



## PHLT 1050 Clinical Practice

### COURSE SYLLABUS

Fall Semester 2017

#### COURSE INFORMATION

Credit Hours/Minutes: 5/11,250 minutes

Class Location: Room #739

Class Meets: W 4-5pm

CRN: 20171

#### INSTRUCTOR CONTACT INFORMATION

Instructor Name: Erin Rollins

Office Location: 834

Office Hours: M-R 8-5

Email Address: erollins@southeasterntech.edu

Phone: 912-538-3193

Fax Number: 912-538-3106

#### REQUIRED TEXT

Phlebotomy, Work Text and Procedures Manual, 4th ed. Warekois and Robinson

#### REQUIRED SUPPLIES & SOFTWARE

Black uniform top and pants are required. An STC patch is placed on the left arm of the white lab coat or uniform top. Wear your name badge. Closed toe shoes are required for safety purposes.

Notebook, BLUE Pens, Updated Student ID (must say Health Care Assistant or Phlebotomy), Ink pens, pencil, highlighter, permanent marker, paper, and any other supplies deemed necessary by instructor.

#### COURSE DESCRIPTION

Provides work experiences in a clinical setting. Emphasis is placed on enhancing skills in venipuncture techniques. Topics include: introduction to clinical policies and procedures and work ethics; routine collections: adult, pediatric, and newborn; and special procedures.

#### MAJOR COURSE COMPETENCIES

Introduction to Clinical Policies and Procedures and Work Ethics; Routine Collections: Adult, Pediatric, and Newborn; Special Procedures

#### PREREQUISITE(S)

All program curriculum courses including PHLT 1030

#### COURSE OUTLINE

##### Learning Outcomes

**Introduction to Clinical Policies and Procedures.**

Order	Description	Learning Domain	Level of Learning
1	Explain the physical layout of the facility.	Cognitive	Comprehension
2	Explain and practice appropriate workplace safety procedures.	Cognitive	Comprehension
3	Explain and practice clinical codes, personnel policies, and departmental policies and procedures.	Cognitive	Comprehension
4	Demonstrate appropriate human relations/work ethics behaviors and characteristics that will promote harmony, productivity, accuracy, and effectiveness in a health care setting.	Cognitive	Application

#### **Routine Collections: Adult, Pediatric, and Newborn**

Order	Description	Learning Domain	Level of Learning
1	Select and identify the various pieces of equipment used in blood collection procedures and describe their use.	Cognitive	Knowledge
2	Identify and process the various requests associated with the venipuncture procedure.	Cognitive	Knowledge
3	Identify the patient.	Cognitive	Knowledge
4	Demonstrate appropriate patient contact techniques.	Cognitive	Application
5	Demonstrate appropriate communications skills in a health care setting.	Cognitive	Application
6	Collect appropriate amounts of blood in the proper tube needed to perform each test, according to laboratory method.	Cognitive	Application
7	Locate and identify the various veins used in venipuncture performance.	Cognitive	Comprehension
8	Collect specimens in a professional manner using the vacutainer, syringe, and/or skin puncture methods, without causing undue discomfort to the patient.	Cognitive	Application
10	Demonstrate skills learned on the job as relative to computerized patient routing and data entry in a health care setting.	Cognitive	Application

#### **Special Procedures**

Order	Description	Learning Domain	Level of Learning
1	Perform appropriate specimen collections as relative to a health care setting.	Cognitive	Synthesis
2	Collect blood cultures using sterile techniques.	Cognitive	Application
3	Collect micro samples for various chemistry and hematology tests on children and adults when appropriate.	Cognitive	Application
4	Make peripheral blood smears (e.g., differentials, reticulocytes, and malaria smears).	Cognitive	Knowledge
5	Perform bleeding time and GTT.	Cognitive	Synthesis
6	Instruct a patient to collect a clean-catch urine specimen.	Cognitive	Application
7	Process and prepare specimens for reference lab testing.	Cognitive	Knowledge
8	Demonstrate appropriate communication skills in a health care setting.	Cognitive	Application
9	Demonstrate skills learned on the job as relative to computerized patient routing and data entry in a health care setting.	Cognitive	Application

#### **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 STC badge, closed toe shoes, uniform, and lab coat while at clinical site. Students are expected to complete all assignments by the due dates. A ten point penalty will be assessed for each day an assignment is late. Students are responsible for policies, procedures, and requirements (drug screen, background check, immunizations, Fit test, CPR...) included in the STC E-Catalog/PHL handbook.

