

**AUSTIN COMMUNITY COLLEGE
MEDICAL LABORATORY TECHNOLOGY
MLAB 1311 Urinalysis/Body Fluids
Master Course Syllabus
Semester/Year**

Course Web Site: <http://www.austincc.edu/mlt/ua/ua>

Course Outline and Schedule: http://www.austincc.edu/mlt/ser/ser_schedule.html

This schedule is tentative. Do NOT print the schedule until instructed by the professor. The schedule is subject to change. Any changes will be communicated by the professor.

| Course Number and Name | Campus | Section | Synonym |
|----------------------------------|--------|---------|---------|
| MLAB 1311 Urinalysis/Body Fluids | EVC | 002 | 38623 |
| MLAB 1311 Urinalysis/Body Fluids | RRC | 001 | 38622 |
| MLAB 1311 Urinalysis/Body Fluids | DL | 003 | 38624 |

| FACULTY INFORMATION | | |
|---------------------|-----------------|-------------------|
| Campus | Eastview and DL | Round Rock Campus |
| Instructor | | |
| Office | | |
| Office Hours | | |
| Phone | | |
| Email | | |

| COURSE INFORMATION | | | |
|-------------------------|----------|-------------------|-------------------|
| Campus | Eastview | Round Rock Campus | Distance Learning |
| Lecture Room | 9227 | 3121 | |
| Laboratory | 9101 | 3121.00 | |
| Lecture Time | | | |
| Laboratory Time | | | |
| Length of Course | 8 Weeks | | |
| Dates | | | |

Students will access and print out course materials from the course web site. Assessment activities are provided as a means of assisting students in determining their level of competence in given areas as well as to assist in reviewing for examinations. Assignments will be posted to enhance the student's learning experience.

ACC EMAIL

All College e-mail communication to students will be sent solely to the student's ACCmail account, with the expectation that such communications will be read in a timely fashion. ACC will send important information and will notify you of any college related emergencies using this account. Students should only expect to receive email communication from their instructor using this account. Likewise, students should use their ACCmail account when communicating with instructors and staff. Instructions for activating an ACCmail account can be found at <http://www.austincc.edu/accmail/index.php>.

COURSE DESCRIPTION

An introduction to the study of urine and body fluid analysis. Includes the anatomy and physiology of the kidney, physical, chemical and microscopic examination of urine, cerebrospinal fluid, and other body fluids as well as quality control, quality assurance and safety.

PREREQUISITES

Admission into the MLAB Program or Department Chair approval.



INTRODUCTION/RATIONALE

The initial phase of this course covers the study of macroscopic and microscopic structure of the kidney and the principles of renal function. The analysis of urine with specific application of techniques is included.

The second phase of this course covers the composition, formation, and functions of body fluids other than blood and urine. Included is the collection, processing, and laboratory analysis of body fluids. Throughout this course, special emphasis is placed on correlating of laboratory results with the patient's probable condition.

COURSE GOALS

MLAB 1311 – Body Fluids/Urinalysis (UA/BF) is structured to meet the MLAB Program goals addressing, but not limited to:

- developing a working knowledge of the principles and procedures of body fluid and urinalysis laboratory testing;
- producing accurate, skilled clinical laboratory workers with strong ethical and professional values, to meet the needs of area employers; and
- promoting respect and understanding of allied health professionals through renewed understanding of the clinical laboratory technician's role as a member of the allied health care team.

LEARNING OUTCOMES

Apply principles of safety, quality assurance and quality control; evaluate specimen acceptability; explain principles of each test included in a routine urinalysis; describe the composition, formation and function of selected body fluids; explain the anatomy and functions of the renal system; and evaluate and correlate laboratory results with patient condition(s).

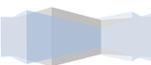
Upon successful completion of this course, the student should be able to:

1. Describe the composition, formation and functions of selected body fluids.
2. Evaluate body fluid specimens to determine suitability for test(s) requested.
3. Evaluate body fluid specimens for acceptability based on labeling, appropriate volume, collection, handling and storage requirements.
4. Process and analyze body fluid specimens using only necessary supplies and within a reasonable amount of time.
5. Collect and perform macroscopic and microscopic analysis of urine samples within stated limits of accuracy.
6. Evaluate laboratory test outcomes and correlate test results with patient condition(s)
7. Perform and evaluate quality control samples.
8. Explain principle of each test identified / performed.
9. Describe the anatomy and functions of the renal system.
10. Defend the value of maintaining a safe laboratory environment.
11. Demonstrate improvement in the affective traits of organizational skills, work habits, attitude, interpersonal skills and problem-solving ability.

