



CLBT 1040 Hematology/Coagulation

COURSE SYLLABUS

Fall Semester 2017

COURSE INFORMATION

Credit Hours/Minutes: 5/6750 minutes

Class Location: Room #739

Class Meets: MTW 8-11am

CRN: 20164

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Cynthia Williams, MS, MT (AMT)(HHS)

Office Location: 716

Office Hours: Monday-Wednesday 7-8 am;4-5pm;Thursday 9-5

Email Address: cwilliams@southeasterntech.edu

Phone: 912-538-3183

Fax Number: 912-538-3106

REQUIRED TEXT

Clinical Hematology, by Turgeon, 5th ed. and Clinical Hematology Atlas by Jacqueline Carr and Rodak 4th ed

REQUIRED SUPPLIES & SOFTWARE

Ink pens, pencil, highlighter, permanent marker, paper, personal lab coat, closed toe shoes, and any other supplies deemed necessary by instructor.

COURSE DESCRIPTION

Course introduces the fundamental formation, function, and degradation of blood cells. Topics include: reticuloendothelial system and blood cell formation, complete blood count and differential, other related blood tests, correlation of test results to disease states, coagulation and fibrinolysis, instrumentation for hematology and coagulation, critical values and blood cell dyscrasias, safety and quality control, process improvement, related lab math.

MAJOR COURSE COMPETENCIES

1. Reticuloendothelial system and blood cell formation
2. Complete blood count and differential
3. Other related blood tests
4. Correlation of test results to disease states
5. Coagulation and fibrinolysis
6. Instrumentation for hematology and coagulation
7. Critical values and blood cell dyscrasias
8. Safety and quality control

9. Process improvement
10. Related lab math

PREREQUISITE(S)

BIOL 2113, BIOL 2113L, CLBT 1010

COURSE OUTLINE

Learning Outcomes

Reticuloendothelial system and blood cell formation

Order	Description	Learning Domain	Level of Learning
1	Discuss hematopoiesis of WBC, RBC, and platelets.	Cognitive	Comprehension
2	Discuss active and inactive bone marrow through development stages.	Cognitive	Comprehension
3	Describe normal RBC structure and function.	Cognitive	Comprehension
4	Discuss normal Hgb structure and selected hemoglobinopathies.	Cognitive	Comprehension
5	Describe normal WBC structure and function.	Cognitive	Comprehension
6	Recognize blood cell maturation characteristics including platelets.	Cognitive	Analysis

Complete blood count and differential

Order	Description	Learning Domain	Level of Learning
1	Perform selected automated and manual blood counts including WBC, RBC, and platelets.	Cognitive	Synthesis
2	Calculate indices.	Cognitive	Application
3	Discuss calculated values for automated cell counts.	Cognitive	Comprehension
4	Calculate corrected white counts.	Cognitive	Application
5	Demonstrate slide preparation and perform staining procedure for differentials.	Psychomotor	Guided Response
6	Perform and evaluate differential cell count and platelet estimate on peripheral blood smears.	Psychomotor	Guided Response
7	Demonstrate ability to recognize RBC morphology including normal and abnormal RBC findings.	Psychomotor	Guided Response
8	Demonstrate ability to recognize WBC morphology including normal and abnormal WBC findings.	Psychomotor	Guided Response

Other related blood tests

Order	Description	Learning Domain	Level of Learning
1	Discuss selected special stains and their uses.	Cognitive	Comprehension
2	Discuss laboratory tests such as EOS, retics, osmotic fragility, ESR, LE, and sickle cell screening.	Cognitive	Comprehension
3	Perform laboratory tests such as EOS, retics, osmotic fragility, ESR, LE, and sickle cell screening.	Psychomotor	Guided Response

Related lab math

Order	Description	Learning Domain	Level of Learning
1	Perform related QC math calculations--mean, median, mode, standard deviation, coefficient of variation.	Cognitive	Synthesis
2	Perform related math calculations for manual cell counts.	Cognitive	Synthesis

Order	Description	Learning Domain	Level of Learning
3	Perform related math calculations for RBC indices (MCV, MCH, MCHC, and RDW).	Cognitive	Synthesis
4	Perform corrected WBC counts, WBC and platelet estimates.	Cognitive	Synthesis
5	Perform calculations using the Rule of 3 (Hgb X 3 = Hct).	Cognitive	Synthesis
6	Calculate international normalized ratio (INR)	Cognitive	Application
7	Calculate absolute versus regular counts.	Cognitive	Application

Correlation of test results to disease states

Order	Description	Learning Domain	Level of Learning
1	Correlate abnormal findings to selected and congenital abnormalities (e.g., anemias).	Cognitive	Analysis
2	Correlate abnormal findings to selected and congenital abnormalities (e.g., leukemias).	Cognitive	Analysis

