



**PHLT 1030 Introduction to Venipuncture
Course syllabus
Spring Semester 2016**

Semester: Spring 2016
Course Title: Introduction to Venipuncture
Course Number: PHLT 1030
Credit Hours/ Minutes:3/3000
Class Location: Room #739 Gillis Building
Class Meets: Wednesday 8-12 Swainsboro
CRN: 40195

Instructor: Lisa Hammock, MT, AMT
lhammock@southeasterntech.edu
Full Time contact:
Cynthia Williams, MS, MT(AMT)(HHS)
Office Hours: 7:30-8am;3:30-5pm
Office Location:716 Gillis Building
Email Address: cwilliams@southeasterntech.edu
Phone: 912-538-3183
Fax Number: 912-538-3106

REQUIRED TEXT: *Phlebotomy, Work Text and Procedures Manual, 3ed. Warekois and Robinson*

REQUIRED SUPPLIES & SOFTWARE:

Notebook
Pens
Highlighters
Updated Student ID (must say Health Care Assistant or Phlebotomy)

Course Description

Provides an introduction to blood collecting techniques and processing specimens. Emphasis is placed on the knowledge and skills needed to collect all types of blood samples from hospitalized patients. Topics include: venipuncture procedure, safety and quality assurance; isolation techniques, venipuncture problems, and definitions; lab test profiles and patient care areas; other specimen collections and specimen processing; test combinations, skin punctures and POCT; professional ethics and malpractice; and certification and licensure.

MAJOR COURSE COMPETENCIES:

- 1- Venipuncture Procedure
- 2-Safety and Quality Assurance
- 3-Isolation Techniques
- 4-Venipuncture Problems and Definitions
- 5- Lab Tests Profiles and Patient Care Areas
- 6-Other Specimen Collections and Specimen Processing
- 7-Test Combinations
- 8-Skin Punctures and POCT
- 9-Professional Ethics and Malpractice
- 10-Certification and Licensure

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): All program curriculum courses excluding PHLT 1050

Learning Outcomes:

Venipuncture Procedure, Safety and Quality Assurance

Order	Description	Learning Domain	Level of Learning
1	List and locate the names of the arm veins.	Cognitive	Knowledge
2	List the anticoagulants for each color coded vacutainer tube.	Cognitive	Knowledge
3	List and identify venipuncture equipment, the vacutainer tubes used for each laboratory test, and the associated laboratory testing department.	Cognitive	Knowledge
4	List and demonstrate the safety procedures appropriate while on the job.	Cognitive	Knowledge
5	Discuss patient contact phlebotomy techniques.	Cognitive	Comprehension
6	Perform a single and double draw venipuncture with the vacutainer system.	Cognitive	Synthesis
7	Perform a venipuncture with a syringe.	Cognitive	Synthesis
8	Define quality and performance improvement measurements and list the components of a QA program.	Cognitive	Knowledge
9	Define quality control and list areas in phlebotomy subject to quality control.	Cognitive	Knowledge

Isolation Techniques, Venipuncture Problems and Definitions

Order	Description	Learning Domain	Level of Learning
1	Describe phlebotomy protocol for selected isolation techniques.	Cognitive	Knowledge
2	List, demonstrate, and describe personal protective equipment use.	Cognitive	Knowledge
3	Describe prevention and handling procedures for the following: hematoma, hemolysis, fainting, convulsions, vomiting, cardiac difficulties, uncooperative patient, and patient with I.V. or shunts.	Cognitive	Knowledge
4	Define stat, p.p., p.c., hemolysis, jaundice, lipemic, QNS, and other selected terms and abbreviations.	Cognitive	Knowledge

Lab Test Profiles and Patient Care Areas

Order	Description	Learning Domain	Level of Learning
1	List tests included in the following packages or profiles: cardiac profile, liver profile, electrolytes, coagulation, DIC studies, CBC, routine admission, and other commonly encountered test profiles.	Cognitive	Knowledge
2	Describe the safety rules for the different areas of the hospital.	Cognitive	Knowledge
3	Discuss phlebotomy protocols for the nursery, ER, ICU, out-patient services and age appropriate techniques.	Cognitive	Comprehension

