



# Phlebotomy Technician

## COURSE SYLLABUS

### 2016-2017

**School Name:** Casey County ATC      **Program Name:** Health Sciences  
**Course #**    HEA 198-16 Practicum I (Medical Laboratory Aid) and HEA 198 Practicum I (Health Phlebotomy Technician)      **Instructor:** Paula Bodner, RN, BSN  
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**Hours:** 7:45 – 3:45 Monday-Friday

**Location**    Room #3

**Prerequisite:** A senior who has completed the following courses (or has completed at least one and is enrolled in the others) in the Health Sciences program (Principles of Health Science, Emergency Procedures, Medical Terminology and Anatomy and Physiology) and met the requirements for admission into the second year clinical program. Student must complete Statement of Understanding, Statement of Understanding Infection Control (documentation of HepB vaccine), Documentation of negative TB skin test, and Professional Liability Insurance. Some facilities may require Background checks and drug screens.

#### **Course Description**

This is an independent study course. The student will be expected to work independently on assignments while in the classroom with students enrolled in another course. Material covered will include: Introduction to Phlebotomy, Medical Law and Ethics, Anatomy, Physiology, Medical Terminology, Asepsis and Infection Control, CPR and First Aid, Venipuncture, Career Development (Employability Skills Portfolio, and Clinical Experience), Certification Exam Review

#### **The Curriculum will include:**

- \* **100 hours of clinical experience**
- \* **Completion of minimum 25 successful unaided venipuncture collections (or minimum requirements of your clinical site)**
- \* **Completion of minimum 10 successful unaided capillary collections**
- \* **Instruction and experience in a variety of collection techniques, including: vacuum collection devices, syringe and capillary/skin puncture methods**

#### **Course Objectives**

To prepare for the Phlebotomy Technician Certification Exam the student should be familiar with the following test plan:

##### **NHA Certified Phlebotomy Technician (CPT) Test Plan**

1. Patient Preparation, 23 scored items
  - A. Conduct appropriate introduction to the patient
  - B. Explain the phlebotomy procedure to be performed to the patient

- C. Review the requisition for testing requirements and patient identity
- D. Receive implied or informed consent from the patient
- E. Positively identify the patient
- F. Determine appropriate site for sample requirements
- G. Select a site that minimizes patient risk
- H. Determine venipuncture site accessibility based on patient age and condition
- I. Apply appropriate antiseptic agent using aseptic technique
- J. Verify patient compliance with testing requirements (e.g. fasting, medication, basal state)

2. Collection Techniques, 40 scored items

A. Primary Collections, 30 scored items

- 1. Demonstrate proper insertion and removal techniques for venipuncture
- 2. Perform capillary collection method based on patient age and condition
- 3. Ensure patient safety throughout the collection process
- 4. Perform venipuncture steps in correct order (e.g., evacuated tube system, syringe, winged collection set)
- 5. Perform capillary (dermal) puncture steps in correct order
- 6. Recognize common complications from primary collection (e.g., lack of blood flow, hematoma, petechiae, nerve injury)
- 7. Identify problematic patient signs and symptoms throughout collection (e.g., syncope, diaphoresis, nausea, seizure)
- 8. Follow order of draw when performing venipuncture
- 9. Follow order of draw when performing capillary collection
- 10. Ensure that tube additives are appropriate for testing requirements
- 11. Assemble equipment needed for primary blood collection
- 12. Invert evacuated tubes with additive after collection
- 13. Verify quality of equipment (e.g., sterility, expiration date, manufacturer's defects)

B. Special Collections, 10 scored items

- 1. Prepare peripheral blood smears
- 2. Perform blood culture collections
- 3. Assist other healthcare professionals with blood culture collections
- 4. Collect blood samples for inborn errors of metabolism (e.g., PKU, galactosemia)
- 5. Perform phlebotomy for blood donations
- 6. Calculate volume requirements to avoid causing iatrogenic anemia

3. Processing, 27 scored items

- A. Label all specimens
  - B. Perform quality control for CLIA-waived procedures
  - C. Transport specimens based on handling requirements (e.g., temperature, light, time)
  - D. Explain non-blood specimen collection procedures to patients (e.g., stool, urine, semen, sputum)
  - E. Handle patient-collected non-blood specimens
  - F. Avoid pre-analytical errors when collecting blood specimens (e.g., QNS, hemolysis)
  - G. Adhere to chain of custody guidelines when required (e.g., forensic studies, blood alcohol, drug screen)
  - H. Prepare samples for transportation to a reference (outside) laboratory
  - I. Coordinate communication between non-laboratory personnel for processing and collection
  - J. Use technology to input and retrieve specimen data
  - K. Report critical values for point of care testing
  - L. Distribute laboratory results to ordering providers
4. Safety and Compliance Considerations, 10 scored items
- A. Adhere to regulation regarding workplace safety (e.g., OSHA, NIOSH)
  - B. Adhere to regulations regarding operational standards (e.g., JCAHO, CLSI)
  - C. Adhere to HIPAA regulations regarding Protected Health Information (PHI)
  - D. Follow exposure control plans in the event of occupational exposure
  - E. Follow transmission based precautions (e.g., iatrogenic, airborne, droplet, contact)
  - F. Wear personal protective equipment while following standard precautions (e.g., gloves, gowns, masks, shoe covers)
  - G. Sanitize hands to prevent the spread of infections
  - H. Initiate first aid when necessary
  - I. Initiate CPR when necessary

