



**PHLEBOTOMY (PHLT) 1030 Introduction to Venipuncture**  
**Course syllabus**  
**Spring Semester 2020**

**COURSE INFORMATION**

Credit Hours/Minutes: 3/3000  
Class Location: Room: 737 Vidalia campus  
Class Meets: Monday 1-5:00 pm  
Course Reference Number (CRN): 40204

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Erin Rollins, CMA (AAMA)  
Director: Cynthia Williams  
Office Location: 722 Gillis Building Vidalia  
Office Hours: Monday 8a-12p, Tuesday 8a-5p, Thursday 8a-4p  
Email Address: [erollins@southeasterntech.edu](mailto:erollins@southeasterntech.edu)  
Phone: 912-538-3193  
Fax Number: 912-538-3106

**SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND HANDBOOK**

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php) (<http://www.southeasterntech.edu/student-affairs/catalog-handbook.php>).

**REQUIRED TEXT**

Phlebotomy, Work Text and Procedures Manuel, 5th ed. Warekois and Robinson

**REQUIRED SUPPLIES & SOFTWARE**

Notebook, Pens, Highlighters, Paper, and Updated Student identification (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 point of care testing (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

### **PREREQUISITE(S)**

All program curriculum courses excluding PHLT 1050

### **COURSE OUTLINE**

#### **Learning Outcomes:**

#### **Venipuncture Procedure, Safety and Quality Assurance**

<b>Order</b>	<b>Description</b>	<b>Learning Domain</b>	<b>Level of Learning</b>
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 and 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 quality assurance (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**

<b>Order</b>	<b>Description</b>	<b>Learning Domain</b>	<b>Level of Learning</b>
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 intravenous (I.V.) or shunts.	Cognitive	Knowledge
4	Define stat, hemolysis, jaundice, lipemic, quantity not sufficient (QNS), and other selected terms and abbreviations.	Cognitive	Knowledge

#### **Lab Test Profiles and Patient Care Areas**

<b>Order</b>	<b>Description</b>	<b>Learning Domain</b>	<b>Level of Learning</b>
1	List tests included in the following packages or profiles: cardiac profile, liver profile, electrolytes, coagulation, disseminated intravascular coagulation (DIC) studies, complete blood count (CBC), routine admission, and other commonly encountered test profiles.	Cognitive	Knowledge

Order	Description	Learning Domain	Level of Learning
2	Describe the safety rules for the different areas of the hospital.	Cognitive	Knowledge
3	Discuss phlebotomy protocols for the nursery, emergency room (ER), intensive care unit (ICU), outpatient 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, glucose tolerance test (GTT), 2 hour, 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 finger stick 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 (POCT) 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 applicable to clinical laboratory services.	Cognitive	Comprehension
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

## GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

## STUDENT REQUIREMENTS

Students are required to read chapter prior to class, follow all STC policies and procedures in class and lab. Safety is utmost important in the lab. Students must follow dress code to include closed toe shoes, modest clothing, and long hair secured in the lab. Students are required to draw blood from other students and to be drawn by other students for this course.

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. The student must satisfactorily prove competency in each skills area in order to pass the course, regardless of academic standing on tests.

**Failure to complete a competency area successfully will result in dismissal from the course (regardless of overall grade average) and final grade of withdraw failing (“WF”) or failing (“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 75 or greater is necessary to sit for the final exam. An average of 70 or greater is necessary to pass the class.**

Make-up exams will 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.

Students must complete Fit test, cardiopulmonary resuscitation (CPR) certification, immunizations, drug screen and background check to advance to the clinical PHLT 1050.

## 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. **This class meets 1 day a week for 15 weeks. You are allowed to miss 2 days during this course. More than 2 days exceeds the 90% required attendance for this course and you will be dropped from the course.**

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" (Failing 0-59) 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.

The completion dates of 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.

## STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

**Swainsboro Campus:** [Macy Gay mgay@southeasterntech.edu](mailto:Macy_Gay_mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

**Vidalia Campus:** [Helen Thomas hthomas@southeasterntech.edu](mailto:Helen_Thomas_hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

### 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 make arrangements with the appropriate campus coordinator.

**Swainsboro Campus:** [Macy Gay mgay@southeasterntech.edu](mailto:Macy_Gay_mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

**Vidalia Campus:** [Helen Thomas hthomas@southeasterntech.edu](mailto:Helen_Thomas_hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments

## WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to

the 65% point of the term in which student is enrolled (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" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form. 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.

Important – Student-initiated withdrawals are not allowed after the 65% point. Only instructors can drop students after the 65% point for violating the attendance procedure of the course. Students who are dropped from courses due to attendance after the 65% point will receive either a "WP" (Withdrawn Passing) or "WF" (Withdrawn Failing) for the semester.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

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. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

## **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. Work ethics is 5% of your course grading.**

## **MAKEUP GUIDELINES**

Exams or labs missed for any reason will be made up at the discretion of the instructor. 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. Tests missed will be at a time designated by the instructor.

## **ACADEMIC DISHONESTY POLICY**

The Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College 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" (Withdrawn Failing) 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 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>	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas <a href="mailto:ljonas@southeasterntech.ed">ljonas@southeasterntech.ed</a>

**Accessibility Statement**

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

**GRIEVANCE PROCEDURES**

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College’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 [Southeastern Technical College \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

**Technical college system of Georgia (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**

No test grades will be dropped. No final grade will be rounded up (ex: 69.9 is not rounded to 70). Students must make **75 or above** to be able to sit for the final exam. Students must make a **70 or above** to pass this class. All skills must be passed prior to the final exam.

