

Boone County Career and Technical Center  
3505 Daniel Boone Parkway, Suite B  
Foster, WV 25053

### **Medical Laboratory Assisting**

#### **Clinical Specialties:**

Medical Laboratory and Diagnostic Procedures WVEIS 0755  
Medical Laboratory Procedures and Application WVEIS 0756

**Instructor:** Heather Sheppard, MLT, ASCP

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**Class Hours:** Monday – Friday 7:45 am – 10:25 am

**Office Hours:** Monday – Friday 2:00 pm – 3:00 pm

**Clinical Component:** To be earned and completed before taking the national exam.

**Total Hours of Clinical:** 120 hours clinical experience  
(80 hours to be completed at Boone Memorial Hospital facilities)  
(remaining 80 hours to be completed in the classroom laboratory)

**Total Hours of Didactic:** 200 hours offered  
(100 hours devoted to the study of fundamental laboratory technology)

#### **Prerequisites:**

Foundations of Health Science WVEIS 0711\*

Advanced Principles of Health Science WVEIS 0715

**\*Note: A minimum course completion score of 80% is required to progress to next courses.**

#### **Title IX ADA 504 Notice**

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#### **Course Description**

In this course, the Medical Laboratory Assistant student will be introduced to procedures in the hematology, coagulation, and microbiology departments of the laboratory. Additional content within this course includes measurement and assessment, metrics and measurements, communication skills, legal and ethical issues, medical and surgical asepsis, microbiology techniques, and body structure and functions. Students will utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts.

The instructional content will focus on advanced procedures necessary for entry-level employment in the physician's office and the medical laboratory. Course content will include blood bank and serology procedures, basic chemistry procedures, fecal testing, and electrocardiography. Additional instruction will provide students with key employability skills for job seeking and keeping. Eligible students will participate in a clinical externship and upon successful completion will prepare for credentialing, postsecondary education, and/or employment opportunities. Students will utilize problem-solving techniques and participate in hands-on activities to develop an understanding of course concepts.

### Teaching Methods:

Lecture	Homework Assignments
Instructor Demonstration	Teamwork Assignments
Technical Skills Practice	Clinical Specialty Assignments
Professional Portfolio (using Microsoft Word)	Clinical Externship
Written Exams & Quizzes	Community Service Participation
Simulated Workplace	HOSA Participation

### Course Goals:

1. HIPAA recertification
2. Blood-borne pathogen recertification
3. Patient care tech certification
4. National Healthcare Association (NHA) phlebotomy certification
5. Senior Portfolio with a writing sample
6. Senior Project – company health fair

### Basic Course Requirements:

1. The Health Science Student Handbook contains important information about course requirements. There are several required forms for the Health Science Education Program. These forms will be distributed the second day class and should be completed and returned during the second week of classes.
2. Students are required to bring the following items to class daily: 3-ring binder, paper, pencils and black or blue ink pens, and the assigned textbook.
3. Immunization Records, including Hepatitis B and Covid vaccinations (per clinical site requirements). An up-to-date immunization record must be on file with the instructor before the student will be approved for clinical externship.
4. Students must have current First Aid and CPR for the Professional Rescuer or BLS for the Health Care Provider Certifications for clinical externship.
5. All students must pass a drug screening test before entering the health care facility. Students who fail the drug test or refuse to undergo drug screening will be removed from the program.

### Texts:

Phlebotomy A Competency-Based Approach 3E, Booth, Mundt  
Laboratory & Diagnostic Testing in Ambulatory Care A Guide for Health Care  
Professionals 4E, Garrels

**Grading and Evaluation:**

1. Daily attendance and participation in class activities, exams, quizzes, skills labs, assignments, and clinical externship will be graded. Students who do not complete the required number of classroom and/or clinical externship will not be eligible to attain certifications.
2. Participation in skills lab is required. Students must demonstrate competence in assigned skills and will receive a grade upon completion of each skill.
3. Incomplete work will not be accepted. Late work will be lowered by one letter grade for each day that the assignment is late.
4. FINAL EXAMINATION: An End-of-Course Exam will be given at the end of each semester.
5. Instructional Support (IS) tutoring will be provided to any student who requires assistance. There is no cost for this service.
6. When the instructor observes cheating on the part of the student, the case shall be handled in accordance with the following procedures:
  - a. The instructor has the authority to give the student the grade of "F" on the assignment involved in the cheating or a grade of "F" in the course.
  - b. The instructor will submit to the principal, within three (3) days from the time the cheating occurred, a written report, along with the physical evidence, stating the facts of the case and the action taken by the instructor.
7. The instructor has the authority to make beneficial changes in assignments and point values for the assignments as situations throughout the course may change.

**GRADING SCALE:**

A=90-100%

B=80-89%

C=70-89%

D=60-79%

F= 0-59%

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Parent/ Guardian Signature

Date

### Tentative Course Schedule

WEEK	Unit/Lesson	Dates
1	Back to school forms Intro to course Fundamental Concepts Overview of Laboratory Safety Training Policies and Procedures	Aug 18-26
2	Phlebotomy: Chapter 1-3/Review Infection Control/BBP recertification HIPAA recertification	Aug 29-Sept 2
3	Chapter 6 & 7 Patient Requirements/requisitions Collection Equipment	Sept 5 - 9
4	Chapter 8 Routine Blood Collections	Sept 12-16
5	Chapter 9 Blood Specimen Handling	Sept 19-23
6	Chapter 10 Special Phlebotomy Procedures	Sept 26-30
7	Collection Review and Test *October 7-BMH Health Fair	Oct 3-7
8	Chapter 5 Circulatory System	Oct 10-14
9	Chapter 4 Body systems related to laboratory tests	Oct 17-21
10	Chapter 11&13 QC/QA Professionalism	Oct 24-28
11	Chapter 12 Waived Testing Non-Blood Specimens	Oct 31-Nov 4
12	Testing in Ambulatory Care: How to use a microscope & centrifuge Chapter 3 Urinalysis	Nov 7-11
13	Chapter 3 Urinalysis	
14	Chapter 4 Blood Collection Review	Nov 14-18
15	Chapter 5 Hematology	Nov 28-Dec 2
16	Chapter 5 Hematology	Dec 5-9

17	Chapter 6 Chemistry	Dec 12-19
18	Chapter 6 Chemistry	Jan 3-6
19	Chapter 7 Immunology	Jan 9-13
20	Chapter 7 Immunology	Jan 17-20
21	Chapter 8 Microbiology	Jan 23-27
22	Chapter 8 Microbiology	Jan 30-Feb 3
23	Chapter 9 Toxicology	Feb 6-10
24	Study & Exam	Feb 13-16
25	Tri-Lab Health Fair *Senior Project	Feb 21-24
26	Portfolio	Feb 27-Mar 3
27	Portfolio/WIN	March 6-10
28	Portfolio/WIN	Mar 13-17
29	NOCTI/Cert Prep	Mar 20-24
30	Cert Prep	Mar 27-31
31	Cert Prep	April 3-6
32	Cert Prep/Test Week	April 17- 21
33	End of Year/Inventory	April 24-28