Coagulation and fibrinolysis

Order	Description	Learning Domain	Level of Learning
1	Discuss hemostasis.	Cognitive	Comprehension
2	Illustrate and explain intrinsic and extrinsic systems.	Cognitive	Comprehension
3	Correlate the stages of coagulation with appropriate testing procedures.	Cognitive	Analysis
4	Perform selected coagulation procedures.	Psychomotor	Guided Response
5	Correlate selected hemostasis disorders and related test procedures including PT, APTT, thrombin time/fibrinogen, and fibrin split products.	Cognitive	Analysis
6	Interpret the function of platelets in relation to coagulation.	Cognitive	Evaluation

Instrumentation for hematology and coagulation

Order	Description	Learning Domain	Level of Learning
1	Identify instrumentation used in specific areas of hematology/coagulation.	Cognitive	Knowledge
2	Discuss and describe the operation of selected automated cell counters.	Cognitive	Comprehension
3	Discuss and understand the need for instrumentation maintenance.	Cognitive	Comprehension

Critical values and blood cell dyscrasias

Order	Description	Learning Domain	Level of Learning
1	Describe normal/abnormal/critical values.	Cognitive	Comprehension
2	Identify blood cell dyscrasias.	Cognitive	Knowledge

Safety and quality control

Order	Description	Learning Domain	Level of Learning
1	Set up and perform selected quality control and safety procedures for hematology/coagulation.	Psychomotor	Guided Response
2	Discuss possible sources of error in clinical testing.	Cognitive	Comprehension
3	Comply with PPE, bio-hazard, and blood borne pathogen safety rules while practicing labs in the school laboratory.	Affective	Receiving

Process improvement

Order	Description	Learning Domain	Level of Learning
1	Describe the methods used by clinical laboratories to improve performance.	Cognitive	Comprehension

GENERAL EDUCATION CORE COMPETENCIES

STC has identified the following general education core competencies that graduates will attain:

- A. The ability to utilize standard written English.
- B. The ability to solve practical mathematical problems.
- C. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS

Students are required to wear name badge. Students must wear closed toe shoes, gloves, and lab coat while in the lab. Students are expected to complete all tests, assignments, and Laboratory Reports by the due dates. A ten point penalty will be assessed for each day an assignment or Laboratory Report is late. Students are required to pass all laboratory skills in three attempts. A student may not progress until skills are mastered. Students are responsible for policies, procedures, and requirements (drug screen, background check, immunizations, Fit test, CPR...) included in the STC E-Catalog/CLT handbook. Students are required to read the chapter prior to class. Test will be timed- one hour per test. Points will be deducted for spelling due to Medical Liability in the work place. Laboratory results are legal documents.

No cell phones allowed. If you are caught using the cell phone, you will be asked to leave class and receive an "early departure" for the class. (Note: Three (3) tardies or early departures equal one (1) absence for the course involved.) If you are 30 minutes late to class, you will receive an absence for the day.

ATTENDANCE GUIDELINES

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.

ADDITIONAL ATTENDANCE PROVISIONS

Health Sciences

Requirements for instructional hours within Health Science programs reflect the rules of respective licensure

boards and/or accrediting agencies. Therefore, these programs have stringent attendance policies. Each program's attendance policy is published in the program's handbook and/or syllabus which specify the number of allowable absences. All provisions for required make-up work in the classroom or clinical experiences are at the discretion of the instructor.

Attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course a student must attend at least 90% of the scheduled instructional time. Time and/or work missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time (90%) may be dropped from the course as stated below in the Withdrawal Procedure.

Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the course. If you are 30 minutes late to class, you are considered absent for the day.

For this class, which meets 3 days a week for 15 weeks, the maximum number of days a student may miss is 5 days during the semester.

SPECIAL NEEDS

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu, to coordinate reasonable accommodations.

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved

withdrawal procedure outlined above.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC...)

Exams or labs missed for any reason will be made up at the discretion of the instructor. Exams will be made up the first day back in class. Labs are made up at the instructor's discretion. A maximum of one exam can be made up. If more than one exam is missed the student will only be allowed to make up the first exam missed and a grade of "0" will be awarded for any other missed exams including the final. If you are 30 minutes late for class, you are considered absent and missed the test. Remember, the first test can be made up and the second will be a zero this includes the final.

ACADEMIC DISHONESTY POLICY

The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of a third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer	Title VI - Title IX (Employees) - EEOC Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 bwilcox@southeasterntech.edu

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [STC website](#).

