

PHLEBOTOMY PRACTICUM

COURSE PACKET

(Information for the student who is seeking to complete phlebotomy certification)

- The student enrolling in this course must secure their practicum (work/skills practice experience) site and secure a signed agreement with that professional medical site. This packet is to facilitate the TVCC phlebotomy technician student in that process.
- Pre-requisite is TVCC phlebotomy training
- The student must enroll in the Phlebotomy Practicum Course for the TVCC Community Service Department to sign off on this process for the credentialing organization approval.

Suggested steps to complete this process:

1. Enroll in and participate in the TVCC Phlebotomy Technician course. (The prerequisite for this course)
2. Research credentialing organizations and their requirements.
 - a. Suggestions --check sources recommended in the phlebotomy text book, sources found on the internet, sources recommended by medical professionals, etc.
 - b. TVCC does not select credentialing organizations for students.
 - c. Obtain a printed copy of the credentialing groups requirements to attach to this packet prior to negotiating with a medical professional/facility and prior to submitting this packet to TVCC for signature.
3. Select a medical professional/facility for completing your practicum (work) experience, and have them to complete the attached agreement.
4. Enroll in the TVCC Phlebotomy Practicum once the practicum site has been secured.
5. Complete this packet and return it TVCC Community Service Department for instructor signature.
6. TVCC will send the completed documents to the address of the credentialing organization provided by the student.
 - a. It is the responsibility of the student to assure that all of the necessary documents and procedures are completed.
 - b. TVCC instructor will contact the medical professional/facility to verify that the phlebotomy logs and the agreement are valid
 - c. TVCC will ask the professional/medical facility to evaluate the student
 - i. Skills and knowledge of phlebotomy techniques
 - ii. Professionalism with staff and patients
7. TVCC will provide the student with a Phlebotomy Practicum grade of "pass" or "fail". Passing criteria:
 - a. completion of credentialing organization requirement
 - b. A positive evaluation from the medical/professional facility.

PHLEBOTOMY PRACTICUM COURSE- Cover Letter to Medical Professional/Medical Facility

From: Name of student _____ Date _____

Contact Information: Phone number(s) _____ / _____

Email Address: _____

Complete Mailing address: _____

To: Medical Professional/Medical Facility

This Trinity Valley Community College (TVCC) student is seeking an agreement with a professional medical facility to pursue an industry certification in phlebotomy .

TVCC provides basic didactic instruction in phlebotomy and practice on mannequins and some live sticks. However, TVCC students who are seeking certification from an outside credentialing group, secures the agreement with the medical professional/medical facility.

The objectives for the student are:

- To meet the criteria of the phlebotomy certification entity listed in the attached agreement. (Student should provide you a copy of the credentialing organization's requirements.)
- To provide TVCC with documentation that the certification criteria has been met
- To gain work experience in phlebotomy(paid or unpaid)

The instructional strategies are:

- TVCC provides qualified instructors and resources for classroom instruction
- TVCC provides qualified instructors and resources for lab practice (on campus)
- Community medical professionals/medical facilities provide a practicum of work experience

The student will provide you with phlebotomy activity logs for you to sign verifying their work experience in your facility.

Attached is an evaluation document for you to complete and return to the TVCC via mail, via fax (903-675-6388) or via the student.

Should you have questions or comments please contact us at 903-675-6314, or email conted@tvcc.edu

Sincerely,

Gayla Roberts, Dean
Community Services Department
Trinity Valley Community College

TRINITY VALLEY COMMUNITY COLLEGE
Student Phlebotomy Practicum Application and Agreement Form

Mr. / Ms. _____ (a TVCC student) is seeking to become certified in phlebotomy and has chosen Trinity Valley Community College's Phlebotomy Technician (Basic) training course to learn the didactic portion of phlebotomy processes and now is seeking to meet the practicum/work experience requirements from their selected credentialing organization. TVCC does not provide direct instructor supervision at the work site for phlebotomy practicum experiences for students. However, medical facilities and or appropriate medical professionals can serve as credentialing practicum/work sites and provide preceptor supervision for students. To accomplish this, the medical facility and individual student can enter into a written agreement using this form. Once this agreement is reached and signed by (1) the authorized individual at the medical facility and (2) the student, and (3) TVCC, a copy of the agreement is to be placed in the TVCC student file at TVCC to verify to the credentialing organization that this agreement has been made.

Credentialing Organization requirements - (Students must research and print copies of the organization's requirements and provide a copy to the medical facility and TVCC.)

- Name of credentialing organization: _____
Organization's contact information: _____
- The student must spend _____ hours under direct supervision in a professional medical setting doing blood collections and patient interaction.
- The student must complete these sticks and/or draws)
 - _____
 - _____
 - _____

Trinity Valley Community College's commitment:

- TVCC provides didactic basic phlebotomy instruction for students. This includes lab practice on manikins and some live sticks.
- Attached is a Phlebotomy Technician (Basic) course and lab description.
- The TVCC phlebotomy practicum instructor will be in contact with the professional/medical facility on behalf of this student. And, the professional/medical facility can contact TVCC (903-675-6212) with questions and/or comments.
- A transcript of course work is available. Student should make the official request from TVCC.
- TVCC is providing the student and medical facility/professional a generic form to log hours and skill practice experiences (sticks, draws, etc.) that should be signed by the student and the medical facility/professional.
- This completed agreement form is kept in the student file to be provided to the credentialing organization upon request. ____ (student must initial here that TVCC has the authority to release this form and any attachments such as the clinical log and other related documents to the credentialing organization.)

