

Polaris Career Center Course Syllabus

Phlebotomy Adult

Course Information

Instructor:	Cathy Good	Phone:	440-891-7635
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		Room:	TBA
		Meeting Time:	Fall Semester – September - February Spring Semester – February – July Monday – Wednesday, 5:30 PM - 9:30 PM
		Availability:	Monday - Thursday 4:30 PM - 5:30 PM

Course Description

The Phlebotomy Certification Program is designed to instruct students in a specific laboratory skill set that is in demand in the Cleveland health care market. Potential employment sites include hospital laboratories, out-patient clinics, out-patient draw centers, and various organizations. Pre-requisites for this course include the satisfactory completion of a Medical Terminology Course (taken at the student's expense) and attainment of a passing level on the WorkKeys assessments. The WorkKeys assessment is taken at Polaris at no additional cost.

Students that succeed in this field should possess strong interpersonal skills and organizational skills. They need to be able to work well individually as well as a team member, react well in stressful situations, and have the ability to stand or walk for long periods of time. Individuals may be required to lift approximately 30 pounds. Students will be required to have a clear criminal background check (provided by Polaris Career Center), updated immunization records {including proof of childhood immunizations, MMR (measles, mumps, rubella) vaccine, varicella (chicken pox), and polio (sabin)}, D/T (diphtheria/tetanus) booster within the last ten years, a 2-Step Mantoux TB test, and have started the Hepatitis B-series prior to participating in the externship portion of the program.

Students in the Phlebotomy Certification program are trained to perform a variety of blood collection methods using proper techniques and precautions including; vacuum collection devices, syringe collections, butterfly collections, and capillary skin puncture collections on adults. Emphasis will be placed on infection prevention, proper patient identification, test requirements, quality control, specimen collection, and specimen processing. The phlebotomy certification program is 252 hours in length which includes a 100 hour clinical externship. The externship is usually scheduled during the day with start times beginning anywhere from 4:30 a.m. to 12:00 p.m.). Both the classroom instruction and the clinical experience will provide an opportunity for the students to gain the skills and knowledge necessary to obtain a passing score on the certification examination for employment.

Major Course Goals

The major goals of the Adult Phlebotomy program/course will ask students to:

1. Collect and prepare specimens for analysis.
2. Demonstrate professional conduct and interpersonal communication skills with patients, peers, other health care personnel, and the general public.
3. Recognize test requirements and factors that affect specimen collection procedures and test results. Students will then revise specimen collection procedures as needed.
4. Recognize and adhere to infection control and safety policies and procedures.
5. Recognize the need for and identify sources of continuing education as a function of growth and maintenance of professional competence.
6. Understand federal guidelines such as HIPAA, OSHA, and Clinical Laboratory Improvement Association (CLIA) as it relates to the practice of phlebotomy.
7. Obtain American Heart Association Basic Life Support Certification (provided by Polaris Career Center).
8. Obtain Phlebotomy Certification.
9. Eliminate personal health hazards in the areas of hair, jewelry, and clothing.

Instructional Philosophy

The daily class routine consists of power point presentation on theory topics, teacher led demonstration of skills, and student hands-on practice. Students are tested on theory material in a standard exam format. Homework is assigned on a weekly basis. Students will perform all phlebotomy skills on each other in order to obtain the required quantity of all venipuncture techniques prior to clinical competency evaluation. Communication and interpersonal skills are attained through role-playing in practical situations. The methods of evaluation include instructor observation, student participation, written examinations, and completion of program competencies. Students must earn a grade of 70% or higher in both the academic and clinical competencies to qualify for externship and to take the certification exam.

