



**CLBT 2110 Hematology/Coagulation  
Practicum syllabus  
Fall Semester 2016**

**Semester:** Fall 2016  
**Course Title:** Hematology/Coagulation  
**Course Number:** CLBT 2110  
**Credit Hours/ Minutes:** 4/9000 Minutes  
**Class Location:** clinical site  
**Class Meets:** M-F  
**CRN:** 20195

**Instructor:** Cynthia Williams, MS, MT(AMT)(HHS)  
**Office Hours:** M-W 7-9am;R 1-5pm  
**Office Location:**716 Gillis Building  
**Email Address:** cwilliams@southeasterntech.edu  
**Phone:** 912-538-3183  
**Fax Number:** 912-538-3106

**REQUIRED TEXT:** BOC Study Guide 5<sup>th</sup> ed. ASCP and Polansky review cards

**REQUIRED SUPPLIES & SOFTWARE:** Ink pens, pencil, highlighter, permanent marker, paper, pocket notebook, calculator, **Polansky review cards** and any other supplies deemed necessary by instructor.

**METHODS OF INSTRUCTION:** May include, but not limited to, hands on laboratory work, discussions, study questions, case studies, and handouts. Students will have instruction, demonstration, supervised performance and evaluation by experienced Medical Technologist at the assigned clinical site.

**COURSE DESCRIPTION:** Provides students with an opportunity for in-depth application and reinforcement of Hematology/Coagulation principles and techniques in a clinical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follows through. Topics include: complete blood count and differentials; other related blood tests; coagulation and fibrinolysis tests; correlation of test results to disease states and critical values; instrumentation; safety; documentation/quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

**MAJOR COURSE COMPETENCIES:**

1. Complete Blood Count and Differentials
2. Other related Blood Tests in Hematology
3. Coagulation and Fibrinolysis Tests
4. Correlation of Test Results to Disease States and Critical values
5. Instrumentation
6. Safety
7. Documentation/Quality Control
8. Process Improvement

**General Core Educational 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

**PREREQUISITE(S): CLBT1040**

**COURSE OUTLINE:**

**Learning Outcomes**

**Complete blood count and differentials**

<b>Order</b>	<b>Description</b>	<b>Learning Domain</b>	<b>Level of Learning</b>
1	Demonstrate testing in all areas associated with CBCs and differentials.	Psychomotor	Guided Response

**Other related blood tests**

<b>Order</b>	<b>Description</b>	<b>Learning Domain</b>	<b>Level of Learning</b>
1	Perform routine and special blood tests according to laboratory standards.	Psychomotor	Guided Response

**Coagulation and fibrinolysis tests**

<b>Order</b>	<b>Description</b>	<b>Learning Domain</b>	<b>Level of Learning</b>
1	Perform coagulation and fibrinolysis tests.	Psychomotor	Guided Response
2	Report any marked abnormality immediately to a supervisor.	Cognitive	Application

**Correlation of test results to disease states and critical values**

<b>Order</b>	<b>Description</b>	<b>Learning Domain</b>	<b>Level of Learning</b>
1	Double check all critical level test results.	Cognitive	Application
2	Associate test results and critical levels to disease processes and management.	Cognitive	Synthesis

**Instrumentation**

<b>Order</b>	<b>Description</b>	<b>Learning Domain</b>	<b>Level of Learning</b>
1	Perform and integrate daily start-up, calibration,	Psychomotor	Complex

	and shut-down procedures.		Response
2	Apply knowledge to maintain all equipment in correct working order.	Psychomotor	Mechanism
3	Characterize the relationship between malfunctioning equipment and incorrect test results.	Cognitive	Analysis
4	Verify equipment function as part of a complete check involving an abnormal result.	Cognitive	Application

### Safety

Order	Description	Learning Domain	Level of Learning
1	Follow all safety guidelines for using Personal Protective Equipment.	Affective	Valuing
2	Follow safety procedures for bio-hazard and blood borne pathogens while working in the laboratory.	Affective	Valuing

### Documentation/quality control

Order	Description	Learning Domain	Level of Learning
1	Adhere to federal, state, and local safety rules and requirements.	Cognitive	Synthesis
2	Follow and display adherence to quality control guidelines.	Affective	Responding
3	Report test results	Cognitive	Application

### Process improvement

Order	Description	Learning Domain	Level of Learning
1	Promote teamwork and use organizational skills in performing duties in the clinical laboratory.	Affective	Characterization

