## Phlebotomy, AHS 142-01

## Fall, 2016

## GENERAL INFORMATION

**Instructor:** [Instructor]

**Class time:** [MW: 10:00-10:50]

**Semester hours:** [2-0-2]

**Lecture Hours:** [# 2 hours]

**Lab Hours:** [0]

**Class Location:**

**Campus:** [HSC]

**Room:** [185]

**Phone:** (843) 661-xxxx

**Office Hours:** [insert office hours]

**Office Location:** [HSC-xxx]

**Email:** [instructor@fdtc.edu]

**Website:** [Florence Darlington Technical College](http://www.fdtc.edu/)

## COURSE INFORMATION

### COURSE DESCRIPTION

This course is a study of phlebotomy procedures utilized in clinical facilities and physicians' offices.

### PREREQUISITES

### AHS 102, AHS 180, AHS 205, BIO 110, CPT 170, AHS 131, and NUR 134

### COURSE PURPOSE

This course was designed as a supplemental skill for the FDTC CNA certificate and other health programs who need specific information on phlebotomy procedures. The focus of the course will be safety, equipment, technique for adult phlebotomy and capillary punctures. Collection is by simulation only.

### TEXTBOOK AND SUPPLEMENTAL READING MATERIALS:

#### Textbook(s)

Hoeltke, Lynn B**.** Phlebotomy: procedures and practices. 2nd ed. Clifton Park, NY: Delmar Cengage Learning, 2013. Print.

### LEARNING OUTCOMES

Upon Completion of this course the student will be able to:

1. Describe the structure of the health care delivery system.
2. Identify the requirements mandated by the Occupational Exposure to Bloodborne Pathogens, Hazard Communication and other safety protocols as they relate to the role of the phlebotomist.
3. Define and correctly use selected medical terms in their proper context.
4. Discuss basic anatomy and physiology as it relates to the role of the phlebotomist.
5. Identify and demonstrate appropriate specimen collection techniques.
6. Define quality phlebotomy and explain the impact on patient care.
7. Identify legal and ethical issues and considerations pertaining to phlebotomy.

### COURSE TOPICAL OUTLINE

| **Week** | **Lesson Title** | **Text** |
| --- | --- | --- |
| 1 | Introduction to phlebotomy and health care structure | Pages 1-4 |
| 2 | Safety, Hazard Communication, and Standard Precautions | Pages 5-13 |
| 3-4 | Medical terminology, Hemostasis – blood components | Pages 14-16 |
| 4 | Circulatory System | Pages 34-82 |
| 5 | Anticoagulants | Pages 17-28 |
| 6-7 | Blood Collection Equipment | Pages 28-39 |
| 8 | Patient Identification/Requisitions | Pages 41-46 |
| 9-10 | Venipuncture Technique | Pages 63-95 |
| 11 | Micro-collection capillary/dermal punctures | Pages 121-144 |
| 12 | Venous/capillary blood, complications of venipuncture, sample integrity | Pages 96-101 |
| 13 | Blood Cultures other samples | Pages 102-109 |
| 14 | Professional/Legal Issues | DVD - Avoiding Phlebotomy Related Lawsuits |
| 15 | Review | Final Exam |

### COURSE ASSIGNMENTS OR REQUIREMENTS

The design of this course is a supplemental skill to introduce to students to phlebotomy equipment and techniques. The course is two 50 minute lectures per week. The first class period will be devoted to lecture, quizzes and exam functions. The second weekly class period will be devoted to hands on experiences with models, manipulatives and simulations to complete the phlebotomy experience.

### METHODS OF EVALUATION

The course content will be delivered through lecture modules supported by manipulatives and simulations. There will be an exam at the completion of each module and final exam that is cumulative.

