

2014-15

Phlebotomy Syllabus

**P**RESTIGE  
MEDICAL SOLUTIONS

## **Introduction:**

At Prestige Medical Solutions we are fully vested in helping students succeed. Our vision is to be a great place to learn, where people are inspired to better themselves through education and be trained to exceed the expectations of their prospective employers. To help us establish a safe, enjoyable, and rewarding classroom experience we have set non-negotiable site policy and procedures. They cover class etiquette, uniform/identification requirements, and other material relevant to each student. Each student is expected to become familiar with our standards, and individual classroom requirements prior to attending class.

## **Course Overview:**

Phlebotomists are health care professionals who draw blood from patients or blood donors for medical testing. They also help prepare and process the tests. Phlebotomists work in specialized laboratories, hospitals, HMO's, home health agencies, clinics, large medical offices, and blood banks. Phlebotomist duties and responsibilities may vary from state to state and workplace to workplace. Course will cover anatomy and medical terminology, infection control, and procedures necessary to appropriately collect laboratory specimens and communicate with patients.

## **Purpose:**

This course will prepare the certified phlebotomy technician to work in a clinical environment and healthcare setting.

## **Learning Objectives:**

By Conclusion of this course students will be able to:

1. Define the role of the Phlebotomist.
2. Describe the state requirements related to phlebotomy practice.
3. Describe legal and ethical issues related to phlebotomy practices.
4. Demonstrate effective customer service skills.
5. Define medical terms associated with the role of the phlebotomist.
6. Describe basic human anatomy and physiology.
7. Trace the circulatory pathway of the blood.
8. Identify anatomical structures utilized in blood collection.
9. Describe the components of blood.
10. Maintain a safe environment and infection control.

11. Perform the blood collection procedure.
12. Define and able to demonstrate arterial, skin, and venipunctures.
13. Participate in performance improvement/quality assurance.
14. Demonstrate skills required for pre-analytical specimen processing.
15. Discuss specimen collection techniques requiring special handling.
16. Demonstrate problem solving and trouble shooting skills.
17. Perform clerical duties required to document phlebotomy practice.

**Materials:**

**Main Textbook:** Garza; Becan-McBridge  
Phlebotomy Handbook, Blood Collection Essentials  
 8<sup>th</sup> Edition, Pearson Prentice Hall

**Review Textbook:** Garza; Becan-McBridge  
Success ! In Phlebotomy  
 7<sup>th</sup> Edition Q&A Exam Review

**Additional Material:** (Will be reference, not mandatory for student purchase)  
 McGraw Hill- Competency Based Approach  
 Pearson- Phlebotomy Simplified

**In-Class Material:** Numerous handouts and online material will be provided

**Tentative Course Outline: 84 Clinical Hours**

Lesson	Reading Assignment	Lecture/Review
1	Garza: Chapters 1,4,5,10 Appendix 6 (pg 570-573) 13 (pg 599) Enhanced Reading: Sections 1,2,3	<i>Introduction to course, classroom, didactic class sessions, and clinical externship. Review State and Examination board requirements for a Certified Phlebotomy Technician and Prestige Medical Solutions Policy/Procedures Manual.</i> <ul style="list-style-type: none"> <li>• Phlebotomy Practice: (pg 1-22)</li> <li>• Hand Hygiene: (pg 570-573)</li> </ul>

		<ul style="list-style-type: none"> <li>• Infection control/Special Precaution: (pg 101-120)</li> <li>• Safety and First Aid: (pg 138-156)</li> <li>• Use of Tourniquet pg 329-330</li> </ul>
<b>2</b>	Enhanced Reading Section: 9	Lecture & Clinical Site Orientation
<b>3</b>	Garza: Chapters 8,10 Enhanced Reading: Section 4	<ul style="list-style-type: none"> <li>• Venipuncture Procedure: (pg 301-361) Patient Identification Vein Site selection: Tourniquet application Pre-Post Puncture Care Specimen Identification</li> <li>• Blood Collection Equipment: (pg 249-279)</li> <li>• Blood Collection Techniques Evacuated Tube System (pg 328-342) Syringe (pg 257- 258) Winged Set (Butterfly) (pg 262-263)</li> <li>• Demonstration and practice</li> </ul>
<b>4</b>	Garza: Chapter 9; Review 10 Enhanced Reading: Section 8	<ul style="list-style-type: none"> <li>• Pre-Analytical Complications and Risk Factors/ Appropriate Responses (pg 281-299)</li> <li>• Blood Collection Techniques: Demonstration and Practice</li> </ul>
<b>5</b>	Garza: Chapters 6,7 Glossary: pg 631-652 Enhanced Reading: Section 6	<ul style="list-style-type: none"> <li>• Medical Terminology (pg 158-164) Glossary (pg 631)</li> <li>• Anatomy and Physiology (pg 165-205)</li> <li>• Cardiovascular and Lymphatic System (pg 207-248)</li> <li>• Anticoagulation Theory</li> <li>• Phlebotomy Procedure Review and Practice</li> </ul>
<b>6</b>	Garza: Chapters 1, 2,3 Appendix: 4 (pg 556) 14(pg 600-603)	<ul style="list-style-type: none"> <li>• Stress Management</li> <li>• Communications Strategies (pg 38-60)</li> <li>• Computerization and Documentation (pg 61-78)</li> <li>• Professional Ethics, Legal, and</li> </ul>

