

UNM-Valencia Campus

Phlebotomy Technician: 8 credit hours (PBT 101L)

Spring Semester 2017: January 17 – May 10

Lecture: Mon 11:00—5:15PM & Wed 12:15—5:15PM

IBEST: H11

Instructor: Heather Cano; E-mail: hcano11@unm.edu

Contact Information: 925-8600 (Message Phone); 459-0078 Cell (Text messages accepted)

Office Hours: 30 minutes after each class

Michael Carriere; E-mail: fallout@unm.edu

Contact Information: 925-8922

Office Hours: By Appointment

TEXTS: 1-Phlebotomy Essentials, 6th edition

2-Student Workbook for Phlebotomy Essentials, 6th edition

(McCall and Cathee M. Tankersley; Lippincott Williams and Wilkins Publication)

Introduction: 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/technology; to meet the preparation for certification and successful employment in the allied health profession.

Goals: To assist each student to:

1. Understand the organizational makeup of the clinical laboratory: Its parts, purposes, and personnel.
2. Develop proper safety skills and infection control practices and awareness of the guidelines established by regulatory agencies governing laboratory safety.
3. To eliminate pre-analytical laboratory errors by educating the phlebotomist.
4. Become familiar with common laboratory equipment and their operations.
5. Develop the skills and techniques necessary to perform specimen collection by venipuncture, dermal puncture and other methods of collection of body fluids.
6. Become familiar with medical terminology and medical abbreviations.
7. Become aware of the legal and ethical issues that pertain to the phlebotomy technician.
 - a. Customer service
 - b. CLSI guidelines for phlebotomy

Instruction: The course will be taught by lectures, demonstrations, audio-visual 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.**

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 instructor(s). 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 testing. If greater than 2 classes are missed there may be administrative/disciplinary action taken by the program director.

Please note: Tardiness over 30 minutes results in ONE missed class.

Students With Special Needs: In accordance with 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 Bldg.) 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 matters. 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.*

Didactic: The didactic portion of this course will have discussion and written assignments; case study evaluation. 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.

Professional Dress Code: Students MUST wear Evergreen Scrubs and Long White Lab Coats for each class. Hair that is shoulder length will be up and away from face; bangs will be held out of the view of vision-not over the face; white or light colors closed shoes are required (absolutely No open toe or heel shoes are permitted-this is a professional lab setting). Finger nails must be short, no artificial nails or nail polish.

Clinical Training: Upon successful completion of classroom/didactic and lab instruction, there will be a clinical site training period (PBT 102L). Each student **must** complete this live/direct patient care requirement of 100 on site hours at an established healthcare facility as well as 100 Venipunctures and 20 dermal punctures.

There will be 3-4 weeks allotted for the completion of clinical training. Therefore, it is extremely important that you plan ahead so no clinical days are missed. It is the individuals' responsibility to provide transportation and fulfill the UNM and clinical site agreement requirements established. *See student responsibilities'

Cell Phones and Other Devices: Do not allow your cell phone or any other electronic device to ring/sound while you are in the classroom/lab/clinical training. Do not take calls, text, IM, etc. during this instructional/training time. Please do not prompt the instructor(s) to ask you to put your device(s) 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 NOT receive a certificate for this course. Students are expected to take tests on test date. Make-ups will only be given with special circumstances; you must provide written documentation of the situation i.e. emergency and this will be approved at the discretion of the instructor(s).

Homework: Weekly readings and homework are **required**. Once a chapter has been covered in lecture class, 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 class period. If the workbook homework is not handed in by the next class period, the assignment will be worth only half of the original grade points. Thereafter, a zero-0 grade will be assigned. Each chapter workbook assignment is worth 10 points.

Exam Process: 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.

Missing Clinicals: 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. Do not miss clinicals.

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 pg 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>

Quizzes: 10 quizzes	10 points each
Homework	10 points per assignment
Research Paper	10 points
Mid-Term exam: Chapter 1-7	100 points
Final Exam: Chapters 1-14	100 points
Final Lab Skills Exam: All skills	100 points

Final grade calculations:

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

Course: IBEST Phlebotomy
Instructor: Michael Carriere Lecture I at UNM-Valencia
Office phone: 505-925-8922
Email: fallout@unm.edu
Office hours: By Appointment

What are the goals of the IBEST component?

Upon completion of this course, you will demonstrate the following foundational competencies, which are drawn from the National Reporting System's outcome measures for adult learners at the high adult secondary level:

- Can comprehend, explain and analyze information from a variety of literary works, including primary source materials and professional journals.
- Can show active problem-solving skills
- Show a working understanding of units and conversions
- Writing is cohesive with clearly expressed ideas supported by relevant detail.
- Can use varied and complex sentence structures with few mechanical errors.
- Can read technical information and complex manuals and can comprehend college level books.
- Can read text and explain a procedure about a complex and unfamiliar work procedure.
- Can evaluate new work situations and processes.
- Can work productively and collaboratively in groups and serve as facilitator and reporter of group work.
- Can use common software and learn new software applications.

What is the IBEST component of this class?

This course is part of the I-BEST program of "Integrated Basic Education and Skills Training" and is designed to boost your foundational reading, writing, math, and study skills so that you can successfully complete a career-based certificate and secure living wage employment. The I-BEST program provides for 2 instructors, one trained in career content and the other in foundational skills, to work together for your success. As part of this focus on careers and foundational skills, all students will be required to complete a WorkKeys pre-test. A post-test will also be required before the end of the semester (Date TBA).

"WorkKeys® is a job skills assessment system that helps employers select, hire, train, develop, and retain a high-performance workforce" ("WorkKeys," 2014) and is a test used by the City of Albuquerque and other employers to hire employees. After taking this test, you will qualify for a National Career Readiness Certificate, which you can present to current or future employers as proof of your job skills and which is issued at various skill levels, depending on your test performance.

All students will complete the WorkKeys assessments. Following this test, students with qualifying scores will be *required* to attend the Wednesday classes. If you do not qualify, you are still welcome to attend, though it will not be required. I will use this class time to support you in the work that you are completing in the class and also to give you access to WorkForce Connects, an online program that will train you to improve your scores on the WorkKeys assessment.

Our program is looking to improve your skills, regardless of where you are coming into the course. Toward these ends, your scores* will affect you as follows:

- Scores of 3-6: must attend the complement as part of the Phlebotomy course, and absences count toward the limit discussed on the syllabus.
- Lessons will reflect weak areas in the Phlebotomy course
- Post-Assessment in lowest (if multiple taken, otherwise RFI)

*We will use Reading For Information and Locating Information scores for the above score requirements as there is minimal math skills in this course, though we will review several math concepts that will help for workplace competencies.

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References

(2014). In *ACT WorkKeys*. Retrieved January 9, 2014, from <https://www.act.org/workkeys/>

(2016). In *Search Jobs by Skills*. Retrieved January 9, 2014, from <http://profiles.keytrain.com/pro>