

Certificate of Completion Clinical 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 MLT2010 that was 2 credits, now 4 credits, added content)	4
	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



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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

<u>COURSE NUMBER/NAME:</u> CLA100 Clinical Laboratory Assistant Skills I			
<u>SECTION I: PROPOSAL INFORMATION</u>			
Course Developed By:	Brian Corriea, Susan Walker	Date: 08/17/2015	
Course Revised By:		Date:	
Course Reviewed By:		Date:	Changes <input type="checkbox"/> No Changes <input type="checkbox"/>
Catalog Year to take effect: 2016		Effective Term of this course:	
Include in Print Catalog: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer	
<u>TYPE OF PROPOSAL</u>	<u>TYPE OF COURSE</u>	<u>TYPE OF INSTRUCTION</u>	
<input type="checkbox"/> New Course <input type="checkbox"/> Revised Course <input type="checkbox"/> 3 Year Course Review <input type="checkbox"/> Currently 199 or 299 <input type="checkbox"/> Reactivated Course <input type="checkbox"/> 199/299 Experimental	<input type="checkbox"/> Lower Division Collegiate Transfer <input checked="" type="checkbox"/> Career-Technical (required or elective) <input type="checkbox"/> Career-Technical (stand-alone) <input type="checkbox"/> Developmental, numbered below 100	<input checked="" type="checkbox"/> Traditional <input type="checkbox"/> Distance Education <input type="checkbox"/> Hybrid <input type="checkbox"/> Other: Specify	
<u>RATIONALE:</u>			
1. How does this proposal further the goals of the program or department? Revision made 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? Advisory and Industry partner feedback			
3. (New courses) How do you know there is a demand for this course?			
<u>SECTION II: NEW/REVISED COURSE OUTLINE</u>			
1. Course Number: CLA100			
2. Full Course Title for Print Catalog: Clinical Laboratory Assistant Skills I			
3. Abbreviated Course Title for MyLakerLink: (19 character limit) CLA Skills I			
4. State Course Numbers (CHOOSE ONE ONLY)			
<input type="checkbox"/> Lower Division Collegiate Transfer(LDC) <input checked="" type="checkbox"/> Career and Technical Education (Occupational) Preparatory <input type="checkbox"/> Career and Technical Education (Occupational) Supplementary <input type="checkbox"/> Adult Continuing Education Reimbursable			



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<input type="checkbox"/> Adult Continuing Education Non-Reimbursable <input type="checkbox"/> Developmental Education <input type="checkbox"/> Apprenticeship <input type="checkbox"/> Cooperative Work Experience			
5. Offered For:	<input checked="" type="checkbox"/> Credit	<input type="checkbox"/> Continuing Education Units (CEU)	<input type="checkbox"/> Prof. Development Units (PDU)
6. Number of Credits	4	Approved for CEUs: (List Approving Agency)	
7. How many times can this course be taken for credit? (This is not the same as repeating a course for a better grade. This refers to how many times a student can get credit on their transcript for the same course.) <input checked="" type="checkbox"/> Once <input type="checkbox"/> Twice <input type="checkbox"/> 3 Times <input type="checkbox"/> Other (Specify) <input type="checkbox"/> Unlimited			
8. Course Load Type (Instructor workload/pay will be based on the information below):			
CLOCK HOURS	HOURS/WEEK	TOTAL COURSE HOURS	Department of Education's Formula (Full Term Course) Lecture: 11 hours = 1 credit Lab: 33 hours = 1 credit Lecture/Lab: 22 hours = 1 credit PE/Activity: 33 hours = 1 credit CWE: 33 hours = 1 credit <i>(360 CWE hours a term max per student)</i>
LECTURE	3	33	
LAB			
LECTURE/LAB	1	22	
PE/ACTIVITY			
TBA LAB HOURS			
INDEPENDENT STUDY			
STUDENT HEAD COUNT			
TOTAL	4	55	
9. Course Description (1000 character limit): This course is designed to prepare students to work in a clinical laboratory by giving students a thorough background of the concepts, basic responsibilities and skills that are unique 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 and basic clinical laboratory procedures. Infections control principles, work place safety, laboratory terminology, behaviors for success, procedures to collect specimens, methods for preparing 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 demonstration of venipuncture and skin puncture techniques.			
10. Required Prerequisites: (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>			



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Prerequisite Course(s): CIS 90 or demonstrated proficiency, Math 60 or placement test scores, Writing 90 or placement test scores. Minimum Grade Required in prerequisite(s): C Placement Test Score: _____ Other: Completed application, includes statutory mandates for health care providers	
11. Is Instructor Consent Required to Register? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
12. Required Concurrent Courses: <i>Note: This information will be entered into the system and required for students' registration.</i> Course Number(s): AH 101, AH 111, AH 121, 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? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Course Number: _____ Graded separately? <input type="checkbox"/> Yes <input type="checkbox"/> No	
14. Is this course part of a sequence? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Must the sequence be taken in order? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What are the course sequence numbers? CLA I, CLA II, CWE 1, CLA Lab Admin, CLA III, CWE 2	
15. Is this course double numbered? <input type="checkbox"/> Yes Course Number: _____ <input checked="" type="checkbox"/> No	
16. Student Learning Outcomes 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. REQUIRED OUTCOMES (Without achieving these outcomes the student will not pass the course.) <i>Upon completion of the course the learner will...</i> <ul style="list-style-type: none"> • Practice accepted standards for infection control and safety as mandated by OSHA and CLSI • Perform venipunctures and the collection and processing of biological specimens proficiently following CLSI standards • Perform specimen transport and processing according to CLSI standards • Apply appropriate quality assurance and quality control to waived laboratory testing according to CLIA regulations • Provided considerate and respectful care of patients by complying with their rights 	A. How outcomes will be assessed: <ul style="list-style-type: none"> • Class discussions • Use of case scenarios • Skills demonstration, return demonstration • Written exams



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<ul style="list-style-type: none"> 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 									
<p>B. OTHER OUTCOMES</p> <ul style="list-style-type: none"> 	<p>B. How outcomes will be assessed:</p> <ul style="list-style-type: none"> 								
<p>18. Which of the General Student Learning Outcomes are met by this course? (Check as appropriate and explain if necessary)</p> <p><input checked="" type="checkbox"/> COMMUNICATION</p> <p><input checked="" type="checkbox"/> COMPUTATION</p> <p><input checked="" type="checkbox"/> CREATIVE, CRITICAL AND ANALYTICAL THINKING</p> <p><input checked="" type="checkbox"/> COMMUNITY/GLOBAL CONSCIOUSNESS AND RESPONSIBILITY</p> <p><input checked="" type="checkbox"/> DISCIPLINE CONTENT <i>(Be specific about Discipline Content)</i></p>									
<p>19. General Instructional Methods</p> <p>Traditional Methods: Lecture; discussion; psychomotor skill demonstration, practice and return demonstration; exams</p> <p>Online (E-Learning Methods):</p> <p>Hybrid (Activities required for replacement of seat time):</p>									
<p>20. Grading</p> <p> <input checked="" type="checkbox"/> A,B,C,D,F,I <input type="checkbox"/> S,U,I <input type="checkbox"/> EITHER <input type="checkbox"/> NON-GRADED </p> <p>Has this course been approved for an R grade? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 50%;">MINIMUM GRADING CRITERION</th> <th style="width: 50%;">RECOMMENDED WEIGHT OR % OF GRADE</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Participation</td> <td style="text-align: center;">10%</td> </tr> <tr> <td style="text-align: center;">Exams/Quizzes</td> <td style="text-align: center;">90%</td> </tr> <tr> <td style="text-align: center;">Skills</td> <td style="text-align: center;">Pass/Fail</td> </tr> </tbody> </table>		MINIMUM GRADING CRITERION	RECOMMENDED WEIGHT OR % OF GRADE	Participation	10%	Exams/Quizzes	90%	Skills	Pass/Fail
MINIMUM GRADING CRITERION	RECOMMENDED WEIGHT OR % OF GRADE								
Participation	10%								
Exams/Quizzes	90%								
Skills	Pass/Fail								
<p>21. Recommended Enrollment</p>	<p>Lecture: 10 Lab: 10</p>								
<p>22. Recommended Enrollment Justification: 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).</p>									



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23. Does this course require special fees? <input type="checkbox"/> Yes <input type="checkbox"/> No Fee Covers:	
24. Contents Outline (must be in outline format) <ul style="list-style-type: none"> a. Describe the roles and responsibilities of a clinical laboratory assistant. b. Describe the general structure, functions and operations of a clinical laboratory c. Understanding the basic theory related to laboratory testing in the areas of chemistry, hematology, microbiology, and urinalysis d. Demonstrate knowledge of collection equipment, additives, proper order of draw for specimen collections 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 f. Apply appropriate safety measures and universal precaution in the laboratory setting g. Verbalize correct use of medical terminology of the blood and circulatory system h. Apply documentation methods for specimen transport i. Describe the communication processes involved in treating the patient as an individual j. Demonstrate ability to use computer information systems to accomplish job function. 	
25. List Required Materials/Supplies/Tools: Lab coat Have you given consideration to the accessibility of your materials? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
26. Does this course require a special application process? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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:	
<u>AAS General Education/Related Instruction</u> <input type="checkbox"/> Communication Computation <input type="checkbox"/> Mathematics <input type="checkbox"/> Health and Wellness	<u>AGS General Education</u> <input type="checkbox"/> Writing <input type="checkbox"/> Oral Communication <input type="checkbox"/> Mathematics <input type="checkbox"/> Health and Physical Education