AFFECTIVE OBJECTIVES

In the development of traits sought after by area employers and to be successful in this course, the student will:

1. Demonstrate professionalism by
 - a) complying with the attendance policy;
 - b) complying with the dress code; and
 - c) submitting assignments by the stated deadline.
- B. Demonstrate enthusiasm and interest in the profession of clinical laboratory sciences by asking questions, participating in class discussions and meeting with professors during office hours as needed.



- C. Demonstrate initiative by reviewing objectives and completion of reading assignments prior to class.
- D. Demonstrate progression in laboratory skills by effective organization, coordination of multiple tasks and insightful evaluation of results obtained.
- E. Utilize constructive criticism to correct deficiencies and improve performance.
- F. Work cooperatively with professors and fellow students to achieve the goals of each activity assigned.
- G. Participate in activities designed to advance the profession of clinical laboratory science and build professional pride.
- H. Participate in activities to encourage an ongoing involvement in professional development.

COURSE MATERIALS

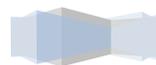
- A. Required
 - 1. Textbook: Mundt, L.A., and Shanahan, K.S. (2011). Textbook of Urinalysis and Body Fluids, 2nd ed.
 - a. Wolters Kluwer / Lippincott Williams and Wilkins. ISBN10: 1-5825-5875-2 ISBN 13: 978-1-5825-5875-2
 - 2. MLAB 1311 UA/BF course PowerPoint lecture notes pdfs and laboratory exercises.
 - a. To demonstrate preparedness, students are expected to have already printed the day's lecture notes and laboratory exercises when they come to class and the laboratory.
 - 3. Units Objectives - At the beginning of each unit, print and bring the objectives to class to guide discussion. During the discussion period be prepared to analyze the meaning of the objectives.
 - 4. Scrubs - appropriately fitting and professional in appearance.
 - 5. Gloves - Must be medical grade, and appropriately fitting. Due to limited storage, students need bring only 2-3 pairs of gloves to class each meeting. A gallon size zip lock bag will protect the unused gloves.
 - 6. Stopwatch or timer that indicates time in minutes and seconds. This can be a wristwatch. Black or blue ink pen. (NO WORK IN PENCIL ACCEPTED)
 - 7. Sharpie or other permanent marker.
 - 8. A three ring binder (at least three inches in height) with dividers for the following sections: Syllabus - including schedule and unit objectives, lecture guide, laboratory manual, graded materials, and other informative material.
 - a. **All laboratory exercises and study questions must be kept organized in the notebook for validation by the instructor.**
- B. Recommended
 - Medical Dictionary and General Laboratory Test Interpretation book.

SCANS Competencies

The U.S. Department of Labor established the Secretary's Commission on Achieving Necessary Skills (SCANS) to examine the demands of the workplace and whether the nation's students are capable of meeting those demands. The Commission determined that today's jobs generally require competencies in the following areas.

- A. Resources: Identifies, organizes, plans, and allocates resources
- B. Interpersonal: Works with others
- C. Information: Acquires and uses information
- D. Systems: Understands complex interrelationships
- E. Technology: Works with a variety of technologies

The Texas Higher Education Coordinating Board requires all degree plans in institutions of higher education incorporate these competencies and identify to the student how these competencies are achieved in course objectives. In MLAB 1311, Urinalysis/Body Fluids, examples of SCANS competencies being incorporated are as follows:



| Competency | Example |
|----------------------|--|
| Resources | Performs procedures such as reagent preparation and use, performing cell counts and differentials on body fluids including identification of possible malignant cells, intracellular bacteria, and types of inclusions in macrophages; performing physical and dipstick rapid chemical macroscopic and microscopic examinations of urine using only necessary supplies and within a predetermined reasonable amount of time. |
| Interpersonal | Demonstrate an understanding of the profession of Medical Laboratory Technology thorough ethical behavior when dealing with patients and other members of the health care team, including maintaining a professional appearance to relieve patient anxiety and maintaining patient confidentiality. |
| Information | Evaluate quality control results within pre-established parameters; perform all procedures using approved safety techniques including Standard Precautions. Communicate any out-of range results to the instructor in an appropriate manner. Immediately report accidents or harmful situations to the instructor. |
| Systems | Identify/take corrective actions when quality control results do not fall within Pre-established parameters. Use problem-solving skills to troubleshoot equipment or procedures that do not fall within standards. |
| Technology | Use classroom computer to review urine microscopies. Use classroom, library, or personal computer to search for relevant article for abstract presentation. |