		<p>Regulatory Issues (pg 81-99)</p> <ul style="list-style-type: none"> <li>• Customer Satisfaction</li> <li>• Quality Assessment (pg 22-38)</li> </ul>
<b>7</b>	<p>Garza: Chapters 4, 15 Appendix: 7 (pg 575) Enhanced Reading: Section 7</p>	<ul style="list-style-type: none"> <li>• Laboratory Test Assays (pg 575-579)</li> <li>• Arterial Puncture (pg 479-484)</li> <li>• Infection Control- Isolation (pg 121-137)</li> <li>• Review Phlebotomy Procedures</li> <li>• Externship Clinical Review</li> </ul>
<b>8</b>	<p>Garza: Chapters 11,13,15 Appendix: 8 (pg 580) Enhanced Reading: Section 5</p>	<ul style="list-style-type: none"> <li>• Capillary Blood Collection Procedures (pg 363-381; Review: Chapters 8,10,11)</li> <li>• Pediatric and Geriatric Procedures (pg 405-442)</li> <li>• Special Collection Procedures (pg 465-498)</li> <li>• Blood Cultures, Transfusions, Therapeutic Phlebotomy</li> <li>• Phlebotomy Techniques Practice</li> <li>• Clinical Review</li> </ul>
<b>9</b>	<p>Garza: Chapters 12,17</p>	<ul style="list-style-type: none"> <li>• Drug use, Forensic Toxicology, and Related Areas (pg 524-542)</li> <li>• Specimen handling, Transportation, and Processing (pg 383 -403)</li> <li>• Clinical Review</li> </ul>
<b>10</b>	<p>Garza: Chapters 12,14,16 Appendix: 9 (pg 581)</p>	<ul style="list-style-type: none"> <li>• Point of Care Collections (pg 444-463)</li> <li>• Urinalysis, Body Fluids, and other Specimens ( pg 500-521)</li> </ul> <p>Review</p> <ul style="list-style-type: none"> <li>• Phlebotomy Procedures</li> <li>• Preanalytical errors in specimen handling</li> <li>• Phlebotomy Safety</li> </ul>

		<ul style="list-style-type: none"> <li>• Preparation for Final Exam</li> <li>• Clinical Review</li> </ul>
<b>11</b>	Review: Success! In Phlebotomy Exam Quizzes Class notes Handout Materials	<b>*FINAL EXAM*</b> <ul style="list-style-type: none"> <li>• Review of Final</li> <li>• All clinical Externship Documents Due</li> <li>• Preparation for National Exam</li> </ul>
<b>12</b>	Review: Final Exam	<b>*National Exam*</b>

**Grading:**

A=90-100%

B=80-89%

C=75-79% (minimal requirements to pass the course)

Fail=below 75%

Course grades will be based on a point system. A percentage will be calculated using the total number of points earned vs. the total number of points available. According to the rubric below, there are 415 points available to be earned.

<b>Grade Component</b>	<b>Available Points</b>	<b>Points Earned</b>
Quizzes	45	
Final Examination *	105	
Venous Puncture Evaluation	50	
Skin Puncture Evaluation	50	
# Venipunctures**	100	
# Skin punctures**	10	
Attendance/ Class Participation***	55	
	<b>415</b>	<b>415 = _____</b>

### **Quizzes and Exams:**

Quizzes: Quizzes will be administered prior to start of every class/lab.  
(Multiple Choice, True/False, Fill in the Blank)

Final Exam\*: Students must earn a 75% or higher on the didactic examinations and successfully pass the final practical examinations for both venous and skin puncture procedures. Any test or practical exam missed due to illness may be taken one time within one week of the absence. A doctor's note will be required to re-take the exam, which will be a revised version of the one administered on the scheduled day.

\*\*Each student must meet the minimal clinical standards which includes, successful performance of at least **50 venipunctures and 10 skin puncture procedures, 2 arterial observations, and practical exams.**

Additional points may be earned by completing additional successful venipunctures (maximum venipuncture points- 100).

Each student must complete **assigned hours of clinical practice.** Additional clinical practice hours have been provided to allow students to meet the minimum requirements for venipuncture and skin puncture procedures. These requirements must be completed prior to the date ending the course.

\*\*\*After the first session class participation is worth 5 points per didactic class session. If you are absent you cannot participate, therefore you will lose those 5 points.

**Classroom Conduct/Student Responsibility:** Please refer to the adopted student handbook.