

UNM-Valencia Campus Phlebotomy Technician: 8 credit
hours (PBT 101L) Fall 2020: August 17—Dec 14

Class: Tuesday and Thursday 9:00—2:30 PM

INSTRUCTORS

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

Amiee J. Stahlman; E-mail:
jostahlman@nmdelt.org
Email anytime. Office hours by
appointment.

TEXTS 1-Phlebotomy Essentials, 6th edition (McCall and Cathee M. Tankersley; Lippincott Williams and Wilkins Publication) 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:

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

INSTRUCTION:

The course will be taught by two lectures. There will be lectures, demonstrations, audio-visual aids, blackboard exercises, and practical exercises in mathematics and writing that are related to the field of Phlebotomy. Reading, written assignments, research, practice with work based mathematics, 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.

ACADEMIC DISHONESTY 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, up to and including dismissal, against any student who is found guilty of academic dishonesty or who otherwise fails to meet the expected standards. Any student 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 IS DEFINED AS: "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; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records. UNM Academic Dishonesty Policy: <https://policy.unm.edu/regents-policies/section-4/4-8.html>

DIDACTIC The didactic portion of this course will contain discussion, written assignments, research, and case study evaluations. Weekly graded workbook homework and quizzes will be given on the chapters. Workplace mathematics lessons and quizzes will also be administered, as well as a Mid-term and Final examinations.

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 hours on site 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. 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' 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. Clinical days are included on the class calendar. Please attempt to reschedule all appointments if possible.

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. See class calendar for exact due dates.

RESEARCH PAPER There will be a research paper assigned in this class on Bloodborne disease. It is worth 100 points. You will turn it in a total of three times, once as a rough draft where it is worth 20 points, a second time as a rewrite where it is worth 20 points, and the final time where it is worth 60 points. The paper will be turned in using two formats: Email (using your UNM email address, as well as a physical copy.) The paper must be typed and using APA format. Handwritten papers will not be accepted.

LATE WORK 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. This also includes the research paper.

EXAMS There will be 4 exams (mid-term, final, Lab, and your end TABE exam) and at least 12 quizzes during the semester over the lectures. You already took one TABE exam before class started.

ASSIGNMENT VALUES

Quizzes:10 points
Homework: 14 assignments.....10 points
Research Paper.....100 points
Mid-Term exam: Chapter 1-7.....100 points
Final Exam: Chapters 1-14.....100 points
Final Lab Skills Exam: All skills.... 100 points

WEIGHTED CALCULATIONS LETTER GRADING SCHEME:

Quizzes.....10% A+ >98%
Research Paper.....10% A 93-97%
Homework.....10% A- 90-92%
Midterm.....20% B+ 88-89%
Final.....20% B 83-87%
Lab Final Practicum.....30% B- 80-82% C+ 78-79% C 73-77% C- 70-72%

PLEASE NOTE: *The instructors reserve the right to make changes to this syllabus due to unforeseen circumstances or to better meet student needs.*

WHAT ARE THE GOALS OF AN I-BEST'ED CLASS Integrated Basic Education and Skills Training or I-BEST is designed to boost student foundational reading, writing, math, and study skills so that the student 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 TABE pre-test. A post-test will also be required before the end of the semester (*Date TBA*). All of this work will be completed online

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:

- 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

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>

Respect the UNM Community by Preserving Health

You have the ability to prevent the spread of **COVID-19** and to preserve the health of fellow students, your instructor, staff and the community by following UNM health protocols. The UNM Provost Administrative Directive on Mandatory Student Face Covering and Symptom Reporting of July 9, 2020 requires that all students on UNM-Main and UNM branch campuses wear face masks in the face-to-face classroom and on campus unless they have a specific mask accommodation (confidentially documented with the Accessibility Resource Center). UNM Provost Administrative Directive is consistent with Governor Lujan Grisham’s Public Health Emergency Order as amended, and the Public Health Order of the New Mexico Health Secretary. It also requires daily participation in symptom screening through covidscreen, which will be sent via UNM e-mail.

Acceptable masks and mask wearing in class: A two-layer mask that covers the nose and mouth and that is cleaned regularly is acceptable. A face shield is not sufficient protection. It is vital that you wear your mask correctly, covering your nose and mouth. Removing your mask for an extended period to eat or drink in class violates the Provost Administrative Directive and endangers others.

Mask Wearing Accommodation: Individuals with a documented disability or diagnosis may seek accommodation with the UNM Accessibility Resource Center (ARC) (<https://arc.unm.edu/>). Individuals do not need to reveal private information to an instructor. ARC will require documentation of health requirements, which will be kept confidential. The instructor will be informed only of any need for accommodation.

Consequences of not wearing a mask properly: Unless you have an ARC-approved accommodation, if you don’t wear a mask, or if you do not wear a mask properly by covering your nose and mouth, you will be asked to leave class. If you fail to wear a mask properly on more than one occasion, you can expect to be dropped from the class. If you insist on remaining in the classroom while not wearing a mask (without an ARC-determined accommodation), class will be dismissed for the day to protect others and you will be dropped from the class immediately.

This class may move to remote delivery at any time to preserve the health and safety of the students, instructor and community. Please check www.valencia.unm.edu regularly for updates about our class and please check <https://bringbackthepack.unm.edu> regularly for general UNM updates.

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