## **Materials Used**

**The Phlebotomy Handbook Blood Specimen Collection from Basic to Advanced 9<sup>th</sup> Edition** Diana Garza and Kathleen Becan-McBride

## **Course Outline**

### **Career Knowledge**

- Gain career awareness and the opportunity to test career major choices(s)
- Name credentialing agencies for careers related to career major
- Trace the organizational structure of the career major and affiliating agency
- Research the history and rationale of career major specialty
- Identify the different specialties in the career major
- Demonstrate knowledge of applicable laws, statutes, or regulations in the career area
- Research common diseases or problems associated with career major

### **Work Experience**

- Receive work experience related to the medical laboratory aide career prior to graduation
- Integrate classroom studies with work experience
- Receive exposure to facilities and equipment unavailable in a classroom setting
- Increase employability potential after graduation

### **Employability Skills**

- Demonstrate performance skills related to the medical laboratory aide career
- Demonstrate knowledge of first aid and CPR as they relate to the area
- Demonstrate professional etiquette and responsibilities
- Demonstrate effective communication skills
- Practice team building concepts
- Demonstrate effective use of time management skills
- Incorporate use of related medical terminology and theory related to the Medical Laboratory Aide
- Demonstrate correct observation skills

### **Safety**

- Perform procedures to prevent disease transmission, utilizing OSHA, CDC regulations, and standard precautions
- Recognize and provide environmental, personal, and patient safety
- Follow safety, emergency and disaster procedures.
- Report unsafe conditions

### **Specific Career Related Tasks**

#### **Office Procedures**

- Maintain confidentiality of patient and facility information
- Demonstrate proper use of the telephone, intercom system, copying, and faxing
- Receive patients and visitors
- Observe, record and report patient data
- Prepare accident, and incident reports as necessary
- Assist with data entry and billing procedures

## **Treatment Procedures**

- Identify supplies and equipment commonly used in lab procedures
- Assist with quality control checks of equipment
- Log incoming and outgoing specimens
- Deliver supplies and lab specimens to designated areas
- Prepare specimens for shipment
- Maintain lab work surfaces and glassware using proper cleaning and safety procedures
- Use appropriate sterilization procedures
- Maintain inventory
- Maintain routine lab chemical solutions. Label and store properly
- Prepare urine for microscopic examination
- Prepare and distribute 24 hour urine collection containers
- Differentiate between various kinds of collection tubes and anticoagulants
- Identify normal lab values for blood and urine
- Name the components of a complete blood count (CBC)
- Collect fluid or tissue specimens using appropriate collection procedures. Explain collection procedures to patients
- Match laboratory requisition forms to specimen tubes
- Document route of specimens from collection to laboratory analysis and diagnosis
- Assist and draw blood from capillaries by dermal puncture, such as heel or finger stick methods
- Assist and draw blood from veins by vacuum tube, syringe, or butterfly venipuncture methods
- Assist and draw blood from arteries, using arterial collection techniques
- Dispose of contaminated sharps, in accordance with applicable laws, standards, and policies
- Dispose of blood or other biohazard fluids or tissues, in accordance with applicable laws, standards, and policies
- Identify potential hazards in the lab
- Obtain a copy of MSDS sheets for materials used in the lab
- Explain the use of the safety shower and safety apparel
- Demonstrate procedure for use of the eyewash station
- Organize and clean blood-drawing trays, ensuring that all instruments are sterile and all needles, syringes or related items are of first-time use

## **Clinical Guidelines**

A professional attitude and behavior must be maintained at all times during clinical rotations. Confidentiality must be maintained with no exceptions. **IT IS HIPPA LAW! Unprofessional behavior or breach of confidentiality will be grounds for automatic dismissal from the Phlebotomy Technician program.** Health care leaves no room for violations in either of these two areas. Information obtained at clinical sites must be kept in the strictest of confidence. Situations may be discussed within the class; however, no information is to be shared outside the classroom or clinical setting. Cell phones must not be carried on your person. A positive attitude and strong work ethic will be expected at all times when at the clinical sites. You will treat all staff and health care professionals with respect and courtesy. There will be no setting around in the lobby, break room, etc. You will work steadily for the length of time you are present at the clinical site. As there are a minimum of 100 clinical hours required, you may be requested to perform clinical rotations on weekends, after school and/or during holiday breaks. Your schedule will be determined by the Health Professional Mentor, the instructor and you. Once the schedule is set you will be expected to work during the scheduled times. If for some reason you must be absent you must call your mentor/supervisor, and the instructor in a timely manner that you will

be absent. The first “**no call, no show,**” will be acknowledged with a written warning (with copies sent to parent/guardian). The second offence will result in cancellation of clinical rotation and grade for the course will be affected accordingly. Cancellation of clinical rotation for any cause (except with instructor permission; example: prolonged illness) will result in the student’s ban from further health science classes.

