

## Program Syllabus

# Phlebotomy

### Offered at Main Campus

**Program Number:** H170302 (PSAV)

**Program Hours:** 165

**Instructor(s):**

Deana Majors

RN, BSN

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**Program Description:**

The phlebotomy program is designed to provide students with the necessary instruction and clinical experience to prepare them to pursue a career and employment in the field of phlebotomy after successful completion of the Phlebotomy program. Upon completion of the program the student will have acquired the necessary skills required to perform competently in the field of phlebotomy. The program will provide the student with opportunities for individual growth and personal awareness, which will hopefully lead to an expansion in their interests, confidence, personal success, work ethics and skills.

**Prerequisites:**

None

**Industry Certification/Licensure:**

Phlebotomy

**Occupational Completion Points:**

OCP	Course Number	Course Title	Teacher Certification	Length	SOC Code
A	HSC0003	Basic Healthcare Worker	LAB TECH @7 7G	90 hours	31-9099
B	MEA0520	Phlebotomist	MED ASST 7G PARAMEDIC @7 7G REG NURSE 7 G RESP THER @7 7G PRAC NURSE @7 %7%G (Must be a Registered Nurse) TEC MED !7 G LAB ASST @7 7G	75 hours	31-9097

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### Program Objectives and Outcomes:

The program includes, but is not limited to:

The courses content includes, but is not limited to:

1. DOE Health Science Core (Basic Healthcare Worker) Frameworks
  2. DOE Phlebotomy 1
  3. DOE Phlebotomy 2
  4. DOE Phlebotomy 3
- a. Demonstrate knowledge of the healthcare delivery system and health occupations.
  - b. Demonstrate the ability to communicate and use interpersonal skills effectively.
  - c. Demonstrate legal and ethical responsibilities.
  - d. Demonstrate an understanding of and apply wellness and disease concepts.
  - e. Recognize and practice safety and security procedures.
  - f. Recognize and respond to emergency situations.
  - g. Recognize and practice infection control procedures.
  - h. Demonstrate an understanding of information technology applications in healthcare.
  - i. Demonstrate employability skills.
  - j. Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
  - k. Apply basic math and science skills.
  - l. Demonstrate accepted professional, communication and interpersonal skills.
  - m. Discuss phlebotomy in relation to the health care setting.
  - n. Identify the anatomic structure and function of body systems in relation to services performed by phlebotomist.
  - o. Recognize and identify collection reagents supplies, equipment and interfering chemical substances.
  - p. Demonstrate skills and knowledge necessary to perform phlebotomy.
  - q. Practice infection control following standard precautions.
  - r. Practice accepted procedures of transporting, accessioning and processing specimens.
  - s. Practice quality assurance and safety.

### Textbook:

#### Textbook name

Hartman's Nursing Assistance Long-Term Care

Workbook: Hartman's Nursing Assistance Long-Term Care

Hartman's Complete Guide for the Phlebotomy Technician

#### ISBN #

ISBN 978-1-60425-074-9

ISBN: 978-1-60425-075-6

ISBN 978-1-60425-129-6

#### Edition

4<sup>th</sup>

4<sup>th</sup>

1<sup>st</sup>

### Online Resources (required for purchase):

Certified Phlebotomy Technician (CPT) Online Study Guide & Practice test

NHANOW.com

### Tools/Supplies/Materials:

Students will need basic classroom supplies (pen, pencil, paper, and notebook). These supplies are to be brought to class on a daily basis. Safety equipment, specific to the phlebotomy occupation, is provided, e.g., personal protective equipment.

### Grading Scale:

#### NUMERICAL EQUIVALENT OF GRADES:

100-94 = A

93-85 = B

84-77 = C below 77% is failing

### Clinical:

Pass = P (77% or greater)

Fail = F (below 77%)

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### **Evaluation/Assessment:**

#### **EXAMINATIONS:**

The program examinations consist of written knowledge examinations and performance evaluations. A knowledge examination is given upon completion of each major topic assignment. An overall 77% on performance evaluations is required to successfully pass and proceed to the next assignment. Students are eligible and required to take the Phlebotomy exam upon completion of the program.