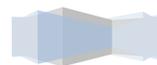
Program Student Learning Outcomes

Upon completion of the **Associate of Applied Science degree in Medical Laboratory Technology**, the student will be able to:

1. Collect and process biological specimens for analysis.
2. Perform analytical tests on body fluids, cells, and products.
3. Recognize factors that affect procedures and results, and take appropriate actions within predetermined limits when corrections are indicated.
4. Monitor quality control within predetermined limits.
5. Perform preventive and corrective maintenance of equipment and instruments or refer to appropriate source for repairs.
6. Demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public.
7. Recognize the responsibilities of other laboratory and health care personnel and interact with them with respect for their jobs and patient care.
8. Apply basic scientific principles in learning new techniques and procedures.
9. Relate laboratory findings to common disease processes.

INSTRUCTIONAL METHODOLOGY

- A. Guided Lecture
 1. The UA/BF lectures are provided as a series of narrated PowerPoint slides available to students at the course website.
 2. Students are expected to listen to the narrated lecture and correlate the information with the textbook reading assignments as well as the information within the corresponding labs.
 3. To insure students are listening and adequately preparing for each lecture and laboratory session, an Admission Ticket Pre-Test (abbreviated as AT/PT) will be given at scheduled times. Students will access the Admission Ticket/Pre-Test (AT/PT) in the course Blackboard "Exams". The AT/PT must be taken BEFORE the class/lab session to receive full credit.
- B. Demonstration and discussion
- C. Laboratory practice
- D. Use of outside reading assignments such as:



- www-medlib.med.utah.edu/WebPath/TUTORIAL/URINE/URINE.html
- <http://www.labtestsonline.org>
- <http://www.pathguy.com/lectures/urine.htm> (be sure to review the student doctor notes and embedded links)
- <http://www.agora.crosemont.qc.ca/urinesediments/Homeng.htm>
- <http://www.aafp.org/afp/20050315/1153.htm> | (excellent review of urinalysis)

Please note: substitutes may be required as available

BLACKBOARD ON-LINE SYSTEM

A considerable portion of this course will be conducted via the computer on-line Blackboard learning system. All students will be required to have an email address and to access course materials, learning activities, and exams on-line. Students may use their home computers OR may access all materials and take exams at any public computer, including those in Learning Labs and libraries at all ACC campuses.

How to Log Into Blackboard

1. To access Blackboard, go to <http://aconline.austincc.edu/>
2. Enter your ACCeID and ACCeID Password in the provided boxes, and then click on the “Login” button.
3. Access your course(s) by clicking the course title located in the My Courses module.
4. ACC Blackboard support website is <http://irt.austincc.edu/blackboard/>.

ATTENDANCE POLICY: LECTURE AND LAB

It is the student’s decision to take this class. Therefore, once the student makes this decision, he/she has responsibilities to everyone else in the community of learners. Excellent attendance and punctuality are key behaviors which demonstrate responsibility and commitment to a successful learning experience. It is this commitment to learning that will enable the student to progress satisfactorily towards completion of course goals and objectives. Additionally, we want the student to set a pattern of professional behavior which mirrors the attendance expectations in the true clinical environment.

Regular and punctual attendance is required at all lecture and lab sessions. Class roll will be taken during each class period.

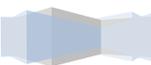
Tardiness to class is strongly discouraged. Important announcements are made at the beginning of class which may not be repeated.