No cell phones allowed. If you are caught using the cell phone, you will be asked to leave class/clinical site and receive an "early departure". (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. Students are also required to attend class **each odd week** for the required weeks during the semester. A student can miss a **maximum of 1 day of class**. All immunizations, drug screen, background check, CPR card, Fit test must be complete before attending clinical rotation!

**Students must complete 200 clinical hours.** Students must keep a weekly time sheet to be signed by the clinical site preceptor. Time sheets must be turned in to the course instructor every two weeks.

Phlebotomy Procedures: Students must obtain venipuncture and capillary punctures. The procedure must be documented and **signed by the clinical preceptor each day**. Time sheets and documentation forms will be provided by the course instructor.

Failure to complete 200 clinical hours and/or obtain 50 venipunctures, and 5 capillary punctures successfully will result in a grade of "F" for the course.

Students are not allowed to attend clinical sites where a family member is employed. Students are also not allowed to attend clinical sites where they are currently employed.

Students are expected to follow all policies and procedures outlined in the Phlebotomy Program Handbook and the College Catalog and Handbook. Failure to do so may result in failure or dismissal from the course/program.

## CLINICAL SITE PLACEMENT

After successful completion of PHLT 1030 students are allowed to attend a clinical site in order to meet the requirements for PHLT 1050. Students are not guaranteed a clinical site within close driving distance to their residence. Students may be required to travel to other counties outside of their home community. Clinical site placement is at the discretion of the instructor and is non-negotiable. **Students may not contact a clinical site for placement.**

## 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. **For this class, which meets (8 times) each odd week for 15 weeks, the maximum number of day a student may miss is 1 day during the semester.**

## **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. \*\*\*The instructor and/or the clinical site reserves the right to request a student provide a doctor's note or excuse if clinical time is missed due to illness. The doctor's note/excuse does NOT excuse the absence since all missed clinical time must be made up. Providing a note will not allow a student to make-up clinical time in excess of 10% or 20 hours.

## **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](mailto: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](mailto: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 <sup>st</sup> Street, Vidalia Office 108 Phone: 912-538-3126 <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3147 <a href="mailto:bwilcox@southeasterntech.edu">bwilcox@southeasterntech.edu</a>

## 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

Grading Components requirements are outlined in the Phlebotomy Program Handbook provided by the course instructor.

**Journal Entries:** Journal entries will be reviewed **biweekly** by the instructor. All students are required to keep a clinical journal. These should include at least two entries per week. Each journal entry should describe a clinical experience in which the student found significant. The clinical experiences should describe laboratory episodes which stimulated the student's thinking. For each journal entry you are to discuss the following 4 points:

1. Describe the test drawn and specimens collected (Do not violate HIPAA)
2. Describe any situations encountered. Describe what you might do differently when faced with a similar situation.
3. Identify previously learned knowledge/clinical experiences (those that helped in this situation).
4. Describe your professional strengths and weaknesses. Include thoughts, perceptions and feelings.

**Final grade will not be rounded up. A 70 is required to pass this course.**

## GRADING POLICY

Assessment/Assignment	Percentage
Venipuncture Record: (minimum requirement; 50 venipunctures, 5 capillary punctures)	10%
Preceptor Skills Competency Checklist	40%

Assessment/Assignment	Percentage
Preceptor Evaluations (Mid-term & Final avg.)	20%
Mock Certification Exam	20%
Weekly Journal Entries	10%

### GRADING SCALE

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

WEEK	CHAPTER	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	Ch 18	First day of class Introduction to course syllabi, rules, HIPAA, Completion of all forms Venipuncture procedure refresher Review needle stick procedure!	Ch 18 Quality Phlebotomy: Review all skills and procedures taught in PHLT 1030 prior to first day of clinical rotation	Course: 1-3 Core: A,B,C,D
	Ch 8 Ch 9 Ch 12	Clinical discussion Review venipuncture techniques using syringe, vacutainer, and butterfly	Ch 8 Venipuncture Equipment Ch 9 Routine Venipuncture Ch 12 Blood Collection in Special Populations Complete clinical hours as scheduled Complete all required clinical paperwork	Course: 1-3 Core: A,B,C
3 AUG. 28- Sept.1	Ch 11	Clinical discussion Patient's rights Patient refusal	Ch 11 Venipuncture Complications Complete clinical hours as scheduled Complete all required clinical paperwork	Course: 1-3 Core: A,C
	Ch 9	Clinical discussion Common Ground Communication with different age groups	Ch 9 Routine Venipuncture Complete clinical hours as scheduled Complete all required clinical	Course: 1-3 Core: A,C