TCSG GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
Chapter tests	60%
Lab reports	5%
Laboratory Final Exam	10%
Comprehensive Final Test	25%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

WEEK	CHAPTER	CLBT 1040 HEMATOLOGY/ COAGULATION FALL SEMESTER 2017 LESSON PLAN LESSON PLAN IS SUBJECT TO CHANGE AT THE DISCRETION OF THE INSTRUCTOR. CONTENT	ASSIGNMENTS & TESTS DUE	COMP AREA
1 AUG. 14- 18	4	4-Hematopoiesis- bone marrow and blood	Review syllabus/TCSG std's Articles on Stem cell-assignment Atlas 1-4 Lab 1 Safety Cell lineage handout CBC normal values	Course 1,2,3,7,8,9,10 Core A,B,C
2 AUG. 21- 25	5	5-Normal RBC lifecycle and physiology	Lab 2 retic count-QC Lab 3 MCV calculations Articles on Stem cell- discussion	Course 1 Core A,C
3 AUG. 28- Sept.1	14	14-WBC granulocytic and monocytic series	Test 4,5 Atlas 5-9 Draw granulocytic lineage View Proficiency survey slides	Course 1,2,3,6,7,8,9,10 Core A,B,C
4 Sept. 4= Holiday!! 5-8	16	16-Lymphocytes and plasma cells	Sed rate Lab 4 Draw blood- make slides and run on Cell Dyn Lab 5 eo count/ Absolute value Lab 6 WBC diff count/platelet count & est. Lab 7 HGB & HCT/rule of 3 Lab 8 sickle cell, Correct for NRBC View Proficiency survey slides CBC/ Diff staining WBC, plt. est. and indices	Course 1,4,7 Core A,B,C
5 Sept. 11- 15	26	26-Manuel procedures; Buffy coat procedure, Sickle cell procedure, how to make malaria slides and video	Bone marrow slides & Plasma cells, malaria slides Micro Hct lab, calculate Hgb Student to student diffs HO: reason for test Chp 26	Course 1,2,3,4,6,7,8,9,10 Core A,B,C
6 Sept. 18- 22	6	6-RBC inclusions	Test 14,16,26 Malaria video Atlas 10-12 Lab 9 draw RBC abnormal forms/inclusions Hand out- RBC inclusion& variations malaria slides and video View Proficiency survey slides	Course 1,3,4,7,9 Core A,B,C
7 Sept. 25- 29	7,15	15-Nonmalignant Disorders of grans and monos 7-Classification of Anemias	Lab 10 count diffs w/ morphology Pelger Huet/SS Howell jolly Promyelocyte slides, compare student to student results Review SS procedure Manuel RBC & WBC hemocytometer	Course 1,2,4,6,7,8,9,10 Core A,B,C
8 Oct. 2-6	8,9, 10	8-Acute and chronic blood loss anemias 9-Aplastic anemias	Test 6,15,7 Atlas 14-20	Course 1,2,3,4,6,7,10

WEEK	CHAPTER	CLBT 1040 HEMATOLOGY/ COAGULATION FALL SEMESTER 2017 LESSON PLAN LESSON PLAN IS SUBJECT TO CHANGE AT THE DISCRETION OF THE INSTRUCTOR. CONTENT	ASSIGNMENTS & TESTS DUE	COMP AREA
		10-Hypochromic anemia and iron metabolism MID TERM		Core A,B,C
9 Oct. 10- 14	11	11-Megaloblastic anemias 12-Hemolytic anemias 13-Hemoglobinopathies	Leukemia slides Morphology book p. 18-117 Power point: Immature grans and Bone marrow Morphology of human blood cells pg 18-37	Course 1,2,4,7 Core A,B,C
10 Oct. 16- 20	12,13	Leukemia videos series 6 Morphology of human blood cells pg 18-37	Leukemia power point	Course 1,2,4,7,8,9,10 Core A,B,C
11 Oct. 23- 27	17,18,19	17-Nonmalignant Lymph disorders 18-Leukemias and Lymphomas 19-Acute Leukemias	Test 8-13 Lab: slides: ALL,CLL.AML,CML CMML,AMML Count 10 abnormal slides	Course 1,2,3,4,6,7, 10 Core A,B,C
12 Oct.30- Nov.3	23	23-Hemostasis and Thrombosis	PT,PTT,FSP, D-Dimer pg. 472-484	Course 1,3,4,5,6,7,8,9, 10 Core A,B,C
13 Nov. 6- 10	24	24-Disorders of hemostasis and Thrombosis	Case studies	Course 1,3,4,5,6,7,8,9, 10 Core A,B,C
14 Nov. 13- 17	Review	Histograms Review QC, SD,CV... Pre-analytical, analytical, and post analytical	TEST 17,18,19,23,24 Review Polanski cards, study stack, Clinical Lab review, Handouts and Atlas TCSG standards due Review Histogram and Coulter operation	Course 1-10 Core A,B,C
15 Nov. 20- 21 Holiday 22-23!	Review	Review	MOCK final	Course 1-10 Core A,B,C
16 Nov. 27- 30	Review	Final	Lab Final and Comprehensive Final	Course 1-10 Core A,B,C

Competency Areas:

1. Reticuloendothelial system and blood cell formation

2. Complete blood count and differential
3. Other related blood tests
4. Correlation of test results to disease states
5. Coagulation and fibrinolysis
6. Instrumentation for hematology and coagulation
7. Critical values and blood cell dyscrasias
8. Safety and quality control
9. Process improvement
10. Related lab math

General Core Educational Competencies

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.