Notification of your absence, by phone or email must be provided to your instructor in a timely manner, preferably 30 minutes prior to class but within 2 hours of the class start time. Attendance demonstrates professionalism and regular and punctual attendance is the expectation in the professional workplace setting. Due to the nature of our courses, each class serves as a building block of knowledge for the next class session. Each student is responsible for making up all assignments, materials, examinations etc. when absent from class. All missed lab exercises must be completed to verify completion of the course objectives. Make-up exercises or alternative learning experiences will be planned according to the limits set by the instructor. However, the amount of credit awarded for the exercise, will be no greater than 80%. Once a student has incurred 2 absences, for whatever reason, the progressive discipline policy will be initiated:

- 2 absences- verbal conference with instructor that will define what policy is not being met, as well as set up an action plan with a follow up conference date
- 4 absences- conference report with instructor stating what actions will be necessary to avoid probation
- 5 absences- probation
- Withdrawal- terms of probation were not met

Withdrawal is based on absences equal to or greater than 25% of the material.

The attendance policy is subject to review and modification by department officials.



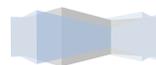
Course Application of Attendance Policy

1. Regular and punctual attendance is required at all lecture and laboratory sessions. Class roll will be taken.
2. It is each student's responsibility to 'sign-in' at the beginning of the class period. A sign-in sheet will be placed at a designated place in the classroom. Upon entering, students need to sign or log in. Attendance points are awarded only to those students who fully comply with the attendance policy/procedures: Ten points are credited for punctuality. A student who is fifteen (15) minutes late is considered TARDY. Tardy students (those logging in >15, < 30 minutes late) receive 5 points. Three (3) tardies constitute one absence, resulting in an additional 10 point deduction.
3. It is the student's responsibility to sign in and keep track of their own attendance record. No attendance points are credited if a student does not attend both the lecture and laboratory sessions, unless pre-arrangements for medical reasons have been made.
4. Each student is responsible for all assignments, materials, examinations, etc. when absent from the class. Attendance points are calculated (to a percent) and will make up 5% of the lecture grade.
5. Routine doctors/dentist appointments, etc. should be made on non-class days or times. Unavoidable absences must be explained to the instructor on or before the day of the absence by telephone, email or personal visit.
6. Critical skills competencies from any missed laboratory sessions must be made-up and demonstrated to successfully complete the laboratory section of the course.

COURSE REQUIREMENTS, EXAMINATION AND GRADING

Dress Code

1. Students will be expected to attend class clean and neatly dressed. Medical scrubs must be worn during all classroom, laboratory and clinical activities. Avoid wearing scrubs which are overly revealing, which may represent a safety hazard or which may be offensive to patients or laboratory personnel.
2. Lab Coat: At the beginning of the semester, students will be provided one disposable lab coat. The lab coat must be worn, buttoned from top to bottom, at all times when working with biological samples. When not in use, the lab coat is to be stored in a plastic bag in the student mail box. With normal wear, the lab coat should last throughout one semester. If a spill occurs or there is other major damage to the coat, another coat will be provided.
3. Footwear appropriate for a laboratory setting will be required. This means that shoes must cover the foot and heel and be of material that provides protection from spills.
4. Hair that is shoulder length or longer, or has tendency to fall or hang in the face **must** be worn up or securely tied back. Head coverings: Nothing shall be worn on the head (baseball caps, scarves, hats, etc.) unless it is of a required religious nature and has been pre-approved. If the head covering falls below the shoulders it must be tucked securely inside the lab coat to prevent contamination by blood and/or body fluids.
Beards: Male students must either shave regularly or if they choose to wear a mustache and/or beard, must keep them clean and well groomed.
5. Loose or dangling jewelry will not be permitted. Jewelry should be limited to wedding rings and a wrist watch. A conservative necklace that is kept close to the skin (not dangling) and conservative earlobe earrings (no more than one pair) that do not extend more than ½ inch below the earlobe are acceptable.
6. Strong smelling perfumes or after-shave lotion is inappropriate in a laboratory and clinical setting.
7. Latex or other appropriate gloves must be worn when handling blood, body fluids or other biohazardous materials. *Students are expected to bring their own gloves to lab.* Biotechnology department's gloves are NOT to be used by MLT students.



