

**Health Careers Certification**

**SYLLABUS**

**FOR**

**PHLEBOTOMIST**

08/14

**Total Hours**

600 hours

**Phlebotomy Major Description**

This career major included the area of Phlebotomy. The student will learn to perform laboratory duties requiring accuracy, timeliness, and documenting. The student will be able to function in the laboratory setting with a knowledge of safety procedures as they relate to phlebotomy and maintain the standard procedures necessary for a laboratory. The student will gain knowledge of legal and ethical issues to consider in phlebotomy. The student will learn methods in collecting and processing the specimen and be able to recognize appropriate methods for analyzing specimens. The phlebotomy externship is designed to provide students with hands-on experience in a clinical, physician's office or laboratory setting.

Upon completion of this career major the student will receive school certification for Phlebotomist, and be able to take a national certification exam through the National Health Career Association (NHA) for Certified Phlebotomy Technician (CPT)

# After completing the Core Curriculum Courses including: [Health Careers Core Curriculum,](http://www.okcareertech.org/okcareerclusters/releases/2008/10/20081001/courses/d68323ef11d4296ee1667d7400ecb5ab.html) [Core Medical Terminology,](http://www.okcareertech.org/okcareerclusters/releases/2008/10/20081001/courses/18cd6a4067cf70970f66ae6745e2592b.html) [Anatomy and Physiology,](http://www.okcareertech.org/okcareerclusters/releases/2008/10/20081001/courses/f53c8ffaa5a2b4f14c69588ba5e37592.html) and [Core Healthcare Provider CPR and First Aid the course sequence is as follows:](http://www.okcareertech.org/okcareerclusters/releases/2008/10/20081001/courses/0ea269ebfc6a4123df1bf288f0f24251.html)

***Clerical Skills & Duties***

**Course Description**

Performing laboratory duties requires accuracy, timeliness, and documenting. In this course, the student will be able to function in the laboratory setting with these skills learned.

**Course Length**

15 hours

**Knowledge and Skills**

1. Read physician orders and requisitions
2. Set priorities for specimen collection
3. Coordinate and schedule time intervals for tests.
4. Record workload on daily, weekly and monthly basis.
5. Communicate with patient areas regarding special scheduling and special situations.
6. Inform patient of special test requirements.
7. Chart or file laboratory generated reports properly.
8. Enter, retrieve, and verify patient collection data and special notations using appropriate sources.
   * collection data
   * time and date
   * why specimen
   * clean catch specimen
   * special notations, etc.
9. Maintaining inventory levels, order and restock supplies.
10. Review pending collection requests for accuracy and neatness.
11. Document errors following facility policies entering wrong test in computer and cancellation, canceling duplicate orders, etc.
12. Perform computer, printer operations, and keyboarding procedures.
13. Perform computer and manual backup procedures.

***Safety, Legal Issues & Quality Control***

**Course Description**

This course will enhance the student's knowledge of safety procedures as they relate to phlebotomy. This course provides the student with the knowledge and skills in maintaining the standard procedures necessary for a laboratory. This course will enhance the student's knowledge of legal and ethical issues to consider in the profession.

**Course Length**

15 hours

**Knowledge and Skills**

**Quality Control**

1. Perform quality control test.
2. Determine specimen appropriateness
3. Check for expired supplies
4. Perform routine maintenance of equipment
5. Perform routine calibration of equipment.
6. Process patient history.
7. Manage test results of equipment.

**Safety Procedures**

1. Identify appropriate regulatory and standard-setting agencies.
2. Use material safety data sheets.
3. Practice universal precautions
4. Practice infection control and isolation techniques.
5. Recognize patient problems related to syncope, nausea, and other complications and take appropriate action.
6. Follow facility fire and disaster procedures.
7. Follow National Committee of Clinical Laboratory Standards (NCCLS) safety and equipment guidelines.
8. Dispose of biohazardous materials following OSHA guidelines.

**Legal Issues**

1. Recognize liability associated with the practice of phlebotomy.
2. Practice AMA and AHA patients’ bill of rights.
3. Protect patient confidentiality.
4. Function within the facility’s scope of practice for a phlebotomist.

***Phlebotomy Specimen Collection & Processing***

**Course Description**

The phlebotomist must be able to recognize appropriate methods for analyzing specimens. In this course, the student will learn these methods in collecting and processing the specimen to be analyzed.

**Course Length**

45 hours

**Knowledge and Skills**

**Obtain Blood Samples**

1. Identify correct patient properly.
2. Select appropriate containers for specimens and utilize requirements for container identification.
3. Recognize anatomical and physiological aspects of blood collection.
4. Prepare patient for various tests.
5. Select proper collection site.
6. Select appropriate collection system.
7. Perform collection.
8. Collect specimen in proper draw sequence.
9. Provide proper post-care of puncture sites.
10. Handle blood samples to maintain specimen integrity.
11. Label blood bank specimens according to AABB standards

**Perform Specimen Collection and Processing**

1. Properly collect, label, transport, and handle specimens following time, temperature, and light requirements.
2. Properly collect and handle specimen for blood culture.
3. Select proper station for specimen delivery.
4. Process specimens for shipping.
5. Instruct patient in the collection of urine specimens.
6. Instruct patient in the collection of other specimens.
7. Properly store specimens following time, temperature, and light requirements.
8. Process specimen using established facility procedures.
9. Collect and properly handle specimen for therapeutic phlebotomy.
10. Recognize common problems.
11. Collect and handle units for transfusion.