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<input type="checkbox"/> Human Relations <input type="checkbox"/> Computer Literacy	<u>AGS Distribution</u> <input type="checkbox"/> Arts and Letters <input type="checkbox"/> Social Sciences <input type="checkbox"/> Mathematics/Science/Computer Science
<u>AA/OT, OTM Foundational Requirement</u> <u>AS, AS/OT General Education Requirement</u> <input type="checkbox"/> Health and Physical Education <input type="checkbox"/> Mathematics <input type="checkbox"/> Oral Communication <input type="checkbox"/> Writing	<u>AA/OT, OTM Discipline Studies</u> <u>AS, AS/OT Distribution Requirements</u> <input type="checkbox"/> Arts and Letters <input type="checkbox"/> Social Sciences <input type="checkbox"/> Science/Math/Computer Science] <input type="checkbox"/> AA/OT Cultural Literacy Requirement
AAS, AGS, AA/OT, OTM: <input type="checkbox"/> Elective <input type="checkbox"/> 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: <input type="checkbox"/> Library Resource for Course Support form has been completed and submitted to the Librarian. <input type="checkbox"/> Library resources are adequate to support this proposal. <input type="checkbox"/> Additional resources are needed but can be obtained from current funds. <input type="checkbox"/> Significant additional Library funds/resources are required to support this proposal.	
Librarian Signature:	Date:
SECTION V: DIVISIONAL APPROVAL	
Human, Physical and Financial Resources <input type="checkbox"/> Additional instructional costs (staff, materials, services or facilities) will be incurred to offer this course. Source of funding: <input type="checkbox"/> No additional instructional resources (staff, materials, services or facilities) are needed to offer this course. Explain	Associate Dean Recommendation: <input type="checkbox"/> The Associate Dean and Curriculum Technician have reviewed this course proposal and kept a copy for divisional files. <input type="checkbox"/> Faculty review of this course was completed with the division on date. <input type="checkbox"/> Pass <input type="checkbox"/> 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:	<input type="checkbox"/> Support <input type="checkbox"/> Resubmit



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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/>. 



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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:	Brian Corriea, Susan Walker	Date:	8/17/2015
Course Revised By:		Date:	
Course Reviewed By:		Date:	Changes <input type="checkbox"/> No Changes <input type="checkbox"/>
Catalog Year to take effect: 2016		Effective Term of this course:	
Include in Print Catalog: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Fall <input checked="" type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer	
<u>TYPE OF PROPOSAL</u>	<u>TYPE OF COURSE</u>		<u>TYPE OF INSTRUCTION</u>
<input type="checkbox"/> New Course <input type="checkbox"/> Revised Course <input type="checkbox"/> 3 Year Course Review <input type="checkbox"/> Currently 199 or 299 <input type="checkbox"/> Reactivated Course <input type="checkbox"/> 199/299 Experimental	<input type="checkbox"/> Lower Division Collegiate Transfer <input checked="" type="checkbox"/> Career-Technical (required or elective) <input type="checkbox"/> Career-Technical (stand-alone) <input type="checkbox"/> Developmental, numbered below 100		<input checked="" type="checkbox"/> Traditional <input type="checkbox"/> Distance Education <input type="checkbox"/> Hybrid <input type="checkbox"/> Other: Specify
<u>RATIONALE:</u>			
1. How does this proposal further the goals of the program or department? Revision made 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/REVISED COURSE OUTLINE			
1. Course Number: CLA 105			
2. Full Course Title for Print Catalog: Clinical Laboratory Assistant Skills II			
3. Abbreviated Course Title for MyLakerLink: (19 character limit) CLA Skills II			
4. State Course Numbers (CHOOSE ONE ONLY)			
<input type="checkbox"/> Lower Division Collegiate Transfer(LDC) <input checked="" type="checkbox"/> Career and Technical Education (Occupational) Preparatory <input type="checkbox"/> Career and Technical Education (Occupational) Supplementary <input type="checkbox"/> Adult Continuing Education Reimbursable			



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<input type="checkbox"/> Adult Continuing Education Non-Reimbursable <input type="checkbox"/> Developmental Education <input type="checkbox"/> Apprenticeship <input type="checkbox"/> Cooperative Work Experience			
5. Offered For:	<input checked="" type="checkbox"/> Credit	<input type="checkbox"/> Continuing Education Units (CEU)	<input type="checkbox"/> Prof. Development Units (PDU)
6. Number of Credits	4	Approved for CEUs: (List Approving Agency)	
7. How many times can this course be taken for credit? (This is not the same as repeating a course for a better grade. This refers to how many times a student can get credit on their transcript for the same course.) <input type="checkbox"/> Once <input type="checkbox"/> Twice <input type="checkbox"/> 3 Times <input type="checkbox"/> Other (Specify) <input type="checkbox"/> Unlimited			
8. Course Load Type (Instructor workload/pay will be based on the information below):			
CLOCK HOURS	HOURS/WEEK	TOTAL COURSE HOURS	Department of Education's Formula (Full Term Course) Lecture: 11 hours = 1 credit Lab: 33 hours = 1 credit Lecture/Lab: 22 hours = 1 credit PE/Activity: 33 hours = 1 credit CWE: 33 hours = 1 credit <i>(360 CWE hours a term max per student)</i>
LECTURE	3	33	
LAB			
LECTURE/LAB	2	22	
PE/ACTIVITY			
TBA LAB HOURS			
INDEPENDENT STUDY			
STUDENT HEAD COUNT			
TOTAL	5	55	
9. Course Description (1000 character limit): This course introduces the basics of laboratory tests related to hematology, urinalysis and body fluids. Safety procedures, suitability of specimens, standards and controls, 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 overview of the urinary system including abnormalities and disease. 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.) <i>Note: This information will be entered into the system and required for students' registration.</i> Prerequisite Course(s): CLA _____, AH 101, AH 111, AH 121, AH 152 and CHEM 110 Minimum Grade Required in prerequisite(s): C			



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Placement Test Score:	Other:
11. Is Instructor Consent Required to Register? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
12. Required Concurrent Courses: <i>Note: This information will be entered into the system and required for students' registration.</i> Course Number(s): CLA ____: CBL Administrative Skills and CLA ____, Practicum I (CWE) Lab(s) Course Number:	
13. Does this course require a separate lab? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Course Number: Graded separately? <input type="checkbox"/> Yes <input type="checkbox"/> No	
14. Is this course part of a sequence? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Must the sequence be taken in order? <input type="checkbox"/> Yes <input type="checkbox"/> No What are the course sequence numbers?	
15. Is this course double numbered? <input type="checkbox"/> Yes Course Number: _____ <input type="checkbox"/> No	
16. Student Learning Outcomes 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. REQUIRED OUTCOMES (Without achieving these outcomes the student will not pass the course.) <i>Upon completion of the course the learner will...</i> <ul style="list-style-type: none"> • Practice accepted standards for infection control and safety as mandated by OSHA and CLSI • Perform venipunctures and the collection and processing of biological specimens proficiently following CLSI standards • Perform specimen transport and processing according to CLSI standards • Apply appropriate quality assurance and quality control to waived laboratory testing according to CLIA regulations • Provided considerate and respectful care of patients by complying with their rights • 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 	A. How outcomes will be assessed: <ul style="list-style-type: none"> • Class discussions • Use of case scenarios • Skills demonstration, return demonstration • Written exams



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B. OTHER OUTCOMES •	B. How outcomes will be assessed: •
18. Which of the General Student Learning Outcomes are met by this course? (Check as appropriate and explain if necessary)	
<input checked="" type="checkbox"/> COMMUNICATION	
<input checked="" type="checkbox"/> COMPUTATION	
<input checked="" type="checkbox"/> CREATIVE, CRITICAL AND ANALYTICAL THINKING	
<input checked="" type="checkbox"/> COMMUNITY/GLOBAL CONSCIOUSNESS AND RESPONSIBILITY	
<input type="checkbox"/> DISCIPLINE CONTENT <i>(Be specific about Discipline Content)</i>	
19. General Instructional Methods Traditional Methods: Lecture; discussion; psychomotor skill demonstration, practice and return demonstration; Online (E-Learning Methods): Hybrid (Activities required for replacement of seat time):	
20. Grading	
<input checked="" type="checkbox"/> A,B,C,D,F,I	<input type="checkbox"/> S,U,I
<input type="checkbox"/> EITHER	<input type="checkbox"/> NON-GRADED
Has this course been approved for an R grade? <input type="checkbox"/> Yes <input type="checkbox"/> No	
MINIMUM GRADING CRITERION	RECOMMENDED WEIGHT OR % OF GRADE
Participation	10%
Exams/Quizzes	90%
Skills	Pass/Fail
21. Recommended Enrollment	Lecture: 10 Lab: 10
22. Recommended Enrollment Justification: 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? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Fee Covers:	
24. Contents Outline (must be in outline format)	
a. Describe and identify cellular components of blood and bone marrow b. Discuss the function of cellular components 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	