8. Identification: During clinical assignments students must wear their ACC photo ID badge identifying them as an Austin Community College student. The badge must be visible at all times. Wearing the badge clipped to a lanyard is acceptable as long as it does not create a safety hazard or dangle into the workspace.
9. Open wounds must be covered with a protective covering such as a Band-Aid.
10. Items such as CD/ MP3 players, bluetooth phone accessories, etc., distract the student's attention or limit hearing and present safety concerns. Such items are NOT to be used during class or laboratory sessions. **Students must follow the guidelines regarding Electronic Communication Devices as outlined in the MLT Student Handbook. Electronic communication devices including pagers and cell phones must be turned OFF or set to MUTE during all class/lab sessions. Additionally, receiving or sending text messages is not allowed during class and laboratory times.**
11. Lecture classes may be recorded IF discussed and agreed to by the instructor. *Students not conforming to the dress code, and listed regulations may be sent home from class or clinical at the instructor's discretion. Any and all class or clinical time missed will need to be made-up, regardless of reason.*

Student Evaluation

The didactic/lecture portion of this course constitutes 2/3 (66.5%) of the course grade.

1. 45% online testing through Blackboard.
Five online examinations over course lecture and laboratory materials.
2. 45% comprehensive final
3. A comprehensive course final exam scheduled during finals' week. (On-campus location)
4. 5% Attendance points See Attendance policy for full details
5. 5% Abstract paper See Abstract's information below for details.

The laboratory portion of this course constitutes 1/3 (33.5%) of the course grade.

1. 30% Lab Skills--Points are awarded for the successful completion of laboratory exercises. Laboratory results are evaluated using criteria listed below (See SPECIAL LABORATORY REQUIREMENTS).
2. 10% Admission Ticket/Pre-Test (AT/PT)--An Admission Ticket/Pre-test will be given at scheduled times to evaluate the student's level of preparedness for the scheduled discussion and laboratory activities. Students must complete the AT-PT before class time to receive full credit. The Admission Ticket/Pre-Test (AT/PT) will be available in the course Blackboard - under "Exams". The AT/PT must be taken BEFORE the class/lab session to receive full credit.
 - a. Submitted before class time = full credit for correct answers
 - b. Same day = maximum 50% credit for correct answers ("Same day" is defined as within 24 hours of the time the assignment is due.)
 - c. Following days = 0% credit.
3. 30% Lab Study Questions--Completed laboratory study questions are due one week following the lab procedure, unless otherwise stated by the instructor. Students are encouraged to work on laboratory study questions prior to the lab session as an additional means of preparing. Study questions turned in late are subject to 50% point penalty.
4. 30% Comprehensive Lab Practical(s)--One or more announced comprehensive Laboratory Practical Examinations will be given during the semester.
5. 30% Lab Study Questions--Completed laboratory study questions are due one week following the lab procedure, unless otherwise stated by the instructor. Students are encouraged to work on laboratory study questions prior to the lab session as an additional means of preparing. Study questions turned in late are subject to 50% point penalty.
6. 30% Comprehensive Lab Practical(s)--One or more announced comprehensive Laboratory Practical Examinations will be given during the semester.

Abstract

1. Each student will be required to write **one abstract** of an article or topic related to the course material. The article or subject may be chosen from a laboratory professional journal or may be



- the result of an internet research of an appropriate topic. Internet researched topics must include 3 or more differing sites providing quality information.
2. The abstract will be evaluated according to criteria provided in the Guide for Writing Abstracts and will have a 5% weight to the lecture grade. This abstract is due no later than **September 20, 2011**. An abstract turned in after this date is subject to an immediate 5% deduction in score. Abstracts will not be accepted after October 3.

Course Grading System

A = 90 -100%

B = 80 - 89%

C = 75 - 79%

D = 60 - 74%

F = 59% or below

I = Incomplete: A student must have a passing average (75% or better) and have completed at least 80% of the course work. An instructor may award a grade of "I" (Incomplete) if a student was unable to complete all of the objectives for the passing grade in a course. An incomplete grade cannot be carried beyond the established date in the following semester. The completion date is determined by the instructor but may not be later than the final deadline for withdrawal in the subsequent semester.

WITHDRAWAL POLICY

It is the responsibility of each student to ensure that his or her name is removed from the roll should he or she decides to withdraw from the class. The instructor does, however, reserve the right to drop a student should he or she feel it is necessary. If a student decides to withdraw, he or she should also verify that the withdrawal is submitted before the Final Withdrawal Date. The student is also strongly encouraged to retain their copy of the withdrawal form for their records.

Students who enroll for the third or subsequent time in a course taken since Fall, 2002, may be charged a higher tuition rate, for that course.

State law permits students to withdraw from no more than six courses during their entire undergraduate career at Texas public colleges or universities. With certain exceptions, all course withdrawals automatically count towards this limit. Details regarding this policy can be found in the ACC college catalog.