### **Satisfactory Progress:**

Students must maintain an average of 77% in each class to pass the course and progress in the program. When a student is absent from class, the student must make up all tests or class work missed on the first day they return to class or a grade of zero will be awarded. Students will be provided with detailed assignment sheets and a specific syllabus for each course of study. Complete mastery of an area must be achieved before proceeding further. A student is not allowed to progress in the program if they have not passed each course at the time it is offered. Students are responsible for maintaining a sufficient rate of progress throughout the course.

### **Instructional Delivery Methods:**

Lecture, power points, audiovisual, team projects, skills demonstration with return demonstration.

### **Conferences and Assistance:**

You are welcome and encouraged to come to the instructors' offices to talk over any problems you may have in this program. Conferences with instructors may be scheduled after class. Students needing assistance with problems will research along with the instructor all possibilities and utilize all reference materials to achieve a solution. In addition, Student Services personnel as well as the Adult Facilitator are available to students for assistance as needed. Subject-related problems can be presented to the class as a whole for research upon instructor's approval. Class interaction and discussion concerning health and wellness and phlebotomy is encouraged.

Students who are having difficulty completing a lab assignment are encouraged to seek help from an instructor as soon as possible. The student is responsible for scheduling additional practice time as needed. These practice times are not to be scheduled during regularly scheduled lab hours.

### **Classroom:**

761 N. 20<sup>th</sup> Street DeFuniak Springs, Florida 32433  
Building: 400 Room: 120

### **Office Location:**

761 N. 20<sup>th</sup> Street DeFuniak Springs, Florida 32433  
Building 400 Room: 120

### **Office Hours:**

Regular office hours for the instructors are Mon. – Thr., Day: 7:30 a.m. -5:00 p.m.

### **Attendance:**

The instructors will arrange individual class and lab hours. Students are required to be present and on time for class and lab practice in order to receive the necessary instruction. The student is responsible for all

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material covered in class. Any material missed, due to an absence, must be made up by the student. Student will meet with instructor to arrange for makeup hours.

### Meeting Times/Contact Hours

Day Class theory: Mon – Thur 1:00 pm - 5:00 pm

### Lab Equipment:

You will be assigned specific equipment for your labs. The equipment you will use is reliable. However, with abuse or misuse, it will malfunction and become inoperable. Be careful and have the instructor demonstrate the use of the equipment before using it for the first time. Read all instructions carefully and ask questions prior to use. Keep your work area and lab areas clean and orderly while performing assignments. Return all software, equipment and lab components to the proper storage area before departing at the end of the period. The classroom lab will be clean and secured at the end of each project or period whichever comes first.

### Safety:

- Safety is priority one.
- This program follows CDC guidelines.
- Touch-free temperature and hand sanitizing stations have been installed.
- Report any unsafe conditions to the instructor immediately. Any abnormal findings in clinical require a phlebotomy student action. Notify the instructor and the patient's nurse immediately.
- If you are not comfortable or confident with any lab or clinical assignment, stop and notify the instructor.
- All equipment and manuals have a place, return them to the proper location.
- Everyone must complete the safety lectures/labs prior to clinical assignments.
- Hand washing is the single most effective method to prevent the spread of infection and must be practiced regularly by students as instructed in theory.
- All students must adhere to Standard Precautions while in the Lab assignments. The student is to apply the necessary personal protective equipment (PPE) such as gloves, masks, eye protection, and/or gowns when performing or practicing assignments depending upon the task and degree of exposure anticipated. The student is to dispose of all contaminated PPE as instructed in theory or according to agency/facility policy in clinical.
- Students are at an increased risk for exposure to diseases and environmental stressors while in the Lab. The student must assume responsibility for all personal health care costs that may occur. The student agrees to provide documentation to the phlebotomy department for their personal file that such medical follow-up has occurred. Students are encouraged to have health insurance for the course of the program to cover expenses for follow-up of untoward events.
- If you are not comfortable or confident with any lab or project, stop and notify instructor.

### Emergency Procedures:

- Emergency exits are clearly marked.
- As part of regular classroom instruction, students will be asked to participate in regular safety and emergency drills.
- Fire extinguishers are located in each area.

### Rules and Regulation / Policies and Procedures:

Students will follow all rules/regulations outlined in the Emerald Coast Technical College Catalog.

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### General Information:

Refer to the ECTC Catalog located at <http://www.ECTC.edu>, for additional information:

- Career and Counseling Services
- Services for Students with Disabilities
- Student Grievance Procedures
- Leave of Absence
- Withdrawal
- Forms