CASPER COLLEGE COURSE SYLLABUS
MLTK 1970: PHLEBOTOMY PRACTICUM

Semester/Year: Fall 2006

Lecture Hours: None  Lab Hours: 12, TBA  Credit Hours: 3

Class Time: TBA  Days: M-S, 0800-2400  Room: LS 111

Instructor’s Name: Dr. Audrey E. Hentzen

Instructor's Contact Information: Meet during scheduled time or appt.
Office Phone: 268-2632  Email: ahentzen@caspercollege.edu
Home Phone: 473-8837

Office Hours: M, T, W, F 11-12, M, W 2-3 or by appointment.

Course Description: This clinical laboratory practicum will introduce the student to the profession and practice of phlebotomy. Students will observe and practice phlebotomy skills and job tasks. Emphasis is placed on the application of phlebotomy knowledge and skills necessary to perform a variety of blood collection methods using proper techniques and precautions including: vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture specimen collection on adults, children and infants. Infection prevention, universal precautions, proper patient identification, specimen acquisition, handling, processing, labeling, and quality assurance are essential tasks associated with the profession. Patient confidentiality must be maintained at all times and professional conduct is expected and assessed as part of the student grade.

Additional information: American Society of Pathology Certification requires the completion of a program that includes 40 didactic hours and 120 clinical hours to be eligible to take the national certification examination. Therefore, we will have “time sheets” to monitor clinical practicum experiences and hours. Student will receive 120 hours of clinical practicum hours by self-scheduling and attending clinical training at clinical affiliates. Observation time in the clinical laboratory and hospital departments will also count as clinical practicum hours. Observation hours will be documented but not evaluated.

Proficiency: To be eligible to take the certification examination, students are required to show documentation of 100 venipuncture and 25 micro-collection successful phlebotomy experiences. These must be obtained in the clinical laboratory setting.
Statement of Prerequisites:
Health Requirements You will need to obtain proof of the following health requirements to train in phlebotomy student laboratory or clinical affiliates.

- Health Insurance (Private or available through Casper College)
- CPR certification (must be completed prior to clinicals)
- Tuberculosis testing (within the last year)
- Hepatitis B vaccination (at least the first in the series of three)
- Measles, Mumps Rubella and Tetanus (vaccination history)
- Drug Screening and Background check

Goal: At the end of this course the student should be able to exhibit a working comprehension of the technical and procedural aspects of procedures for collecting and processing biological specimens for analysis, safety and ethical standards of practice, communication to patients, physicians and laboratory information systems, computer technologies, telecommunications and direct patient conversation while maintaining professional attitudes, behaviors and practice.

Outcomes:
1. Demonstrate a working comprehension of the technical and procedural aspects of laboratory testing, safety and ethical standards of practice.
2. Demonstrate technical skills by following established procedures for collecting and processing biological specimens for analysis.
3. Professionally communicate laboratory information to patients, physicians and other authorized sources utilizing a variety of formats which may include, laboratory information systems computer technologies, telecommunications and direct patient conversation.
4. Demonstrate proficiency in laboratory technical skills through performance of venipuncture and microtechnique collection.
5. Develop and demonstrate professional attitudes, behaviors and practice.

Methodology:
Students self-schedule themselves in 4 hour blocks, M-S, 0800-2400. Students attend clinical practice at contracted clinical affiliates to gain experience in phlebotomy and laboratory techniques. Students must interact with the general public and professionals in the clinical laboratories.

Evaluation Criteria:
REQUIRED STUDENT TASK/ASSIGNMENTS
The required tasks and assignments are used to evaluate the student’s acquisition and comprehension of the learning objectives. Observations and supervised phlebotomy experiences allow students to utilize information from lecture, student laboratory, one-on-one discussions, and to put into practice technical and decision making skills necessary to perform phlebotomy.

Clinical Practicums
Phlebotomy experiences (70% of your grade)
Students are to schedule themselves at clinical sites to obtain varied phlebotomy experiences. Each site offers unique opportunities and different clientele. By spending time at each institution you will have a more rounded perspective of the phlebotomy profession. Try to schedule yourself 3-4 times in a row at the site so that you can get past observation time and start practicing blood collection techniques. Each site will evaluate your clinical skills and provide input into your grade for this class. Clinical practicum expectations and evaluation are described in a separate document. Evaluations will be completed at the end of your scheduled time and returned to me for compilation. Clinical practicum hours will be available for you to select the best fit for your personal and working schedule. Some schedules are available that go through the end of December, while others are still being made available from the institution as they schedule their professionals. Specific personal are made available for your training experiences. This is a huge manpower and time expense for these institutions so please use them wisely and courteously. If you need to change your schedule, be sure to notify the clinical site and offer the clinical hours to other students. Some schedules have traditional day time hours while others have early morning and evening hours more closely aligned with the 24/7 health care practice. See attached clinical evaluation forms.