**Organize Work Assignments and Use Time Management Techniques**

1. Read physician orders and requisitions.
2. Set priorities for specimen collection.
3. Coordinate and schedule time intervals for tolerance tests.
4. Coordinate and schedule time intervals for drugs-dependent tests.
5. Record workload on daily, weekly and monthly basis.
6. Refer problems to supervisor.
7. Perform 20-200 venipunctures while  in clinical rotation.(As determined by facility and/or accreditation requirements)
8. Perform 25 capillary sticks while in clinical rotation.

***Phlebotomy Practicum***

**Course Description**

This externship is designed to provide students with hands-on experience in a clinical, physician's office or laboratory setting. Students are required to complete the full 120 hours in order to receive credit for the course.

**Course Length**

120 hours

**Knowledge and Skills**

1. Label blood bank specimens according to American Association of Blood Bank (AABB) standards.
2. Properly collect, label, transport and handle specimens following time, temperature and light requirements.
3. Properly collect and handle specimens for blood cultures.
4. Select proper station for specimen delivery.
5. Process specimens for shipping.
6. Instruct patient in the collection of urine and other specimens.
7. Properly store specimens following time, temperature and light requirements.
8. Process specimen using established facility procedures.
9. Collect and properly handle specimen for therapeutic phlebotomy.
10. Recognize common problems (hematoma, special pts, indwelling lines and adverse donor reactions)
11. Collect and handle units for transfusion.
12. Perform 20- 200 venipunctures while  in clinical rotation.
13. Perform 25 capillary sticks while in clinical rotation.

**Instructional Procedures**

This course consists of a self-paced curriculum using the listed curriculum resources as a guide moving sequentially through the texts and student manual. Complete and turn in chapter questions and take tests on ExamView Phlebotomy chapter 1 through 19. Upon completion of each text or manual student is required to practice lab skills until clinical skills are at competency level prior to progressing to the next section. Each student will have 10 successful venipunctures and finger sticks, and 5 successful butterfly blood draws. The instructor will periodically counsel with the student concerning progression through the course.

**Curriculum Resources**

Warekios, R. S. **Phlebotomy Worktext and Procedures Manual 3rded.** (2011) Saunders Elsevier ISBN 978-1-4377-0991-9 (Contains Competency checklists and certification exam)

**Phlebotomy Skills Stand**

A.01 Identify correct patient properly

A.02 Select appropriate containers for specimens and know requirements for container

identification

A.03 Know physiological aspects of blood collection

A.04 Prepare patient for various tests

A.05 Select proper venipuncture site

A.06 Perform venipunctures

A.07 Collect specimen in proper tube-draw sequence

A.08 Perform skin punctures

A.9 Perform heel punctures on infants

A.10 Provide proper post care of venous, arterial, and skin puncture sites

A.11 Handle blood samples to maintain specimen integrity

A.12 Label transfusion services (blood bank) specimens according to proper protocol

B.01 Properly handle non-blood specimens to maintain their integrity

B.02 Properly collect and handle specimens with time/temperature requirements

B.03 Properly collect and handle specimens for blood cultures

B.04 Select proper station for specimen delivery

B.05 Process specimens for shipping

B.06 Instruct patient in the collection of urine specimens

B.07 Instruct patient in the collection of other specimens

B.08 Collect and process point-of-care testing (POCT) specimens

C.01 Read physician orders and requisitions

C.02 Set priorities for specimen collection

C.03 Schedule time intervals for tolerance tests

C.04 Schedule time intervals for drug-dependent tests

C.05 Refer problems to supervisor appropriately

C.06 Cooperate with co-workers in the completion of assignments

D.01 Develop and use proper and professional communication skills with staff, patients,

and families

D.02 Use proper technique and etiquette for answering the telephone

D.03 Inform patients of special test requirements

E.01 Chart or file laboratory-generated reports properly

E.02 Enter, retrieve, and verify patient collection data and special notations using

appropriate sources

E.03 Maintain inventory levels, order, and restock supplies

E.04 Employ computer skills

F.01 Identify appropriate regulatory and standard-setting agencies

F.02 Know the use of material safety data sheets

F.03 Employ Universal/Standard precautions

F.04 Employ infection control and isolation techniques

F.05 Recognize patient problems related to syncope, nausea, and other complications

G.01 Know principles of liability regarding the practice of phlebotomy

G.02 Perform duties professionally, ethically, and legally, adhering to criminal justice and

civil rights acts

G.03 Employ professional conduct and appearance in the performance of duties

H.01 Employ basic terminology including suffixes, prefixes, and root words

H.02 Know basic anatomy

H.03 Know basic physiological systems

**EVALUATION OF STUDENT ACHIEVMENTS**

For the purpose of evaluations, points will be earned in the following areas; weighted by

percentages shown:

A. Attendance/Work Ethic 25% of overall grade

B. Written assignments 15%

C. Quizzes 20%

D. Projects/presentations 15%

E. Tests 25%

**Students will be required to maintain 90% class attendance for the preceding 9 week session to be eligible for clinical assignment. In addition, 90% clinical attendance must be maintained for a passing clinical evaluation.**

Clinical skills must be completed at competency level prior to progressing to the next section.

Clinical evaluations will be entered as a test grade for each occupational area.

Final grades will be assigned on the following scale:

90-100%=A Incomplete=I

80-89%=B No Grade=NG

70-79%=C Withdraw Passing=W/P

60-69%=D Withdraw Failing=W/F

Students will be kept informed of their grades and notified when examinations are scheduled. Quizzes will be unannounced. Students are encouraged to make an appointment with the instructor (before or after class, during break times and/or during lunch break) if he/she does not understand or disagrees with the grade earned. The rationale for scheduling an appointment is so the student and instructor may have a one-on-one discussion without unnecessary interruptions. The instructor will critique tests and student assignments in a classroom setting.