



**PHLEBOTOMY (PHLT) 1050 CLINICAL PRACTICE  
COURSE SYLLABUS  
SPRING SEMESTER 2018**

**COURSE INFORMATION**

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

Class Location: 739

Class Meets: Wednesday, 4-5

Course Reference Number (CRN): 40213

**INSTRUCTOR CONTACT INFORMATION**

FULL TIME CONTACT/ADVISOR: Cynthia Williams, MS, MT

Office Hours: 8-8:30 Monday through Wednesday; Thursday 8-5

Office Location: 717

Email Address: [Cynthia Williams \(cwilliams@southeasterntech.edu\)](mailto:cwilliams@southeasterntech.edu)

Phone: 912-538-3183

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, 4th 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

**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	Cognitive	Application

Order	Description	Learning Domain	Level of Learning
	on children and adults when appropriate.		
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 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 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.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" in a course.

## **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.

## **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 \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable accommodations.

## **SPECIFIC ABSENCES**

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

## **PREGNANCY**

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126.

## **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" (Withdrawn) is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a Withdraw ("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 speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

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

### **MAKEUP GUIDELINES**

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

### **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:

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 108 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3147 Email: <a href="mailto:bwilcox@southeasterntech.edu">Blythe Wilcox</a> <a href="mailto:bwilcox@southeasterntech.edu">bwilcox@southeasterntech.edu</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

Assessment/Assignment	Percentage
Venipuncture Record/Clinical hours (200 hours)	Complete
Skills Competency Checklist	50%
Preceptor Evaluations (Mid-term & Final)	20%
MOCK registry	30%
Note: Final average will not be rounded up. Must make a 70 or above to pass this course.	

**GRADING SCALE**

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

**PHLEBOTOMY 1050- CLINICAL PRACTICE  
SPRING SEMESTER 2018 LESSON PLAN**

Date/Week	Chapter /Lesson	Content	Assignments & Tests Due Dates	Competency Area
1 January 10	8,9,12,1 8	First day of class Introduction to course syllabi, rules, Health Insurance Portability and Accountability (HIPAA), Blood borne pathogens. Completion of all forms. Venipuncture procedure refresher Chapter 18 Quality Phlebotomy Review venipuncture techniques using syringe, vacutainer, and butterfly Chapter 8 Venipuncture Equipment Chapter 9 Routine Venipuncture Chapter 12 Blood Collection in Special Populations	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 beginning next week will review Phlebotomy 1030. <b>Review test are not counted in class average and are for review for the MOCK test.</b>	Course: 1-3 Core: A,B,C,D
3 January 24	9,11	Clinical discussion Patients' rights and Patient refusal Chapter 11 Venipuncture Complications Communication with different age groups Proper patient identification Chapter 9 Routine Venipuncture	Complete clinical hours as scheduled. Complete all required clinical paperwork. <b>Review test 1</b>	Course: 1-3 Core: A,C
5 February 7	3,4,8,10, 14	Clinical discussion Equipment usage and safety, personal protective equipment (PPE) Chapter 8 Venipuncture Equipment Chapter 3 Safety Chapter 4 Infection Control Dermal punctures, micro-samples Bleeding time test Chapter 10 Dermal Puncture Chapter 14 Special Collections and Procedures	Complete clinical hours as scheduled. Complete all required clinical paperwork. <b>Review test 2</b>	Course: 1-3 Core: A,B,C



Date/Week	Chapter /Lesson	Content	Assignments & Tests Due Dates	Competency Area
7 February 21	14,15,16	Clinical discussion Blood cultures Clean catch urine specimen Chapter 14 Special Collections and Procedures continued Chapter 15 Special Non-blood Collection Procedures Processing, transporting and handling samples Chapter 16 Specimen Transport, Handling, and Processing	Complete clinical hours as scheduled. Complete all required clinical paperwork. <b>Review test 3</b>	Course: 1-3 Core: A,B,C
9 March 7	9,11,14	Clinical discussion Blood smears and stain slides Communicating with Patients Chapter 14 Special Collection and Procedures Chapter 11 Venipuncture Complications Positive Patient Identification Chapter 9 Routine Venipuncture	Complete clinical hours as scheduled. Complete all required clinical paperwork. <b>Review test 4</b>	Course: 1-3 Core: A,C
11 March 21 April 4 <sup>th</sup> off!	4,17	Importance of Wearing Proper PPE Contact with Bloodborne Pathogens Chapter 4 Infection Control Chapter 17 Point of Care Testing	Complete clinical hours as scheduled. Complete all required clinical paperwork <b>Review test 5</b>	Course: 1-3 Core: A,C
13 April 11	19	Malpractice in Phlebotomy Chapter 19 Legal Issues in Phlebotomy Preparation for Certification <b>Mock Certification Exam in Class</b>	Complete clinical hours as scheduled. Complete all required clinical paperwork.	Course: 1-3 Core: A,C
15 April 25	Review	<b>Mock Certification Exam Results</b> Turn in final clinical paperwork Final Clinical Discussion Review	Complete clinical hours as scheduled. Complete all required clinical paperwork.	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.