

***Boone Career & Technical Center  
Allied Health Academy***

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

**PROGRAM OF STUDY:** HE9301 Phlebotomy Technician (ACE)

**COURSES:** 9065A Phlebotomy Skills  
9068A Health Science Clinical Experience

**PREREQUISITES:** High School Diploma or GED  
Score of 4 or above on TABE test  
Vaccination for Hepatitis B, MMR & Varicella  
Negative TB screen  
Clear Background Check  
Negative Drug Screen

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**COURSE DESCRIPTION:**

This program is designed to prepare students for employment as phlebotomy technicians. The major combines classroom, laboratory and work-site learning components to ensure that each student achieves entry-level competencies for the medical assistant. Students practice in a variety of settings as chosen by the instructor. Students completing this career major will be eligible to sit for national certification as a Phlebotomy Technician.

The hours required to complete this multiple-certification program of study are as follows:

Phlebotomy Skills	135 Hours
HS Clinical Experience	135 Hours
<b>TOTAL HOURS</b>	<b>270 Hours</b>

**TEXTS:**

Phlebotomy: A Competency-Based Approach, Booth & Mundt

The Complete Textbook of Phlebotomy, Hoeltke

Laboratory Testing for Ambulatory Settings, Garrels & Oatis

Dean-Vaughn Medical Terminology 350

American Heart Association BLS- Health Providers & Heartsaver First Aid

## **TEACHING METHODS:**

Lectures and note-taking	Homework Assignments	Technical Skills Practice
Demonstrations	Teamwork Assignments	Written Exams & Quizzes

## **BASIC COURSE REQUIREMENTS:**

1. The Allied Health Academy Student Policy and Procedure Manual contains important information about course requirements. There are several required forms for Allied Health Academy Programs. These forms can be found in the Appendix and should be completed and returned during the first week of classes.
2. Copies of the students' birth certificate, social security card, driver's license and marriage license are to be provided during the first week of classes.
3. All students must have proof of physical and mental fitness to perform the duties of the profession. A letter from your primary health provider attesting to this will meet this requirement.
4. Immunization Records with proof of Hepatitis B, MMR, Varicella vaccinations.
5. A negative PPD (Tuberculin skin test) is required before clinical rotations.
6. Students must have current First Aid and CPR cards for clinical rotations and is provided in this program of study.
7. All students must pass a drug screening test before entering the health care facility. Random drug screens will be performed throughout the course. Students who fail the drug test or refuse to undergo drug screening will be removed from the program. Students currently in a drug rehabilitation program must complete the program prior to enrolling in any course at Boone Career & Technical Center.
8. All students must receive a seasonal influenza vaccine prior to clinical rotations.
9. HOSA Student Organization: HOSA- Future Health Professionals membership dues are required to compete in state and national conferences. Dues are not required for classroom participation.

## **GRADING AND EVALUATION:**

1. Daily attendance and participation in class activities, exams, quizzes, skills labs, assignments and clinical internship will each be given a numerical grade. Students who do not complete the required number of classroom and/or clinical hours will not be eligible for certification!
2. Each course must be completed with a score of 80% or above in order to advance to the next course in the program.
3. Participation in skills labs is required. Students must demonstrate competence in assigned skills and will receive a numerical grade upon completion of each skill.
4. Incomplete work will not be accepted. Late work will be lowered by one letter grade for each day that the assignment is late.
5. If you score below 75% on any examination, you will be encouraged to repeat the exam.
6. When the instructor observes cheating on the part of the student, the case shall be handled in accordance with the following procedures:
  - a. The instructor has the authority to give the student the grade of "F" on the assignment involved in the cheating or a grade of "F" in the course.
  - b. The instructor will submit to the principal, within three (3) days from the time the cheating occurred, a written report, along with the physical evidence, stating the facts of the case and the action taken by the instructor.

7. The instructor has the authority to make beneficial changes in assignments and point values for the assignments as situations throughout the course may change.

**GRADING SCALE:**

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0-59	F

**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, if you have emergency medical information to share with me, or if you need special arrangements in case the building must be evacuated, please inform me immediately.