Expectations, Concerns, and Other Information

1. Academic honesty is imperative. Online exam scores will be compared to the on-campus monitored final exam. Students scoring '> 10%' less on monitored exams will be subject to increased scrutiny.
2. Students are expected to take all tests during the assigned time frame. If a student fails to complete any exam during its scheduled time frame, the score they receive on the comprehensive final exam will be used in its place. A second occurrence of a missed exam will result in a grade of "0" for that exam.
 - a. In the event of computer or Internet failure an exam retest or reset **may** be given at the discretion of the instructor. If this occurs, the student must notify the instructor immediately by email or phone message.
 - b. A student requesting an exam reset, due to home computer and/or Internet instability will be required to take all remaining exams at an ACC or other approved computer to prevent future occurrences.
 - c. *Each exam has a specified time limit. Blackboard will NOT close the exam automatically when that time limit has been reached; therefore, it is each student's responsibility to monitor the time. Students should use a clock / timer to monitor the lapsed time so they can submit and exit the exam before the time limit has been exceeded. Students exceeding the exam time limit will have 1 point deducted from their raw score for each 5 minutes over the exam's time limit.*
 - d. A practice test may be posted for student review of the materials as well as to explore Blackboard's requirements and the limitations for taking exams. Students are strongly

encouraged to use this practice test for these reasons, as resetting of a Blackboard test will be discouraged.

2. Laboratory sessions are designed to not only develop proficiency in urine and body fluid analysis, but also to provide additional information on the given topic areas and to develop professional attitudes. Therefore, students are expected to attend each laboratory session and are expected utilize the entire scheduled lecture and laboratory time for preparation, review or analysis of body fluid / urine specimens unless otherwise directed by the instructor. Any student needing to leave early must check out with the course instructor or their designee.
3. It *will not* be possible to completely make up a missed laboratory session due to specimen, reagent and/or instructor availability. (See Attendance Policy)
 - a. Students may recover some of the laboratory exercise points through successful completion of the study questions.
 - b. Students must meet all critical skills objectives of the missed lab must be met. In situations where a critical course lab objective is not covered in another session, the course instructor will arrange an opportunity for the student to practice and demonstrate that skill.

SCHOLASTIC DISHONESTY

A student attending ACC assumes responsibility for conduct compatible with the mission of the college as an educational institution. Students have the responsibility to submit coursework that is the result of their own thought, research, or self-expression. Students must follow all instructions given by faculty or designated college representatives when taking examinations, placement assessments, tests, quizzes, and evaluations. Actions constituting scholastic dishonesty include, but are not limited to, plagiarism, cheating, fabrication, collusion, and falsifying documents. Penalties for scholastic dishonesty will depend upon the nature of the violation and may range from lowering a grade on one assignment to an "F" in the course and/or expulsion from the college. See the Student Standards of Conduct and Disciplinary Process and other policies at <http://www.austincc.edu/current/needtoknow>

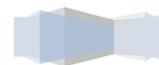
Academic dishonesty such as, but not limited to, the following may result in IMMEDIATE dismissal from the MLT program and withdrawal from all MLT courses. If the withdrawal date has passed the student will be given a "D" for each course.

1. Submitting homework assignments copied from others. Both the student and the student that the materials were borrowed from will receive a "0" for the assignment and may be subject to the Academic Dishonesty Process and dismissal from the program.
2. Falsifying laboratory results.
3. Printing out examinations.

FREEDOM OF EXPRESSION/STUDENT RIGHTS AND RESPONSIBILITIES

Students at the college have the rights accorded by the U.S. Constitution to freedom of speech, peaceful assembly, petition, and association. These rights carry with them the responsibility to accord the same rights to others in the college community and not to interfere with or disrupt the educational process. Opportunity for students to examine and question pertinent data and assumptions of a given discipline, guided by the evidence of scholarly research, is appropriate in a learning environment. This concept is accompanied by an equally demanding concept of responsibility on the part of the student. As willing partners in learning, students must comply with college rules and procedures.

Each student is strongly encouraged to participate in class. In any classroom situation that includes discussion and critical thinking, there are bound to be many differing viewpoints. These differences enhance the learning experience and create an atmosphere where students and instructors alike will be encouraged to think and learn. On sensitive and volatile topics, students may sometimes disagree not only with each other but also with the instructor. It is expected that faculty and students will respect the views of others when expressed in classroom discussions.