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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, amniotic 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? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
26. Does this course require a special application process? <input type="checkbox"/> Yes <input type="checkbox"/> 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 Clackamas 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:	
<u>AAS General Education/Related Instruction</u> <input type="checkbox"/> Communication Computation <input type="checkbox"/> Mathematics <input type="checkbox"/> Health and Wellness <input type="checkbox"/> Human Relations <input type="checkbox"/> Computer Literacy	<u>AGS General Education</u> <input type="checkbox"/> Writing <input type="checkbox"/> Oral Communication <input type="checkbox"/> Mathematics <input type="checkbox"/> Health and Physical Education <u>AGS Distribution</u> <input type="checkbox"/> Arts and Letters <input type="checkbox"/> Social Sciences <input type="checkbox"/> Mathematics/Science/Computer Science
<u>AA/OT, OTM Foundational Requirement</u> <u>AS, AS/OT General Education Requirement</u> <input type="checkbox"/> Health and Physical Education <input type="checkbox"/> Mathematics <input type="checkbox"/> Oral Communication	<u>AA/OT, OTM Discipline Studies</u> <u>AS, AS/OT Distribution Requirements</u> <input type="checkbox"/> Arts and Letters <input type="checkbox"/> Social Sciences <input type="checkbox"/> Science/Math/Computer Science]



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<input type="checkbox"/> Writing	<input type="checkbox"/> AA/OT Cultural Literacy Requirement
AAS, AGS, AA/OT, OTM: <input type="checkbox"/> Elective <input type="checkbox"/> 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: <input type="checkbox"/> Library Resource for Course Support form has been completed and submitted to the Librarian. <input type="checkbox"/> Library resources are adequate to support this proposal. <input type="checkbox"/> Additional resources are needed but can be obtained from current funds. <input type="checkbox"/> Significant additional Library funds/resources are required to support this proposal.	
Librarian Signature:	Date:
SECTION V: DIVISIONAL APPROVAL	
Human, Physical and Financial Resources <input type="checkbox"/> Additional instructional costs (staff, materials, services or facilities) will be incurred to offer this course. Source of funding: <input type="checkbox"/> No additional instructional resources (staff, materials, services or facilities) are needed to offer this course. Explain	Associate Dean Recommendation: <input type="checkbox"/> The Associate Dean and Curriculum Technician have reviewed this course proposal and kept a copy for divisional files. <input type="checkbox"/> Faculty review of this course was completed with the division on _____ date. <input type="checkbox"/> Pass <input type="checkbox"/> 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:	<input type="checkbox"/> Support <input type="checkbox"/> Resubmit



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SOUTHWESTERN OREGON COMMUNITY COLLEGE
COURSE OUTLINE PROPOSAL for NEW and REVISED COURSE OUTLINES

<u>COURSE NUMBER/NAME:</u> CLA 110 Clinical Laboratory Assistant Administrative Skills			
<u>SECTION I: PROPOSAL INFORMATION</u>			
Course Developed By:	Brian Corriea/Susan Walker	Date:	8/17/2015
Course Revised By:		Date:	
Course Reviewed By:		Date:	Changes <input type="checkbox"/> No Changes <input type="checkbox"/>
Catalog Year to take effect: 2016		Effective Term of this course:	
Include in Print Catalog: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Fall <input checked="" type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer	
<u>TYPE OF PROPOSAL</u>		<u>TYPE OF COURSE</u>	
<input checked="" type="checkbox"/> New Course <input type="checkbox"/> Revised Course <input type="checkbox"/> 3 Year Course Review <input type="checkbox"/> Currently 199 or 299 <input type="checkbox"/> Reactivated Course <input type="checkbox"/> 199/299 Experimental		<input type="checkbox"/> Lower Division Collegiate Transfer <input checked="" type="checkbox"/> Career-Technical (required or elective) <input type="checkbox"/> Career-Technical (stand-alone) <input type="checkbox"/> Developmental, numbered below 100	
<u>TYPE OF INSTRUCTION</u>			
<input checked="" type="checkbox"/> Traditional <input checked="" type="checkbox"/> Distance Education <input type="checkbox"/> Hybrid <input type="checkbox"/> Other: Specify			
<u>RATIONALE:</u>			
1. How does this proposal further the goals of the program 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?			
<u>SECTION II: NEW/REVISED COURSE OUTLINE</u>			
1. Course Number: CLA 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)			
<input type="checkbox"/> Lower Division Collegiate Transfer(LDC) <input checked="" type="checkbox"/> Career and Technical Education (Occupational) Preparatory <input type="checkbox"/> Career and Technical Education (Occupational) Supplementary <input type="checkbox"/> Adult Continuing Education Reimbursable			



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<input type="checkbox"/> Adult Continuing Education Non-Reimbursable <input type="checkbox"/> Developmental Education <input type="checkbox"/> Apprenticeship <input type="checkbox"/> Cooperative Work Experience			
5. Offered For:	<input checked="" type="checkbox"/> Credit	<input type="checkbox"/> Continuing Education Units (CEU)	<input type="checkbox"/> Prof. Development Units (PDU)
6. Number of Credits	2	Approved for CEUs: (List Approving Agency)	
7. How many times can this course be taken for credit? (This is not the same as repeating a course for a better grade. This refers to how many times a student can get credit on their transcript for the same course.) <input checked="" type="checkbox"/> Once <input type="checkbox"/> Twice <input type="checkbox"/> 3 Times <input type="checkbox"/> Other (Specify) <input type="checkbox"/> Unlimited			
8. Course Load Type (Instructor workload/pay will be based on the information below):			
CLOCK HOURS	HOURS/WEEK	TOTAL COURSE HOURS	Department of Education's Formula (Full Term Course) Lecture: 11 hours = 1 credit Lab: 33 hours = 1 credit Lecture/Lab: 22 hours = 1 credit PE/Activity: 33 hours = 1 credit CWE: 33 hours = 1 credit <i>(360 CWE hours a term max per student)</i>
LECTURE	2	22	
LAB			
LECTURE/LAB			
PE/ACTIVITY			
TBA LAB HOURS			
INDEPENDENT STUDY			
STUDENT HEAD COUNT			
TOTAL	2	22	
9. Course Description (1000 character limit): This course provides a foundation in the technical and non-technical aspects of clinical laboratory testing services within the current health care delivery system. Topics covered in this course include accreditation of laboratories, financial management, information systems management, management of the quality of clinical laboratory testing, the role and responsibilities of a supervisor, personnel management, leadership 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.			
10. Required Prerequisites: (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 101 Minimum Grade Required in prerequisite(s): C			



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Placement Test Score:	Other:
11. Is Instructor Consent Required to Register? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
12. Required Concurrent Courses: <i>Note: This information will be entered into the system and required for students' registration.</i> Course Number(s): CLA ____: Clinical Laboratory Assistant Skills 2; CLA ____: Practicum I (CWE) Lab(s) Course Number:	
13. Does this course require a separate lab? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Course Number: Graded separately? <input type="checkbox"/> Yes <input type="checkbox"/> No	
14. Is this course part of a sequence? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Must the sequence be taken in order? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What are the course sequence numbers?	
15. Is this course double numbered? <input type="checkbox"/> Yes Course Number: <input checked="" type="checkbox"/> No	
16. Student Learning Outcomes 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. REQUIRED OUTCOMES (Without achieving these outcomes the student will not pass the course.) <i>Upon completion of the course the learner will...</i> <ul style="list-style-type: none"> • Practice accepted standards for infection control and safety as mandated by OSHA and CLSI • Perform venipunctures and the collection and processing of biological specimens proficiently following CLSI standards • Perform specimen transport and processing according to CLSI standards • Apply appropriate quality assurance and quality control to waived laboratory testing according to CLIA regulations • Provided considerate and respectful care of patients by complying with their rights • 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 	A. How outcomes will be assessed: <ul style="list-style-type: none"> • Class discussions • Use of case scenarios • Written exams



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B. OTHER OUTCOMES •	B. How outcomes will be assessed: •
18. Which of the General Student Learning Outcomes are met by this course? (Check as appropriate and explain if necessary)	
<input checked="" type="checkbox"/> COMMUNICATION	
<input checked="" type="checkbox"/> COMPUTATION	
<input checked="" type="checkbox"/> CREATIVE, CRITICAL AND ANALYTICAL THINKING	
<input checked="" type="checkbox"/> COMMUNITY/GLOBAL CONSCIOUSNESS AND RESPONSIBILITY	
<input checked="" type="checkbox"/> DISCIPLINE CONTENT <i>(Be specific about Discipline Content)</i>	
19. General Instructional Methods Traditional Methods: Lecture; discussion; possible roll play; psychomotor skill demonstration, practice and return demonstration; exams Online (E-Learning Methods): Hybrid (Activities required for replacement of seat time):	
20. Grading	
<input checked="" type="checkbox"/> A,B,C,D,F,I	<input type="checkbox"/> S,U,I
<input type="checkbox"/> EITHER	<input type="checkbox"/> NON-GRADED
Has this course been approved for an R grade? <input type="checkbox"/> Yes <input type="checkbox"/> No	
MINIMUM GRADING CRITERION	RECOMMENDED WEIGHT OR % OF GRADE
Participation	10%
Exams/Quizzes	90%
Skills	Pass/Fail
21. Recommended Enrollment	Lecture: 10
Lab:	
22. Recommended Enrollment Justification:	
23. Does this course require special fees? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Fee Covers:	
24. Contents Outline (must be in outline format)	
a. Knowledge of non-technical issues and functions important to the oversight of clinical laboratory services in the current health care delivery system	
(1) Accreditation of laboratories	
i. The Joint Commission	



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- 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? 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.