### ****Grade Weighting****

| **Exams** | **Percentages** |
| --- | --- |
| Quizzes | 10% |
| Unit Exams | 40% |
| Skills Evaluations | 30% |
| Final | 20% |

### ****Grading Scale****

| **Letter Grade** | **Range** |
| --- | --- |
| **A** | 93-100 |
| **B** | **85-92** |
| **C** | **76-84** |
| **D** | **70-75** |
| **F** | **Below 69** |

### IMPORTANT COURSE DATES

**[Hyperlink to calendar in D2L🡪Important Course Information]**

### FDTC COLLEGE WIDE POLICIES

#### ****Academic Misconduct—Commit to Integrity:****

The Florence-Darlington County Commission for Technical Education, administrators, faculty and staff, believe that academic honesty and integrity are fundamental to the mission of higher education. FDTC has a responsibility to promote academic honesty and integrity for all endeavors within the College. The [Student Code of Conduct and Grievance Procedures](https://www.fdtc.edu/search?q=student%20code%20of%20conduct) are in place to deal effectively with instances of academic misconduct.

Examples of academic misconduct include, but are not limited to: cheating on tests, plagiarism, collusion, and falsification of information will be subject to disciplinary action. [Student Code of Conduct](https://www.fdtc.edu/search?q=student%20code%20of%20conduct) (pages 5 & 6).

#### ****Actions which Endanger Students and the College Community:****

No student, acting alone or with others, shall obstruct or disrupt any teaching, administrative, disciplinary, public service, research, or other activity authorized or conducted on the campus of the College or any other location where such activity is conducted or sponsored by the College. This disruption does not necessarily have to involve violence or force for the student to face disciplinary actions. In addition to administrative action, any person who violates the law will be turned over to the appropriate authorities. [Student Code of Conduct and Grievance Procedures](https://www.fdtc.edu/search?q=student%20code%20of%20conduct) (pages 6 & 7)

#### Attendance: FDTC Policy

It is the responsibility of the student to attend all scheduled classes in each of the courses that he/she is enrolled. A student is considered in attendance until he/ she withdraws or is absent more than 10% of the total hours that a course usually meets in a semester. When a student is absent more than 10% of the class time, the student may be administratively withdrawn from class and is subject to a failing grade. Exceptions to this policy can be made only by the appropriate Associate Vice President. **Please refer to Important Course Information folder located in your D2L course Shell for instructor specific requirements.**  **(Hyperlink to D2L)**

#### Withdrawal Policy

Students may officially drop from a class no later than the last designated instructional day of the term with a passing grade. {15-week term - 46th day; 10-week term - 32nd day; 8-week session -26th day; 5-week session - 16th day; 3-week session - 12th day]. No quality points are earned and it is not included as semester hours taken in computing the grade point average. Please refer to Important Course Information folder located in your D2L course Shell for instructor specific requirements. **(Hyperlink to D2L)**

#### ****Student Sexual Misconduct Policy****

FDTC is committed to fostering a safe, productive learning environment. Title IX and FDTC policy prohibit discrimination on the basis of sex, which regards sexual misconduct — including harassment, domestic and dating violence, sexual assault, and stalking. We understand that sexual violence can undermine students’ academic success and we encourage students who have experienced some form of sexual misconduct to talk to someone about their experience, so they can get the support they need. Alleged violations of Title IX can be reported confidentially to the Title IX Coordinator at [Florence Darlington Technical College, Human Resources, Title IX](https://www.fdtc.edu/human-resources/title-ix). Anonymous reporting is not acceptable as this will hinder the investigative process. Please refer to Important College Information folder located in your D2L course Shell. **(Insert a Hyperlink to D2L)**

### DISABILITIES STATEMENT:

If you have a disability for which reasonable accommodations may be required in this class, please contact Student Disabilities Office (SDO) in 114-A as soon as possible to discuss your needs and register for accommodations with the college. If you have already arranged accommodations through SDO, please discuss with course faculty during office hours. Faculty are unable to provide accommodations until I have a referral from Student Disabilities Office has been received. The SDO will work with students and faculty to arrange proctored exams for students whose accommodations include extra time for exams and/or assisted technology. The Student Disabilities Office may be contacted at 843-661-8124. Please refer to Important College Information folder located in your D2L course Shell. **(Insert a Hyperlink to D2L)**

### OFFICIAL COMMUNICATION

The College will communicate with students using the student email system. Official communications will not be sent to personal email accounts.

This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites, and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability or ownership.