SYLLABUS
Phlebotomy Technician: PBT 101-502
Phlebotomy Technician Clinical: PBT 102L-502
Fall Semester 2017: August 24th - December 8th
University of New Mexico - Valencia Campus

General Information:

COURSES: Phlebotomy Technician (PBT 101-502): 8 credit hours, 08/24/17-11/10/17
Phlebotomy Technician Clinical (PBT 102L-502): 4 credit hours, 11/13/17-12/08/17
MEETING TIMES: Thursday, Friday 3:00pm-8:00pm
INSTRUCTOR: Jennifer Franco
EMAIL: jfranco10@unm.edu
PHONE NUMBER: (505) 800-9930 (text messages accepted)
OFFICE HOURS: 30 minutes before class by appointment.

Course Description/Introduction:

This program consists of two courses: PBT 101-502 (Lecture and Lab) and PBT-102L-502 (Clinical). This combined course introduces the basic principles of medical technology and its direct application to the phlebotomy skill techniques and vocabulary applicable to all phases of patient care services and technology; and to meet the preparation for certification and successful employment in the allied health profession. Upon successful completion of classroom/didactic and lab instruction there will be a site training period. The didactic portion of this course will have discussions, written assignments, and case study evaluations. Weekly graded workbook homework and quizzes will be given on the chapters assigned for reading and review. Mid-term and Final examinations will be administered. Clinical Experience: Students are given a 4-week schedule to complete training. Days and times may vary based on clinical site arrangements but are generally Monday through Friday 0700-1200. Each student must complete this live and direct patient care requirements of 100 on site hours at an established health care facility as well as 100 venipunctures and 20 dermal punctures. The Phlebotomy technician course will be taught by lectures, demonstrations, audiovisual aids, blackboard exercises and practical exercises. Reading, written assignments, and handouts will be required. The use of untested blood specimens is required. Clinical laboratory standard precautions will be strictly enforced.

Required Textbooks:

2. Phlebotomy Essentials: Student Workbook, McCall, Ruth E.; Tankersley, Cathee.
**Learning Outcomes/Goals:**

At the completion of this program students will be able to demonstrate the following Knowledge, Skills, and Behaviors:

1. Understand the organizational makeup of the clinical laboratory (its parts, purposes, and personnel).
2. Accurately interpret requisitions, physician orders, laboratory terminology and abbreviations.
3. Define the general purpose of laboratory tests as they relate to the diagnosis and treatment of common disease processes.
4. Develop proper safety skills and infection control practices and awareness of the guidelines established by regulatory agencies governing laboratory safety.
5. Eliminate pre-analytical laboratory errors by education the phlebotomist.
6. Become familiar with common laboratory equipment and their operations.
7. Safely perform venipuncture, dermal puncture, miscellaneous collections, specimen handling, bedside testing, and special tests using Clinical Laboratory Standards Institute (CLSI) guidelines including selection of proper tubes and order of draw.
8. Interact with patients, visitors, and healthcare personnel in a professional manner.
9. Become aware of the legal and ethical issues that pertain to the phlebotomy technician.
10. Develop customer service skills including clerical, computer, quality control and other essential duties related to phlebotomy.

**Attendance:**

Regular attendance and punctuality is required for both lecture and lab. It is the responsibility of the student to obtain missed materials and assignments. Students are only allowed to miss TWO classes before being dropped by the instructor. This course requires both lecture hours and important Skills/Hands-On lab hours. You CANNOT make up the lab time. The hours are required as part of the certification requirements for National (ASCP) testing. If more than 2 classes are missed there may be administrative or disciplinary action taken by the program director. Additionally only 4 weeks are allotted for the completion of clinical training; therefore it is extremely important that you plan ahead so no clinical days are missed. If a student is unable to attend any portion of the clinicals they will lose a letter grade from the overall grade average for each day missed. It is imperative that you DO NOT miss clinicals. (It is the students’ responsibility to provide transportation and fulfill the UNM and clinical site agreement requirements established.)

*Please note: tardiness over 30 minutes results in one missed class.*
Students With Special Needs:

In accordance with the University Policy 2310 and the Americans with Disabilities Act (ADA), any student needing academic accommodations should first contact Equal Access Services at 925-8560 (Student Services Building). It is also imperative that you take the initiative to bring such needs to the instructor’s attention, as your instructor is not legally permitted to inquire. Students who may require assistance in emergency evacuations should contact the instructor as to the most appropriate procedures to follow.

Honor Policy:

The UNM code will be enforced in all activities associated with this class. Dishonesty in Academic Matters: Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matter. The University reserves the right to take disciplinary action, including dismissal, against any student who is found responsible for academic dishonesty. Any student who has been judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course. Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; and misrepresenting academic or professional qualifications within or outside the University.

Professional Dress Code:

Students MUST wear Evergreen Scrubs and long white Lab Coats for each class. Hair that is shoulder length must be up and away from face, bangs need to be pinned back as to not obstruct the view of vision or cover the face, white or light colored closed toed shoes are required. Absolutely NO open toed shoes or heels are permitted, this is part of a professional lab setting. Fingernails must be kept short with no artificial nails or polish on them.

Cell Phones and Other Devices:

Do not allow your cell phone or any other electronic device to ring or sound while you are in the classroom/lab/clinical rotation. Do not take calls, texts, IM, etc. during this instructional/training time. Please do not prompt the instructor to ask you to put your device away.

Grading:

Your final grade will be calculated from grades received and weighted from the homework, quizzes, exams, skills technique and procedures demonstrated. Students must pass with a 75% or better. Students who do not pass with a 75% in the didactic and lab DO NOT go on to clinical training, therefore do no receive a
certificate for this course. Students are expected to take the exams on the scheduled dates. Make-up exams will only be given under special circumstances; you must provide written documentation of the situation/emergency within two business days and will be approved at the discretion of the instructor.

**Homework:**

Weekly readings and homework are **required**. Once a chapter has been covered in lecture you must then complete the corresponding chapter homework in the *Student Workbook for Phlebotomy Essentials*. This will need to be handed in by the next period. If the workbook homework in not handed in by the next class period the assignment will be worth only half of the original grade points. Thereafter, a 0 grade will be assigned. Each chapter workbook assignment is worth 10 points.

**Exams:**

There will be 2 exams: mid-term and final, and as many as 10 quizzes during the semester during the didactic portion of the class; as well as one Final Lab Skills Procedure exam (Practicum) during the lab portion of the class.

**Grading:**

- **Quizzes:** 10 Quizzes 10 points each
- **Homework** 10 points per assignment
- **Research Paper** 10 points
- **Mid-Term exam (Chapters 1-7)** 100 points
- **Final Exam (Chapters 1-14)** 100 points
- **Final Lab Sills Exam (All skills)** 100 points

**Final Grade Calculations:**

- **Homework** 5%  
  A+ >98%
- **Research Paper** 5%  
  A  93-97%
- **Quizzes** 20%  
  A-  90-92%
- **Mid-Term** 20%  
  B+  88-89%
- **Final** 20%  
  B  83-87%
- **Lab Final Practicum** 30%  
  B-  80-82%
- **Total** 100%  
  C+  78-79%
  C  73-77%
  C-  70-72%
Title IX Disclaimer

In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered “Responsible employees” by the Department of Education (see page 15 http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf). This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office of Equal Opportunity (oeo.unm.edu). For more information on the campus policy regarding sexual misconduct see: https://policy.unm.edu/university-policies/2000/2740.html