

# Medical Laboratory Assistant

## LEARNING OBJECTIVES



Becoming certified as a medical lab assistant can be a rewarding, stable career path that offers the opportunity for advancement. Through CareerStep's in-depth Medical Laboratory Assistant training, you'll develop the skills and knowledge that are essential for success in the field and allow you to apply what you learn online in a required, hands-on externship.

### Program Orientation: Medical Laboratory Assistant

- Explain the role of the MLA in the laboratory industry, emphasizing the role of government regulations and Quality Assurance, with means of attention to every stage of the analytical process.
- Discuss the opportunities for the many areas in which a MLA could find gainful employment.
- Medical terminology

### Communication and Customer Service in the Healthcare Office

- Identify the various types and styles of communication used in a healthcare office.
- Summarize how verbal, non-verbal, and written communication skills contribute to patient experience and outcome in a health care office.
- Describe professional communication techniques for a healthcare office, including interviewing techniques and use of medical terminology and patient-accessible language.
- Explain modified communication for patients with special considerations.
- Outline protocols for providing customer service for a health care office.

### Anatomy and Physiology Essentials

- Be able to name and explain all of the systems of the body.
- Describe the structure of the epidermis, dermis, and hypodermis.
- Describe the process of osteogenesis.
- Identify the bones in cell formation. Describe the overall structure of the muscular system.
- Describe the general functions of the nervous system.
- Describe the major sources of carbohydrates, proteins, and lipids.
- List the general functions of the kidney.
- Identify the mechanisms of regulating water input and output
- Describe the fetal stages and prenatal period.

### Infection Control

- Review the causes and diagnostic methods of various infectious and communicable diseases.
- Explore the protective measures required to prevent infection.
- Outline the treatments and protective measures required to manage and control the spread of infectious disease.
- Identify procedures and protocols for responding to infection control.

### Fundamentals of HIPAA

- Describe HIPAA basics.
- Discuss the HIPAA Privacy Rule.
- Discuss the HIPAA Security Rule.
- Describe the HITECH Act.
- Explain regulations for business associates.
- Summarize HIPAA documentation and training.
- Review applied HIPAA security for healthcare professionals.

### Law, Liability, and Ethics for Healthcare

- Identify law and regulations related to the healthcare workplace.
- Describe how law flows from the constitution to the courtroom
- Identify criminal acts and intentional torts
- Recognize what makes a contract and who can contract.
- Identify medical malpractice and other lawsuits.
- Explain the characteristics, ownership, and confidentiality of the health record.
- Recognize the importance of the laws and ethics of patient confidentiality.
- Explain professional ethics and how they apply to patients.
- Recognize ethical issues surrounding the beginning of life.
- Recognize ethical issues surrounding death and dying.

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### Externship Readiness Skills

- Explore CareerStep Community career resources
- Develop effective time management skills
- Develop creative and critical thinking skills
- Learn coping techniques to deal with stress
- Explore essential components of the communication process
- Maximize verbal, nonverbal, and written communication skills
- Relate the importance of professional image to career success
- Learn strategies to write a powerful resume
- Identify key elements of successful interviews
- Relate the importance of good study habits to your personal success
- Identify traits related to self-motivation and self-esteem
- Incorporate a positive and professional attitude in dealing with others
- Understand that failures are important learning tools .

### Phlebotomy

- Identify equipment and supplies used to collect, store, and process blood samples.
- Describe common phlebotomy techniques.
- List correct steps in the process of taking blood.
- Explain patient care before, during, and after blood collection.
- Describe how to prepare and handle a blood sample.

### Venipuncture Labs

- Describe the importance of taking a medical history before performing any invasive procedures
- Describe the importance of adhering to basic principles of sterility and asepsis
- Describe the basics principles of venipuncture
- Discuss various techniques of drawing venous, arterial, and capillary blood
- Discuss various types of injections (e.g. local and regional anesthetic injections)

### Testing and Laboratory Procedures

- Identify how specimens are collected and handled.
- Explore procedures and processes used in obtaining blood and tissue samples.
- Review common techniques and processes frequently used in medical laboratories in relation to sample collection, processing, analyzing, and storage.

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- Discuss and implement laboratory safety rules that must be followed to guard against chemical, physical, and biological hazards.
- Describe the composition of blood and the function of the blood components.
- Explain the processes involved in hemostasis.
- Discuss basic concepts of immunity and immune processes.
- Correlate results of urine physical, chemical, and microscopic examinations with physiological and disease states.
- Discuss the role of point-of-care testing in health care.
- Discuss the principles and importance of tests for glucose and hemoglobin A1c.
- Explain the significance of tests for cholesterol and triglycerides.
- Explain the principles and importance of electrolyte tests.
- Explain the importance and use of fecal occult blood tests.
- Discuss the types of diseases caused by different groups of microorganisms.
- Describe diagnostic techniques for blood, tissue, and intestinal parasites.

### Medical Laboratory Assistant Final Exam

- Comprehensive exam

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## LEARNING OBJECTIVES

### Applying for Your Required Externship

- Review the externship preparation resources.
- Explore CareerStep Community career resources.
- Understand the benefits of an externship.
- Access externship participation eligibility requirements.
- Recognize the externship site placement process and considerations.

### Externship\*

- Personal/Interpersonal Knowledge and Skills
- Safety and Compliance
- Patient Preparation
- Routine Blood Collections
- Special Collections
- Processing

### Program Completion: Medical Laboratory Assistant

- Prepare for course completion in the MLA

**\*CareerStep does not guarantee externships.**

A learner's placement in and completion of an externship is solely the learner's responsibility and may be subject to additional requirements, such as a background check and successful completion of a CareerStep course.