



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

**Course Rubric & Title: PLAB 1065.21276 - 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](mailto: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 1 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.

## Required/Recommended Reading(s):

## Required Materials:

**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, syringes, capillary skin puncture, butterfly needles, and blood cultures and specimen collections on adults, children, and infants. Students will learn the basics for medication injections. 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, 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 second week of training--<http://www.tvcc.edu/continuing-education/article.aspx?deptid=276&zoneid=744&articleid=2226> This includes a current TB test and a current flu shot.
- Students are subject to random drug screening. TVCC drug screen policy - [http://www.tvcc.edu/Community-services/files/Drug%20Screen%20Policy%20\(September%2029%202015\).pdf](http://www.tvcc.edu/Community-services/files/Drug%20Screen%20Policy%20(September%2029%202015).pdf)
- 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.

**FYI:** Students are **required to purchase NHA Online study guide modules and practice test.**

## **Outline of Course Schedule: Basic Phlebotomy**

**Dates: May 13, 2019-August 13, 2019**

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

**Tuesday** - Mannequin sticks, practice sticks, work online assignments, lab exercises and lab test. Class time **0900-1300**

Phlebotomy Course Objectives, **Classroom Policies**, and Lab requirements on line.

### **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.**

## **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](mailto:lrc@tvcc.edu).

## **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](mailto:mlberry@tvcc.edu). For

additional information, please visit:

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