**High Plains Technology Center**

**Health Careers**

**Learning Activity Packet (LAP) for Phlebotomist**

**Related unit of instruction:**

Clerical Skills & Duties

**Approximate Completion time:**

15 hours

**Rationale for the Lap:**

This LAP is designed to prepare the student to function in the laboratory setting by using accuracy, timeliness and documentation.

**Criteria for successful completion:**

By the end of this LAP the student will

1. Read and turn in work sheet for Chapters 1 and 2 in *Warekois and Robinsons Phlebotomy Worktext and Procedures Manual 2nd ed.,* Saunders Elsevier, 2007
2. Pass the tests for the chapters

**Learning Objective:**

Introduction to Phlebotomy Chapter 1

1. Define phlebotomy.
2. List at least five job skills that are important for phlebotomists to have and explain why each is important.
3. Describe the major duty of phlebotomists and discuss four other responsibilities that are important.
4. List six personal qualities that characterize a professional and explain how phlebotomists demonstrate these qualities.
5. Differentiate accreditation, certification and licensure.
6. Identify professional organizations with an interest in phlebotomy.
7. Explain why informed consent and confidentiality are important legal issues for phlebotomists.

Health Care Structure Chapter 2

1. Describe the overall structure of a typical hospital.
2. Explain the roles of each of the following hospital branches and list the kinds of jobs included:
   1. Fiscal services
   2. Support services
   3. Nursing services
3. Describe the departments and functions of the professional services branch of the hospital.
4. List the kinds of personnel who may work in the laboratory.
5. Describe the functions of the anatomic and surgical pathology laboratory.
6. List the major departments of the clinical laboratory.
7. Describe the kinds of samples typically analyzed and the kinds of tests that may be performed in each of the following clinical laboratory sections:
   1. Hematology
   2. Chemistry
   3. Microbiology
   4. Urinalysis
   5. Serology and immunology
   6. Blood bank and immunohematology
8. Explain the role of molecular diagnostics and flow cytometry in laboratory testing.
9. Explain how laboratory quality is monitored and list at least four organizations that are involved in ensuring quality laboratory testing.
10. Describe other health care settings where a phlebotomist may work.