Other Specimen Collections and Specimen Processing

Order	Description	Learning Domain	Level of Learning
1	Describe blood culture, throat culture, 24-hour urine, clean-catch urine, bleeding time test, GTT, 2 hr. p.p./p.c. glucose, and cross-match collection procedures.	Cognitive	Knowledge
2	Discuss specimen processing for selected lab tests.	Cognitive	Comprehension

Test Combinations, Skin Punctures and POCT

Order	Description	Learning Domain	Level of Learning
1	Perform a fingerstick and collect an HCT and blood smear.	Cognitive	Synthesis
2	Describe how to perform a heel stick.	Cognitive	Knowledge
3	List and recognize the dangers involving a heel stick.	Cognitive	Knowledge
4	List approximate volumes and tubes necessary and the order of draw for selected test combinations.	Cognitive	Knowledge
5	Define point-of-care testing and explain the principle behind selected POCT examples.	Cognitive	Knowledge

Professional Ethics and Malpractice

Order	Description	Learning Domain	Level of Learning
1	Discuss and demonstrate professional behavior and dress associated with the clinical laboratory profession.	Cognitive	Comprehension
2	Identify applicable codes of ethics for the clinical laboratory profession.	Cognitive	Knowledge
3	Discuss and demonstrate ethical behavior associated with the clinical laboratory profession.	Cognitive	Comprehension
4	Discuss implications of Patient's Bill of Rights as	Cognitive	Comprehension

	applicable to clinical laboratory services.		
5	Discuss implications of Right to Die / Living Will as applicable to clinical laboratory services.	Cognitive	Comprehension
6	Recognize and identify desirable personal qualities required in health care.	Cognitive	Analysis
7	Define selected legal terms.	Cognitive	Knowledge
8	Distinguish between criminal and civil causes of action.	Cognitive	Analysis
9	Distinguish between implied and expressed contracts.	Cognitive	Analysis
10	Distinguish between implied, informed, and uninformed consent.	Cognitive	Analysis
11	Describe three essential elements of a verbal contract.	Cognitive	Knowledge
12	Distinguish between negligence and malpractice.	Cognitive	Analysis
13	Identify liability as applicable to personal and professional actions.	Cognitive	Knowledge
14	List elements of a civil malpractice cause of action.	Cognitive	Knowledge

Certification and Licensure

Order	Description	Learning Domain	Level of Learning
1	Explain certification, accreditation, and licensure as applicable to clinical laboratory profession.	Cognitive	Comprehension
2	Discuss federal and state laboratory licensure laws and personnel standards.	Cognitive	Comprehension
3	Explain certification, accreditation, and licensure as applicable to clinical laboratory profession.	Cognitive	Comprehension
4	Discuss federal and state laboratory licensure laws and personnel standards.	Cognitive	Comprehension

STUDENT REQUIREMENTS:

- Be on time. Class starts promptly, plan to be at the classroom or clinical site at least 15 minutes before the scheduled class start time.
- Be prepared every day: This means you have: **ALL assignments completed**, the correct notebook, textbook, as well as any other required materials.
- Dress Code: clothing should fit to maintain modesty and avoid potential embarrassment of the individual or classmates. Flip-flops are not acceptable.
- Be courteous at all times. Inappropriate behavior will NOT be tolerated and would be grounds for immediate dismissal from class. Treat everyone with kindness and respect. This is essential during the lab and clinical experience. Keep personal information to yourself!
- Fingernails: not to be longer than the tips of your fingers, no artificial nails including gel or acrylic will permitted in the lab or clinical setting.
- ***ANYTHING YOU DO IN THE LAB/CLINICAL AREA REQUIRES PERMISSION FROM YOUR INSTRUCTOR.***
- ***Cell phone use is strictly prohibited in the classroom or lab area. Cell phone is also NOT to be used in the hallways outside of the classrooms. You are not to leave the classroom or lab to use any cell phone.***
- All personal business and hygiene needs should be tended to before starting a test. No student will be allowed to leave the room during a test for any reason. If a student chooses to leave during a test, the test is considered finished and unfinished answers will be marked wrong. A student will NOT be allowed to finish the test or make-up any part(s) of the test.
- **A student that misses the final tube test will NOT be allowed to make it up at a later date. Any student missing class the day of the final tube test will be withdrawn.**
- ***Students are not permitted to leave the collection area (lab or classroom) during the random urine collection procedure. If a student leaves the area he/she will be immediately withdrawn from the course.***

