



**PHLEBOTOMY (PHLT) 1050 CLINICAL PRACTICE
COURSE SYLLABUS
Spring Semester 2020**

COURSE INFORMATION

Credit Hours/Minutes: 5 Credit Hours/11,250 minutes

Class Location: 739

Class Meets: 4-5 pm Every Other Thursday

Course Reference Number (CRN): 40205

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Erin Rollins, CMA (AAMA)

Director: Cynthia Williams, M.S., M.T.(AMT)(HHS)

Office Location: 722 Gillis Building Vidalia

Office Hours: Monday 8a-12p, Tuesday 8a-5p, Thursday 8a-4p

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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 Manual, 5th edition Saunders

REQUIRED SUPPLIES & SOFTWARE

- Notebook
- Pens
- Uniform consisting of: a black uniform top and black uniform pants
- White lab coat with STC patch left shoulder
- White or black duty shoes
- Updated school identification with Health Care Assistance (HCA)-Phlebotomy
- Students should not share login credentials with others and should change passwords periodically to maintain security.

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 glucose tolerance test (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

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

All immunizations, Drug screen, background check, Cardiopulmonary resuscitation (CPR) card, Fit test must be complete before attending clinical rotation!

Time: Students must complete 200 clinical hours. Students must keep a bi-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 (Failing 0-59) "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 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.**

Students are expected to follow all policies and procedures outlined in the Phlebotomy Program Handbook (located on the "M" drive in the Phlebotomy folder) 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 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" (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.

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 (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.

For this class, which meets 1 day biweekly for 15 weeks, the maximum number of days a student may miss is 1 days during the semester.

Clinical Attendance

A student can only miss 20 hours (10%) of scheduled clinical time. Students exceeding 20 hours will be dropped for attendance. **All missed clinical time must be made up prior to the end of the semester for a total of 200 hours for the course.** 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.

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, 478-289-2274, Building 1, Room 1208

Vidalia Campus: 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, 478-289-2274, Building 1, Room 1208

Vidalia Campus: 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.

MAKEUP GUIDELINES

All missed clinical time must be made up prior to the end of the semester for a total of 200 hours for the course.

Extenuating circumstances are determined at the instructor’s discretion. Unless otherwise scheduled with the instructor, it is expected that the test will be taken the next day, scheduled outside of regular class time.

Failure to follow this procedure will result in a grade of zero.

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 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:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu

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

Assessment/Assignment	Percentage
Venipuncture Record/Clinical hours (200 hours)	Complete
Skills Competency Checklist	45%
Preceptor Evaluations (Mid-term & Final)	25%
MOCK registry	25%
Review Exams	5%
Note: Final average will not be rounded up. Must make a 70 or above to pass this course	

GRADING SCALE

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

**PHLEBOTOMY 1050- CLINICAL PRACTICE
SPRING SEMESTER 2020 LESSON PLAN**

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
1 January 9	1-4	First day of class Introduction to course syllabi, rules, Health Insurance Portability and Accountability (HIPAA), Blood borne pathogens. Review Venipuncture procedure (if needed) Clinical discussion Chapter 1 Introduction to Phlebotomy Chapter 2 Health Care Structure Chapter 3 Safety Chapter 4 Infection Control	Review Exam 1 Review all skills and procedures taught in PHLT 1030 prior to first day of clinical rotation. Complete clinical hours as scheduled. Complete all required clinical paperwork. Review test are counted in class average and are for review for the MOCK test. Turn in Time sheets, Stick sheets, Weekly Evaluations	Course: 1-3 Core: A,B,C,D
3 Jan. 23	5-7	Clinical discussion Review Venipuncture procedure, (HIPAA), Blood borne pathogens (if needed) Chapter 5 Medical Terminology Chapter 6 Human Anatomy & Physiology Chapter 7 Circulatory, Lymphatic and immune systems	Review test 2 Review all skills and procedures taught in PHLT 1030 prior to clinical rotation. Complete clinical hours as scheduled. Complete all required clinical paperwork. Review test are counted in class average and are for review for the MOCK test. Turn in Time sheets, Stick sheets, Weekly Evaluations	Course: 1-3 Core: A,C

