



TRINITY VALLEY COMMUNITY COLLEGE
COURSE SYLLABUS

Course Rubric & Title: Practicum for Phlebotomy PLAB 1066.20368

class scheduled to meet on Tuesday & Thursday 6:30-10 p.m. in Liberal Arts Bldg. Athens

Instructor Name: Sigmund Brown

Office Hours: Prior arrangements must be made email instructor sigmund.brown@tvcc.edu

Campus: Athens

Office Location: Athens Campus, Liberal Arts Bldg. Room 112

Expected instructor response time Mon-Fri: Students should expect responses to student inquiries from the instructor within 24 hours Monday-Friday.

Expected instructor response time Sat-Sun and holidays: Students should expect responses to student inquiries within 72 hours if submitted over the weekend or student holiday.

Office Phone & Alternate Phone #s: Liberal Arts/Continuing Ed & Workforce Ed. Departmental Office 903-675-6212, Cell 469.835.6426

TVCC E-mail Address: sigmund.brown@tvcc.edu

Electronic communication: TVCC students are REQUIRED to use either their TVCC Canvas account or their TVCC email account for all electronic communication. In order to ensure the identity of the student communicating electronically, TVCC faculty will not reply to student communication that is sent through an email account other than their TVCC issued email account or Canvas account.

Course Description: This course is the continuance of skills development and academic preparation for industry certification in the performance of a variety of blood collection methods using proper techniques and standard precautions. It includes vacuum collection devices, syringes, capillary skin punctures, butterfly needles, blood cultures, and specimen collection on adults, children and infants. Emphasis is on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, and medical terminology.
This course awards successful students one credit hour and is 144 contact hours.

Each student must agree to perform live draws on classmates and allow classmates to perform live draws on them. Students must complete a total of 30 successful venipuncture draws and 10 successful capillary draws, (of which 10 & 5 where completed in Basic). Academic preparation for the NHA certification exam is provided for students in an on-line, self- paced format. Practice certification tests will be taken for grades.

Course Co- or Pre-Requisites: Courses must be taken in this order: (1) PLAB1023-with a completion grade of “A” or “B”, 10 successful venipunctures and 5 capillaries on a signed stick log by instructor, and then (2) PLAB1066 with an “A” or “B”, have completed all required 30 venipunctures/ 10 capillaries, and be *given approval* by instructor to sit for the National Certification Exam with NHA.

Visit <https://www.tvcc.edu/continuing-education> for Immunization list, Criminal Background Check, must be cleared and verified in **Certified Background** prior to ***BEGINNING OF THE COURSE due to invasive procedures begin immediately!***

Textbook(s) & ISBN: Please visit the [TVCC bookstore online](#)

Required/Recommended Reading(s): Please visit the [TVCC bookstore online](#)

Required Materials: Online access, Ebook or textbook, McGraw Hill connect, NHA Online access, or see instructor first class day

Learning Outcomes: Upon completion of this course, the student should demonstrate a master of the following learning outcomes: infection control and safety practices; describe quality assurance as it relates to specimen collection; explain the role of specimen collection in the overall patient care system; identify collection equipment, various types of additives used, special precautions necessary, and substance that can interfere in clinical analysis of blood constituents; demonstrate venipuncture and capillary puncture techniques on adults, children and infants; and explain requisitioning, transport and processing.

Course Requirements: Students will be graded on:

- ☐ Daily participation
 - Attendance at classroom session is required
 - Tardiness of 10 minutes or more can be counted as an absence.
- ☐ Class work (writing assignments, workbook assignments, online work, etc.)
 - Student is required to complete a college research paper based on topics assigned by the instructor.
 - Content
 - Written literacy skills
 - Computer use/computer literacy skills – paper is presented in a professional format.
- ☐ Exams
 - Instructor will administer periodic exams—“make up tests will not be available”.
 - Students required to take end-of-course, comprehensive final exam. Student must be present as no “make up test” will be available.

For timely submission of grades, all work for this course must be completed as required by dates listed for individual assignments in McGraw Hill or Canvas online site.

1. 25% assignments, quizzes, daily work, online assignments, Exams
2. 25% Professionalism/Hands On labs
3. 25% Research Paper
4. 25% Final Exam *Upon approval by instructor, student may be allowed to sit for National Health careers Association Certified Phlebotomy Technician Certification Exam (if so, this will count for final exam grade)*

The following grading scale will be utilized:

A=Excellent (90-100)

B=Good (80-89)

C=Fair (70-79)

D=Poor (passing) (60-69) F=Failure (not passing) (below 60)

W=Withdrew (student initiated drop)

NOTE: Students receive the grades they earn. Attendance and class participation will be taken into consideration for Professionalism Grade.