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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 Clackamas 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:	
<u>AAS General Education/Related Instruction</u> <input type="checkbox"/> Communication Computation <input type="checkbox"/> Mathematics <input type="checkbox"/> Health and Wellness <input type="checkbox"/> Human Relations <input type="checkbox"/> Computer Literacy	<u>AGS General Education</u> <input type="checkbox"/> Writing <input type="checkbox"/> Oral Communication <input type="checkbox"/> Mathematics <input type="checkbox"/> Health and Physical Education <u>AGS Distribution</u> <input type="checkbox"/> Arts and Letters <input type="checkbox"/> Social Sciences <input type="checkbox"/> Mathematics/Science/Computer Science
<u>AA/OT, OTM Foundational Requirement</u> <u>AS, AS/OT General Education Requirement</u> <input type="checkbox"/> Health and Physical Education <input type="checkbox"/> Mathematics <input type="checkbox"/> Oral Communication <input type="checkbox"/> Writing	<u>AA/OT, OTM Discipline Studies</u> <u>AS, AS/OT Distribution Requirements</u> <input type="checkbox"/> Arts and Letters <input type="checkbox"/> Social Sciences <input type="checkbox"/> Science/Math/Computer Science <input type="checkbox"/> AA/OT Cultural Literacy Requirement
AAS, AGS, AA/OT, OTM: <input type="checkbox"/> Elective <input type="checkbox"/> 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: <input type="checkbox"/> Library Resource for Course Support form has been completed and submitted to the Librarian. <input type="checkbox"/> Library resources are adequate to support this proposal.	



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<input type="checkbox"/> Additional resources are needed but can be obtained from current funds.	
<input type="checkbox"/> Significant additional Library funds/resources are required to support this proposal.	
Librarian Signature:	Date:
SECTION V: DIVISIONAL APPROVAL	
Human, Physical and Financial Resources <input type="checkbox"/> Additional instructional costs (staff, materials, services or facilities) will be incurred to offer this course. Source of funding: <input type="checkbox"/> No additional instructional resources (staff, materials, services or facilities) are needed to offer this course. Explain	Associate Dean Recommendation: <input type="checkbox"/> The Associate Dean and Curriculum Technician have reviewed this course proposal and kept a copy for divisional files. <input type="checkbox"/> Faculty review of this course was completed with the division on _____ date. <input type="checkbox"/> Pass <input type="checkbox"/> 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:	<input type="checkbox"/> Support <input type="checkbox"/> Resubmit





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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:	Changes <input type="checkbox"/> No Changes <input type="checkbox"/>
Catalog Year to take effect: 2016		Effective Term of this course:	
Include in Print Catalog: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Summer	
<u>TYPE OF PROPOSAL</u>	<u>TYPE OF COURSE</u>	<u>TYPE OF INSTRUCTION</u>	
<input checked="" type="checkbox"/> New Course <input type="checkbox"/> Revised Course <input type="checkbox"/> 3 Year Course Review <input type="checkbox"/> Currently 199 or 299 <input type="checkbox"/> Reactivated Course <input type="checkbox"/> 199/299 Experimental	<input type="checkbox"/> Lower Division Collegiate Transfer <input checked="" type="checkbox"/> Career-Technical (required or elective) <input type="checkbox"/> Career-Technical (stand-alone) <input type="checkbox"/> Developmental, numbered below 100	<input checked="" type="checkbox"/> Traditional <input type="checkbox"/> Distance Education <input type="checkbox"/> Hybrid <input type="checkbox"/> Other: Specify	
<u>RATIONALE:</u>			
1. How does this proposal further the goals of the program 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/REVISED COURSE OUTLINE			
1. Course Number: CLA115			
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)			
<input type="checkbox"/> Lower Division Collegiate Transfer(LDC) <input checked="" type="checkbox"/> Career and Technical Education (Occupational) Preparatory <input type="checkbox"/> Career and Technical Education (Occupational) Supplementary <input type="checkbox"/> Adult Continuing Education Reimbursable			



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<input type="checkbox"/> Adult Continuing Education Non-Reimbursable <input type="checkbox"/> Developmental Education <input type="checkbox"/> Apprenticeship <input type="checkbox"/> Cooperative Work Experience			
5. Offered For:	<input checked="" type="checkbox"/> Credit	<input type="checkbox"/> Continuing Education Units (CEU)	<input type="checkbox"/> Prof. Development Units (PDU)
6. Number of Credits	4	Approved for CEUs: (List Approving Agency)	
7. How many times can this course be taken for credit? (This is not the same as repeating a course for a better grade. This refers to how many times a student can get credit on their transcript for the same course.) <input type="checkbox"/> Once <input type="checkbox"/> Twice <input type="checkbox"/> 3 Times <input type="checkbox"/> Other (Specify) <input type="checkbox"/> Unlimited			
8. Course Load Type (Instructor workload/pay will be based on the information below):			
CLOCK HOURS	HOURS/WEEK	TOTAL COURSE HOURS	Department of Education's Formula (Full Term Course) Lecture: 11 hours = 1 credit Lab: 33 hours = 1 credit Lecture/Lab: 22 hours = 1 credit PE/Activity: 33 hours = 1 credit CWE: 33 hours = 1 credit <i>(360 CWE hours a term max per student)</i>
LECTURE	3	33	
LAB			
LECTURE/LAB	2	22	
PE/ACTIVITY			
TBA LAB HOURS			
INDEPENDENT STUDY			
STUDENT HEAD COUNT			
TOTAL	5	55	
9. Course Description (1000 character limit): This course will provide an introduction to clinical chemistry, immunology, and microbiology. An emphasis is placed on basic chemical laboratory technique, safety, electrolytes, acid-base balance, proteins, carbohydrate, lipids, enzymes, endocrine function, TDM, and toxicology. 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.			
10. Required Prerequisites: (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: _____			



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11. Is Instructor Consent Required to Register? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
12. Required Concurrent Courses: <i>Note: This information will be entered into the system and required for students' registration.</i> Course Number(s): CLA ____: Practicum II (CWE) Lab(s) Course Number:	
13. Does this course require a separate lab? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Course Number: Graded separately? <input type="checkbox"/> Yes <input type="checkbox"/> No	
14. Is this course part of a sequence? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Must the sequence be taken in order? <input type="checkbox"/> Yes <input type="checkbox"/> No What are the course sequence numbers?	
15. Is this course double numbered? <input type="checkbox"/> Yes Course Number: _____ <input type="checkbox"/> No	
16. Student Learning Outcomes 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. REQUIRED OUTCOMES (Without achieving these outcomes the student will not pass the course.) <i>Upon completion of the course the learner will...</i> •	A. How outcomes will be assessed: •
B. OTHER OUTCOMES <ul style="list-style-type: none"> • Practice accepted standards for infection control and safety as mandated by OSHA and CLSI • Perform venipunctures and the collection and processing of biological specimens proficiently following CLSI standards • Perform specimen transport and processing according to CLSI standards • Apply appropriate quality assurance and quality control to waived laboratory testing according to CLIA regulations • Provided considerate and respectful care of patients by complying with their rights • 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 	B. How outcomes will be assessed: <ul style="list-style-type: none"> • Class discussions • Use of case scenarios • Skills demonstration, return demonstration • Written exams



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18. Which of the General Student Learning Outcomes are met by this course?