Course Units of Study

The major units of study include:

- Introduction to Phlebotomy
- Quality Assurance and Legal Issues
- Safety and Professional Ethics
- Test Requirements, Pre-analytical Considerations, and Laboratory Operations
- Blood Collection Equipment
- Venipuncture and Finger Stick Techniques
- Special Patient Considerations
- Specimen Preparation and Handling
- Trouble Shooting/Problem Solving
- Microbiology
- Non-blood specimens and Tests
- Circulatory System and Blood Components
- Human Anatomy and Physiology Review
- Bloodborne Pathogens and Isolation Procedures
- HIPAA and Confidentiality
- CPR
- Resume Writing

Primary Curriculum Materials

Phlebotomy Essentials, Fourth Edition, ISBN-978-0-7817-6138-3

Phlebotomy Exam Review, Third Edition, ISBN-13: 978-0-7817-7855-8, ISBN-10: 0-7817-7855-7

Business and Industry Credentials, Certifications, and/or Licenses

Upon completion of this course, the students may be eligible to take the National Healthcareer Association, Certified Phlebotomy Technician (CPT) exam and the American Heart Association Basic Life Support Certification (CPR).

Course Projects and Special Activities

Students will experience approximately 75 hours in the laboratory practicing venipuncture techniques on each other. Students must demonstrate all venipuncture skill competencies required before the externship experience. Completion of a minimum of twenty-five venipunctures is required prior to the certification exam. In addition, students will spend 100 hours in a clinical externship within a medical facility at the discretion of the instructor. Externships are generally scheduled during the day.

Course Policies

Code of Conduct:

The published Code of Conduct for Polaris Career Center found in the Adult Student Handbook will be enforced at all times. Students should refer to the Handbook for discussions of due process and safety violations. Polaris is a non-smoking facility. Additionally, all externship sites are non-smoking facilities.

Dress and Grooming Guidelines:

The District's dress code is established to teach grooming and hygiene, instill discipline and teamwork, prevent disruptions, avoid safety hazards, and teach respect and is similar to those enforced in most working environments. Students will be required to purchase and wear medical uniforms and white shoes.

ID:

Not Applicable

Attendance/Tardiness:

Ninety percent class attendance is required prior to your externship training. Students are expected to be on time to class. Points will be deducted for tardiness. Unexcused absence or excessive tardiness are grounds for dismissal from externship. The externship site will also log absences or tardiness and is considered in the final externship grade performance. Incompletion of externship may result in the inability to sit for the certification exam.

Make-up Work:

Assignments that were due and tests that were scheduled on the day of the absence will be due on the day the student returns. It is the student's responsibility to check with the teacher the day the student returns from an absence to arrange for taking missed tests and handing in assigned work. Five points will be deducted from the test/quiz for each day thereafter. If absent on a test day which is followed by an extended holiday, then 5 points will be deducted from the test score.

Computer Usage:

Access to technology is designated for the completion of class assignments only. Students must sign the Technology Acceptable Use Policy of Polaris in order to be given use of computers, software, and Internet access. The use of technology is a privilege, not a right. Any student who violates the Policy may lose their access to these items. Polaris Career Center reserves the right to monitor computer and Internet access.

Infinite Campus:

Not Applicable

Syllabus Changes:

The instructor/Polaris Career Center Administration reserves the right to make changes to this syllabus throughout the year.

Course Assessment Plan

Grades will be determined by a Total Points method using the following:

Tests and Quizzes	35%
Competency Check-offs	30%
Externship Performance and Completion	25%
Professional Evaluation	10%

Grades for the course will be based on the following levels of performance:

Grade	Description
A (90-100%)	Work is correct with only minor flaws. The concepts presented in class were understood and were appropriately applied. All assignments were completed on-time and were of a work quality.
B (80-89%)	Work was done with a few flaws. The concepts presented in class were applied with help. Almost all tasks and assignments were completed on-time and demonstrated with sufficient skills.
C (70-79%)	Some difficulty was had understanding class concepts or applying concepts. Some assignments were late.
D (60-69%)	Only some of the work was completed for class. Work completed was frequently late or was of low quality with errors and omissions.
F (0-59%)	Did not complete a significant amount of work for the class. Work had major errors and did not meet standards.