Grade Requirements: This course requires a minimum grade of 70 for the Medical Nursing Assistant Program at TVCC, Athens, and an 80 for allowance to sit for the NHA CPT Certification Exam.

Course Research Paper: see College Research Paper Guide

Research Paper upon due date must be uploaded into Canvas as 1 single document by MIDNIGHT!!! Will not be accepted late.

The research paper **must include** at a minimum: a title page, five well-constructed paragraphs, typed, and a list of resources or a bibliography, use a

minimum of 3 current medical related resources. **Details, topics and rubric will be handed out in each class. An example is below:**

Core Objectives and Grading Guidelines for Research Paper:

A. Critical Thinking Skills (CT)-to include critical thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information.

B. Communication Skills (CM) – to include effective development, interpretation, and expression of ideas through written and visual communication.

This is an example rubric:

Objective Criteria	Exemplary Excellent	Acceptable Good	Inadequate Poor	Not Attempted (F)
Critical Thinking Skills: CT=content supports the topic assigned	(55 points) Makes substantial contribution; discusses ideas, stimulated additional thought; effectively and thoroughly justifies argument (topic)	(40 points) Makes substantial contribution; discusses ideas, and adequately justifies argument (topic)	(30 points) Vague, appears to have done without putting any significant effort into thinking through the topic, lacks mention or justification for argument.	(0 points) Not completed
CM= Communication Skills (CM): spelling, grammar, punctuation, format (title page, a minimum of 5 paragraphs, & resources list)	(45 points) No misspelled words; well-constructed sentences with subject –verb agreement, good grammar and punctuation; no format errors (font size, margins, meets minimum length requirements, cover page includes name,	40 points) No more than 3 spelling errors or grammar errors. No more than 1 format error (font size, margins, meets minimum length requirements, cover page, list of resources, etc.).	(30 points) More than 3 spelling errors; more than 3 grammar errors; more than 1 format error (font size, margins, does not meet minimum length requirements, incomplete cover page, no list of resources, etc.).	(0 points) Not completed

	date due, title, etc.), list of resources used.			
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Expected Time Requirement for this Course: Approximately five to six hours per week of time spent reading, reviewing, and completing assignments is recommended to complete this course.

Non-Attendance and Financial Aid: If you are receiving financial aid, federal regulations require you to have begun attending the courses for which you are enrolled on or before the census date (e.g., 12th day of each fall and spring semester). If you are not attending your face-to-face courses, your financial aid disbursements will be negatively impacted.

Attendance in online course at TVCC is verified by students logging in to the course and substantially participating in the course on or before the census date. Students documented as “not attending” an online course upon the census date are assumed (for financial aid purposes) to have NOT begun attendance for that course, and this may negatively affect financial aid disbursements.

Outline of Course Schedule:

The following schedule is subject to change at the discretion of the course instructor:

1. Overview and Safety
 - a. Phlebotomy Practice and Quality Assessment
 - b. Communication, Computerization, and Documentation
 - c. Professional Ethics, Legal, and Regulatory Issues
 - d. Infection Control
 - e. Safety and First Aide
2. Medical Terminology
3. Anatomy and Physiology of Organ Systems
4. Phlebotomy Equipment and Procedures
 - a. Blood Collection Equipment
 - b. Preanalytical complications causing medical errors in blood collection
5. Venipuncture Procedures
6. Capillary Blood Specimens
7. Specimen Handling, Transportation and processing

8. Point of care Testing and special procedures
 - a. Pediatric and Geriatric Procedures
 - b. Point of Care collections
 - c. Special collection procedures
 - d. Urinalysis, body fluids, and other specimens
 - e. Toxicology
 - f. Workplace testing
9. Review of color of tubes/additives and handling procedures

Classroom Policies: There are no make-up sessions. It is the responsibility of the student to access the course on Canvas and/or McGraw Hill and complete the assignments and exams by the dates indicated. Students are expected to attend all scheduled classes.