**STUDENT REQUIREMENTS: STUDENT REQUIREMENTS: Students must pass a pre-test before attending clinical rotation.** Students are required to record clinical hours each day and be signed by the clinical preceptor. Each week this time sheet will be faxed to the program director. Caution: falsification of time sheets or preceptor signatures will result in expulsion from the CLT program! Students are expected to complete all clinical hours and assignments by the due dates. A ten point penalty will be assessed for each day a case study or study questions are late. Students are responsible for policies and procedures included in the STC E-Catalog/CLT handbook. Students are responsible for requirements (drug screen, background check, immunizations, Fit test, CPR...) included in the *STC E-Catalog/CLT*

*handbook*. No cell phones allowed. Read the infraction section of CLT Handbook. Stay busy during clinical rotation! Learn work flow, instrument operation, QC, and maintenance. If you have any down time- study the Polanski cards IN YOUR POCKET! Preceptors are watching you for prospective job opportunities. Take the initiative to draw patients, put up stock, answer phones, and load the instruments with samples.

**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.

#### **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 5 days a week for 4 weeks, the maximum number of days a student may miss is 2 days during the semester. All hours must be completed.

**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 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 accessed 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.**

**STC ATTENDANCE POLICY: If the student must be absent, the student must call the clinical site preceptor by 7 am and email the Program Director (Ms. Williams) by 8am.** Daily attendance and punctuality are of the utmost importance for the successful completion of each rotation. The student is expected to arrive and begin work promptly and to stay until the scheduled rotation is complete. Every day at the clinical site is important. This course requires 9000 minutes of clinical participation (4 weeks at 5 days per week) in addition to skills check list by the preceptor, case study and study questions.

Any tardiness or early departure will be logged in the student file. Tardiness and early departure on more than three occasions per rotation may result in the removal of the student and an unsatisfactory grade of "F" for the course. We expect the student to have **perfect** attendance. Under no circumstances is a student permitted to request permission from the clinical instructor(s) for time off during the 4 week experiences.

**Excessive absences or failure to notify the clinical facility and STC on the day of the absence will result in removal of the student from the clinical site and an "F" will be assigned to the course. The student will be dismissed from the program.** Students who miss more than 2 days for each clinical rotation will be required to bring a doctor's excuse before makeup time will be allowed.

**TRADITIONAL ATTENDANCE ADDENDUM: \*\*\*\*For each clinical rotation, which meets 5 days a week for 4 weeks, the maximum number of days a student may miss is 2 days during EACH clinical rotation. All minutes MUST be made up before the end of the semester!** CLT Certification Review course will be the last two weeks of the summer semester from 8am to 4:00 pm. This course meets for 8 days. Only one day absence is allowed. Each day will be dedicated to review of a subject, test given and graded for the course. The Mock Registry will be given the last day of the semester. Students must pass the Mock registry with a 70 or higher in three attempts to complete the CLT program. I urge you NOT to miss days! You miss valuable information if you are not in attendance! (Note: Three (3) tardies or early departures equal one (1) absence for the course.) **If you are 30 minutes late to class, you will receive an absence for the day.**

**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.

**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.

**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 the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

**MAKEUP GUIDELINES:** Clinical time missed will be made up at the discretion of the clinical preceptor/ instructor. Case studies and study questions are due on the dates posted on the syllabus. Late assignments will have 10 points deducted for each day late.

**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:

#### **--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.

#### **--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.

#### **--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 second 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:** Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era 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).

**ACCESS TO TECHNOLOGY:** For information regarding Blackboard, the Information Delivery System (IDS), Student Owl Mail, and BannerWeb, please see the IT Department link on STC's website at <http://www.southeasterntech.edu>.

**GRADING:** A clinical grade of **70 or above is required to pass clinical rotations.** (grades of 69.9 will not be rounded up). **NO GRADES WILL BE DROPPED!!!** You must receive a "C" or higher in all CLT, core, and clinical courses to progress in the CLT program.