The medical professional/facility's commitment:

- The facility/professional has the resources to allow the student to complete phlebotomy practice experience described in this agreement.
- The medical facility/professional provides preceptor student supervision.
- The medical facility/professional is CLIA approved or approved by other medical standards: List here:

Student understanding and commitment:

- Student understands that this agreement is between them and the medical facility/professional. TVCC accepts no responsibility on behalf of the student or facility.
- Provide the medical facility/professional with an official copy of their transcript with their basic phlebotomy course grade (if requested).
- Provide medical facility/professional with needed documents such as immunization records, criminal history background check, and other requirement by the medical site.
- Provide the medical facility/professional and TVCC with documentation of the credentialing organization's requirements.
- Student will provide a copy of this signed document to TVCC for the student's file and college distribution to the credentialing organization upon registration for "Phlebotomy Practicum ". (Note: The student should not register for

the "Phlebotomy Practicum " course until this agreement has been completed between the student and the medical facility/professional.)

MEDICAL PROFESSIONAL/FACILITY

Name of Facility: _____

Name of Facility Official: _____

PLEASE PRINT

Signature of Facility Official: _____

_____ Date: _____

Facility contact information: Phone number _____ email address _____

Location: Street address _____ City _____ State _____ Zip _____

Mailing address if different: _____

STUDENT

Student Name (print): _____ Signature _____ Date _____

TRINITY VALLEY COMMUNITY COLLEGE

Signature: _____ Title: _____ Date _____

Questions can be addressed by the departmental coordinator at 903-675-6314 or by e-mail at bdill@tvcc.edu.

Office use

TRINITY VALLEY COMMUNITY COLLEGE – PHLEBOTOMY PRACTICUM INSTRUCTOR

I have visited with this medical official and verify that the completed information in this packet is correct .

Instructor Signature: _____ Date: _____

**BASIC PHLEBOTOMY TECHNICIAN TRAINING
PLAB1023 (PLAB1011)**

This course prepares students to collect blood specimens for the purpose of laboratory analysis. This didactic course includes all aspects related to blood collection and the development of comprehensive skills to perform venipunctures. Course includes terminology, associated anatomy and physiology, blood collection procedures, specimen hands-on practice, and techniques to perform puncture methods. Safety issues are emphasized. Students will practice specimen collection on adults, children and infants.

Students will apply skills in the performance of a variety of blood collection methods using proper techniques and standard precautions in an additional skills lab. The skills lab practice will be on manikins and with live sticks. Skills lab will include vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture and specimen collection on adults, children and infants. Students will learn the basic procedures for medication injections. Emphasis is on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, checking medication dosage, and medical terminology.

Minimum age is 16. Required: Maroon Scrubs, closed toe shoes of vinyl or leather (no fabric or porous outer shoe coverings – from any source). Optional for class, but generally required for work: scrub jacket (from any source) and a watch with a second hand (from any source). These items will not be available from the college bookstore or the instructor. Textbook is required (not included in tuition - \$65 + tax and is available from the bookstore - Phlebotomy Handbook: Blood Specimen Collection from Basic to Advanced, 8th ed., ISBN #9780135134245). (52 hours) *This course is required for students enrolled in the PCT/Medical Assistant program.*

Students will be required to perform sticks (venipunctures) on other students as well as be stuck (having venipunctures performed on themselves by other students). Rigid performance standards must be met prior to sticking other students. All venipunctures will be practiced in a skills lab environment.

NOTE THAT TAKING THE BASIC PHLEBOTOMY TECHNICIAN TRAINING LISTED IS ONLY THE FIRST STEP TO CERTIFICATION. STUDENTS MUST ARRANGE FOR THE SECOND STEP AND CERTIFICATION COMPLETION.

Phlebotomy credentialing requirements: (1) the didactic/classroom instruction and practice provided by the Phlebotomy Technician course, **plus** (2) a work experience Phlebotomy Practicum course in an approved professional medical setting. **Students must seek medical facility/professionals on their own for the practicum course to complete the credentialing process.** Students MUST check with credentialing organization for specific requirements. Some recognized credentialing organizations are (but not limited to): American Certification Agency (www.acacert.com), American Society for Clinical Pathology (www.ascp.org), National Center for Competency Testing (www.ncctinc.com) or National Health Career Association (www.nhanow.com). Additional credentialing organizations are listed in the phlebotomy text book.

Upon request, TVCC will provide the phlebotomy student with a packet called “Student Phlebotomy Practicum Application and Agreement Form” that the student can use as a template and guide in setting up a phlebotomy practicum/work experience with a medical facility/professional.