Clinical Hours (15% of your grade)
Each student needs to acquire 120 clinical hours to be eligible to sit for the national certification examination. Student grades will be based upon their completion rates. That is, if you complete 80% of the clinical hours your grade will calculated using this percentage. Remember, failure to “show” without notification will result in 5% reduction in your grade each time.

Phlebotomy “sticks” (15% of your grade)
Students are required to successfully complete 100 venipuncture and 25 micro-collection technique collections to be eligible to take the national certification exam and receive a grade of 100% for this activity. Student grades will be based upon their completion rates and the evaluations received from the clinical affiliates.

Additionally, please note, that you would not be eligible to sit for the national certification exam if you do not complete the 120 hour and blood collection requirements along with the 16 credit hour program curriculum.

Required Text
Suggested Study Books:

Required Personal Protective Equipment (PPE)
Gloves
Scrubs (any color)
Safety goggles
Class Policies: Last Date to Change to Audit Status or to Withdraw with a W Grade is the published Casper College deadline.

The student must show proof of vaccination history (MMR, tetanus, HepB), insurance, TB testing and provide personal protective equipment (Scrubs, gloves and safety goggles) and submit to pre-clinical and random drug testing (provided and paid for by Wyoming Medical Center). Any failure to comply will make a student ineligible for clinical training opportunities.

Attendance:
Attendance is required for any shift selected by the student. Once a shift has been selected it is the student’s responsibility to attend that session or notify the Clinical Supervisor that you will not be attending. Failure to “show” without notification will result in 5% reduction in your grade each time. Repeated absences can be grounds for termination of your clinical practicum at that laboratory and, potentially not being able to obtain the 120 clinical practicum hours.

Hint: Clinical practicums are performed at local laboratories here in Casper. These are your potential employers so you want to make a good impression with these sites.

Dress:
Clean, neat and tidy should be your new motto. Scrubs are to be worn with closed toed shoes. Clean, white athletic shoes are often acceptable but each institution has dress codes that are applied to students as well. Lab coats will be provided if necessary.

Hygiene:
Clean, neat and tidy! Hair should be clean, cut short away from your face or restrained so that it does not fall into the patient’s space while performing phlebotomy. Finger nails should be trimmed and clean. Artificial nails are not acceptable at some institutions and should be avoided during this practicum. They are potential sources of infection and restrict your ability to palpate patient veins. Piercings and tattoos:
Facial and multiple ear piercings are restricted at Wyoming Medical Center and may be unacceptable at other clinical sites. Tattoos should be covered either by clothing or band aids.

Professional Conduct:
Professional Conduct is expected. Students are to expect corrective criticism. These laboratory professionals are here to help you become a skilled phlebotomist. You don't acquire these skills overnight and their guidance will help you become more successful. Try to keep a positive attitude and accept their suggestions in a friendly way.

*The clinical sites reserve the right to terminate any student for non-professional behavior, suspected drug or alcohol use, breech of patient confidentiality and any other behavior deemed inappropriate. This may necessitate that the student withdraw from the course.*

Patient confidentiality is a critical issue in the clinical setting. Never talk about a patient by name unless you are working with another co-worker with this patient. Patients have the right to keep their treatment and conditions confidential. This is a Federal regulated issue and is considered slander or libel in a court of law.

It is your responsibility to provide the necessary documents or proof of health insurance, vaccination records and testing required for the clinical laboratory component. Additionally, you must purchase your own personal protective equipment.
Student Rights and Responsibilities: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

Chain of Command: If you have any problems with this class, you should first contact the instructor in order to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take your problem through the appropriate chain of command starting with the department head, then the division chair, and lastly the vice president for academic affairs. Student complaints should be addressed through the following chain of command:

1) The instructor of your course. (Dr. Hentzen)
2) Biology Department Chair (Ms. Brandy Atnip)
3) The Life Science Division Chair, (Dr. Clifford).
4) The Vice President for Academic Affairs (Dr. Carmen Simone).

Academic Dishonesty - Cheating & Plagiarism: Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct.

ADA Accommodations Policy: It is the policy of Casper College to provide appropriate accommodations to any student with a documented disability. If you have a need for accommodation in this course, please make an appointment to see me at your earliest convenience.

Calendar or schedule: August 28- Dec 20, 2006 M-Sun, 0800 to 2400.