AUSTIN COMMUNITY COLLEGE SAFETY

Austin Community College is committed to providing a safe and healthy environment for study and work. You are expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Additional information on these can be found at <http://www.austincc.edu/ehs>.

Because some health and safety circumstances are beyond our control, we ask that you become familiar with the Emergency Procedures poster and Campus Safety Plan map in each classroom when on campus and at the clinical site when you are at clinical. Additional information about emergency procedures and how to sign up for ACC Emergency Alerts to be notified in the event of a serious emergency can be found at <http://www.austincc.edu/emergency/>.

You are expected to conduct yourself professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual will be immediately dismissed from the day's activity, may be withdrawn from the class, and/or barred from attending future activities.

STUDENT ASSISTANCE POLICY

It is the sincere desire of the program faculty to aid each student in developing his/her professional potential. Academic, clinical, and those personal problems that interfere with the student's development are of concern to the faculty. The program faculty has adopted the following policy:

➤ **Personal Problems**

The MLT student should feel free to make an appointment to discuss problems of a personal nature with a faculty member of his/her choice. In addition, the Health Science counselors are available for the student for additional counseling, if necessary.

➤ **Academic Problems**

Problems encountered in the MLT lecture and/or laboratory sections should be brought to the attention of the course instructor. The instructor will work with the student to resolve the problem. If the student feels he/she cannot reach an agreement with the instructor, the student with the instructor should present the situation to the Program Director. All discussions with the faculty will remain confidential.

PROMOTION, FAILURE, AND/OR DISMISSAL FROM THE DEPARTMENT

1. A minimum grade of "C" (75%) is required in **both the lecture and laboratory components** of all Medical Laboratory Technology courses. Failure to meet the minimum passing score will result in dismissal from the program.
2. Any student may be withdrawn from the program for excessive absences (see Attendance Policy), consistently failing to meet class assignments, disruptive conduct, displaying conduct detrimental to the ethics of the medical laboratory profession, failing to meet minimum competency levels, violation of patient confidentiality / HIPAA, or violating policies. See the Student Standards of Conduct and Disciplinary Process and other policies at <http://www.austincc.edu/current/needtoknow>
3. The MLAB faculty understands that learning in group situations can be beneficial. However, each student is expected to demonstrate their own competency by doing their own work. **Any student caught plagiarizing (assigned abstract and laboratory study questions), cheating on examinations, during laboratory practicals, or sharing laboratory results will be subject to disciplinary action outlined.** See the Student Standards of Conduct and Disciplinary Process and other policies at <http://www.austincc.edu/current/needtoknow> **This includes, but is not limited to, academic penalty and possible withdrawal from the program.**
4. The student may utilize the "Student Grievance Procedure of Austin Community College" in the disposition of a grievance or complaint without fear of recrimination or retaliation as outlined at <http://www.austincc.edu/current/needtoknow/policies.php#complaints>



STUDENTS WITH DISABILITIES

Each ACC campus offers support services for students with documented disabilities. Students with disabilities who need classroom, academic or other accommodations must request them through the Office for Students with Disabilities (OSD). Students are encouraged to request accommodations when they register for courses or at least three weeks before the start of the semester, otherwise the provision of accommodations may be delayed.

Students who have received approval for accommodations from OSD for this course must provide the instructor with the 'Notice of Approved Accommodations' from OSD before accommodations will be provided. Arrangements for academic accommodations can only be made after the instructor receives the 'Notice of Approved Accommodations' from the student.

Students with approved accommodations are encouraged to submit the 'Notice of Approved Accommodations' to the instructor at the beginning of the semester because a reasonable amount of time may be needed to prepare and arrange for the accommodations.

