



**PHLT 1030 Introduction to Venipuncture
Course syllabus
Summer 2016**

Semester: Summer 2016
Course Title: Introduction to Venipuncture
Course Number: PHLT 1030
Credit Hours/ Minutes: 3/3000
Class Location: Room #739 Gillis Building
Class Meets: TW 4:30-8 pm Vidalia
CRN: 60123

Instructor: Lisa Hammock, MT, AMT
lmhammock@yahoo.com ; cell 478-494-0055
Full Time contact:
Cynthia Williams, MS, MT(AMT)(HHS)
Office Hours: 7:30-8am; 3:30-5pm
Office Location: 716 Gillis Building
Email Address: cwilliams@southeasterntech.edu
Phone: 912-538-3183
Fax Number: 912-538-3106

REQUIRED TEXT: *Phlebotomy, Work Text and Procedures Manual, 4th ed. Warekois and Robinson*

REQUIRED SUPPLIES & SOFTWARE:

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

Course Description

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

MAJOR COURSE COMPETENCIES:

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

General Core Educational Competencies: STC has identified the following general education core competencies that graduates will attain:

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.

c) The ability to read, analyze, and interpret information.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education **Competency Exams** prior to graduation.

PREREQUISITE(S): All program curriculum courses excluding PHLT 1050

Learning Outcomes:

Venipuncture Procedure, Safety and Quality Assurance

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

Isolation Techniques, Venipuncture Problems and Definitions

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

Lab Test Profiles and Patient Care Areas

Order	Description	Learning Domain	Level of Learning
1	List tests included in the following packages or profiles: cardiac profile, liver profile, electrolytes, coagulation, DIC studies, CBC,	Cognitive	Knowledge

	routine admission, and other commonly encountered test profiles.		
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 finger stick 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

STUDENT REQUIREMENTS:

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

student missing class the day of the final tube test will be withdrawn.

- *Students are not permitted to leave the collection area (lab or classroom) during the random urine collection procedure. If a student leaves the area he/she will be immediately withdrawn from the course.*

Classroom/Laboratory

- Students are expected to complete all tests and daily assignments on the specified date.
- Tests and assignments must be completed on the specified date (see lesson plan). No late assignments are accepted. Students are also responsible for policies and procedures in the STC Catalog and Student Handbook and Phlebotomy Handbook.
- Students must demonstrate proficiency of **ALL** skills in accordance with the skills competency evaluation forms. These skills are evaluated by an instructor during classroom and lab times. It is important that individuals are present when the skills are being taught and are also present for lab assignments. If an individual is absent on the day when the skills are tested, an unsatisfactory grade may be given. Skills evaluations may be unannounced. Individuals are usually given several opportunities during the formative period to demonstrate satisfactory skill performance.
- Failure to meet the grade requirements or failure to demonstrate proficiency of a skill or skills will result immediate dismissal from the course.
- **Safety is of the utmost importance.** Each student is expected to adhere to the Classroom/Laboratory Rules and Regulations. **The instructor may maintain close, direct supervision during venipuncture procedures involving live sticks; this includes the instructor guiding the students hand during the venipuncture procedure.**
During lab time all students are expected to act professionally towards their classmates and the instructor. Failure to do so may result in an infraction (level I or II) depending on the severity of the incident. Additionally, disruptive or unprofessional behavior will not be tolerated in the classroom setting and may also result in an infraction.
- During an examination, students are required to place all textbooks and personal property on the counter located in the back of the classroom. Students are to be seated with an empty seat between each student. No talking is allowed once the test begins. Students found with their cell phone or any other personal communication device during a test will be considered cheating and given a zero for the test grade. If a student is tardy on test day, he/she will need to enter quietly and they will only have the amount of time (per instructor's discretion) to take the test. If they do not arrive on time, they may not be able to finish in the time allowed and it would conceivably affect their grade. If they do not enter quietly, the instructor has the right to refuse allowing them to take the test.
- A physical exam with required documentation of immunizations will be required to begin PHLT 1050 **(the deadline will be set by the instructor, if the deadline is not met, the student will not be allowed to return to class and will be counted absent until the required documentation is submitted).**
- Students will be required to be "Fit Tested" prior to beginning PHLT 1050. This is required by the TCSG infection control policy. The fitting will be set up by the instructor. The cost will be \$20.00 to be paid by the student at the time of the fitting.
- A criminal background check and urine drug screen will be required prior to beginning PHLT 1050. **(the deadline will be set by the instructor, if the deadline is not met, the student will not be allowed to return to class and will be counted absent until the required documentation is submitted)**

- Students must have a current American Heart Association Health Care Provider CPR card prior to beginning PHLT 1050.