### **Grading**

Student will be permitted to work at their own pace on textbook assignments and online student activities. However, suitable progress must be made throughout the course. Instructor will be available to answer questions and release exams once student has completed specific unit assignments.

<u>Grading Scale</u>	<u>Grading Criteria</u>
A 100-90	40% Exams
B 90-80	30% Clinical Rotation (mentor evaluations)
C 80-70	10% Clinical log and writing assignments
D 70-60	10% Quizzes
F 59-0	10% Class Participation (see Attendance Policy)
I Incomplete	

### **National Healthcareer Association (NHA) Phlebotomy Certification**

You will not be eligible to receive an official certification until you are a high school graduate. However you may take the exam before graduation and receive a provisional certification at that time. The provisional certificate is then turned in for an official one after graduation. You must have written proof of successful completion of a training program and documentation of performance of 25 successful unaided venipuncture collection and 10 successful unaided capillary collections. You will be expected to schedule and assume the fee of \$105 for taking the exam. It consists of 125 multiple choice questions that you have 2 hours and 10 minutes to complete. If you do not pass the exam the first time, you may retake it in 30 days. You have two chances to retake the exam. Candidates that are unsuccessful after these two attempts will be required to wait one year before testing again.

A list of the Examination Content will be provided.

### **Field Trips:**

Students must have less than 10 absences in the school year to attend field trips. Students must bring money for their lunch for field trips or bring their lunch with them.

### **Attendance Policy/Tardies**

Students must attend all classes. Absenteeism of 10 or more days will require a meeting with the teacher and principal. **Chronic absenteeism will be grounds for removal from the class.**

### **Dress Code**

On clinical days, you are to be dressed in clinical uniform (scrubs) with clean white socks, shoes,

shoe strings etc. Uniform is to be clean and ironed. Hair should be up off the collar and jewelry should be kept to a minimum (no dangling earrings). Nails should be cut short and only clear or light pink nail polish is permitted. Absolutely no acrylic nails permitted. They could puncture gloves, injure patients, acquire bacteria, etc. Wearing sandals, flip flops, inappropriate uniform will result in student being sent to ACR (in school suspension).

### **Class expectations/Rules**

- **Show RESPECT for all**
- Be on time
- Be prepared
- Remain seated until bell rings
- Always give 100% ~ no less~
- Clean up your workspace each day
- Follow all code of conduct policies
- **ASK 3 Then ASK ME**
- Supplies are at the back of the room on a table
- Turn in all paperwork at the back of the room in the black desk organizer with the class period noted on it

I have completed the **Safety Orientation** for the Health Science program, and certify that I understand all the safety regulations pertaining to it. This orientation included the physical and chemical dangers (cleaners, paints, thinners, solvents, etc. . .) to which I may be exposed while in this shop/classroom as required by the Hazardous Communication Standard; power tool and equipment safety; and general classroom/shop safety. I also understand that I am now under a DIRECT ORDER not to use ANY tools and/or chemicals until and unless the instructor has given permission. I have also been told that to use such tools and/or chemicals without permission will result in disciplinary action.

I have received training in the following:

- ( ) The location of the Hazardous Chemical list and SDS sheets in my classroom/shop area.
- ( ) How to find and use the corresponding SDS sheets from the hazardous chemical list as part of my safety orientation or in the event of an accident.
- ( ) I have been instructed on the safe and proper use of the items found on the chemical list in my shop/area classroom.
- ( ) I know the location of, and have instruction in the safe use of the required personal protective equipment (PPE) for the items listed on the chemical list as well as any tools/equipment.
- ( ) I have informed my parents about the hazardous communication program, and informed them that the program is available for their scrutiny upon appointment.
- ( ) I have been shown the location of all fire extinguishers in or near the shop and shown how to use each type.
- ( ) I have been instructed on Blood Borne Pathogens and understand to treat all body fluids as being infectious.
- ( ) I have been instructed on the potential for needle sticks and the protocol associated with the phlebotomy and/or MNA programs for sharps injury.
- ( ) I have been instructed and have performed a walk thru of all exits and emergency routes and protocols.
- ( ) **I have been instructed how to obtain this syllabus from the district web site. (Hard copies are available upon request).**

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**Parent Signature**

**Date**

**Student Signature**

**Date**