Date:       Librature function Signature/Date:	Additional resources are needed but can be obtained	from current funds.				
SECTION V: DIVISIONAL APPROVAL         Human, Physical and Financial Resources         Additional instructional costs (staff, materials, services or facilities will be incurred to offer this course. Source of funding:         No additional instructional resources (staff, materials, services or facilities) are needed to offer this course. Explain         Curriculum Technician Signature/Date:         Associate Dean Recommendation:         Pass         Do Not Pass         Curriculum Technician Signature/Date:         Vice President of Instruction Signature/Date:	Significant additional Library funds/resources are requ	Significant additional Library funds/resources are required to support this proposal.				
Human, Physical and Financial Resources       Additional instructional costs (staff, materials, services or facilities will be incurred to offer this course. Source of funding:	Librarian Signature: Date:					
<ul> <li>Additional instructional costs (staff, materials, services or facilities will be incurred to offer this course. Source of funding:</li> <li>No additional instructional resources (staff, materials, services or facilities) are needed to offer this course. Explain</li> <li>Curriculum Technician Signature/Date:</li> <li>SECTION VI: COLLEGE APPROVAL</li> <li>Vice President of Instruction Signature/Date:</li> </ul>	SECTION V: DIVISIONAL APPROVAL					
services or facilities will be incurred to offer this course.       have reviewed this course proposal and kept a copy for divisional files.         No additional instructional resources (staff, materials, services or facilities) are needed to offer this course.       Faculty review of this course was completed with the division on date.         Explain       Pass       Do Not Pass         Curriculum Technician Signature/Date:       Associate Dean Signature/Date:         SECTION VI: COLLEGE APPROVAL         Vice President of Instruction Signature/Date:	Human, Physical and Financial Resources	Associate Dean Recommendation:				
materials, services or facilities) are needed to offer this course.       the division on date.         Explain       Pass       Do Not Pass         Curriculum Technician Signature/Date:       Associate Dean Signature/Date:         SECTION VI: COLLEGE APPROVAL         Vice President of Instruction Signature/Date:	services or facilities will be incurred to offer this course.	have reviewed this course proposal and kept a copy for				
Curriculum Technician Signature/Date:       Associate Dean Signature/Date:         SECTION VI: COLLEGE APPROVAL         Vice President of Instruction Signature/Date:	materials, services or facilities) are needed to offer this					
SECTION VI: COLLEGE APPROVAL         Vice President of Instruction Signature/Date:	Explain	Pass Do Not Pass				
Vice President of Instruction Signature/Date:	Curriculum Technician Signature/Date:	Associate Dean Signature/Date:				
	SECTION VI: COLLEGE APPROVAL					
Instructional Council Hearing Date:	Vice President of Instruction Signature/Date:					
	Instructional Council Hearing Date:					

College to Careers (C2) is a WIOA Title I - financially assisted program and is therefore an equal opportunity employer/program which provides auxiliary aids and services upon request to individuals with disabilities by calling 711 or 800.648.6458 TTY. The C2 grant project (\$2,394,110) is 100% funded through the US Department of Labor's Trade Adjustment Assistance Community College and Career Training program (TC-26516-14-60-A-41). This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability or ownership. This work is licensed under the Creative Commons Attribution 4.0 International License. For more information about Creative Commons Licensing: http:// creativecommons.org/licenses/by/4.0/.



10