Classroom/Laboratory

- Students are expected to complete all tests and daily assignments on the specified date.
- Tests and assignments must be completed on the specified date (see lesson plan). No late assignments are accepted. Students are also responsible for policies and procedures in the STC Catalog and Student Handbook and Phlebotomy Handbook.
- Students must demonstrate proficiency of **ALL** skills in accordance with the skills competency evaluation forms. These skills are evaluated by an instructor during classroom and lab times. It is important that individuals are present when the skills are being taught and are also present for lab assignments. If an individual is absent on the day when the skills are tested, an unsatisfactory grade may be given. Skills evaluations may be unannounced. Individuals are usually given several opportunities during the formative period to demonstrate satisfactory skill performance.
- Failure to meet the grade requirements or failure to demonstrate proficiency of a skill or skills will result immediate dismissal from the course.
- **Safety is of the utmost importance.** Each student is expected to adhere to the Classroom/Laboratory Rules and Regulations. **The instructor may maintain close, direct supervision during venipuncture procedures involving live sticks; this includes the instructor guiding the students hand during the venipuncture procedure.**

During lab time all students are expected to act professionally towards their classmates and the instructor. Failure to do so may result in an infraction (level I or II) depending on the severity of the incident. Additionally, disruptive or unprofessional behavior will not be tolerated in the classroom setting and may also result in an infraction.

- During an examination, students are required to place all textbooks and personal property on the counter located in the back of the classroom. Students are to be seated with an empty seat between each student. No talking is allowed once the test begins. Students found with their cell phone or any other personal communication device during a test will be considered cheating and given a zero for the test grade. If a student is tardy on test day, he/she will need to enter quietly and they will only have the amount of time (per instructor's discretion) to take the test. If they do not arrive on time, they may not be able to finish in the time allowed and it would conceivably affect their grade. If they do not enter quietly, the instructor has the right to refuse allowing them to take the test.
- A physical exam with required documentation of immunizations will be required to begin PHLT 1050 **(the deadline will be set by the instructor)**
- Students will be required to be "Fit Tested" prior to beginning PHLT 1050. This is required by the TCSG infection control policy. The fitting will be set up by the instructor. The cost will be \$20.00 to be paid by the student at the time of the fitting.
- A criminal background check and urine drug screen will be required prior to beginning PHLT 1050. **(the deadline will be set by the instructor).**
- Students must have a current American Heart Association Health Care Provider CPR card prior to beginning PHLT 1050.

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 the clinical site!**

HEALTH DOCUMENTATION AND CPR:

All students must have a current physical exam with current PPD, and an active American Heart Association Health Care Provider CPR card. It is the student's responsibility to keep these items up-to-date. If any of these items are expired, the student will not be allowed to go to clinical and will be counted absent.

FIT TESTING: All students who have clinical component or are required by the TCSG infection control policy to get fit tested. The instructor will contact Tommy Jenkins at EDC (912-538-3200 or e-mail) and set up a time. Students will need to go to the EDC for the testing and the cost is \$20.00. The fit testing must be complete in order to begin clinical time.

STC ATTENDANCE POLICY: It is essential that educational programs maintain requirements and standards necessary for successful employment of its graduates in business and industry. In view of the intensive nature of the educational programs, it is necessary for every student to be present and on time every day for all classes.

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. All 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 as noted on each syllabus will receive a "W" for the course if removed from the course on or before the 65% portion of the semester (see STC's calendar on our website for the actual date of the 65% point). After the 65% portion of the semester, the student has earned the right to a letter grade and will receive a grade for the course. 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 involved. If you are 30 minutes late to class, you are considered absent for the day.

Withdrawing from Learning Support and/or College Success and Survival Skills courses are not permitted unless the student intends to withdraw totally from the College.

TRADITIONAL ATTENDANCE ADDENDUM: For this class, which meets 1 days a week for 15 weeks, the maximum number of days a student may miss is 2 days during the semester.

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 documented special needs may be provided with an individualized Instructional Plan with specifications for scheduled instructional time. It is the student's responsibility to inform the Special Needs Specialist as students and instructors are required to have documented evidence prior to receiving or allowing special accommodations. See the STC Catalog and Student Handbook, Student Affairs section for further information regarding special needs.

