



CLASS NUMBER AND NAME: PBN100 – Basic Phlebotomy

TOTAL HOURS/UNITS: **This is a 5-week course for 28 hours; 2 Units**

PREREQUISITES: High School Diploma or GED

TEXTS AND MATERIALS: Phlebotomy Essentials 6th edition Text Ruth McCall, and Cathee Tankersley. Wolters Kluwer Health 2016. (ISBN: 978-1-4511-9452-4) Phlebotomy Essentials 6th edition Workbook Ruth McCall, and Cathee Tankersley. Wolters Kluwer Health 2016. (ISBN 978-1-4511-9453-1). Phlebotomy Exam Review, Ruth McCall, and Cathee Tankersley. Wolters Kluwer Health 2016 (ISBN: 978-1-4511-9454-8)

Study guides (provided by instructor)
e-Library, Internet and supplemental videos

CLASS DESCRIPTION: This course focuses on basic infection control, anatomy and medical terminology. Students will learn proper vein selection, patient identification, types of collection equipment: waste disposal and post puncture care.

CLASS OBJECTIVES:

- Demonstrate proper infection control techniques
- Identify the structure and function of body systems, with emphasis on the circulatory systems
- Define and use medical terms and abbreviations corresponding to appropriate body systems
- Properly identify patients by confirming name and DOB
- Perform proper vein selection and skin puncture site selection
- Perform post-puncture care
- Perform proper waste disposal
- Identify proper collection equipment
- Identify anatomical site selection
- Demonstrate appropriate patient preparation for phlebotomy procedures
- Demonstrate professional communication skills, interpersonal relationships, and stress management
- Identify legal issues related to blood collection

CLASS FORMAT OVERVIEW: The class is conducted as a lecture class. Each topic is discussed thoroughly.

ANTICIPATED STUDENT OUTCOMES: Upon successful completion of their chosen program of study, Empire College graduates should be able to demonstrate proficiency in the following (this course contributes to outcomes in **bold type**):

1. **Written and verbal communication in the student's chosen field of study;**
2. **Problem solving typically required or characteristic of the profession;**
3. **Internal and/or external customer service;**
4. **Responsibility and accountability for independent and group work products;**
5. Using learning strategies necessary to keep current in the profession and become a lifelong learner;
6. **Using the technology common to the current business environment to improve individual and organizational performance;**
7. **Behavior that reflects confidence, competence, and professionalism.**

METHODS OF INSTRUCTION: Each topic is discussed thoroughly. Videotapes will supplement written materials. As lecture and student participation are used as the principal means of instruction, it will be expected that all students will be present every day to take part in class. Along with the discussions held in class, the student will be practicing hands-on skills.

CLASS ATTENDANCE: **Note:** Students arriving after the start of class will not receive an Empire College Phlebotomy Certificate for that **10 week session**. They may make up individual topic hours in other scheduled sessions. The certificate will reflect the dates on that topic.

Late and Make-up Work Policy

- All assignments are due at the beginning of the session indicated.
- Missed required lectures will be arranged with the instructor(s) in other sessions on that topic to ensure timeliness of lecture material.

- Late assignments must be turned in no later than the period following the absence; otherwise they will not receive full credit.
- **There are no make-up exams.** A student may make prior arrangements to take an exam early.
- No work will be accepted following the last day of class.

Regular student attendance is essential to successfully accomplish all program outcomes. 100% class attendance is expected of all Empire College students. We understand that emergencies and illness may occur; however students who do not maintain a minimum of 100% attendance in any class will be dropped from that class regardless of academic progress. Additionally, students are expected to arrive to class on-time and remain in class until the instructor dismisses them.

- Students must attend a minimum of 100% of the class period in order to receive an Empire College Phlebotomy Certificate.
- Students arriving to class more than 1 minute late or leaving before the instructor has dismissed them will have to make-up the entire topic in another
- One period of absence will be recorded for every combination of three tardy and/or early departure marks. The absence will be recorded on the day of the third tardy and/or early departure. Once a student has any absences, they must attend the other session on the topic missed. Subsequent early departures, tardiness or absences will result in the student being dropped from class with the opportunity to retake the class(es) at no additional charge one time.

Students dropped from classes as a result of absences, late arrival and/or early departure marks will receive an F grade if the student is dropped within the last third of the class. All dropped classes must be retaken for a passing grade and students will be responsible for purchasing any books or materials that were not included as part of the original class. Additional tuition costs will be imposed on students with numerous class restart requests. If a student is not in

attendance for more than 21 days, his/her enrollment will be cancelled.