(Check as appropriate and explain if necessary)

COMMUNICATION

COMPUTATION

CREATIVE, CRITICAL AND ANALYTICAL THINKING

COMMUNITY/GLOBAL CONSCIOUSNESS AND RESPONSIBILITY

DISCIPLINE CONTENT

(Be specific about Discipline Content)

19. General Instructional Methods

Traditional Methods:

Lecture; discussion; psychomotor skill demonstration, practice and return demonstration;

Online (E-Learning Methods):

Hybrid (Activities required for replacement of seat time):

20. Grading

A,B,C,D,F,I

S,U,I

EITHER

NON-GRADED

Has this course been approved for an R grade? Yes 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 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)

- a. Gain an understanding of body chemistry levels under healthy and unhealthy conditions
 - (1) Electrolytes
 - (2) Acid-base balance
 - (3) Proteins
 - (4) Carbohydrates
 - (5) Lipids
 - (6) Enzymes



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<p>(7) Endocrine testing (8) TDM (9) Toxicology</p> <p>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.</p>	
<p>25. List Required Materials/Supplies/Tools: Lab Coat</p> <p>Have you given consideration to the accessibility of your materials? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>26. Does this course require a special application process? <input type="checkbox"/> Yes <input type="checkbox"/> No List Criteria for Acceptance:</p>	
<p>27. List Safety Considerations: OSHA and CLSI Standards are to be followed in the lecture/lab component of the course.</p>	
<p>28. Recommended Text: Note: Complete citation is required See course syllabus</p>	
<p>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 Clackamas Community College CLA Program Portland Community College MLT Program Bay Area Hospital, Vicky Karavanich, Lab Director North Bend Medical Center, Ed Troyer, Lab Director</p>	
<p>SECTION III: DEGREE REQUIREMENTS This course may be used to fulfill the following degree requirements:</p>	
<p><u>AAS General Education/Related Instruction</u></p> <p><input type="checkbox"/> Communication</p> <p>Computation</p> <p style="padding-left: 20px;"><input type="checkbox"/> Mathematics</p> <p><input type="checkbox"/> Health and Wellness</p> <p><input type="checkbox"/> Human Relations</p> <p><input type="checkbox"/> Computer Literacy</p>	<p><u>AGS General Education</u></p> <p><input type="checkbox"/> Writing</p> <p><input type="checkbox"/> Oral Communication</p> <p><input type="checkbox"/> Mathematics</p> <p><input type="checkbox"/> Health and Physical Education</p> <p><u>AGS Distribution</u></p> <p><input type="checkbox"/> Arts and Letters</p> <p><input type="checkbox"/> Social Sciences</p>



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

	<input type="checkbox"/> Mathematics/Science/Computer Science
<p><u>AA/OT, OTM Foundational Requirement</u></p> <p><u>AS, AS/OT General Education Requirement</u></p> <p><input type="checkbox"/> Health and Physical Education</p> <p><input type="checkbox"/> Mathematics</p> <p><input type="checkbox"/> Oral Communication</p> <p><input type="checkbox"/> Writing</p>	<p><u>AA/OT, OTM Discipline Studies</u></p> <p><u>AS, AS/OT Distribution Requirements</u></p> <p><input type="checkbox"/> Arts and Letters</p> <p><input type="checkbox"/> Social Sciences</p> <p><input type="checkbox"/> Science/Math/Computer Science]</p> <p><input type="checkbox"/> AA/OT Cultural Literacy Requirement</p>
<p>AAS, AGS, AA/OT, OTM: <input type="checkbox"/> Elective</p> <p><input type="checkbox"/> Other Specify:</p>	
<p>SECTION IV: LIBRARY IMPACT STATEMENT</p>	
<p>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.</p>	
<p>List assignments which will require the use of library and information resources?</p>	
<p>To be completed by Librarian:</p> <p><input type="checkbox"/> Library Resource for Course Support form has been completed and submitted to the Librarian.</p> <p><input type="checkbox"/> Library resources are adequate to support this proposal.</p> <p><input type="checkbox"/> Additional resources are needed but can be obtained from current funds.</p> <p><input type="checkbox"/> Significant additional Library funds/resources are required to support this proposal.</p>	
<p>Librarian Signature:</p>	<p>Date:</p>
<p>SECTION V: DIVISIONAL APPROVAL</p>	
<p>Human, Physical and Financial Resources</p> <p><input type="checkbox"/> Additional instructional costs (staff, materials, services or facilities) will be incurred to offer this course. Source of funding:</p> <p><input type="checkbox"/> No additional instructional resources (staff, materials, services or facilities) are needed to offer this course. Explain</p>	<p>Associate Dean Recommendation:</p> <p><input type="checkbox"/> The Associate Dean and Curriculum Technician have reviewed this course proposal and kept a copy for divisional files.</p> <p><input type="checkbox"/> Faculty review of this course was completed with the division on _____ date.</p> <p><input type="checkbox"/> Pass <input type="checkbox"/> Do Not Pass</p>
<p>Curriculum Technician Signature/Date:</p>	<p>Associate Dean Signature/Date:</p>
<p>SECTION VI: COLLEGE APPROVAL</p>	
<p>Vice President of Instruction Signature/Date:</p>	
<p>Instructional Council Hearing Date:</p>	<p><input type="checkbox"/> Support <input type="checkbox"/> Resubmit</p>



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

SOUTHWESTERN OREGON COMMUNITY COLLEGE
COURSE OUTLINE PROPOSAL for NEW and REVISED COURSE OUTLINES

<u>COURSE NUMBER/NAME:</u> CLA280A Phlebotomy/Laboratory Practicum I			
<u>SECTION I: PROPOSAL INFORMATION</u>			
Course Developed By:	Brian Corriea/Susan Walker	Date: 9/23/2015	
Course Revised By:		Date:	
Course Reviewed By:		Date:	Changes <input type="checkbox"/> No Changes <input type="checkbox"/>
Catalog Year to take effect: 2016		Effective Term of this course:	
Include in Print Catalog: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Fall <input checked="" type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer	
<u>TYPE OF PROPOSAL</u>	<u>TYPE OF COURSE</u>	<u>TYPE OF INSTRUCTION</u>	
<input checked="" type="checkbox"/> New Course <input type="checkbox"/> Revised Course <input type="checkbox"/> 3 Year Course Review <input type="checkbox"/> Currently 199 or 299 <input type="checkbox"/> Reactivated Course <input type="checkbox"/> 199/299 Experimental	<input type="checkbox"/> Lower Division Collegiate Transfer <input checked="" type="checkbox"/> Career-Technical (required or elective) <input type="checkbox"/> Career-Technical (stand-alone) <input type="checkbox"/> Developmental, numbered below 100	<input checked="" type="checkbox"/> Traditional <input checked="" type="checkbox"/> Distance Education <input checked="" type="checkbox"/> Hybrid <input type="checkbox"/> Other: Specify	
<u>RATIONALE:</u>			
1. How does this proposal further the goals of the program or department? Revision made 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? Advisory and Industry partner feedback			
3. (New courses) How do you know there is a demand for this course?			
<u>SECTION II: NEW/REVISED COURSE OUTLINE</u>			
1. Course Number: CLA280A			
2. Full Course Title for Print Catalog: Phlebotomy/Laboratory Practicum I			
3. Abbreviated Course Title for MyLakerLink: (19 character limit) CLA Practicum I			
4. State Course Numbers (CHOOSE ONE ONLY)			
<input type="checkbox"/> Lower Division Collegiate Transfer(LDC) <input checked="" type="checkbox"/> Career and Technical Education (Occupational) Preparatory <input type="checkbox"/> Career and Technical Education (Occupational) Supplementary <input type="checkbox"/> Adult Continuing Education Reimbursable			



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<input type="checkbox"/> Adult Continuing Education Non-Reimbursable <input type="checkbox"/> Developmental Education <input type="checkbox"/> Apprenticeship <input type="checkbox"/> Cooperative Work Experience			
5. Offered For:	<input checked="" type="checkbox"/> Credit	<input type="checkbox"/> Continuing Education Units (CEU)	<input type="checkbox"/> Prof. Development Units (PDU)
6. Number of Credits	3	Approved for CEUs: (List Approving Agency)	
7. How many times can this course be taken for credit? (This is not the same as repeating a course for a better grade. This refers to how many times a student can get credit on their transcript for the same course.) <input checked="" type="checkbox"/> Once <input type="checkbox"/> Twice <input type="checkbox"/> 3 Times <input type="checkbox"/> Other (Specify) <input type="checkbox"/> Unlimited			
8. Course Load Type (Instructor workload/pay will be based on the information below):			
CLOCK HOURS	HOURS/WEEK	TOTAL COURSE HOURS	Department of Education's Formula (Full Term Course) Lecture: 11 hours = 1 credit Lab: 33 hours = 1 credit Lecture/Lab: 22 hours = 1 credit PE/Activity: 33 hours = 1 credit CWE: 33 hours = 1 credit <i>(360 CWE hours a term max per student)</i>
LECTURE			
LAB	9	99	
LECTURE/LAB			
PE/ACTIVITY			
TBA LAB HOURS			
INDEPENDENT STUDY			
STUDENT HEAD COUNT			
TOTAL	9	99	
9. Course Description (1000 character limit): Supervised experience in a medical center laboratory that will allow students to test knowledge learned in the classroom, apply psychomotor skills and gain practical experience.			
10. Required Prerequisites: (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): 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? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
12. Required Concurrent Courses: <i>Note: This information will be entered into the system and required for students' registration.</i> Course Number(s): Lab(s) Course Number:			



