

SYLLABUS
Phlebotomy Technician: PBT 101-502
Phlebotomy Technician Clinical: PBT 102L-502
Spring Semester 2018: January 15th – May 12th
University of New Mexico - Valencia Campus

General Information:

COURSES: Phlebotomy Technician (PBT 101-502): 8 credit hours,
01/15/18 - 04/06/18
Phlebotomy Technician Clinical (PBT 102L-502): 4 credit
hours, 04/09/18 - 05/12/18
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:

1. Phlebotomy Essentials 6th Edition, McCall, Ruth E.; Tankersley, Cathee.
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 not 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 is 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:

PBT 101-502:

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 Skills 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%
		C+	78-79%
Total	100%	C	73-77%
		C-	70-72%

PBT 102L-502:

During clinicals you will be graded by both preceptors and your instructor for a total of 600 possible points. If at anytime the instructor shows up to a clinical site and the student is not present during their scheduled hours that WILL result in a 0 for the instructor grade for that site, no exceptions. If you must be late, absent, or leave early it is imperative that you inform your instructor BEFORE the scheduled shift.

Grade Calculations:

Preceptor 1 Grade:	200 points
Preceptor 2 Grade:	200 points
Instructor 1 Grade:	100 points
Instructor 2 Grade:	100 points

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>

The University of New Mexico – Valencia Campus

BLOODBORNE PATHOGEN POLICY AND EXPOSURE GUIDELINES

I. Purpose and Policy

The purpose of these guidelines is to reduce the risk of student exposure to bloodborne pathogens, such as, but not limited to, hepatitis B virus (HBV), hepatitis C virus (HBC), and the human immunodeficiency virus (HIV).

Standard Precautions is an approach to infection control that requires the application of blood and body fluid precautions for all patients and patient specimens, regardless of diagnosis.

Standard Precautions will be the minimum standard of practice throughout UNM Health Sciences Center. Whenever possible, Body Substance Isolation will be used. Body Substance Isolation takes Universal Precautions one step further and requires the same barrier precautions for all moist body substances and surfaces, not just those associated with the transmission of HIV and HBV. All human blood and body fluids will be handled as if they are infectious.

II. Prevention of Bloodborne Pathogen Exposure

Reducing the Risk of Healthcare Associated Infections and Bloodborne Pathogens for HSC training is required annually. Training can be accessed online through my.unm.edu on Learning Central. Certificates of completion need to be printed and a copy provided to the Allied Health program coordinator as well as the clinical instructor.

III. Methods of Compliance

Students will become familiar and comply with the Bloodborne Pathogen Exposure Plan of the clinical sites to which they are assigned.

IV. General Screening

UNM-Valencia will not undertake any program of screening faculty or students for antibody to HIV. Any student or faculty wishing to be tested will be referred to his or her private physician, the UNM Student Health Center, or the county health department.

V. Accidental Exposure Incidents

A student in the Allied Health program who has blood exposure while in a clinical agency is treated in a similar manner as any type of accident occurring within the agency

The student should immediately notify the clinical faculty who will then immediately notify the supervisor within the health care facility where the exposure occurred. As much information as possible about the blood donor should be collected (i.e., HBV antigen, HCV, and HIV antibody status). The clinical agency will usually require the completion of an incident report and will usually ask for permission from the client to test for bloodborne pathogens.

The student should report to the UNM Student Health Center within 6 to 8 hours to discuss prophylaxis treatment. If the exposure occurs when the Student Health Center is not open, the exposure may be reported at University Hospital Urgent Care or Emergency Room. The University is not liable for treatment costs.

The exposed student will be encouraged to have testing for HIV at baseline, 6 weeks, 3 months, and 6 months. The decision to have testing or not, however, is the choice of the individual exposed.

The clinical instructor should notify the Allied Health Coordinator and/Program Manager in Community Education when a student has been accidentally exposed. Notification of the Administration is necessary to assist in the protection of the faculty and College in the event of subsequent liability issues or actions occurring following the incident.

When a student experiences a bloodborne pathogen exposure while in a clinical agency, the policy of all agencies mandates that an incident report be filed. While the University will make every effort to maintain confidentiality, the University cannot be held responsible for actions taken by the clinical agency. The supervising faculty will follow the procedure for reporting accidental exposure as outlined above.

VI. Guidelines for Exempting Students from Clinical Assignment to Clients with Bloodborne Diseases:

- **Confirmed Pregnancy**
 - The risk of transmission of HIV infection to pregnant health care workers is not known to be greater than the risk to those not

- pregnant.
- The risk of transmission of other pathogens, such as cytomegalovirus, from patients with AIDS to pregnant health care workers is unknown but is thought to be low to nonexistent.
- Based on the above information, there is no epidemiological reason to exempt pregnant students from caring for patients with bloodborne diseases.
- **Incompetent Immune Systems:**
 - The Centers for Disease Control and Prevention (CDC) does not recommend barring HIV-infected health care workers from practicing their profession. There is no evidence that infected nurses have ever infected a client with HIV in the process of providing nursing care. Although there is evidence that one dentist infected six clients with HIV, the mechanism of transmission has not been established. Retrospective studies on a number of HIV-infected dentists and surgeons have not discovered any transmission to any of their patients.
 - Based on this information, students with HIV infection need not be restricted from clinical experience unless they have some other illness for which any health care worker would be restricted. Symptoms of HIV (i.e., fatigue, paresthesia, vision problems, or dementia) may limit a health care worker's ability to safely practice.
- **Infections:**
 - Any student with an infectious process could further compromise the client with an incompetent immunological system. All students with exudative or weeping skin lesions should be restricted from direct client care contact.
 - The decision to exempt a student from clinical experience will be made on a case-by-case basis by the faculty responsible for the clinical course. Decisions about longer exemptions (more than one clinical session) will be made in consultation with the student's physician and appropriate university faculty/administrators.