CLINICAL SITE PLACEMENT:

After successful completion of PHLT 1030 students are allowed to attend a clinical site in order to meet the requirements for PHLT 1050. Students are not guaranteed a clinical site within close driving distance to their residence. Students may be required to travel to other counties outside of their home community. Clinical site placement is at the discretion of the instructor and is non-negotiable. **Students may NOT contact the clinical site!**

HEALTH DOCUMENTATION AND CPR:

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

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

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.

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 and face financial aid repercussions in upcoming semesters.

ADDITIONAL ATTENDANCE PROVISIONS

Health Sciences

Requirements for instructional hours within Health Science and Cosmetology 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.

For this class, which meets 2 days a week for 10 weeks, the maximum number of days a student may miss is 2 days during the semester.

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

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" 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 also 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.

TRADITIONAL ATTENDANCE ADDENDUM: For this class, which meets 2 days a week for 10 weeks, the maximum number of days a student may miss is 2 days during the semester.

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

PREGNANCY:

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

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

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states *All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline.* The policy can also be found in the *STC Catalog and Student Handbook.*

Procedure for Academic Misconduct

The procedure for dealing with academic misconduct and dishonesty is as follows:

--First Offense--

Student will be assigned a **grade of "0" for the test** or assignment. Instructor keeps a record in

course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

--Second Offense--

Student is given a grade of "**WF**" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

--Third Offense--

Student is given a grade of "**WF**" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of **suspension from college** for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY: Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at www.southeasterntech.edu

TCSG GUARANTEE/WARRANTY STATEMENT: *The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

NO TEST GRADE OR AVERAGES WILL BE ROUNDED UP.

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

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

❖ Every student is expected to be present on lab skills days and on test days. A skill area must be made up within one week. Failure to make up missed skills will result in failure of that skills area. If a skill

is not completed, the student will not exit the course. The student must satisfactorily prove competency in each skills area in order to pass the course, regardless of academic standing on tests.

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

FINAL COURSE CAPSTONE EXAMS: PASS/FAIL

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

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

GRADING POLICY:

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

NO TEST GRADE OR AVERAGES WILL BE ROUNDED UP.

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

**GRADING
SCALE**

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

4	8 - 9	Venipuncture Equipment and routine venipuncture Work Ethics	Chapter 7 exam FIRST TUBES TEST***** Review Chapters 8 & 9 Lab Practice Read Chapters 10 -12	Course 1,2,3,4,5,6,7 ,8 Core A,C
Week 5 June 14-15				
5	10-12	Dermal puncture, venipuncture complications, blood collections in pediatric and elderly patients Work Ethics Mid-Term Note: Students who withdraw on or before today receive a "W"; after today students receive a "WF" or "WP" depending upon average	Chapters 8 & 9 Exam Review Chapters 10 -12 STUDY your TUBES! Lab Practice Read Chapters 13-14 SECOND TUBES TEST***** All forms are due next week!!	Course 1,2,3,4,5,6,7 ,8 Core A,C
Week 6 June 21-22				
6	13 - 14	Arterial blood collections, special collections and procedures Special Note: Work Ethics Returning student registration!	Chapters 10 -12 Exam Review Chapters 13-14 2nd and final attempt: TUBES TEST Lab Practice Video - Pediatric collections Read Chapters 15-16 Completions of Forms: ALL forms to include immunizations, CPR, background and drug screen must be complete and presented to Ms. Hammock by Wednesday of the 6th week of class or YOU WILL BE DROPPED FROM THIS COURSE!	Course 1,2,3,4,5,6 Core A,B,C
Week 7 June 28-29				
7	15 - 16	Special Non-blood collection procedures, transport, handling, and processing samples Work Ethics	Chapters 13 & 14 Exam Review Chapters 15-16 Lab Practice Read Chapters 17-18	Course 1,2,3,4,5,6 Core A,B,C
Holiday- Off week July 4-7				
Week 8 July 12-13				
8	17 - 18	Quality Phlebotomy, Legal issues in Phlebotomy	Chapters 15 & 16 Exam Review Chapters 17 & 18	Course 1,2,6,9

		Work Ethics	Lab Practice Video on Special Blood Collecting procedures	Core A,B,C
Week 9 July 19-20				
9		Work Ethics EXAM!	Lab Practice: Point of Care Testing Practice Dermal punctures and perform bleeding time test. Venipuncture and perform Blood Culture procedure.	Course 1-10 Core A,B,C
Week 10 July 26-27				
10		Final skills check off (Capstone exam) and any make up exams	If you have met all of the requirements for PHL 1030, sign up for PHL 1050. Ms. Hammock assigns the clinical sites.	Course 1-10 Core A,B,C

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**Southeastern Technical College
Phlebotomy Program**

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

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

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

Print Name

Student Signature

Date