		<b>Proper patient identification</b>	<b>paperwork</b>	
<b>5 Sept. 11- 15</b>	<b>Ch 8 Ch 3 Ch 4</b>	<b>Clinical discussion Equipment usage and safety PPE</b>	<b>Ch 8 Venipuncture Equipment Ch 3 Safety Ch 4 Infection Control Complete clinical hours as scheduled Complete all required clinical paperwork</b>	<b>Course: 1-3 Core: A,B,C</b>
	<b>Ch 10 Ch 14</b>	<b>Clinical discussion Dermal punctures, micro-samples Bleeding time test</b>	<b>Ch 10 Dermal Puncture Ch 14 Special Collections and Procedures Complete clinical hours as scheduled Complete all required clinical paperwork</b>	<b>Course: 1-3 Core: A,B,C</b>
<b>7 Sept. 25- 29</b>	<b>Ch 14 Ch 15</b>	<b>Clinical discussion Blood cultures Clean catch urine specimen</b>	<b>Ch 14 Special Collections and Procedures continued Ch 15 Special Non-blood Collection Procedures Complete clinical hours as scheduled Complete all required clinical paperwork</b>	<b>Course: 1-3 Core: A,B,C</b>
	<b>Ch 16</b>	<b>Clinical discussion Processing, transporting and handling samples</b>	<b>Ch 16 Specimen Transport, Handling, and Processing Complete clinical hours as scheduled Complete all required clinical paperwork</b>	<b>Course: 1-3 Core: A,C</b>
<b>9 Oct. 10- 14</b>	<b>Ch 14 Ch 11</b>	<b>Clinical discussion Blood smears and stain slides Communicating with Patients</b>	<b>Ch 14 Special Collection and Procedures Ch 11 Venipuncture Complications Complete clinical hours as scheduled Complete all required clinical paperwork</b>	<b>Course: 1-3 Core: A,C</b>
	<b>Ch 9</b>	<b>Positive Patient Identification</b>	<b>Ch 9 Routine Venipuncture Complete clinical hours as scheduled Complete all required clinical paperwork</b>	<b>Course: 1-3 Core: A,C</b>
<b>11 Oct. 23- 27</b>	<b>Ch 4</b>	<b>Importance of Wearing Proper PPE Contact with Bloodborne Pathogens</b>	<b>Ch 4 Infection Control Complete clinical hours as scheduled Complete all required clinical paperwork</b>	<b>Course: 1-3 Core: A,C</b>



	Ch 17	Point of Care Testing	Ch 17 Point of Care Testing Complete clinical hours as scheduled Complete all required clinical paperwork	Course: 1-3 Core: A,B,C
13 Nov. 6- 10	Ch 19	Malpractice in Phlebotomy	Ch 19 Legal Issues in Phlebotomy Complete clinical hours as scheduled Complete all required clinical paperwork	Course: 1-3 Core: A,C
	Mock Certification Exam	Mock Certification Exam Preparation for Certification	Mock Certification Exam in Class Complete clinical hours as scheduled Complete all required clinical paperwork	Course: 1-3 Core: A,C
15 Nov. 20- 21 Holiday 22-23!	Exam Results	Mock Certification Exam Results Turn in final clinical paperwork *** Keep a copy of your venipuncture records for certification purposes. Certification information: <a href="mailto:rpt@amt1.com">rpt@amt1.com</a> AMT 10700 West Higgins, Suite 150 Rosemont, IL 60018 Phone: 800.275.1268 Fax: 847.823.0458	Clinical Discussion Review	Course: 1-3 Core: A,B,C,D
16 Nov. 27- 30	Final grades	Final grades	Final Clinical Discussion	Course: 1-3 Core: A,B,C,D

#### MAJOR COURSE COMPETENCIES:

- (1) Introduction to Hospital Policies and Procedures and Work Ethics
- (2) Routine Collections: Adult, Pediatric, and Newborn'
- (3) Special Procedures

#### 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