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

13. Does this course require a separate lab? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Course Number: Graded separately? <input type="checkbox"/> Yes <input type="checkbox"/> No	
14. Is this course part of a sequence? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Must the sequence be taken in order? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What are the course sequence numbers? CLA 100, CLA 105, CLA 110, CLA 280A, CLA 115, CLA 280B	
15. Is this course double numbered? <input type="checkbox"/> Yes Course Number: <input type="checkbox"/> No	
16. Student Learning Outcomes 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. REQUIRED OUTCOMES (Without achieving these outcomes the student will not pass the course.) <i>Upon completion of the course the learner will...</i> <ul style="list-style-type: none"> • Demonstrate knowledge of workplace expectations and behavior • identify the employer's organization policies and procedures • Apply learned knowledge and skills to workplace duties • Demonstrate confidence in their ability to use problem-solving techniques to achieve assigned objectives. 	A. How outcomes will be assessed: <ul style="list-style-type: none"> • Daily Journal • Reflection Report • Supervisor Evaluation Report • Completion of Required Hours • Completion of Skills List
B. OTHER OUTCOMES <ul style="list-style-type: none"> • 	B. How outcomes will be assessed: <ul style="list-style-type: none"> •
18. Which of the General Student Learning Outcomes are met by this course? (Check as appropriate and explain if necessary)	
<input checked="" type="checkbox"/> COMMUNICATION	
<input checked="" type="checkbox"/> COMPUTATION	
<input checked="" type="checkbox"/> CREATIVE, CRITICAL AND ANALYTICAL THINKING	
<input checked="" type="checkbox"/> COMMUNITY/GLOBAL CONSCIOUSNESS AND RESPONSIBILITY	
<input checked="" type="checkbox"/> DISCIPLINE CONTENT <i>(Be specific about Discipline Content)</i>	



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19. General Instructional Methods			
Traditional Methods: Assign to clinical site, identify work objectives and supervised work hours; journaling			
Online (E-Learning Methods): Daily journal activities; discussions; assignments			
Hybrid (Activities required for replacement of seat time): Combination of above			
20. Grading			
<input checked="" type="checkbox"/> A,B,C,D,F,I	<input type="checkbox"/> S,U,I	<input type="checkbox"/> EITHER	<input type="checkbox"/> NON-GRADED
Has this course been approved for an R grade? <input type="checkbox"/> Yes <input type="checkbox"/> No			
MINIMUM GRADING CRITERION		RECOMMENDED WEIGHT OR % OF GRADE	
Job Performance/Site Supervisor Evaluation Report		34%	
Daily Journal		33%	
Summary Report		33%	
Skills List		Pass/Fail	
21. Recommended Enrollment	Lecture:	Lab: 10	
22. Recommended Enrollment Justification:			
23. Does this course require special fees? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Fee Covers:			
24. Contents Outline (must be in outline format)			
<p>The coordinator and/or assigned supervisor and student agree on objectives for the term which meet the ability of the student to perform and the ability and willingness of the employer to provide.</p> <p>The objectives, and how they will be met, will be stated in the Cooperative Work Experience/Internship Agreement</p>			
25. List Required Materials/Supplies/Tools:			
Per site requirements			
Have you given consideration to the accessibility of your materials? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
26. Does this course require a special application process? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
List Criteria for Acceptance:			
27. List Safety Considerations:			
Varies by site assignment			
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:			



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<p><u>AAS General Education/Related Instruction</u></p> <p><input type="checkbox"/> Communication</p> <p>Computation</p> <p style="padding-left: 20px;"><input type="checkbox"/> Mathematics</p> <p><input type="checkbox"/> Health and Wellness</p> <p><input type="checkbox"/> Human Relations</p> <p><input type="checkbox"/> Computer Literacy</p>	<p><u>AGS General Education</u></p> <p><input type="checkbox"/> Writing</p> <p><input type="checkbox"/> Oral Communication</p> <p><input type="checkbox"/> Mathematics</p> <p><input type="checkbox"/> Health and Physical Education</p> <p><u>AGS Distribution</u></p> <p><input type="checkbox"/> Arts and Letters</p> <p><input type="checkbox"/> Social Sciences</p> <p><input type="checkbox"/> Mathematics/Science/Computer Science</p>
<p><u>AA/OT, OTM Foundational Requirement</u></p> <p><u>AS, AS/OT General Education Requirement</u></p> <p><input type="checkbox"/> Health and Physical Education</p> <p><input type="checkbox"/> Mathematics</p> <p><input type="checkbox"/> Oral Communication</p> <p><input type="checkbox"/> Writing</p>	<p><u>AA/OT, OTM Discipline Studies</u></p> <p><u>AS, AS/OT Distribution Requirements</u></p> <p><input type="checkbox"/> Arts and Letters</p> <p><input type="checkbox"/> Social Sciences</p> <p><input type="checkbox"/> Science/Math/Computer Science]</p> <p><input type="checkbox"/> AA/OT Cultural Literacy Requirement</p>
<p>AAS, AGS, AA/OT, OTM: <input checked="" type="checkbox"/> Elective</p> <p><input checked="" type="checkbox"/> Other Specify: Technical Requirement</p>	
<p>SECTION IV: LIBRARY IMPACT STATEMENT</p>	
<p>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.</p>	
<p>List assignments which will require the use of library and information resources?</p> <p>None</p>	
<p>To be completed by Librarian:</p> <p><input type="checkbox"/> Library Resource for Course Support form has been completed and submitted to the Librarian.</p> <p><input type="checkbox"/> Library resources are adequate to support this proposal.</p> <p><input type="checkbox"/> Additional resources are needed but can be obtained from current funds.</p> <p><input type="checkbox"/> Significant additional Library funds/resources are required to support this proposal.</p>	
<p>Librarian Signature: _____</p>	<p>Date: _____</p>
<p>SECTION V: DIVISIONAL APPROVAL</p>	
<p>Human, Physical and Financial Resources</p> <p><input type="checkbox"/> Additional instructional costs (staff, materials, services or facilities) will be incurred to offer this course. Source of funding:</p> <p><input type="checkbox"/> No additional instructional resources (staff, materials, services or facilities) are needed to offer this course. Explain</p>	<p>Associate Dean Recommendation:</p> <p><input type="checkbox"/> The Associate Dean and Curriculum Technician have reviewed this course proposal and kept a copy for divisional files.</p> <p><input type="checkbox"/> Faculty review of this course was completed with the division on _____ date.</p> <p><input type="checkbox"/> Pass <input type="checkbox"/> Do Not Pass</p>



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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:	<input type="checkbox"/> Support <input type="checkbox"/> Resubmit



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

SOUTHWESTERN OREGON COMMUNITY COLLEGE
COURSE OUTLINE PROPOSAL for NEW and REVISED COURSE OUTLINES

<u>COURSE NUMBER/NAME:</u> CLA280B Phlebotomy/Laboratory Practicum II			
<u>SECTION I: PROPOSAL INFORMATION</u>			
Course Developed By:	Brian Corriea/Susan Walker	Date:	9/23/2015
Course Revised By:		Date:	
Course Reviewed By:		Date:	Changes <input type="checkbox"/> No Changes <input type="checkbox"/>
Catalog Year to take effect:	2016	Effective Term of this course:	
Include in Print Catalog:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Fall <input checked="" type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer	
<u>TYPE OF PROPOSAL</u>	<u>TYPE OF COURSE</u>		<u>TYPE OF INSTRUCTION</u>
<input checked="" type="checkbox"/> New Course	<input type="checkbox"/> Lower Division Collegiate Transfer		<input checked="" type="checkbox"/> Traditional
<input type="checkbox"/> Revised Course	<input checked="" type="checkbox"/> Career-Technical (required or elective)		<input checked="" type="checkbox"/> Distance Education
<input type="checkbox"/> 3 Year Course Review	<input type="checkbox"/> Career-Technical (stand-alone)		<input checked="" type="checkbox"/> Hybrid
<input type="checkbox"/> Currently 199 or 299	<input type="checkbox"/> Developmental, numbered below 100		<input type="checkbox"/> Other: Specify
<input type="checkbox"/> Reactivated Course			
<input type="checkbox"/> 199/299 Experimental			
<u>RATIONALE:</u>			
1. How does this proposal further the goals of the program or department? Revision made 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? Advisory and Industry partner feedback			
3. (New courses) How do you know there is a demand for this course?			
<u>SECTION II: NEW/REVISED COURSE OUTLINE</u>			
1. Course Number: CLA 280B			
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 (CHOOSE ONE ONLY)			
<input type="checkbox"/> Lower Division Collegiate Transfer(LDC)			
<input checked="" type="checkbox"/> Career and Technical Education (Occupational) Preparatory			
<input type="checkbox"/> Career and Technical Education (Occupational) Supplementary			
<input type="checkbox"/> Adult Continuing Education Reimbursable			