VII. Student Acceptance of Clinical Assignment

Students who have received formal classroom instruction in bloodborne pathogen exposure control and can satisfactorily demonstrate knowledge and skills requisite to such care are expected to accept clinical assignments to meet the course objectives.

The decision to exempt a student from clinical experience will be made on a case-by-case basis by the faculty responsible for the clinical course.

VIII. Confidentiality

Within the Code of Federal Regulations are statements designed to protect medical information and the privacy of the individual, providing there is no overriding need for the public to know. To mandate that a person infected with HIV be required or

requested to notify College authorities is difficult, if not impossible, to enforce and legally challengeable.

Individuals involved with health care-giving services who know they are infected with a bloodborne disease are ethically and legally obligated to conduct themselves responsibly in accordance with the following protective behaviors.

1. Seek medical advice.
2. Follow College and/or agency guidelines when involved in direct client care.
3. Be knowledgeable about and practice measures to prevent transmission of bloodborne diseases.

No specific or detailed information concerning complaints or diagnosis will be provided to faculty, administrators, or even parents without the express written permission of the individual in each case. This position with respect to health records is supported by amendment to the Family Education Rights and Privacy Act of 1974 and the New Mexico HIV Test Act (Chapter 227) of 1989. Health officials and other institutional officers must remember that all confidential medical/health care information is protected by statutes and that any unauthorized disclosures may create legal liability.

The University of New Mexico – Valencia Campus
Blood & Body Fluid Exposure/Needle-Stick
OBTAINING MEDICAL CARE FOR EXPOSURES

1. **When an exposure occurs:**

Wounds and skin sites that have been in contact with blood or body fluids should be washed with soap and water; mucous membranes should be flushed with water. There is no evidence that the use of antiseptics for wound care or expressing fluid by squeezing the wound further reduces the risk for HIV transmission. However, the use of antiseptics is not contraindicated. Use of caustic agents, e.g., bleach, is not recommended.

2. **Medical Evaluation:** It is very important that medical evaluation take place immediately because treatment decisions must be made within 2 hours after exposure. HIV prophylaxis for high-risk exposure appears most effective if started within 2 - 4 hours. It is also extremely important to evaluate the donor's risk status immediately.

3. **Medical Evaluation Facilities:** The student should report IMMEDIATELY to UNM Student Health & Counseling (SHAC). SHAC Hours (eff. 8/14/15): Mon. thru Thu., 8:00 am to 5:30 pm; Friday, 9:00 am to 5:00 pm. Hours are subject to change; check website [shac.unm.edu] for updates.

Outside of these hours, the student should go IMMEDIATELY to the nearest emergency room associated with the clinic or office where the incident

occurred for the initial evaluation. Follow-up can be done at SHAC. (Do not go to UNM Employee Occupational Health unless you are a student employee and the exposure occurred as a result of your employment.)

The student should notify his/her supervisor immediately. The supervisor and student should fill out a *UNM Notice of Incident* / <http://policy.unm.edu/common/documents/6150-exhibit-d.pdf> form. This form should go with the student to his/her evaluation for treatment.

Note: If the incident occurs at the VA Hospital, the VA Employee Health Clinic will do the initial evaluation.

4. **Insurance:** The insurance ID card should be shown when medical evaluation is needed. If the medical facility needs further verification of coverage, they can contact AIG, Educational Markets, at 1-888-622-6001. Their office hours are Mon. through Fri. from 8:00 am to 5:00 pm (Mountain time).
5. **Laboratory Testing/Treatment:**
 - a) To determine whether treatment of the student is necessary, blood must be drawn from the patient/donor to evaluate Hepatitis B, C, and HIV status. Call the Infection Control Nurse or Nursing Supervisor to order these tests on the patient/donor. The Infection Control Nurse (7 am to 4 pm) or Nurse Supervisor (after hours) should review the medical record, question the patient/donor about risk factors, and obtain the patient's/donor's consent to do the tests necessary to evaluate their health status.
 - b) If the exposure occurs in an outpatient setting (and these tests cannot be done), send the patient/donor to Student Health & Counseling (SHAC) with the exposed student for evaluation.
6. **For more information on testing and treatment decisions or protocols:**
 - Dr. Susan Kellie at UNM: (505) 272-6957 or pager (505) 951-1067 — Mon. thru Fri., 8:00 am to 5:00 pm
 - PALS line, Infectious Disease physician on call: (505) 272-2000 or 1-888-UNM-PALS (1-888-866-7257)
 - Student Health & Counseling (SHAC): (505) 277-3136 — SHAC Hours eff. 8/14/15:
Mon. thru Thurs., 8:00 am to 5:30 pm; Friday, 9:00 am to 5:00 pm. Hours are subject to change; check web [shac.unm.edu] for updates. SHAC Needle-Stick Web Page:
<http://shac.unm.edu/medical-services/blood-body-fluid-exposure.htm>