



## **Course Syllabus**

### **PLAB 1160-Clinical –Phlebotomy/Phlebotomist**

**Catalog Description:** A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**Prerequisites/Co-requisite:** PLAB 1160

**Semester Credit Hours:** 1

**Lecture Hours per Week:** 0

**Lab Hours per Week:** 3

**Extended hours:** 15 hrs of additional study is required outside posted class times.

**Contact Hours per Semester:** 48

**State Approval Code:** 51.1009

**Class section meeting time:** Online—students are expected to spend at least 3-4 hours per week reading, reviewing, and participating in assigned activities for successful completion of this course. Additionally, students will obtain their required sticks and document those using the provided form.

**Alternate Operations During Campus Closure:** In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Panola College to move to altered operations. During this time, Panola College may opt to continue delivery of instruction through methods that include, but are not limited to: online learning management system (CANVAS), online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor Panola College's website ([www.panola.edu](http://www.panola.edu)) for instructions about continuing courses remotely, CANVAS for each class for course-specific communication, and Panola College email for important general information. Any classes that meet in the form of a zoom meeting or otherwise may be recorded. Students will comply with the rules and regulations in place for their assigned clinical site. This includes COVID 19 testing, quarantine procedures, and protocols for that site. In the event that the student is unable to complete the 183 on site clinical hours due to the site not allowing continuation, the student will be replaced at another agreeable site to finish their time. In the event of a complete shut down and students not being allowed to attend clinical, the students will full fill their clinical time in the Panola College lab. If another site is not obtained or for some reason the clinical hours cannot be met through the lab, then the student will take an incomplete "I" for the course until completion.

In the event of altered class operations or a shutdown, classes will continue. My office hours will remain at the same times but shift to virtual only. Any face to face meetings will be done on zoom.

Please be sure you know how to get into Canvas, navigate the system, and can log into your Panola student email. Also, make yourself familiar with zoom and honorlock (proctored testing system). You must log in to the class for me to know that you are active. Just checking your phone for updates will not show me you are actively participating.

If altered operations are necessary students will need to check student email for information on requesting and accessing equipment/materials, they have requested.

## Instructor Contact Information

**Jeffry Oney, BAAS, CCMA, NCMA**

1109 West Panola  
Carthage, TX 75633  
**Office Number:** HNS 1115  
**Email:** [joney@panola.edu](mailto:joney@panola.edu)  
**Phone:** 903-694-4018

## Office Hours

Mon- 8:00-10:00 am, 11:05-1:05 pm  
Wed- 8:00-10:00 am, 1:40-3:40 pm  
Virtual Hours- 8:00-12:00 pm

**Instructional Goals and Purposes:** The purpose of this course is to prepare students for the Certified Phlebotomy Technician (CPT) exam by being able to provide evidence that the students have performed a minimum of 30 successful venipunctures and 10 successful capillary sticks.

## Learning Outcomes:

1. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry
2. Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry

## Specific Course Objectives (includes SCANS):

After studying all materials and resources presented in the course, the student will be able to:

1. Discuss knowledge of general phlebotomy. (SCANS 1Ai)
2. Develop and display test taking strategies and study techniques for the Phlebotomy Exam. (SCANS 1Aii)
3. Employ a time management schedule for taking RPT exam. (SCANS 2Ai)
4. Recognize and discuss content and competencies in the RPT exam (SCANS 2Cii)

## Course Content:

A general description of lecture/discussion topics included in this course are listed in the Learning Outcomes / Specific Course Objectives sections of this syllabus.

Students in all sections of this course will be required to do the following:

1. 30 successful venipunctures
2. 10 successful capillary punctures

A general description of lecture/discussion topics included in this course are listed in the Learning Objectives and course content section of this syllabus.

Students in all sections of this course will learn the following content:

1. Perform the skills listed on the competency evaluation with a minimum of 70% at a satisfactory level

**Preceptors will give an “S” for Satisfactory achievement or an “N” for needs improvement. An “NA” will be given for skills not observed.**

***A student may be given two (2) opportunities to score an “S” on the Skill.***

*Below is a copy of the evaluation competencies to be completed by the clinical supervisor.*

<b>Please evaluate the following areas as</b>	<b>Excellent(A)</b>	<b>Good(B)</b>	<b>Fair(C)</b>	<b>Poor(D)</b>
---	---------------------	----------------	----------------	----------------

<b>applicable:</b>				
Venipuncture Collection				
Patient Care				
Medical Office Task				
Specimen Handling				
Ethics				
General				
Character of Applicant				
Aseptic Practice				
Other				

\* Students who do not pass basic core objectives with satisfactory will not pass the course.