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

<input type="checkbox"/> Adult Continuing Education Non-Reimbursable <input type="checkbox"/> Developmental Education <input type="checkbox"/> Apprenticeship <input type="checkbox"/> Cooperative Work Experience			
5. Offered For:	<input checked="" type="checkbox"/> Credit	<input type="checkbox"/> Continuing Education Units (CEU)	<input type="checkbox"/> Prof. Development Units (PDU)
6. Number of Credits	4	Approved for CEUs: (List Approving Agency)	
7. How many times can this course be taken for credit? (This is not the same as repeating a course for a better grade. This refers to how many times a student can get credit on their transcript for the same course.) <input checked="" type="checkbox"/> Once <input type="checkbox"/> Twice <input type="checkbox"/> 3 Times <input type="checkbox"/> Other (Specify) <input type="checkbox"/> Unlimited			
8. Course Load Type (Instructor workload/pay will be based on the information below):			
CLOCK HOURS	HOURS/WEEK	TOTAL COURSE HOURS	Department of Education's Formula (Full Term Course) Lecture: 11 hours = 1 credit Lab: 33 hours = 1 credit Lecture/Lab: 22 hours = 1 credit PE/Activity: 33 hours = 1 credit CWE: 33 hours = 1 credit <i>(360 CWE hours a term max per student)</i>
LECTURE			
LAB	12	132	
LECTURE/LAB			
PE/ACTIVITY			
TBA LAB HOURS			
INDEPENDENT STUDY			
STUDENT HEAD COUNT			
TOTAL	12	132	
9. Course Description (1000 character limit): Supervised experience in a medical center laboratory that will allow students to test knowledge learned in the classroom, apply psychomotor skills and gain practical experience.			
10. Required Prerequisites: (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): 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? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
12. Required Concurrent Courses: <i>Note: This information will be entered into the system and required for students' registration.</i> Course Number(s): CLA115			



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

Lab(s) Course Number:	
13. Does this course require a separate lab? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Course Number: Graded separately? <input type="checkbox"/> Yes <input type="checkbox"/> No	
14. Is this course part of a sequence? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Must the sequence be taken in order? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What are the course sequence numbers? CLA100, CLA105, CLA110, CLA280A, CLA115, CLA280B	
15. Is this course double numbered? <input type="checkbox"/> Yes Course Number: <input type="checkbox"/> No	
16. Student Learning Outcomes 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. REQUIRED OUTCOMES (Without achieving these outcomes the student will not pass the course.) <i>Upon completion of the course the learner will...</i> <ul style="list-style-type: none"> • Demonstrate knowledge of workplace expectations and behavior • identify the employer's organization policies and procedures • Apply learned knowledge and skills to workplace duties • Demonstrate confidence in their ability to use problem-solving techniques to achieve assigned objectives. 	A. How outcomes will be assessed: <ul style="list-style-type: none"> • Daily Journal • Reflection Report • Supervisor Evaluation Report • Completion of Required Hours • Completion of Skills List
B. OTHER OUTCOMES <ul style="list-style-type: none"> • 	B. How outcomes will be assessed: <ul style="list-style-type: none"> •
18. Which of the General Student Learning Outcomes are met by this course? (Check as appropriate and explain if necessary)	
<input checked="" type="checkbox"/> COMMUNICATION	
<input checked="" type="checkbox"/> COMPUTATION	
<input checked="" type="checkbox"/> CREATIVE, CRITICAL AND ANALYTICAL THINKING	
<input checked="" type="checkbox"/> COMMUNITY/GLOBAL CONSCIOUSNESS AND RESPONSIBILITY	
<input checked="" type="checkbox"/> DISCIPLINE CONTENT	



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

(Be specific about Discipline Content)

19. General Instructional Methods
 Traditional Methods:
 Assign to clinical site, identify work objectives and supervised work hours; journaling

Online (E-Learning Methods):
 Daily journal activities; discussions; assignments

Hybrid (Activities required for replacement of seat time):
 Combination of above

20. Grading

A,B,C,D,F,I S,U,I EITHER NON-GRADED

Has this course been approved for an R grade? Yes No

MINIMUM GRADING CRITERION	RECOMMENDED WEIGHT OR % OF GRADE
Job Performance/Site Supervisor Evaluation Report	34%
Daily Journal	33%
Summary Report	33%
Skills List	Pass/Fail

21. Recommended Enrollment Lecture: Lab: 10

22. Recommended Enrollment Justification:

23. Does this course require special fees? Yes No **Fee Covers:**

24. Contents Outline (must be in outline format)

The coordinator and/or assigned supervisor and student agree on objectives for the term which meet the ability of the student to perform and the ability and willingness of the employer to provide.

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 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:
 Varies by site assignment



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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:	
<u>AAS General Education/Related Instruction</u> <input type="checkbox"/> Communication Computation <input type="checkbox"/> Mathematics <input type="checkbox"/> Health and Wellness <input type="checkbox"/> Human Relations <input type="checkbox"/> Computer Literacy	<u>AGS General Education</u> <input type="checkbox"/> Writing <input type="checkbox"/> Oral Communication <input type="checkbox"/> Mathematics <input type="checkbox"/> Health and Physical Education <u>AGS Distribution</u> <input type="checkbox"/> Arts and Letters <input type="checkbox"/> Social Sciences <input type="checkbox"/> Mathematics/Science/Computer Science
<u>AA/OT, OTM Foundational Requirement</u> <u>AS, AS/OT General Education Requirement</u> <input type="checkbox"/> Health and Physical Education <input type="checkbox"/> Mathematics <input type="checkbox"/> Oral Communication <input type="checkbox"/> Writing	<u>AA/OT, OTM Discipline Studies</u> <u>AS, AS/OT Distribution Requirements</u> <input type="checkbox"/> Arts and Letters <input type="checkbox"/> Social Sciences <input type="checkbox"/> Science/Math/Computer Science <input type="checkbox"/> AA/OT Cultural Literacy Requirement
AAS, AGS, AA/OT, OTM: <input checked="" type="checkbox"/> Elective <input checked="" type="checkbox"/> 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? None	
To be completed by Librarian: <input type="checkbox"/> Library Resource for Course Support form has been completed and submitted to the Librarian. <input type="checkbox"/> Library resources are adequate to support this proposal. <input type="checkbox"/> Additional resources are needed but can be obtained from current funds. <input type="checkbox"/> Significant additional Library funds/resources are required to support this proposal.	
Librarian Signature:	Date:
SECTION V: DIVISIONAL APPROVAL	



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

<p>Human, Physical and Financial Resources</p> <p><input type="checkbox"/> Additional instructional costs (staff, materials, services or facilities) will be incurred to offer this course. Source of funding:</p> <p><input type="checkbox"/> No additional instructional resources (staff, materials, services or facilities) are needed to offer this course. Explain</p>	<p>Associate Dean Recommendation:</p> <p><input type="checkbox"/> The Associate Dean and Curriculum Technician have reviewed this course proposal and kept a copy for divisional files.</p> <p><input type="checkbox"/> Faculty review of this course was completed with the division on _____ date.</p> <p><input type="checkbox"/> Pass <input type="checkbox"/> Do Not Pass</p>
<p>Curriculum Technician Signature/Date:</p>	<p>Associate Dean Signature/Date:</p>
<p>SECTION VI: COLLEGE APPROVAL</p>	
<p>Vice President of Instruction Signature/Date:</p>	
<p>Instructional Council Hearing Date:</p>	<p><input type="checkbox"/> Support <input type="checkbox"/> Resubmit</p>





VISION: Southwestern leads and inspires lifelong learning.

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

<u>COURSE NUMBER/NAME:</u> AH*131/CLINICAL PROCEDURES I			
<u>SECTION I: PROPOSAL INFORMATION</u>			
Course Developed By:	Joan M. Huntley	Date:	
Course Revised By:	Jerri Bennett-Stillmaker	Date: 05/23/14	
Course Reviewed By:	Jerri Bennett-Stillmaker	Date: 1/9/14	Changes <input checked="" type="checkbox"/> No Changes <input type="checkbox"/>
Catalog Year to take effect: 2014		Effective Term of this course:	
Include in Print Catalog: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer	
<u>TYPE OF PROPOSAL</u>	<u>TYPE OF COURSE</u>		<u>TYPE OF INSTRUCTION</u>
<input type="checkbox"/> New Course <input checked="" type="checkbox"/> Revised Course <input type="checkbox"/> 3 Year Course Review <input type="checkbox"/> Currently 199 or 299 <input type="checkbox"/> Reactivated Course <input type="checkbox"/> 199/299 Experimental	<input type="checkbox"/> Lower Division Collegiate Transfer <input checked="" type="checkbox"/> Career-Technical (required or elective) <input type="checkbox"/> Career-Technical (stand-alone) <input type="checkbox"/> Developmental, numbered below 100		<input checked="" type="checkbox"/> Traditional <input type="checkbox"/> Distance Education <input type="checkbox"/> Hybrid <input type="checkbox"/> Other: Specify
<u>RATIONALE:</u>			
1. How does this proposal further the goals of the program or department? Collapsed student learning outcomes for assessment			
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: Students in the MA program need to submit an application and a few have not and registered for the course. With instructor consent they won't be able to register until the application is submitted and the OHA Administrative requirements are met.			
<u>SECTION II: NEW/REVISED COURSE OUTLINE</u>			
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 (CHOOSE ONE ONLY)			
<input type="checkbox"/> Lower Division Collegiate Transfer(LDC) <input checked="" type="checkbox"/> Career and Technical Education (Occupational) Preparatory <input type="checkbox"/> Career and Technical Education (Occupational) Supplementary			