Attendance Procedure

The attendance policy is no absences are allowed for any particular session. Student will be permitted to attend the missed topic at another scheduled time. This shift in classes will require the student to finish with the second group (not their original classmates) Day classes that are taught back to back will be considered multiple sessions.

Cell phone use is not permitted during the class. Not only are cell phones disruptive to the learning environment, they can be used to violate academic integrity. Cell phone use can result in expulsion from the class.

Volunteers for Procedures

As a requirement for this class, students must complete a minimum of fifteen blood draws. It is the student's responsibility to secure volunteers for the procedures that he/she will perform. These volunteers may be fellow students, or individuals from outside the class. The student must obtain a *Medical Lab Volunteer Release*, signed by the volunteer and the instructor, before any procedure may be performed. Failure to provide the required volunteer(s) on the schedule day will result in a deduction of ten points for each day the student is not prepared.

Once in the lab, the student must present himself/herself in a professional manner, and follow all established protocols. Failure to do so may result in disciplinary action. All procedures will be done under the supervision of an instructor, and any and all procedures will be explained in detail to the volunteer subject prior to being performed.

TESTING:

The student must satisfactorily complete all tests, exercises, and homework with a passing grade of 70% or better. Lab procedures are graded PASS OR FAIL. Such procedures must be passed in order to successfully complete the course regardless of a passing grade in this class.

There are no retakes per this course.

LATE TESTING:

If you are not present the day of the test and have not made arrangements with the instructor to take the test early, you will automatically be given the 10 percent penalty. (Late tests start with a “B” or - minus 10 %)

GRADING POLICIES:

The final grade for the lecture portion is computed on GPA of written tests and final examination.
Mandatory workbook assignments completed
Mandatory completion of homework assignments
Lab portion must be completed and passed to receive a final grade in this class.

Tests on cumulative points

90 – 100% A

80 – 89% B

70 – 79% C

BELOW 70% F:

All lab skills must be demonstrated to 100% accuracy of the instructor upon completion of the required 15 draws. A requirement of the earned externship.

If a student fails to take a test during the module, the class grade will be lowered by one letter grade.

If a student fails to complete required procedures during the module the student will fail the course.

PBN 100 BASIC PHLEBOTOMY— Weekly Schedule

Week				
1	Introduction to Class. Watch OSHA Video Read Ch 3 pg 63 - 102	Start Ch 3 Lecture HW: Critical Thinking, workbook pg 38 - 50	Finish Ch 3 Ch 3 Review Lawsuits Video	Ch 3 Test <i>Introduce/Demo Manikin Arms</i>
2	Ch 4 Lecture pg 107 – 118 Venipuncture Video Vocabulary Handout HW due: Critical Thinking, workbook Ch 3 & 4	<i>Manikin Arm practice/possible live draws</i> HW: Critical Thinking, workbook pg 70 – 89 and 96 - 108	Ch 5 Lecture Pg 121 - 150	Start Ch 6 Lecture pg 151 – 186 Ch 5 & 6 Review
3	Ch 5 & 6 Test ID Lecture HW due:, Critical Thinking, workbook Ch 5 & 6	ID Test <i>Manikin Arm practice/possible live draws</i>	Ch 7 Lecture pg 191 - 222	Ch 8 Lecture pg 225 – 270 Ch 7 & 8 Review
4	Ch 7 & 8 Test HW due: : Critical Thinking, workbook Ch 7 & 8 Skin Puncture Video	Labeling Lecture <i>Manikin Arm practice/possible live draws</i>	Ch 10 Lecture pg 320-352 Ch 10 Review	Labeling Test <i>Manikin Arm practice/possible live draws</i>
5	Ch 10 Test HW due: Critical Thinking, workbook Ch 10	Vocabulary Test <i>Live Draws</i> Final Handout	Final Review Time Permitting – <i>Live draws</i>	Midterm

HW: indicates the amount of homework for each assignment.

This schedule is subject to change at the discretion of the instructor to meet the learning objectives of the course.

THE STUDENT IS RESPONSIBLE FOR ANY MISSED HANDOUTS. ALL HOMEWORK MUST BE TURNED IN ON THE DUE DATE FOR FULL CREDIT, ½ CREDITS FOR LATE HOMEWORK. The time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the materials and ¼ hour outside of class for each hour of structured lab time.