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
5 February 6	8-10	Clinical discussion Review Venipuncture procedure, (HIPAA), Blood borne pathogens equipment usage and safety, personal protective equipment (PPE), Dermal punctures, micro-samples, Bleeding time test (if needed) Chapter 8 Venipuncture Equipment Chapter 9 Routine Venipuncture Chapter 10 Capillary Collection	Review test 3 Review all skills and procedures taught in PHLT 1030 prior to clinical rotation. Complete clinical hours as scheduled. Complete all required clinical paperwork. Review test are counted in class average and are for review for the MOCK test. Turn in Time sheets, Stick sheets, Weekly Evaluations	Course: 1-3 Core: A,B,C
7 Feb.20	11-13	Clinical discussion Review Venipuncture procedure, (HIPAA), Blood borne pathogens, equipment usage and safety, personal protective equipment (PPE), Dermal punctures, micro-samples, Bleeding time test, Blood cultures, Clean catch urine specimen, ABG's (if needed) Chapter 11 Venipuncture Complications Chapter 12 Blood Collection in Special Populations Chapter 13 Arterial Blood Collection	Review test 4 Mid-tern Evaluation due. Review all skills and procedures taught in PHLT 1030 prior to clinical rotation. Complete clinical hours as scheduled. Complete all required clinical paperwork. Review test are counted in class average and are for review for the MOCK test. Turn in Time sheets, Stick sheets, Weekly Evaluations	Course: 1-3 Core: A,B,C

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
9 March 5	14-16	<p>Clinical discussion Review Venipuncture procedure, (HIPAA), Blood borne pathogens, equipment usage and safety, personal protective equipment (PPE), Dermal punctures, micro-samples, Bleeding time test, Blood cultures, Clean catch urine specimen, ABG's (if needed) Chapter 14 Special Collections and Procedures Chapter 15 Special Nonblood Collection Procedures Chapter 16 Specimen Handling, Transport, and Processing</p>	<p>Review test 5 Review all skills and procedures taught in PHLT 1030 prior to clinical rotation. Complete clinical hours as scheduled. Complete all required clinical paperwork. Review test are counted in class average and are for review for the MOCK test. Turn in Time sheets, Stick sheets, Weekly Evaluations</p>	<p>Course: 1-3 Core: A,C</p>
11 March 19	17-19	<p>Clinical discussion Review Venipuncture procedure, (HIPAA), Blood borne pathogens, equipment usage and safety, personal protective equipment (PPE), Dermal punctures, micro-samples, Bleeding time test, Blood cultures, Clean catch urine specimen, ABG's. Legal Issues in the medical field, Malpractice in Phlebotomy, & Point of care testing (if needed) Chapter 17 Point-of-Care Testing Chapter 18 Quality Phlebotomy Chapter 19 Legal Issues in Phlebotomy</p>	<p>Review test 6 Review all skills and procedures taught in PHLT 1030 prior to clinical rotation. Complete clinical hours as scheduled. Complete all required clinical paperwork. Review test are counted in class average and are for review for the MOCK test. Turn in Time sheets, Stick sheets, Weekly Evaluations</p>	<p>Course: 1-3 Core: A,C</p>

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
13 April 2 (April 6-9 Holiday!)	Review	<p>Clinical discussion Review Venipuncture procedure, (HIPAA), Blood borne pathogens, equipment usage and safety, personal protective equipment (PPE), Dermal punctures, micro-samples, Bleeding time test, Blood cultures, Clean catch urine specimen, ABG's. Legal Issues in the medical field, Malpractice in Phlebotomy, & Point of care testing (if needed)</p> <p>Turn in all completed Time sheets, Stick sheets, weekly evaluations, and Final Evaluations if completed.</p>	<p>Review all skills and procedures taught in PHLT 1030 prior to clinical rotation. Complete clinical hours as scheduled. Complete all required clinical paperwork. Review test are counted in class average and are for review for the MOCK test. Turn in Time sheets, Stick sheets, Weekly Evaluations</p>	Course: 1-3 Core: A,C
15 April 23	Final	<p>Mock Certification Exam Turn in all completed Time sheets, Stick sheets, weekly evaluations, and Final Evaluations if completed.</p> <p>Keep a copy of your venipuncture record. This will be requested if taking certification exams.</p>	<p>Review all skills and procedures taught in PHLT 1030 prior to clinical rotation. Complete clinical hours as scheduled. Complete all required clinical paperwork. Review test are counted in class average and are for review for the MOCK test. Turn in Time sheets, Stick sheets, Weekly Evaluations PHLT 1050 Clinical Practice ALL Paperwork DUE!!!</p>	Course: 1-3 Core: A,B,C

COMPETENCY AREAS

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.