**GRADING POLICY**

Clinical rotation evaluation 70%  
 Case study 10%  
 ASCP/AMT Study questions 20%  
 (Study questions: Complete= 20%  
 Study questions: Incomplete=0%)

**GRADING SCALE**

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

**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.*

**CLBT 2090 Phlebotomy/Serology/Urinalysis (weeks 1-3)**  
**CLBT 2130 Clinical Chemistry (weeks 5-8)**  
**CLBT 2110 Hematology and Coagulation (weeks 10-13)**  
**CLBT 2200 Certification Review(weeks 14 and 16)**

**Fall semester Lesson Plan 2016**

**Lesson Plan is subject to change at the discretion of the instructor.**

<b>Week</b>	<b>Chap / Less</b>	<b>Content</b>	<b>Tests Assignments</b>
<b>Week 1 Aug. 15-19</b>			
1		Clinical 2090 Phlebotomy/ UA/Serology	<b>Case study</b> <b>Study questions</b> <b>Polanski review cards</b> <b>Fax time sheet 912-538-3106 Att: Cindy Williams</b>
<b>Week 2 Aug. 22-26</b>			
2		Clinical 2090 Phlebotomy/ UA/Serology	<b>Case study</b> <b>Study questions</b> <b>Polanski review cards</b> <b>Fax time sheet 912-538-3106 Att: Cindy Williams</b>
<b>Week 3 Aug. 29-Sept.2</b>			
3		Clinical 2090 Phlebotomy/ UA/Serology  <b>Total: 120 hours</b>	<b>Case study</b> <b>Study questions</b> <b>Polanski review cards</b> <b>Fax time sheet 912-538-3106 Att: Cindy Williams</b>
<b>Week 4 Sept. 5 (Holiday) 6-9</b>			

4		If you have the required 120 hours for this rotation you do not have to report to clinicals this week. Use this week to work on Serology case study, study questions, or make up hours for clinical time.	Case study Study questions Polanski review cards Fax time sheet 912-538-3106 Att: Cindy Williams
<b>Week 5 Sept.12-16</b>			
5		2130 Clinical Chemistry	Case study Study questions Polanski review cards Fax time sheet 912-538-3106 Att: Cindy Williams
<b>Week 6 Sept. 19-23</b>			
6		2130 Clinical Chemistry	Case study Study questions Polanski review cards Fax time sheet 912-538-3106 Att: Cindy Williams
<b>Week 7 Sept. 26-30</b>			
7		2130 Clinical Chemistry	Case study Study questions Polanski review cards Fax time sheet 912-538-3106 Att: Cindy Williams
<b>Week 8 Oct. 3-7</b>			
8		2130 Clinical Chemistry <b>Total: 160 hours</b>	Case study Study questions Polanski review cards Fax time sheet 912-538-3106 Att: Cindy Williams
<b>Week 9 Oct. 10-14</b>			
9		If you have the required 160 hours for this rotation you do not have to report to clinicals this week. Use this week to work on Chemistry case study, study questions, or make up hours for clinical time.	Case study Study questions Polanski review cards Fax time sheet 912-538-3106 Att: Cindy Williams
<b>Week 10 Oct. 17-21</b>			

10		2110 Clinical Hematology/Coagulation	Case study Study questions Polanski review cards Fax time sheet 912-538-3106 Att: Cindy Williams	Hematology course 1-8 Core A-C
<b>Week 11 Oct. 24-28</b>				
11		2110 Clinical Hematology/Coagulation	Case study Study questions Polanski review cards Fax time sheet 912-538-3106 Att: Cindy Williams	Hematology course 1-8 Core A-C
<b>Week 12 Oct. 31- Nov.4</b>				
12		2110 Clinical Hematology/Coagulation	Case study Study questions Polanski review cards Fax time sheet 912-538-3106 Att: Cindy Williams	Hematology course 1-8 Core A-C
<b>Week 13 Nov. 7-11</b>				
13		2110 Clinical Hematology/Coagulation <b>Total: Hours 160</b>	Case study Study questions Polanski review cards Fax time sheet 912-538-3106 Att: Cindy Williams	Hematology course 1-8 Core A-C
<b>Week 14 Nov. 14-18</b>				
14		Certification Review at STC Monday- Thursday! 8-4pm	Monday- Phl/UA/Sero review; TEST Tuesday-Chemistry review; TEST Wednesday-Microbiology Review concentrate bacteria; Thursday- Microbiology Review cont. concentrate virus, fungi, and parasites.; TEST Work ethics exam. Serology/Chemistry/Hematology or coagulation case studies are due and will be presented to the class. All study questions due. All clinical site evaluations due. All “number of test” per clinical site rotation due.	
<b>Week 15 Nov. 21-22 (23-24 Holidays!)</b>				

15		Use this week to review all CLT courses!	
<b>Week 16 Nov. 28- Dec. 1</b>			
16		Certification Review at STC Monday- Thursday! 8-4pm	Monday- Hematology Review; TEST Tuesday- Blood bank Review; TEST Wednesday- Serology/Chemistry/Hematology or coagulation case studies are due and will be presented to the class. Review any weak areas; Test taking skills; AMT MOCK MT TEST Thursday- <b>MOCK REGISTRY- you must pass this MOCK registry in 3 attempts with a 70 or higher and the course with a 70 or higher to pass the entire CLT program.</b> <b>All test grades week 14 and 16 must be passed with a 70 or above per TSCG standards.</b> All test grades week 14 and 16 are averaged and is 45% of your grade. Work ethics is 5% MOCK registry is 50% of your grade for this course.