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<input type="checkbox"/> Adult Continuing Education Reimbursable <input type="checkbox"/> Adult Continuing Education Non-Reimbursable <input type="checkbox"/> Developmental Education <input type="checkbox"/> Apprenticeship <input type="checkbox"/> Cooperative Work Experience				
5. Offered For:		<input checked="" type="checkbox"/> Credit	<input type="checkbox"/> Continuing Education Units (CEU)	<input type="checkbox"/> Prof. Development Units (PDU)
6. Number of Credits		4	Approved for CEUs: (List Approving Agency)	
7. How many times can this course be taken for credit? (This is not the same as repeating a course for a better grade. This refers to how many times a student can get credit on their transcript for the same course.) <input checked="" type="checkbox"/> Once <input type="checkbox"/> Twice <input type="checkbox"/> 3 Times <input type="checkbox"/> Other (Specify) <input type="checkbox"/> Unlimited				
8. Course Load Type (Instructor workload/pay will be based on the information below):				
CLOCK HOURS	HOURS/WEEK	TOTAL COURSE HOURS	Department of Education's Formula (Full Term Course) Lecture: 11 hours = 1 credit Lab: 33 hours = 1 credit Lecture/Lab: 22 hours = 1 credit PE/Activity: 33 hours = 1 credit CWE: 33 hours = 1 credit <i>(360 CWE hours a term max per student)</i>	
LECTURE	3	33		
LAB				
LECTURE/LAB	2	22		
PE/ACTIVITY				
TBA LAB HOURS				
INDEPENDENT STUDY				
STUDENT HEAD COUNT				
TOTAL	5	55		
9. Course Description (1000 character limit): 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.				
10. Required Prerequisites: (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): AH*112 & AH*122 Minimum Grade Required in prerequisite(s): C Placement Test Score: _____ Other: _____				



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11. Is Instructor Consent Required to Register? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
12. Required Concurrent Courses: <i>Note: This information will be entered into the system and required for students' registration.</i> 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 from 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? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Course Number: Graded separately? <input type="checkbox"/> Yes <input type="checkbox"/> No	
14. Is this course part of a sequence? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Must the sequence be taken in order? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What are the course sequence numbers? AH*131 & AH*132	
15. Is this course double numbered? <input type="checkbox"/> Yes Course Number: <input checked="" type="checkbox"/> No	
16. Student Learning Outcomes 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. REQUIRED OUTCOMES (Without achieving these outcomes the student will not pass the course.) <i>Upon completion of the course the learner will...</i> <ul style="list-style-type: none"> Differentiate between administrative and clinical medical assistant duties and have knowledge of the general responsibilities of the medical assistant roles. Discuss professionalism and the important of the medical assistant's attitude in caring for patients. 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. Discuss the role of the medical assistant in the daily operations of the medical office. Describe the chain of infection process to health care practice and the role of the 	A. How outcomes will be assessed: <ul style="list-style-type: none"> Chapter test for each chapter of study; testing in a proctored environment, closed book, no notes. Spelling to be considered in the correctness/grading of assessments (i.e. exam answers). Psychomotor skill demonstration



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<p>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).</p> <ul style="list-style-type: none"> • Identify factors that impact patient learning, and list guidelines for patient education that can affect a patient's overall wellness. • Accurately perform vital signs, 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. 	
<p>B. OTHER OUTCOMES</p> <ul style="list-style-type: none"> • 	<p>B. How outcomes will be assessed:</p> <ul style="list-style-type: none"> •
<p>18. Which of the General Student Learning Outcomes are met by this course? (Check as appropriate and explain if necessary)</p> <p><input checked="" type="checkbox"/> COMMUNICATION</p> <p><input checked="" type="checkbox"/> COMPUTATION</p> <p><input checked="" type="checkbox"/> CREATIVE, CRITICAL AND ANALYTICAL THINKING</p> <p><input checked="" type="checkbox"/> COMMUNITY/GLOBAL CONSCIOUSNESS AND RESPONSIBILITY</p> <p><input checked="" type="checkbox"/> DISCIPLINE CONTENT <i>(Be specific about Discipline Content)</i> Patient care and application of MA principles</p>	



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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. Grading			
<input checked="" type="checkbox"/> A,B,C,D,F,I	<input type="checkbox"/> S,U,I	<input type="checkbox"/> EITHER	<input type="checkbox"/> NON-GRADED
Has this course been approved for an R grade? <input type="checkbox"/> Yes <input type="checkbox"/> No			
MINIMUM GRADING CRITERION		RECOMMENDED WEIGHT 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. Recommended Enrollment	Lecture: 10	Lab:	
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).			
23. Does this course require special fees? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Fee Covers:			
24. Contents Outline (must be in outline format)			
<ul style="list-style-type: none"> I. THE MEDICAL ASSISTING PROFESSION <ul style="list-style-type: none"> A. History B. Scope of Practice C. Education and Training D. Professional Appearance E. Professional Organizations II. PROFESSIONAL BEHAVIOR IN THE WORKPLACE <ul style="list-style-type: none"> A. Work Ethics B. Professionalism C. Interpersonal Skills D. Substance Abuse III. INTERPERSONAL SKILLS & HUMAN BEHAVIOR <ul style="list-style-type: none"> A. The Process of Communication 			



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- 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



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- 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



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- 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 DERMATOLOGY
 - 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



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<p>D. Immunizations</p> <p>E. Role of the Medical Assistant in Pediatric Procedures</p> <p>F. Injury Prevention</p> <p>G. Child Abuse</p>	
<p>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.</p> <p style="text-align: center;">Have you given consideration to the accessibility of your materials? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>26. Does this course require a special application process? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No List Criteria for Acceptance: per current MA application</p>	
<p>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.</p>	
<p>28. Recommended Text: Note: Complete citation is required Kinn's The Medical Assistant An Applied Learning Approach 11th ed.</p>	
<p>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.</p>	
<p>SECTION III: DEGREE REQUIREMENTS This course may be used to fulfill the following degree requirements:</p>	
<p><u>AAS General Education/Related Instruction</u></p> <p><input type="checkbox"/> Communication</p> <p>Computation</p> <p style="padding-left: 20px;"><input type="checkbox"/> Mathematics</p> <p><input type="checkbox"/> Health and Wellness</p> <p><input type="checkbox"/> Human Relations</p> <p><input type="checkbox"/> Computer Literacy</p>	<p><u>AGS General Education</u></p> <p><input type="checkbox"/> Writing</p> <p><input type="checkbox"/> Oral Communication</p> <p><input type="checkbox"/> Mathematics</p> <p><input type="checkbox"/> Health and Physical Education</p> <p><u>AGS Distribution</u></p> <p><input type="checkbox"/> Arts and Letters</p> <p><input type="checkbox"/> Social Sciences</p> <p><input type="checkbox"/> Mathematics/Science/Computer Science</p>
<p><u>AA/OT, OTM Foundational Requirement</u></p> <p><u>AS, AS/OT General Education Requirement</u></p> <p><input type="checkbox"/> Health and Physical Education</p> <p><input type="checkbox"/> Mathematics</p> <p><input type="checkbox"/> Oral Communication</p> <p><input type="checkbox"/> Writing</p>	<p><u>AA/OT, OTM Discipline Studies</u></p> <p><u>AS, AS/OT Distribution Requirements</u></p> <p><input type="checkbox"/> Arts and Letters</p> <p><input type="checkbox"/> Social Sciences</p> <p><input type="checkbox"/> Science/Math/Computer Science]</p> <p><input type="checkbox"/> AA/OT Cultural Literacy Requirement</p>



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AAS, AGS, AA/OT, OTM: <input checked="" type="checkbox"/> Elective <input checked="" type="checkbox"/> 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? 	
To be completed by Librarian: <input type="checkbox"/> Library Resource for Course Support form has been completed and submitted to the Librarian. <input type="checkbox"/> Library resources are adequate to support this proposal. <input type="checkbox"/> Additional resources are needed but can be obtained from current funds. <input type="checkbox"/> Significant additional Library funds/resources are required to support this proposal.	
Librarian Signature:	Date:
SECTION V: DIVISIONAL APPROVAL	
Human, Physical and Financial Resources <input type="checkbox"/> Additional instructional costs (staff, materials, services or facilities) will be incurred to offer this course. Source of funding: <input type="checkbox"/> No additional instructional resources (staff, materials, services or facilities) are needed to offer this course. Explain	Associate Dean Recommendation: <input type="checkbox"/> The Associate Dean and Curriculum Technician have reviewed this course proposal and kept a copy for divisional files. <input type="checkbox"/> Faculty review of this course was completed with the division on _____ date. <input type="checkbox"/> Pass <input type="checkbox"/> 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:	<input type="checkbox"/> Support <input type="checkbox"/> Resubmit