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: If an exam is missed, the student will be allowed to take make-up exams during **ONE hour at the end of the semester** (date to be scheduled by instructor). There will be **NO** exceptions to this policy. Lowest exam grades are not dropped. Students are responsible for keeping up with their grades. Do not ask instructor for grades during the semester. The make-up exam may or may not be the same as the original exam. It may also be a different test format.

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).

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 at www.southeasterntech.edu

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.*

WORK ETHICS: The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. Students will be required to take a work ethics exam as marked in the lesson plan. A grade of 70 or better is required to complete the work ethics requirements for this class.

- ❖ Every student is expected to be present on lab skills days and on test days. A skill area must be made up within one week. Failure to make up missed skills will result in failure of that skills area. If a skill is not completed, the student will not exit the course. The student must satisfactorily prove competency in each skills area in order to pass the course, regardless of academic standing on tests.
- ❖ **Students must complete each skill competency area successfully. Failure to complete a competency area successfully will result in dismissal from the course (regardless of overall**

grade average) and final grade of “WF” or “F”. Students will be given three opportunities to demonstrate each skill competency.*

- ❖ Each student will perform a minimum of 8 successful venipunctures and successfully complete all skills competencies during PHLT 1030 before he/she is allowed to advance to PHLT 1050. Failure to complete these course requirements will result in a failing grade for the course regardless of overall test/exam average.
- ❖ Final grades will be determined by averaging all test grades. An average of 70 or greater is necessary to pass the course. If you score less than 70 on an exam, you must schedule a conference with the instructor.
- ❖ Make-up exams will be given during ONE hour at the end of the semester, time to be announced by the instructor. A student will only be allowed to make-up one test. If a second test is missed a grade of zero will be given.

FINAL COURSE CAPSTONE EXAMS: PASS/FAIL

***Final Skills Competency Exam:** A final skills competency exam will be administered and must be completed successfully within two attempts to pass the course regardless of overall academic standing.

***Tube Test:** Students are required to pass this test with a 90% or better to pass the course. Students will be allowed two attempts to achieve the passing score. Specific dates for these tests will be set by the instructor and are non-negotiable.

GRADING POLICY:

Chapter Tests*	95%
Work Ethics	5%
Skills Performance Checklists*	Pass/Fail
Final Skills Competence Exam*	Pass/Fail

NO TEST GRADE OR AVERAGES WILL BE ROUNDED UP.

(Example: 69.3 or 69.9 will be entered as 69)

GRADING SCALE

A: 90-100

B: 80-89

C: 70-79

D: 60-69

F: 0-59

PHLT 1030 Introduction to Venipuncture

Spring 2016 Lesson Plan

****Please note: This lesson plan is subject to change at the discretion of the instructor.**

Date	Chap / Less	Content	Assignments & Tests Due	Course /Core competency
Week 1 Jan. 13				
Week 1	1-4	<p>First day of class/Introduction to Course— Syllabi, Outline, Rules, Regulations Coverage; Completions of Forms: Students may take forms home, sign, and bring back next week. Make yourself a copy!</p> <p>Phlebotomy, Health Care Structure, Safety, Infection Control, Isolation techniques, and Certification and Licensure</p> <p>Work Ethics-Attendance</p>	<p>Read chapters 1-4</p> <p>Start studying tubes now! <i>You must pass the “Tubes” quiz with a 90 or better to successfully complete the course. You will also be required to have money paid to the PreCheck for a urine drug screen and criminal background check by the class after midterm. IN ADDITION, you must have a physical by the class after midterm. This includes a 2 step PPD and all vaccines COMPLETED! If all paperwork is NOT completed by the class after midterm, you will not be allowed to return to class and will be counted absent. All tests and labs missed will receive a grade of ZERO.</i></p>	1,2,3,9,10 A,C
Week 2 Jan. 20				
Week 2	1-4	<p>Review Rules and Regulations</p> <p>All completed forms MUST be turned into the instructor today.</p> <p>Continue review of Unit 1</p>	<p>Lecture</p> <p>Continue reviewing Chapters 1-4.</p> <p>Lab Practice</p> <p>Video-Routine Venipuncture</p> <p>Read Chapter</p>	1,2,3,9,10 A,C
Week 3 Jan. 27				
Week 3	1-4	<p>Continue review of Unit 1</p> <p>Common Lab tests and panels</p> <p>Work Ethics-Advance notification of absence</p>	<p>Lecture</p> <p>Continue reviewing Chapters 1-4.</p> <p>Lab Practice</p>	1,4,5,6,7, A,C
Week 4 Feb.3				
		Circulatory, Lymphatic and Immune	Exam- Unit 1	1,2,3,5,7