**Methods of Instruction/Course Format/Delivery:**

This course is offered in an ambulatory/clinic or hospital setting with an assigned preceptor to further aid the student in learning and applying phlebotomy skills.

The course content is offered on the NHA website in the CPT certification course. Students will complete 7 modules and 3 practice exams in the course. Students will also Register and take the CPT exam by the end of the course semester.

Students should use the Email within Canvas to communicate with the instructor. Using Canvas email gives you access to the instructor and other classmates without having to remember or type email addresses - you must select a name from the list. If you are not able to contact me using email in Canvas, you may use my Panola College email address, contact me by telephone, or stop by my office. I attempt to respond to all email within 24 hours. Please always include a subject line and your name in your email.

**Major Assignments / Assessments:**

The following items will be assigned and assessed during the semester and used to calculate the student's final grade.

**Assignments**

1. 30 successful venipunctures
2. 10 successful capillary punctures
3. NHA Online Study Guide
  - a. Phlebotomy Fundamentals -55 minutes
  - b. Safety and Compliance- 1hr 30 minutes
  - c. Patient Preparation- 1hr 15 minutes
  - d. Routine Blood Collections- 2hrs15 minutes
  - e. Special Collections- 1hr 15 minutes
  - f. Processing Specimens- 1hr 5 minutes
  - g. Focus on Phlebotomy- 1hr
4. Online Practice Exams (3 practice exams)
  - a. Practice Exam 1- 2 hrs
  - b. Practice Exam 2- 2 hrs
  - c. Practice Exam 3- 2 hrs

**Assessment(s):**

1. Certified Phlebotomy Technician (CPT)- through NHA

**Course Grade:**

The grading scale for this course is as follows:

- Complete 30 successful venipunctures – 20%
- Complete 10 capillary punctures – 20%
- Complete NHA Online study guide and Practice Exams – 10%
- Take Registered Phlebotomy Technician (RPT) Certification Exam – 50%
- This course is a PASS/FAIL course. All components must be completed to Pass.

**Grading Scale:**

100-90=A

89-80=B

79-70=C

69-60=D

59 < =F

**Texts, Materials, and Supplies:**

- McCall, R.E., & Tankersley, C.M. (2015). *Phlebotomy exam review*. (6th ed.). Philadelphia, PA: Lippincott Williams & Wilkins. ISBN: 978-1451194548
- Book(s) from PLAB 1223
- National Healthcareer Association (NHA) Online Study Guide and Practice Exam Packet

**Required Readings:**

- McCall, R.E., & Tankersley, C.M. (2015). *Phlebotomy exam review*. (6th ed.). Philadelphia, PA: Lippincott Williams & Wilkins. ISBN: 978-1451194548
- NHA online study guide- Modules 1-7

**Recommended Readings:**

- Book(s) from PLAB 1223

**Other:**

- For current texts and materials, use the following link to access bookstore listings: <http://www.panolacollegestore.com>
- For testing services, use the following link: <http://www.panola.edu/elearning/testing.html>
- If any student in this class has special classroom or testing needs because of a physical learning or emotional condition, please contact the ADA Student Coordinator in Support Services located in the Charles C. Matthews Student Center or go to <http://www.panola.edu/student-success/disability-support-services/> for more information.
- Withdrawing from a course is the student's responsibility. Students who do not attend class and who do not withdraw will receive the grade earned for the course.
- Student Handbook, *The Pathfinder*: <http://www.panola.edu/student-success/documents/pathfinder.pdf>