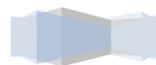
Additional information about the Office for Students with Disabilities is available at <http://www.austincc.edu/support/osd/>

Special Laboratory Requirements

- A. It is the responsibility of the student to prepare for each lecture/laboratory session. Each student is responsible for his/her own work and for the cleaning up of their work station.
- B. Student laboratory performance is evaluated using designated criteria that may include:
Admission Ticket/Pre-test, laboratory and study question results.
 - a. AT/PT are due before class time, unless otherwise announced.
 - b. Students are encouraged to work on laboratory study questions prior to the lab session as a means of preparing.
 - c. Completed laboratory study questions are due one week following the lab procedure, unless otherwise stated by the instructor. Study questions turned in late are subject to a 20% penalty.
4. Familiarity with procedure, to include selecting and utilizing appropriate specimens, procedure set-up and performance, and proper handling, labeling and disposal of specimens, tubes, etc.
3. Organization and performance of individual tasks.
4. Proper use of equipment, glassware and pipets and clean-up of work area.
5. Completion of tests within a reasonable amount of time, and with the use of reasonable and minimal amount of reagents.
6. Correct calculation and/or interpretation of results with recognition of critical values or discrepancies being brought to the attention of the instructor(s).
7. Results reported in proper format and turned in on time.
 - a. *Results in pencil will have an immediate 5 point deduction for first offense and additional offenses will be automatically rejected.*
 - b. *Unless otherwise stated, lab results are due by the close of the lab's session. Exceptions must be verified by instructor.*
8. Results of laboratory practical exams.

Safety Regulations and Standard precautions

1. Blood, urine, and other biological specimens possibly containing pathogenic organisms will be used in this course; therefore, CDC guidelines (Standard Precautions) will be followed as they apply.
2. Use barrier protection routinely to prevent skin and mucous membrane contamination with blood or other body fluids. This includes a buttoned lab coat.
3. Wear proper fitting medical grade gloves whenever there is possibility of coming in contact with blood, or body fluids.
4. Wear a mask, eye glasses or goggles, or face shield during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of the mucous membranes of the mouth, nose, and eyes.

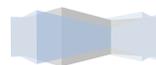


5. Any open wounds, exudative lesions or weeping dermatitis must be covered with an occlusive dressing to prevent contamination.
6. Use biological safety hoods (Class 1 or 2) for procedures that have a high potential for generating droplets (e.g., blending, sonicating, and vortexing).
7. Decontaminate all laboratory work areas with an appropriate chemical germicide after a spill of blood or other body fluids and when work activities are completed. Laboratory countertops should be disinfected at least once per shift.
8. Clean and decontaminate scientific equipment that has been contaminated with 10% bleach or other appropriate solution.
9. Wash hands immediately after gloves have been removed even when no external contamination has occurred.
10. Proper Hand washing; a review of procedure:
 - a. Wet hands and apply a small amount of an antiseptic soap (3-5 mL).
 - b. Vigorously lather hands and rub together for at least 15 seconds.
 - c. Wash well between fingers and up the wrists.
 - d. Rinse well with a moderate stream of water in a downward motion.
 - e. Dry with a paper towel and use the towel to turn off the faucet. Dry skin adequately to avoid dermatitis.
 - f. Use a hand cream as indicated to protect skin from cracking, etc.

All accidents must be reported immediately to the laboratory supervisor and instructor.

REFERENCES

- Mundt, L.A., and Shanahan, K.S. (2011). Textbook of Urinalysis and Body Fluids, 2nd ed. Wolters Kluwer / Lippincott Williams and Wilkins. ISBN10: 1-5825-5875-2 ISBN 13: 978-1-5825-5875-2
- Strasinger, S.K. (2008). Urinalysis and Body Fluids. 5th Edition. FA Davis, ISBN 10-8036-1697-X ISBN 13: 978-0-8036-1697-4
- McBride, L. J. (1998). Textbook of Urinalysis and Body Fluids. Lippincott ISBN 0-397-55231-9
- Haber, M. H. (1991). A Primer of Microscopic Urinalysis, 2nd Edition. Hycor Biomedical. An Agilent Technologies Company. Garden Grove, CA.



MLAB 1311
Urinalysis / Body Fluids
Statement of Understanding

I have read the MLAB 1311 Urinalysis/Body Fluids course syllabus and agree to abide by the policies, procedures and requirements within. I have had an opportunity to ask questions and my initials below indicate my acknowledgment and understanding of all areas.

Please initial on each line below:

_____ Attendance Policy

_____ Dress Code Policy

_____ Blackboard Online

_____ Student Evaluation and Grading Policies

_____ Expectations, Concerns, and Other Information

_____ Promotion, Failure and /or Dismissal from the Program

_____ Special Safety Requirements including Handwashing Procedure and Standard Precautions

Printed Name _____

Signature _____

Date _____