Week 4	Chapter 7	systems	Review Chapter 7 Study your Tubes!	A,C
Week 5 Feb. 10				
Week 5	Chapters 8-9	Venipuncture Equipment Work Ethics- Display Loyalty	Exam-Chapter 7 STUDY your TUBES! Lab Practice- venipuncture using vacutainer method Review Chapters 8 & 9	1,2,4,6,8 A,C
Week 6 Feb. 17				
Week 6	Chapters 8-9	Venipuncture Equipment and routine venipuncture	Venipuncture Equipment and routine venipuncture	1,2,4,6,8 A,C
Week 7 Feb. 24				
Week 7	Chapters 10-12	Dermal puncture, Venipuncture complications, Blood collections in special populations Work Ethics- Respect the rights of others	Chapters 8-9 Exam Review Chapters 10-12 Lab Practice First tube test today! (If you pass, you do not have to retake it next week.)	1-8 A,B,C
Week 8 March 2				
Week 8	Chapters 10-12 MID-TERM	Continue reviewing Chapters 10-12 Mid-Term Work ethics- Handling Stress	Note: Students who withdraw on or before today receive a "W"; after today students receive a "WF" or "WP" depending upon average WP" depending upon average Lecture and Lab practice Final Tubes test today! You must pass with a 90 or better to go to clinical next semester. Video-Pediatric blood collection	1-8 A,B,C
Week 9 March 9				
Week 9	Chapters 13-14	Arterial blood collections, Special collections and procedures Work Ethics-Appropriate dress	Exam-Chapters 10 -12 Review Chapters 13-14 Continue to study tubes and panels. You will need to know them when you go to clinical. Plus... I will continue to	1-8 A,B,C

			quiz you! Practice drawing blood cultures Lab Practice: venipuncture using butterfly method	
Week 10 March 16				
Week 10	Chapter 13-14	Arterial blood collections, Special collections and procedures Review Chapters 13-14 Lab and lecture		1-8 A,B,C
Week 11 March 23 (March 30 Holiday!!)				
Week 11		Special non-blood collections procedures, Specimen Transport, handling, and Processing Work Ethics- Following directions	Exam Chapter 13-14 Review Chapters 15-16 Lab Practice- venipuncture using syringe method Practice making blood smears	1,2,5,6,7 A,C
Week 12 April 6				
Week 12	Chapters 17-18	Quality Phlebotomy, Legal /Malpractice issues in Phlebotomy Work Ethics- Teamwork	Exam Chapter 15-16 Lab Practice Review Chapters 17-18 Video- Special Blood collecting Procedures	1-10 A,C
Spring Break March 30- April 2				
Week 13 April 13				
Week 13		Point of Care Testing Practice Dermal punctures Work Ethics- Dependability	Exam Chapter 17-18 Review Chapters 19 Dermal puncture and bleeding time procedure	1-8 A,B,C
Week 14 April 20				
Week 14		POCT continued Work Ethics: Nonverbal communication	Lab Practice Skills check off today. Must pass with 85% or better.	1-8 A,B,C
Week 15 April 27				
Week 15		Make up exam given today. Review	Don't forget to sign up for PHLT 1050. See you next semester. WORK ETHICS EXAM!	1-10 A-C
Week 16 May 4				
Week 16		Finals		1-10 A-C

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**Southeastern Technical College
Phlebotomy Program**

I _____ have read and understand the syllabi for PHLT 1030.

I have also been given the opportunity to ask questions to clarify any requirements listed on the syllabi. I agree to follow the guidelines and rules listed on the syllabi.

I have been given the Phlebotomy Handbook. I am aware that the Phlebotomy Handbook is located on the "M" drive.

Print Name

Student Signature

Date