## SCANS CRITERIA

### 1) **Foundation skills are defined in three areas: basic skills, thinking skills, and personal qualities.**

- a) **Basic Skills:** A worker must read, write, perform arithmetic and mathematical operations, listen, and speak effectively. These skills include:
  - i) Reading: locate, understand, and interpret written information in prose and in documents such as manuals, graphs, and schedules.
  - ii) Writing: communicate thoughts, ideas, information, and messages in writing, and create documents such as letters, directions, manuals, reports, graphs, and flow charts.
  - iii) Arithmetic and Mathematical Operations: perform basic computations and approach practical problems by choosing appropriately from a variety of mathematical techniques.
  - iv) Listening: receive, attend to, interpret, and respond to verbal messages and other cues.
  - v) Speaking: Organize ideas and communicate orally.
- b) **Thinking Skills:** A worker must think creatively, make decisions, solve problems, visualize, know how to learn, and reason effectively. These skills include:
  - i) Creative Thinking: generate new ideas.
  - ii) Decision Making: specify goals and constraints, generate alternatives, consider risks, and evaluate and choose the best alternative.
  - iii) Problem Solving: recognize problems and devise and implement plan of action.
  - iv) Visualize ("Seeing Things in the Mind's Eye"): organize and process symbols, pictures, graphs, objects, and other information.
  - v) Knowing How to Learn: use efficient learning techniques to acquire and apply new knowledge and skills.
  - vi) Reasoning: discover a rule or principle underlying the relationship between two or more objects and apply it when solving a problem.
- c) **Personal Qualities:** A worker must display responsibility, self-esteem, sociability, self-management, integrity, and honesty.
  - i) Responsibility: exert a high level of effort and persevere toward goal attainment.
  - ii) Self-Esteem: believe in one's own self-worth and maintain a positive view of oneself.
  - iii) Sociability: demonstrate understanding, friendliness, adaptability, empathy, and politeness in group settings.
  - iv) Self-Management: assess oneself accurately, set personal goals, monitor progress, and exhibit self-control.
  - v) Integrity and Honesty: choose ethical courses of action.

### 2) **Workplace competencies are defined in five areas: resources, interpersonal skills, information, systems, and technology.**

- a) **Resources:** A worker must identify, organize, plan, and allocate resources effectively.
  - i) Time: select goal-relevant activities, rank them, allocate time, and prepare and follow schedules.
  - ii) Money: Use or prepare budgets, make forecasts, keep records, and make adjustments to meet objectives.
  - iii) Material and Facilities: Acquire, store, allocate, and use materials or space efficiently. Examples: construct a decision time line chart; use computer software to plan a project; prepare a budget; conduct a cost/benefits analysis; design an RFP process; write a job description; develop a staffing plan.
- b) **Interpersonal Skills:** A worker must work with others effectively.
  - i) Participate as a Member of a Team: contribute to group effort.
  - ii) Teach Others New Skills.
  - iii) Serve Clients/Customers: work to satisfy customer's expectations.

- iv) **Exercise Leadership:** communicate ideas to justify position, persuade and convince others, responsibly challenge existing procedures and policies.
- v) **Negotiate:** work toward agreements involving exchange of resources, resolve divergent interests.
- vi) **Work with Diversity:** work well with men and women from diverse backgrounds.  
Examples: collaborate with a group member to solve a problem; work through a group conflict situation, train a colleague; deal with a dissatisfied customer in person; select and use appropriate leadership styles; use effective delegation techniques; conduct an individual or team negotiation; demonstrate an understanding of how people from different cultural backgrounds might behave in various situations.

c) **Information:** A worker must be able to acquire and use information.

- i) **Acquire and Evaluate Information.**
- ii) **Organize and Maintain Information.**
- iii) **Interpret and Communicate Information.**
- iv) **Use Computers to Process Information.**

Examples: research and collect data from various sources; develop a form to collect data; develop an inventory record-keeping system; produce a report using graphics; make an oral presentation using various media; use on-line computer data bases to research a report; use a computer spreadsheet to develop a budget.

d) **Systems:** A worker must understand complex interrelationships.

- i) **Understand Systems:** know how social, organizational, and technological systems work and operate effectively with them.
- ii) **Monitor and Correct Performance:** distinguish trends, predict impacts on system operations, diagnose deviations in systems' performance and correct malfunctions.
- iii) **Improve or Design Systems:** suggest modifications to existing systems and develop new or alternative systems to improve performance.

Examples: draw and interpret an organizational chart; develop a monitoring process; choose a situation needing improvement, break it down, examine it, propose an improvement, and implement it.

e) **Technology:** A worker must be able to work with a variety of technologies.

- i) **Select Technology:** choose procedures, tools or equipment including computers and related technologies.
- ii) **Apply Technologies to Task:** understand overall intent and proper procedures for setup and operation of equipment.
- iii) **Maintain and Troubleshoot Equipment:** Prevent, identify, or solve problems with equipment, including computers and other technologies.

Examples: read equipment descriptions and technical specifications to select equipment to meet needs; set up and assemble appropriate equipment from instructions; read and follow directions for troubleshooting and repairing equipment.