1. Students are expected to attend all scheduled classes and clinical sites.
2. Absences will impact your Professionalism grade (**10 pts off for each absence**) and additional outside projects or reports could be required. Students arriving at class more than 10 minutes late or leaving early will be considered absent.
3. There are no make-up opportunities for missed LABS, procedures, quizzes or assignments given to be completed in the classroom when students are tardy or absent.
4. All conversations must be limited to academic purposes. Private and/or disruptive conversations will not be tolerated. Disruptive students may be asked to leave the classroom/lab and make an appointment with the instructor and/or Dean of Community Services. **You are preparing to work as a Professional, so let's behave professionally.** If off task, professionalism grade will be affected.
5. Students must be quiet while other students are completing Chapter Exams. Failure to keep quiet may result in being asked to leave the classroom and/or deductions on Professionalism grade.
6. Personal cell phones must be turned off or kept on vibrate at all times. Taking photographs or recording conversations is strictly forbidden. Failure to do so will result in the cell phone being taken up by the instructor and not returned until the end of the class or lab.
7. Personal Laptops, Tablets, iPads, etc. may be used for the online assignments and course related notes. Students may lose this privilege if found on social media sites, texting, or playing games during class time. Exams will be taken on classroom-TVCC Computers.
8. No E-Cigarettes will be allowed in classroom, labs, or at clinical sites.

9. No food or drink, except clear water, is allowed in the classroom. Absolutely no food or drink allowed in Lab

Dress Code and Uniform:

1. MNA Students must attend class and laboratory exercises neatly dressed in solid maroon- colored scrubs. Optional: a scrub jacket of the same color as the uniform pants and top or solid black, grey or white.
2. Student's hair must be clean, neat and of a normal hair color. Students are required to draw back their hair if it is longer than shoulder length and/or hanging in the face. Male students must either shave regularly or if they choose to wear a mustache and/or beard, keep it clean, trimmed and well groomed.
3. Students must bathe regularly to avoid offensive odor. In addition, students must refrain from excessive use of cologne, perfume, aftershave lotion, or make up.
4. Students are expected to keep fingernails clean, of a "natural" color, and at a reasonable length. Due to issues relating to infection control artificial nails are not permitted. The Center for Disease Control (CDC) recommends that "healthcare personnel should avoid wearing artificial nails and keep natural nails no longer than end of finger if caring for patients." See the CDC website for further information (<http://www.cdc.gov/handhygiene/Guidelines.html>)
5. No facial jewelry allowed at clinical facilities. Earrings will be allowed if studs or small non-dangling earrings. Any non-removable facial jewelry must be covered with a band-aide or bandage while in a clinical facility.
6. Tattoos must be covered when in a clinical facility. A long sleeved T-shirt or turtle neck shirt may be worn under the scrub top.
7. Students must provide own transportation to all clinical facilities.
8. Notify instructor by email if unable to attend a clinical.
9. No guests, family or children allowed while at a clinical facility.
10. Follow facility policy regarding smoking.
11. Cell phones must be muted and not visible in patient care areas. Calls may be returned during breaks and mealtime only. If an emergency have your family or friends call the nursing home.
12. Do not leave the property when at clinical site. Bring own lunch and snacks.

Failure to wear maroon scrubs with TVCC picture ID, remove facial jewelry, and cover tattoos while at a clinical facility will result in being dismissed from the facility with no opportunity for make-up time.

Other issues with behavior or failure to comply with the above policies may result in being sent home at the discretion of the clinical instructor or facility staff without make-up time.

Repeated violations will result in the student being referred to the Dean of Community Services. Disciplinary action could include being placed on probation and/or withdrawn from the class

Skills Lab Requirements: All live draw skills labs are performed in the phlebotomy lab on the Athens Campus-Liberal Arts Building Room 104.

Maintaining the cleanliness and safety of the phlebotomy lab is the student's responsibility and will be included in the students' performance grades.

Any student involved in or witnessing an accidental puncture will complete an incident report immediately. Please note the section on Student responsibility for Personal Medical Costs related to training at www.tvcc.edu/communityservices.

Students are required to perform and participate in live, student-to-student venipuncture, capillary sticks and reading, infection control, and safety specimen collection. Students are required to perform and participate in live, student-to-student venipuncture, capillary sticks and reading, infection control, and safety specimen collection.

Inherent Risks: There are potential physical, emotional and psychological risks and dangers inherent in a student's participation in a health science course and/or skills laboratory. Students could be exposed to the effects or results of such dangers while participating in the course.

Those dangers include, but are not limited to: exposure to and infection from various bio-medical and body substance fluids (i.e. Tuberculosis, HIV, AIDS and/or Hepatitis); various other hazardous substances; and/or possible physical injury associated with the various psychomotor skills and other activities secondary to a student's participation in the healthcare profession and in the TVCC Phlebotomy Technology course. I understand that I am responsible for costs of any treatments given as a result of any accident/injury at TVCC.

Attendance Policy: Students are expected to attend all scheduled classes and clinicals.

