

**Syllabus:
Phlebotomy
Adult Diploma Program**

**CIP Code: 51.1009
O*NET Code: 31-9097**

**C-TEC of Licking County
150 Price Road
Newark, Ohio 43055**

Coordinator:

Erna Holland
C-TEC 150 Price Road Newark, Ohio 43055
Office Telephone (740) 364-2282
C-TEC Telephone (740) 364-2333
Email Address: eholland@c-tec.edu

Instructor:

Laura Droke

Class Meeting Times:

- Monday - Thursday 8:00am – 4:00pm
- January 7 – April 25, 2019

Class Location:

C-TEC Adult Education Center, Rooms 1006 and 1008

Minimum Hours:

- 75

Course Prerequisites:

- WorkKeys pretesting, Adult Diploma Program

Required and Recommended Texts and Resources:

Vendor/Author	ISBN	Title
National Healthcareer Association	978-1-56533-530-1	NHA Phlebotomy Technician (CPT) Study Guide, 2015

Course Description:

This is a comprehensive 75 hour program providing training in phlebotomy. Competencies covered include patient preparation, collection techniques, processing, and safety and compliance considerations.

Students successfully completing the program are eligible for entry level positions as a phlebotomist within the clinical healthcare setting. In addition, students will be prepared to take the following certification test: National Healthcareer Association Certified Phlebotomy Technician (NHA CPT).

Course Objectives/Outcomes

The course objectives include:

- Preparing students for post-program success, both in the work force and in their educational pursuits.

Updated May 16, 2018

- Preparing students to process information using higher order thinking skills and to engage in sound decision-making.
- Providing a rich learning environment utilizing research-based methods of instruction, and current resources and materials.
- Maintaining high expectations for all students regardless of educational needs and providing support necessary for achievement.
- Providing a challenging, worthwhile curriculum based on current industry and academic expectations. Specifically and upon successful completion of the program the students will be able to demonstrate proficiency within the content areas listed below.

Curriculum Outline:

Patient Preparation:

- Evaluate patients' ability to withstand procedure
- Explain blood-drawing procedure to patients and answer questions
- Verify patient/Donor identity
- Receive patient consent
- Determine venipuncture site
- Apply appropriate antiseptic agent using aseptic technique

Collection Techniques:

- Perform capillary collection method
- Perform basic point of care testing, such as blood glucose levels
- Perform venipuncture steps in proper order
- Draw blood from patients and blood donors
- Prepare peripheral blood smears
- Collect blood samples for inborn errors of metabolism
- Calculate volume requirements to avoid causing iatrogenic anemia

Processing:

- Prepare blood, urine and other specimens for testing
- Report critical values for point of care testing
- Handle patient-collected nonblood samples
- Maintain medical equipment such as needles, test tubes and blood vials

Safety and Compliance Considerations:

- Adhere to regulations regarding workplace safety (OSHA, NIOSH)
- Follow exposure control plans
- Adhere to HIPAA regulations regarding Protected Health Information (PHI)
- Wear Personal Protective Equipment (PPE) while following standard precautions
- Initiate first aid or CPR when necessary

Credentialing:

In order to earn the NHA CPT credential, students must successfully complete the 75 hour program curriculum, including at least 10 successful capillary sticks and 30 successful venipuncture sticks on live individuals with direct instructor supervision.

Program Requirements:

FBI/BCI background check

Immunization record to include:

- Rubella (German Measles)
- Rubeola (10 day Measles)
- Mumps
- Varicella (Chicken Pox)
- 2 step TB test or IGRA TB test
- Hepatitis B vaccine dates or declination
- Tdap (tetanus with pertussis)
- Influenza

Dress Code:

Students are required to wear black scrubs during all classes and clinical experiences. White closed toe and heel tennis or clinical shoes.

Grading:

Evaluation of student performance is based upon pupil performance objectives relating to the course content. The number of competencies mastered and the degree of mastery is translated into appropriate grades consistent with the C-TEC Board of Education policy on grading guidelines, practices, and procedures.

In the process of evaluation, instructors obtain several grades for each student within the time frame of the program/course. These grades may include, but are not limited to, performance on tests, quizzes, homework, assignments, special research projects, classroom participation, lab competency mastery and/or improvement and the demonstration of positive employability traits.

Grading Scale

90-100% - A

80-89% - B

70-79% - C<70 = unacceptable

60-69% - D

59% or below – F

Course Policies:

- **Disruptive Behavior** – Disruptive behavior of any type is NOT permitted and may result in dismissal from the program. Sleeping during class, tardiness to class, excessive talking during class and disrespectful behavior are examples of disruptive behavior.
- **Plagiarism** – Submitting plagiarized work for an academic requirement is considered academic misconduct. Plagiarism is the representation of another's work or ideas as one's own; it includes the unacknowledged word-for-word use and/or paraphrasing of another person's work, and/or inappropriate unacknowledged use of another person's ideas.
- **Diversity** - It is the responsibility of the instructor and the students to foster and maintain a harmonious, non-threatening and non-discriminating environment in the classroom. Therefore, all individuals are to be respected as equal and contributing partners of our society.
- **Attendance:** Must maintain at least **90% rate of attendance**. You are required to attend all classes. If you know that you will be late to class, you must notify the program instructor prior to the class start time.