

McLennan C O M M U N I T Y C O L L E G E

WACO, TEXAS

COURSE SYLLABUS AND INSTRUCTOR PLAN

Phlebotomy

PLAB 1323.F2

Alisa J. Petree, MHSM, MLS(ASCP)^{cm}

NOTE: This is an 8-week course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

Phlebotomy
PLAB 1323.F2

Course Description:

PLAB 1323 Phlebotomy develops skills in the performance of a variety of blood collection methods using proper techniques and standard precautions. The techniques include vacuum collection devices, syringes, capillary skin punctures, butterfly needles, and blood cultures as well as specimen collection on adults, children, and infants. Emphasis is on knowledge of infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing and accessioning. Topics include professionalism, ethics, and medical terminology. The course utilizes Brightspace and a student laboratory for experiences in basic phlebotomy procedures.

Prerequisites and/or Corequisites:

Prerequisite: Admission to the College and acceptance into a health science program and/or approval by the program director. 3 semester hours credit (2 lec/2 lab)

Course Notes and Instructor Recommendations:

Have your textbook and workbook by the first day of class. Check your student email daily. Use computer with reliable internet access Please note: It is MCC's policy to assign all students, upon registration, an official e-mail address, which may remain in effect up to twelve months after students are no longer enrolled at MCC. MCC student email addresses will be the only e-mail authorized to communicate official college information or business. A student's failure to receive or read official communications sent to the student's assigned e-mail address in a timely manner does not absolve the student from knowing and complying with the content of the official communication. Students must have access to a computer with reliable Internet access to participate in this class. McLennan Community College now provides students, faculty & staff the ability to sign up for and download Microsoft Office 365, for free! Students should also download Adobe Reader to open any PDF files in the course (free download).

Instructor Information:

Instructor Name: Alisa J. Petree, MHSM, MLS(ASCP)^{cm}

MCC Email: apetree@mclennan.edu

Office Phone Number: 254-299-8406

Office Location: Science Building 320

Office/Teacher Conference Hours: 9:30 – 11:00 AM Monday-Wednesday, 9:30 – 10:30 Tues-Thurs.

Other Instruction Information: Other times available upon request

Required Text & Materials:

Title: Phlebotomy Essentials
Author: Ruth E. McCall and Cathee M. Tankersley
Edition: 7th
Publisher: Wolters Kluwer
ISBN: 978-1-4511-9452-4

Title: Student Workbook for Phlebotomy Essentials
Author: Ruth E. McCall and Cathee M. Tankersley
Edition: 7th
Publisher: Wolters Kluwer
ISBN: 978-1-4511-9453-1

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

Methods of Teaching and Learning:

Students will be taught using various learning methods and activities including PowerPoint slides, demonstrations, practice sessions, laboratory exercises, Internet exercises, discussion boards, streaming video, recordings, and resource applications. Course materials will be made available on *Brightspace* for student access during the course. Resources are also available in the student classroom/laboratory and campus library.

Course Objectives and/or Competencies:

clinical laboratory setting. The student will demonstrate knowledge of infection control and safety; understanding of quality assurance and the importance of specimen collection in the overall patient care system; as well as knowledge of collection equipment, various types of additives used, special precautions necessary, and substances that can interfere in clinical analysis of blood constituents. The student will demonstrate proper techniques to perform venipuncture and capillary puncture on adults, children, and infants; and demonstrate the knowledge of requisitioning, specimen transport and specimen processing.

After completion of PLAB 1323 the student should be able to meet the following general course objectives:

1. Collect and process routine laboratory specimens.
2. Recognize and apply principles related to the use of laboratory information systems used in the phlebotomy department.
3. Perform analytical procedures routinely tested in the phlebotomy department.
4. Recognize factors that affect methods and test results and take appropriate actions within established guidelines using the skills of critical thinking and problem solving.
5. Recognize the clinical significance of laboratory procedures commonly performed by the phlebotomy department.
6. Perform and monitor routine departmental quality control within established guidelines by applying the principles of critical thinking and problem solving.

Phlebotomy
PLAB 1323.F2

7. Apply and encourage the use of the principles of laboratory safety, including Standard Precautions.
8. Demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public.
9. Recognize the responsibilities of other laboratory and health care personnel and interact appropriately with them for quality patient care.
10. Apply basic scientific principles in learning new techniques and procedures.
11. Establish and maintain continuing education as a function of growth and maintenance of personal and professional competence.

