

**BOONE CAREER AND TECHNICAL CENTER
PHLEBOTOMY SKILLS LECTURE/LAB SYLLABUS**

MISSION: Boone Career and Technical Center enriches lives locally, regionally, and globally by providing occupational education and training for lifelong learning and professional success.

VISION: Your Goals. Our Mission

PROGRAM OF STUDY:	HE 9301 Phlebotomy Technician (ACE)
ELECTIVE COURSE:	9065 Phlebotomy Skills
Credit/Quarter Hours:	270 Clock Hours
Name of Instructor:	Paula Webb, MS, RN
Instructor Office Location:	Room 107
Instructor Phone:	(304) 369-4585, extension 70137
Instructor Email:	pholstei@k12.wv.us
Instructor Office Hours:	Monday – Friday, 2:00 – 3:00 p.m.
Day, Time, Location of Class:	Monday and Thursday, 3pm – 7:30pm, Room 106

Course Description:

This course expands knowledge in anatomy and physiology, infection control, and diagnostic testing, including venipuncture, capillary puncture, and waived testing procedures. The course prepares the phlebotomy student for employment in outpatient and inpatient facilities.

Required Text and Other Materials Needed:

Phlebotomy: Worktext and Procedures Manual, 6th Ed. (Warekois & Robinson)
ISBN 978-0-323-64266-8

Course Goals and Learning Objectives:

Upon successful completion of this course, the student will be able to perform the diagnostic duties of the phlebotomy technician, including venipuncture, infection control, and CLIA-waived testing procedures. The student will learn to all pre-examination and examination roles and responsibilities of the phlebotomy technician, including:

1. Demonstrate proficiency in all areas of the knowledge and skills required of the occupation.
2. Recognize and adhere to infection control and safety policies and procedures.
3. Practice health promotion and maintenance when providing patient care.
4. Exhibit the professional attitudes and behaviors that are necessary for gaining and maintaining the confidence of the health care community.
5. Meet the requirements to take a national certifying examination for their selected health care occupation. Students must complete 120 hours of clinical training and achieve 125 successful venipuncture procedures to certify in phlebotomy.

Evaluation:

The assessment and grading of student performance is based on the following activities:

Attendance and participation	Quizzes and tests
Phlebotomy skills tests	Final (certification) exam.

Students must successfully pass all the psychomotor and affective competencies in order to pass the course and/or progress in the program. Students may re-attempt a competency up to three times in order to progress in the course.

Grading Scale

90 – 100 = A

80 – 89 = B

70 – 79 = C

60 – 69 = D

0 – 59 = F

Students must score a 70% or above to successfully complete Medical Assisting I and progress to the next course in the Medical Assisting Program.

Course Policies:

Please review the policies in the Allied Health Academy Policy and Procedure Manual and the BCTC Adult Handbook. Students are required to adhere to all school and program policies.

Support Services:

1. The Individual Career Plan (ICP) is a planning tool that is used for career preparation, career growth and lifelong learning goals. All adult education students will complete an Individual Career Plan.
2. Students will be counseled on attendance and grades at mid-term and as needed by program instructors.
3. Students who fail a course must remediate with the Adult Learning Center. Please call 304- 369-4585 for more information.

Discrimination Prohibited:

As required by federal law and regulations, the Boone County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age or national origin in its employment practices or in the administration of any of its educational programs and activities. Inquiries may be directed to Anthony Tagliente, Safe Schools coordinator, Boone County Board of Education, 69 Avenue B, Madison, WV, 25130 phone 369-8276.

SPECIAL NEEDS: If you need accommodations because of a disability, have emergency medical information to share with me, or need special arrangements in case the building must be evacuated, please inform me immediately.

Course Schedule:

DATE	MONDAY	THURSDAY
1. Aug. 3 & 6	Video: Term Lesson 1 Ch 1: Intro to Phlebotomy Ch. 2: Healthcare Structure	Test: Term 1 Test: Chapters 1 & 2 Chapter 3: Safety
2. Aug. 10 & 13	Video: Term Lesson 2 Test: Chapter 3 Chapter 4: Infection Control	Test: Term Lesson 2 BLS Provider Class Skills Practice
3. Aug. 17 & 20	Video: Term Lesson 3 Test: Chapters 4 Ch. 6 Human Anatomy	Test: Term Lesson 3 Ch 6: Human Anatomy First Aid Class
4. Aug. 24 & 27	Test: Chapter 6 Video: Term Lesson 4 Ch. 7: Circulatory System	Test: Term Lesson 4 Ch 7: Circulatory System
5. Aug. 31 & Sept. 3	Test: Ch 7 Video: Term Lesson 5 Ch 8: Venipuncture Equip.	Test: Term Lesson 5 Ch 9: Routine Venipuncture Skills Practice
6. Sept. 8 & 10	Video: Term Lesson 6 Test: Chapters 8 & 9 Skills Practice	Test: Term Lesson 6 Ch 10: Capillary Collection Skills Practice
7. Sept. 14 & 17	Test: Ch 10 Video: Term Lesson 7 Skills Practice	Test: Term Lesson 7 Ch. 11: Ven. Complications Skills Practice
8. Sept. 21 & 24	Test: Chapter 11 Video: Term Lesson 8 Skills Practice	Test: Term 8 Ch 12 Special Populations Skills Practice
9. Sept. 28 & Oct. 1	Test: Chapter 12 Video: Term Lesson 9 Skills Practice	Test: Term Lesson 9 Ch. 14: Special Collections Skills Practice
10. Oct. 5 & 8	Test: Chapter 14 Video: Term 10 Skills Practice	Test: Term 10 Ch. 15: Nonblood Collection Skills Practice
11. Oct. 12 & 15	Test: Chapter 15 Video: Term 11 Skills Practice	Test: Term 11 Ch 16: Specimen Handling Skills Practice
12. Oct. 19 & 22	Video: Term 12 Test: Ch. 16 Skills Practice	Test: Term 12 Ch. 17 Point-of-Care Testing Skills Practice
13. Oct. 26 & 29	Ch. 17: Point-of-Care Testing Skills Practice Competency Tests	Test: Ch. 17 Skills Practice Competency Tests
14. Nov. 2 & 5	Ch. 18: Quality Phlebotomy Skills Practice	Test: Ch. 18 Skills Practice

	Competency Testing	Competency Testing
15. Nov. 9 & 12	Ch. 19: Legal Issues Competency Testing	Test: Chapter 19 Competency Testing
16. Nov. 16 & 19	Certification Prep Clinical Prep	Certification Prep Clinical Prep
17. Nov. 23 & 25	Certification Prep Clinical Prep	Certification Exam!
18. Nov. 30 – Dec. 4	Clinical Training: Monday – Friday 40 Hours	
19. Dec. 7 – 11	Clinical Training: Monday – Friday 40 Hours	
20. Dec. 14 – 18	Clinical Training: Monday – Friday 40 Hours	
Graduation: December 21		

Instructor retains the right to adjust the course schedule and revise the course syllabus as needed.