

**Emerald Coast Technical College  
761 North 20<sup>th</sup> Street  
DeFuniak Springs, Florida 32433**

**Teaching Syllabus**

**Program Title:** Phlebotomy  
**Course of Study:** Phlebotomist

**Length of Unit:** 75 hours

**Instructors:** **Theresa Bolton, RN, Cell 850-333-2139**  
**boltont@walton.k12.fl.us**  
**Trecia Meadows RN, MSN, Cell 850-333-0331**  
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**Office Hours:**  
Day Classes: Monday - Thursday 7:30 AM – 12:00 PM

**Methods of Instruction**  
Lecture and Discussion  
Audiovisuals  
Role-playing and Demonstration/Skills Lab

**Methods of Evaluation:**

**The final average of the lesson exams must be 77% in order to proceed in the program. In addition, the average of the lesson exams and final exam combined must be 77% for the student to continue in the program. When the student has achieved a 77% average on both the lesson exams and the combination of the lesson exams and the final exam, then the following grade distribution will apply:**

Lesson Exams	45%
Quizzes & Homework	10%
Final Exam	45%

**Grading Scale:**

A	94-100
B	85-93
C	77-84
D	70-76
F	69-0

**Return Demonstration** - Pass/Fail (*Students must pass the return demonstration in the skills lab in order to perform procedures with an instructor in the clinical area*)

## **General Objectives:**

At the completion of this course of study, the student will be able to:

1. Demonstrate accepted professional, communication, and interpersonal skills.
2. Discuss phlebotomy in relation to the health care setting.
3. Identify the anatomic structure and function of body systems in relation to services performed by phlebotomist.
4. Recognize and identify collection reagents supplies, equipment and interfering chemical substances.
5. Demonstrate skills and knowledge necessary to perform phlebotomy.
6. Practice infection control followed standard precautions.
7. Practice accepted procedures of transporting, accessioning and processing specimens.
8. Practice quality assurance and safety.

## **Organization of Course:**

Lesson 1: Unlicensed clinical laboratory skills is one of the selected allied health areas to be taught, only procedures that are exempt from clinical laboratory personnel licensure requirements will be presented. Unlicensed phlebotomy aide type skills are to be taught.

## **Required Reading:**

Eagle, Sharon. (2009). *The Professional Medical Assistant*. Philadelphia, PA: F.A. Davis. ISBN: 978-0-8036-1668-4

Eagle, Sharon. (2009). *Workbook for The Professional Medical Assistant*. Philadelphia, PA: F.A.Davis. ISBN: 978-0-8036-1672-1

## **Laboratory Practice:**

Following the demonstration and practice of the assigned skills, the student must demonstrate the knowledge of assigned skills using models. Students must demonstrate the individual skills satisfactorily in order to pass the laboratory skills component.

Students requiring additional practice to return the demonstration correctly will be asked to do so during their personal time.

**Students will not be allowed to perform individual skills independently in the clinical setting until an instructor has checked them off both in the skills lab and clinical setting.**

**In addition, a student cannot provide any treatment to a patient in the clinical setting without the instructor being present with the student.**

# Lesson 1

## Unlicensed clinical laboratory skills

### Lesson Objectives:

1. Perform skills related to body systems.
2. Perform waived testing on blood and urine.
3. Prepare blood slides for differential blood count
4. Report urine specific gravity, color and characteristics
5. Perform centrifuge operation and maintenance.
6. Name (or identify) and explain the use of the common instruments/equipment found in the clinical laboratory.
7. Demonstrate knowledge of specimen differentiation and procedure interference's.
8. Perform communication skills specifically related to laboratory science.
9. Using an artificial arm, perform venipunctures.
10. Name and discuss the specialty areas within laboratory (hematology, clinical chemistry, microbiology, etc.)
11. Explain the criteria set forth in CLIA to classify laboratory testing as waived, moderate complexity or high complexity.
12. Explain the levels and qualifications for testing personnel as set forth in CLIA (complexity based) and as established by state law (licensure categories).
  
13. Demonstrate accepted professional communication and interpersonal skills of a phlebotomist.
14. Discuss phlebotomy in relation to the health care setting
15. Identify the anatomic structure and function of body systems in relation to services performed by phlebotomist.
16. Recognize and identify collection reagents, supplies, equipment and interfering chemical substances.
17. Demonstrate skills and knowledge necessary to perform phlebotomy
18. Practice accepted procedures of transporting, accessioning and processing specimens.
19. Practice quality assurance and safety.

### Reading Assignment:

Eagle, Sharon. (2009). *The Professional Medical Assistant*. Philadelphia, PA: F.A. Davis. ISBN: 978-0-8036-1668-4

### Chapter 40, 41, 42, 43, 44, 45.

Eagle, Sharon. (2009). *Workbook for The Professional Medical Assistant*. Philadelphia, PA: F.A.Davis. ISBN: 978-0-8036-1672-1

### Homework to be announced.

