



**PHLT 1030 Introduction to Venipuncture  
Course syllabus  
Spring Semester 2018**

**Course information**

Credit Hours/Minutes: 3/3000  
Class Location: Room 8141  
Class Meets: W 1:00-5pm Swainsboro  
Course Reference Number (CRN): 40372

**Instructor contact information**

Instructor Name: Cynthia Williams  
Office Location: 716  
Office Hours: 8-8:30-3:15-5:15 M-W; 8-5 Thursday  
Email Address: [cwilliams@cwilliams@southeasterntech.edu](mailto:cwilliams@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 Manuel, 4th ed. Warekois and Robinson

**REQUIRED SUPPLIES & SOFTWARE**

Notebook, Pens, Highlighters, Paper, and 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

### PREREQUISITE(S)

All program curriculum courses excluding PHLT 1050

### COURSE OUTLINE

#### 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 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 “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. 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, 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 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.

Requirements for instructional hours within Health Science programs reflect the rules of respective licensure boards and/or accrediting agencies. Therefore, these programs have stringent attendance policies. Each program’s attendance policy is published in the program’s handbook and/or syllabus which specify the number of allowable absences. All provisions for required make-up work in the classroom or clinical experiences are at the discretion of the instructor.

Attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course a student must attend at least 90% of the scheduled instructional time. Time and/or work missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time (90%) may be dropped from the course as stated below in the Withdrawal Procedure.

Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the course. If you are 30 minutes late to class, you are considered absent for the day.

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

### **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 “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 accessed due to the withdrawal. All grades, including

grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

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

## **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:

<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 (tcsj) 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 70 or above to pass this class. All skills must be passed.

Assessment/Assignment	Percentage
Chapter tests	95%
Work ethics	5%
Student skills checklist	Pass/Fail
Final Skills Competence Exam	Pass/Fail

### Grading scale

Letter Grade	Range
A	90-100
B	80-89

<b>Letter Grade</b>	<b>Range</b>
C	70-79
D	60-69
F	0-59



## PHLT 1030 Introduction to Venipuncture Spring Semester 2018 Lesson Plan

<b>Date/Week</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>
1 January 8	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! Phlebotomy, Health Care Structure, Safety, Infection Control, Isolation techniques, and Certification and Licensure	Read chapters 1-4 Start studying tubes now! 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 all vaccines <b>COMPLETED!</b>	1,2,3,9,10 A,C
2 January 15 (HOLIDAY)	1-4	Review Rules and Regulations All completed forms MUST be turned into the instructor today. Continue review of Unit 1	Lecture Continue reviewing Chapters 1-4. Lab Practice Video-Routine Venipuncture Read Chapter	1,2,3,9,10 A,C
3 January 22	1-4	Continue review of Unit 1 Common Lab tests and panels	Lecture Continue reviewing Chapters 1-4. Lab Practice	1,4,5,6,7, A,C
4 January 29	7	Circulatory, Lymphatic and Immune systems	Exam- Unit 1 Review Chapter 7 Study your Tubes!	1,2,3,5,7 A,C
5 February 5	8-9	Venipuncture Equipment	Exam-Chapter 7 <b>STUDY your TUBES!</b> Lab Practice- venipuncture using vacutainer method Review Chapters 8 & 9	1,2,4,6,8 A,C
6 February 12	8-9	Venipuncture Equipment and routine venipuncture	Venipuncture Equipment and routine venipuncture	1,2,4,6,8 A,C
7 February 19	10-12	Dermal puncture, Venipuncture complications, Blood collections in special populations	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

<b>Date/Week</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>
8 February 26	10-12	Continue reviewing Chapters 10-12	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
9 March 5	13-14	Arterial blood collections, Special collections and procedures	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. I will continue to quiz you! Practice drawing blood cultures Lab Practice: venipuncture using butterfly method	1-8 A,B,C
10 March 12	13-14	Arterial blood collections, Special collections and procedures Review Chapters 13-14 Lab and lecture	Arterial draw video	1-8 A,B,C
11 March 19	15-16	Special non-blood collections procedures, Specimen Transport, handling, and Processing	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
12 March 26	18-19	Quality Phlebotomy, Legal /Malpractice issues in Phlebotomy	Exam Chapter 15-16 Lab Practice Review Chapters 18-19 Video- Special Blood collecting Procedures	1-10 A,C
13 April 2 (Holiday!) April 9	17	Point of Care Testing Practice Dermal punctures	Exam Chapter 18-19 Review Chapters 17 Dermal puncture and bleeding time procedure	1-8 A,B,C
14 April 16	17	POCT continued	Lab Practice Skills check off today. Must pass with 85% or better.	1-8 A,B,C
15 April 23	Review	Review	Sign up for PHLT 1050. See you next semester. WORK ETHICS EXAM!	1-10 A-C
16 April 30	Finals	Finals		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 \_\_\_\_\_