**PHLEBOTOMY PRACTICUM
PLAB 1064 (PLAB 1064)**

A field experience providing practical, general workplace training supported by professionals in an outside professional medical facility. This class is designed as a structure for the Phlebotomy student to seek and participate in real life experiences in the performance of a variety of blood collection techniques and safety precautions in a professional setting. The student will arrange his experience with a professional facility and upon completion will be able to provide documentation of experience to the credentialing agency of his/her choice. The course instructor will work with the medical facility on behalf of the student to verify and document the completed phlebotomy experiences and hours.

NOTE THAT THIS PRACTICUM WORK EXPERIENCE IS ARRANGED BY THE STUDENT FOR CERTIFICATION AND MONITORED BY THE COLLEGE. DOCUMENTATION OF THE STUDENT’S EXPERIENCE WILL BE MAINTAINED BY THE COLLEGE AND WILL APPEAR ON THE STUDENT TRANSCRIPT.

Trinity Valley Community College

Basic Phlebotomy Course Syllabus 52 hours Continuing Education Lecture and Lab

Course Description: Skill development in the performance of a variety of blood collection methods using proper techniques and universal precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture and specimen collection on adults, children and infants. Emphasis on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing and accessioning. Topics include professionalism, ethics, and medical terminology.

Learning Outcomes: Demonstrate knowledge of infection control and safety; demonstrate understanding of quality assurance and the importance of specimen collection in the overall patient care system; and demonstrate knowledge of collection equipment, various types of additives used; special precautions necessary and substances that can interfere in clinical analysis of blood constituents. Demonstrate proper techniques to perform venipuncture and capillary puncture on adults, children, and infants; and demonstrate the knowledge of requisitioning specimen transport and specimen processing.

Performance Objectives:

1. Demonstrate a working knowledge of aseptic technique and infection control.
2. Develop and maintain quality systems including disposal of contaminated items.
3. Recognize common procedural and technical problems related to phlebotomy and take corrective action according to protocol.
4. Demonstrate communication skills toward patients, laboratory staff and other professional staff personnel.
5. Describe medical/legal issues and health law procedures.
6. Prepare patients for lab work
7. Exhibit knowledge regarding the collection of blood, urine, stool, sputum, and secretions.
8. Follow instructions from technical manuals
9. apply knowledge of basic phlebotomy of basic phlebotomy in a laboratory setting
10. Injections
11. Reading capillary sticks for blood sugar levels

Textbook required: Garza, Diana and Becan-McBride, Kathleen, Phlebotomy Handbook-Blood Collection Basic to Advanced, 8th edition, ISBN#: 9780135134245 Prentice Education, Upper Saddle River, New Jersey, 2005.

Note – All Work to be turned in must be in black ink

Method of Instruction: Lecture, group discussion/work, lab exercises, quizzes, practical application, audio-visual aids.

Evaluation: Combination of class attendance, assigned homework, quizzes, demonstration of proper venipuncture technique, final practical and exam.

Standard Grading:

90-100%: A, 80-89: B, 70-79: C = **Pass** 69 or below = **Fail**

W = **Withdraw = No Refund**. The student is able to withdraw from the Basic Phlebotomy class at any time. Please contact the instructor.

Attendance Policy: Students must attend 80% of the class to be eligible to receive a Certificate of Completion from TVCC. Notify the instructor of any expected absences beforehand. If you have any extenuating circumstances, please notify the instructor. Students will be required to complete any assignments or take any examinations missed as a result of the absence **before the next class meeting.**

*****Important Phone Numbers*****

TVCC – Bonnie Dill, Coordinator
Office: (903) 675-6314

Phlebotomy Practicum – Venipuncture/Capillary Log Sheet

Student's Name: _____

Facility Name: _____

Supervisor: _____

Date: _____ Time in _____ Time Out _____ Total Hours/day _____

1. Type of Stick _____ Veni. _____ Cap.	Successful	Unsuccessful	Supervisor Initials _____
2. Type of Stick _____ Veni. _____ Cap.	Successful	Unsuccessful	Supervisor Initials _____
3. Type of Stick _____ Veni. _____ Cap.	Successful	Unsuccessful	Supervisor Initials _____
4. Type of Stick _____ Veni. _____ Cap.	Successful	Unsuccessful	Supervisor Initials _____
5. Type of Stick _____ Veni. _____ Cap.	Successful	Unsuccessful	Supervisor Initials _____
6. Type of Stick _____ Veni. _____ Cap.	Successful	Unsuccessful	Supervisor Initials _____
7. Type of Stick _____ Veni. _____ Cap.	Successful	Unsuccessful	Supervisor Initials _____
8. Type of Stick _____ Veni. _____ Cap.	Successful	Unsuccessful	Supervisor Initials _____
9. Type of Stick _____ Veni. _____ Cap.	Successful	Unsuccessful	Supervisor Initials _____
10. Type of Stick _____ Veni. _____ Cap.	Successful	Unsuccessful	Supervisor Initials _____

Total Successful Venipunctures _____/this page

Total Successful Capillaries _____/this page

(May require more than one log per day)