Course Outline or Schedule:

- I. The Healthcare Setting
Phlebotomy: Past and Present and the Healthcare Setting
Quality Assurance and Legal Issues in Healthcare
Infection Control, Safety, First Aid, and Personal Wellness
- II. Blood Collection Procedures

Blood Collection Equipment, Additives, and Order of Draw
Venipuncture Procedures
Preanalytical Considerations
Capillary Puncture Equipment and Procedures
- III. Overview of the Human Body

Medical Terminology
Human Anatomy and Physiology Review
The Circulatory System
- IV. Special Procedures

Special Collections and Point-of-Care Testing
Computers and Specimen Handling and Processing
Nonblood Specimens and Tests
Arterial Puncture Procedures

Course Grading Information:

Grading Policy

Grade	Percentage Points
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59% and below

I round final grades. For example, if you achieve a final score of 79.5%, you will receive a B in the course. If you achieve a 79.4%, you will receive a C.

	Breakdown
Assignments/Labs	40%
Examinations	45%
Final Exam	15%
Total	100%

Grades will be posted on *Brightspace*.

Late Work, Attendance, and Make Up Work Policies:

Assignments/Lab

Your assignment grade may include work such as quizzes, case studies, projects, worksheets, labs and/or homework.

Examinations

There are four examinations which may be comprehensive. If you miss an exam, due to an excused absence, your final exam grade will be substituted for the exam you missed. If you miss an exam and it is an unexcused absence, a grade of zero will be entered in for that exam. No student will be allowed to make up more than one examination.

Final Exam

The Final Exam will be comprehensive, testing your knowledge of the material for the entire course.

Late Work, Attendance, and Make Up Work Policies:

Attendance

Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for **all** material presented or assigned for a course and will be held accountable for such materials in the determination of course grades.

Absence from 3 scheduled class days (excused or unexcused), will result in the student being withdrawn from the course. If the student's 3rd absence is reached after the official drop date, the instructor may assign a W if the student is passing and requests to be withdrawn. However, if a student who is not passing reaches the 3rd absence after the official drop date, the student will receive an F. In extenuating circumstances, the instructor may assign a W to a student who is not passing. Each absence (whether excused or unexcused) will count toward attendance requirements in each course.

Students are expected to be in class on time. For security reasons, the classroom door will remain locked at all times. Attendance is recorded at the start of the class period. If you are not in the classroom by the time class starts, do not expect to be let in. Use the time wisely to be productive. If you must leave while class is in session, quietly pick up your course materials and exit the classroom. If you enter class during a break or leave before class is excused, you will be counted as tardy. Three such tardies will be counted as an unexcused absence. Students will be

allowed entry and exit only during the start and finish of class, during break time, and in the case of an emergency. If you leave class, you will not be permitted to return until such time.

Late and Makeup work

Students will be permitted to makeup class work and assignments missed due to excused absences caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, or (4) the observance of a religious holy day.

It is the student's responsibility to provide the proper documentation for an excused absence by the next class period.

The instructor has the prerogative of determining whether or not a student may submit work missed due to an unexcused absence (the grade recorded will be no higher than a 75).

Quizzes will **NOT** be available for makeup or late submission.

Student Behavioral Expectations or Conduct Policy:

Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity.

Classroom

The classroom/laboratory is a Level 2 biohazard lab. Therefore, students will not be allowed to have food or drink in this classroom. MLT/Phlebotomy scrubs are recommended but not required. Please dress accordingly. Please no open toed shoes on days when we are performing phlebotomy.

Cellular Telephones, Personal Telephone Calls, and Electronic Devices

Cell phones will be turned to silent while you are in class. If you have an urgent situation that requires you to take a call during the class period, please step outside of the classroom so your classmates will not be disturbed. Frequent interruptions of any kind will require counseling with the instructor. Laptop computers may be used in the classroom for note taking or to review posted notes. Playing computer games during class will not be tolerated.

All electronic devices will be switched to OFF during exams or quizzes. No exceptions. Only calculators are permitted during exams.”

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

McLennan
C O M M U N I T Y
C O L L E G E

ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit <https://www.mclennan.edu/disability/>.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <https://www.lighthouse-services.com/mclennan/incidentLandingPageV2-MCC.asp>.

Go to McLennan's Title IX webpage at <https://www.mclennan.edu/titleix/>. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you

or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>.

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:

Go to <https://www.mclennan.edu/academic-integrity/> for information about academic integrity, dishonesty, and cheating.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy regarding college email, which can be found at <https://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to <https://www.mclennan.edu/student-email/>.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.