<b>Assessment/Assignment</b>	<b>Percentage</b>
Average Chapter tests & Final	90%
Work ethics	5%
Student skills practice/Lab time	Pass/Fail
Final Skills Competence Exam	Pass/Fail

### **Grading scale**

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



## PHLT 1030 Introduction to Venipuncture Spring Semester 2020 Lesson Plan

Lesson plan is subject to change at the discretion of the instructor.

Date/Week Monday	Chapter /Lesson	Content Lesson Plan is subject to change	Assignments & Tests Due Dates	Competency Area
1 January 7				
2 January 13	1-4	Syllabi, Outline, Rules, Regulations Coverage; Completions of Forms: Students may take forms home, sign, and bring back next week. Make yourself a copy! 1. Introduction to Phlebotomy 2. Health Care Structure 3. Safety 4. Infection Control	Read chapters 1-4 Start studying tubes now! You must pass the "Tubes" quiz with a 90 or better to complete the course. <b>You will also be required to have money paid to PreCheck for a urine drug screen and criminal background check. Physical, immunizations, CPR, Fit test, ect. required after passing the tubes test. You must complete the above by the due date to attend clinical next semester.</b>	1,2,3,9,10 A,C
3 Jan. 20 Holiday				
4 Jan 27	1-4	Review Rules and Regulations All completed forms <b>MUST BE TURNED</b> into the instructor today. Continue review of Unit 1	Lecture Continue reviewing tubes Chapters 1-4. Videos Read Chapters <b>Study your Tubes!</b>	1,2,3,9,10 A,C
5 February 3	7	Circulatory, Lymphatic and Immune systems	<b>Exam- Chapter 1-4</b> Review Chapter 7 <b>Study your Tubes!</b> Videos Lab Practice – Tourniquets & PPE	1,2,4,6,8 A,C

<b>Date/Week Monday</b>	<b>Chapter /Lesson</b>	<b>Content Lesson Plan is subject to change</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competency Area</b>
6 Feb. 10	8,9,11	8. Venipuncture Equipment 9. Routine venipuncture 11. Preanalytic variables and Venipuncture Complications	<b>Exam-Chapter 7</b> <b>STUDY your TUBES!</b> Lab Practice- Tourniquets, tube holder method, Syringe method, Butterfly method Review Chapters 8 Videos	1,2,4,6,8 A,C
7 Feb. 17	8,9,11	8. Venipuncture Equipment 9. Routine venipuncture 11. Preanalytic variables and Venipuncture Complications	<b>Tube Test # 1</b> You must <b>pass with a 90 or better</b> to continue in class. (If you pass, you do not have to retake it next week.) Review Chapter 9 Videos Lab Practice- Tourniquets, tube holder method, Syringe method, Butterfly method	1-8 A,B,C
8 Feb. 24	8,9,11	8. Venipuncture Equipment 9. Routine venipuncture 11. Preanalytic variables and Venipuncture Complications	<b>Tube Test # 2 (If needed)</b> You must <b>pass with a 90 or better</b> to continue in class. Review Chapter 11 Videos Lab Practice- Tourniquets, tube holder method, Syringe method, Butterfly method, Begin live sticks	1-8 A,B,C
9 March 2	10, 12	10. Capillary Collection 12. Blood collections in special populations	<b>MIDTERM</b> <b>Exam-Chapters 8, 9, 11</b> Review Chapters 10, 12 Videos Lab Practice: Blood cultures, Dermal punctures	1-8 A,B,C
10 March 9	13-14	13. Arterial blood collections 14. Special collections and procedures	<b>Exam Chapters 10,12</b> Review Chapters 13-14 Videos Lab Practice: Modified Allen Test, Discuss artery puncture, keep practicing Tube holder method, Syringe method, Butterfly method	1-8 A,B,C

<b>Date/Week Monday</b>	<b>Chapter /Lesson</b>	<b>Content Lesson Plan is subject to change</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competency Area</b>
11 March 16	15-17	Special non-blood collections procedures, Specimen Transport, handling, and Processing, Point-of-Care Testing	<b>65%</b> <b>Exam Chapter 13-14</b> Review Chapters 15-16 Lab Practice- Discuss Throat swaps, blood smears, keep practicing Tube holder method, Syringe method, Butterfly method	1,2,5,6,7 A,C
12 March 23	15,16,17	15. Special non-blood collections procedures 16. Specimen Transport, handling, and Processing 17. Point-of-Care Testing	Review Chapter 17 Lab Practice - keep practicing Tube holder method, Syringe method, Butterfly method	1-10 A,C
13 March 30 (April 6-9 Holidays!)	18-19	18. Quality Phlebotomy, 19. Legal issues in Phlebotomy	<b>Exam Chapter 15-17</b> Review Chapter 18-19 Lab Practice - keep practicing Tube holder method, Syringe method, Butterfly method	1-8 A,B,C
14 April 13	Review	Review	<b>Exam Chapter 18-19</b> <b>TB skin test, Flu shot, CPR, Fit test and immunizations DUE!!!</b> <b>WORK ETHICS EXAM!</b>	1-8 A,B,C
15 April 20	Review	Lab Practice Review	SKILLS CHECK OFF DAY	1-10 A-C
16 April 27	Finals	Finals	<b>FINAL EXAM</b>	1-10 A-C

### **Competency Areas:**

#### **MAJOR COURSE COMPETENCIES:**

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

#### **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.



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.

Student signature/Date \_\_\_\_\_