**MAJOR COURSE COMPETENCIES:**

1. Complete Blood Count and Differentials
2. Other related Blood Tests in Hematology
3. Coagulation and Fibrinolysis Tests
4. Correlation of Test Results to Disease States and Critical values
5. Instrumentation
6. Safety
7. Documentation/Quality Control
8. Process Improvement

**General Core Educational 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.
- D. The ability to utilize basic computer skills.

**\*\*\* Special attention: Reading differentials**

Clinical Rotation Evaluation for Hematology/Coagulation CLBT 2110

Name: \_\_\_\_\_ Hospital \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_

Please evaluate the performance of this student based on the following criteria:

5 – meets criteria 90-100% of the time; 4 –meets criteria 80 – 89% of the time; 3 – meets criteria 70-79% of the time; 2 – meets criteria 60-69% of the time; 1 meets criteria less than 60% of the time. Procedures for each test protocol are located in the Policy and Procedure Manual located in each department at each clinical facility. **Students must pass the clinical skills check off sheet with 70 or greater(C) to pass the course.**

I. Skill	Criteria	5=A	4=B	3=C	2=D	1=F
The student successfully performs the following:						
1 The preparation and staining of blood smears	Must follow steps in protocol 100% of time					
2. Retic counts	Must obtain within 10% the value obtained by the technician					
3. ESR	Must obtain within 10% the value obtained by the technician					
4. Manual CSF and body fluid counts	Must obtain within 10% the value obtained by the technician					
5. Routine maintenance and QC of Hematology and coagulation equipment for correct working order, reagents and tech knowledge	Must follow the steps of the protocol 100% of the time					
6. Operation/ Troubleshoot analyzers for CBC, platelet, PT, PTT	Must obtain within 10% the value obtained by the technician					
7. Differential counts on normal blood smears	Must obtain within 10% the value obtained by the technician					
8. Differential counts on abnormal blood counts	Must obtain within 10% the value obtained by the technician					
9. Calculations of INR	Must obtain within 100% the value obtained by the technician					
10. Bleeding times, D- Dimer, fibrinogen.....	Must obtain within 10% the value obtained by the technician					
11. Other: (buffy coat slide, saline replacement, dilution, plt.	Must obtain within 10% the value obtained by the					

est...)	technician					
II: Knowledge						
The student successfully:						
1. Recognizes criteria for reporting to pathologist	Must follow the steps of the protocol 100% of the time.					
2. Recognizes values considered critical and makes the appropriate report and documentation to RN or MD.	Must follow the steps of the protocol 100% of the time.					
3. Correlates CBC findings with differential results	Must make proper correlation 9 out of 10 times					
4. Correlates hematology results with disease	Must make proper correlation 9 out of 10 times					
5. Correlates coagulation results with disease or medication	Must make proper correlation 9 out of 10 times					
6. Follows appropriate hospital protocol, safety, PPE, biohazard, blood borne pathogens, HIPAA...	Must follow the steps of the protocol 100% of the time.					
7. Displays teamwork and organizational skills	Must follow the steps of the protocol 100% of the time					
8. Understands and demonstrates proficiency of "STAT" orders.	Must follow the steps of the protocol 100% of the time					
9. Double check critical values.	Must follow the steps of the protocol 100% of the time					

Comments:

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Areas that the student could improve:

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Thank you for training this student from Southeastern Technical College. The clinical setting is a vital part of the student's education. It helps the student understand and use the concepts learned in the classroom.

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Preceptor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please enclose in a sealed envelope SIGNED ACROSS the seal. Thank you

Hematology/Coagulation Comparison of clinical sites by test:	
Students record total test performed Test	Record number performed per rotation
Bleeding time	
Body fluid counts	
CBC /platelet count	
Coag maintenance.	
Coag mixing studies	
Coag QC (PT/PTT)	
CSF counts	
D- Dimer	
Fibrinogen	
Fibrin split products	
Hematology maintenance.	
Hematology QC	
Hemoglobin A1C	
Manual differential	
PT	
PTT	
Retic count	
Sed rate	

List additional test:

**List the name of the analyzers.**