



**TRINITY VALLEY COMMUNITY COLLEGE
NON-CREDIT COURSE SYLLABUS**

**Course Rubric & Title: PLAB - 1023-1PATP - BASIC PHLEBOTOMY
CERTIFICATION (Fast Track-Entry Level)**

Instructor Name: Dyna Tutt

Office Hours: No office on campus-Please visit with instructor before or after class

Campus: Palestine-TVCC

Office Location: N/A

Office Phone & Alternate Phone #: 903-724-2394

TVCC E-mail Address: dyna.tutt@tvcc.edu

Course Description: Students successfully completing this training will be eligible for participating in the national phlebotomy testing/certification process. This is a rigorous 96 clock hours of training that provides students with didactic and skills practice needed for employment to draw blood and work as part of the medical team with doctors, nurses, hospital staff, and patients.

Minimum age for the course is 18 years old.

Students must be committed to rigorous academic work both in class and outside of the classroom. This is a fast track course and requires continuous student application to learning. Rigorous and rigid student standards of 80% or higher grade on didactic work with no more than 2 absence to be eligible to participate in live sticks and blood draws to progress to, the advanced (practicum) portion of the training and certification testing. To pass this course the student must maintain a grade of 80% or higher. To be eligible to take the NHA Certification Examination the student must pass the course with 80% or higher. Students must have the approval of the instructor to take the NHA Certification Examination.

Learning Outcomes: This course prepares the technician in training to: work with a medical professional team to provide basic point of care testing such as for glucose levels, draw blood from patients for clinic/hospital testing and laboratory analysis, draw blood from blood donors; communicate positively with patients about phlebotomy procedures, maintain safety standards, verify patient/donor identity, maintain written record including confidentiality of records. Applicable medical terminology and applicable concepts of anatomy and physiology are taught. Skills labs include vacuum collection devices, vacuum collection additives, syringes, capillary skin puncture, butterfly needles, and blood cultures and specimen collections on adults, children, and infants. Students participate in hands-on skill practice with manikins and perform live sticks and blood draws from each other. Emphasis is on infection prevention, patient identification, communication, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, checking medication dosage and medical terminology. Safety issues are emphasized along with blood collection procedures.

Course Requirements: Requirement for course participation:

- Complete immunizations prior to the first live stick which happens in the third week of class. This includes a current TB test and a current flu shot.
- Students are subject to random drug screening.
- Students are required to wear professional medical scrubs (maroon), closed toed and non-porous shoes (leather or vinyl)
- An easy to read watch with a second hand.
- Students will be required to purchase the text book from a TVCC bookstore with resource access to learning materials.
- Students are required to register/ purchase and take the NHA Certification Examination, to be certified.

REQUIRED MATERIAL:

NHA Online Study Guide Modules and Practice Tests.

Textbook(s) & ISBN: Booth, Kathryn A; Mundt, Lillian, Phlebotomy: A Competency-Based Approach, 5th Edition, McGraw-Hill, (ISBN 978-1-259-60856-8) TVCC Bookstore.

Outline of Course Schedule: Basic Phlebotomy

Dates: September 3, 2019 – December 2, 2019

Monday – Pre class: NHA Modules including lecture, practice tests, overview, activities, flash cards, terminology , quizzes and homework . **Class time Mon 0900-1300**

Tuesday - Lecture, mannequin sticks, practice sticks, work online assignments, lab exercises and lab quizzes. Class time **0900-1300**

Grading: Homework 20%, NHA one hundred questions test 30%, NHA quizzes 20%, Final 20%, and Participation 10%.

Cheating/Plagiarism:

Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion. “Cheating on a test” shall include

- (a) Copying from another student’s test paper
- (b) Using test materials not authorized by the person administering the test
- (c) Collaborating with or seeking aid from another student during a test without permission from the test administrator
- (d) Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an un-administered test
- (e) The unauthorized transporting or removal, in whole or in part, of the contents of the un-administered test
- (f) Substituting for another student, or permitting another student to substitute for oneself, to take a test, and
- (g) Bringing another person to obtain an un-administered test or information about an un-administered test.

“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

The student who engages in cheating, plagiarism, or collusion may receive a failing grade.

Drop Policy:

Students who do not complete the course will receive a grade of “F” unless a statement is given in writing and signed by the student of his/her intention to withdraw from the course. With the submission of a statement the grade Will be given as a “W”. The grades appear on a permanent transcript at TVCC.

Technology Resources/Access:

Each student, employee, or guest with an information technology (IT) account shall be responsible for all use of the account. All accounts shall be for use by a single individual – the person for whom the account was approved or assigned. This includes e-Course accounts as well as TVCC issued email accounts. Sharing or loaning accounts is strictly prohibited and violates TVCC Board Policy CT (LOCAL).

Additional Information:

You should develop a backup plan should your system or your Internet provider fail you. This is not a valid excuse for missing a deadline. The college provides many opportunities for using equipment as do many public libraries

Student’s Responsibility:

This syllabus contains information, policies and procedures for a specific course. By enrolling, the student agrees to read, understand, and abide by the rules, policies, regulations, and ethical standards of Trinity Valley Community College as contained in the current catalog and schedule of classes.

Student Evaluation of Courses/Faculty:

Evaluation is an important component in promoting continuous improvement, enhancing student learning, and achieving excellence in the educational process. Students are encouraged to complete the course evaluations for all of their courses.

Affirmative Action:

TVCC is an affirmative action/equal opportunity institution which provides educational and employment opportunities on the basis of merit and without discrimination or harassment in full compliance with the Civil Rights Act of 1964, as amended; the Rehabilitation Act of 1973 (Section 503,504); Americans with Disabilities Act, as amended, Title IX of the Educational Amendments of 1972; the Vietnam Era Veterans Assistance Act of 1974; Article 5221k V.A.C.S.; and Executive Orders 11246 and 11758.

Title IX of the Education Amendments:

TVCC prohibits discrimination, including sexual harassment and retaliation, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law. Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to an instructor, counselor, administrator, or the Title IX Coordinator. TVCC has designated the Director of Human Resources/Title IX Coordinator as the individual who is responsible for coordinating its efforts to comply with Title IX of the Education Amendments of 1972, as amended. Contact information is:

Director of Human Resource/Title IX Coordinator

Office Phone: 903-675-6215

American with Disabilities Act (ADA)

Trinity Valley Community College provides equal opportunities for academically qualified students with disabilities and ensures access to a wide variety of resources and programs. The passage of Section 504, Federal Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 requires that the college make certain special arrangements for students with disabilities such as moving classes to accessible locations when necessary, allowing the use of tape recorders, sign language interpreters, or other educational auxiliary aids, making special test arrangements, and other accommodations. The college will make reasonable accommodations for qualified students with a diagnosed physical and/or learning disability who have been admitted to the college and request accommodations.

Students with disabilities who wish to request accommodations should notify the Disability Services Office on their campus. In accordance with federal law, a student requesting accommodations must provide documentation of his/her disability to the Disability Services counselor. For more information, please visit the Disability Service Office on your campus or contact Melinda Berry at 903-675-6224 or email mlberry@tvcc.edu. For additional information, please visit:

<http://www.tvcc.edu/guidance/studentswithdisabilities.aspx>.