1. **Not have more than 2 absences** which will impact your grade, mandatory 80% class time attendance or fail/possible drop from class.
2. Notify the Instructor by TVCC email of any absence prior to the beginning of class to be missed.
3. It is the responsibility of the student to make arrangements with the Instructor for completing missed work or assignments when approval has been given prior to absence by the instructor and within a timely manner. |

Cheating/Plagiarism: Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion. "Cheating on a test" shall include

- Copying from another student's test paper
- Using test materials not authorized by the person administering the test
- Collaborating with or seeking aid from another student during a test without permission from the test administrator
- Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an un-administered test
- The unauthorized transporting or removal, in whole or in part, of the contents of the un-administered test
- Substituting for another student, or permitting another student to substitute for oneself, to take a test, and
- 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 punishment for cheating or collusion in this class is **The student who engages in cheating, plagiarism, or collusion may receive a failing grade on the assignment; or the student who engages in cheating, plagiarism, or collusion may receive a failing grade in the course.** |

Drop Policy: **Students may be dropped from the course for non-attendance and if they have not materially participated in the course prior to Official Census Day. Re- enrollment may be possible by paying a fee of \$100.00 to the TVCC Registrar prior to reinstatement.**

A student may withdraw (drop) from a course and receive a grade of “W” at any time during a given semester subject to the last day to receive a “W” deadline specified in the TVCC schedule or catalog. (Please see information below on Developmental Course policy).

The TVCC Registrar may drop students for non-payment of tuition; however, it is the student’s responsibility to officially drop a course to avoid receiving a grade of “F” for the course. A student who never comes or stops coming to class without officially dropping the course will fail. |

Campus Carry: The College District prohibits the use, possession, or display of a firearm on College District property or at a College District-sponsored or -related activity in violation of law and College District regulations. This policy does not apply to commissioned peace officers in accordance with law. All persons, including license holders, are prohibited from openly carrying a handgun on all College District campuses and premises. License holders may carry a concealed handgun on or about their person while on College District campuses and premises. License holders are responsible for complying with applicable federal and state law and this policy and associated regulations.

Research Resources: The student is encouraged to use the TVCC Libraries as research resources for this course. Students can search the TVCC Library Resource Center holdings through the on-line catalog. Electronic library resources provide access to full-text and abstract articles as well as links to a variety of remote research tools. The physical library contains a specialized collection of research materials specifically chosen to support the degrees and courses offered

at TVCC. Students with research questions or questions about library services are encouraged to email their question to lrc@tvcc.edu.

Logging on to E-Courses: To access your courses that incorporate Canvas (which are available after 8:00 a.m. on the first day of the semester), visit <https://ecourses.tvcc.edu>. At the Canvas login page, the TVCC **username** is your Cardinal ID (ex: last name, first initial, 3 numbers that were assigned to you). You can find your Cardinal ID on your printed schedule. If you do not know your Cardinal ID, you will need to visit <https://mail.tvcc.edu> and choose the “Activate my Cardinal ID” icon. At the Cardinal ID activation screen choose “Get My Cardinal ID” (on the right in red). Select the “Obtain Cardinal ID and TVIN” screen, enter your social security number, month of birth, year of birth and choose “search”. Your Cardinal ID will be listed in the second box under your name. Your **password** is created when you activate your cardinal ID. If you have forgotten your password, please visit <https://mail.tvcc.edu> and click on "Forgot My Password".

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: Assistance with logging into Cardinal Connection and TVCC email can be obtained in the computer LAB TC112 or IT Help Desk 903-670-2621.

Refer course content related issues to *the instructor*.

Refer all technical issues with McGraw Hill Connect to McGraw Hill Technical Support (located on their main page)

***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 does 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. Therefore, TVCC administers student course evaluations every semester. Students are encouraged to complete the course evaluations for all of their courses through the student Cardinal Connection portal. Notification of evaluation availability will be made to all students through the TVCC email accounts.

When completing the evaluation, students will rate the course by responding to the following prompts:

- The instructor relates the importance of the subject matter to real life.
- The instructor is very knowledgeable of the subject matter.
- The instructor encourages questions and discussions from students.
- The instructor makes class requirements clear.
- The instructor gives class assignments (tests, projects, presentations, etc.) that measure what was covered.
- The instructor's teaching methods are effective in helping me learn.
- The instructor expects students to take responsibility for their learning.
- The instructor establishes a climate of respect.
- The instructor is well organized and prepared for each class.
- The instructor is available to me on matters pertaining to the class.
- The instructor is reliable in meeting class (leave blank for online courses).
- The instructor normally starts class on time (leave blank for online courses).
- The instructor has challenged me to think.

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 and email mlberry@tvcc.edu.