

Updated 07/18/2023



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

Phlebotomy

PLAB 1323.B001

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

NOTE: This is a 16 week course.

NOTE: This is a Blended/Hybrid course.

Phlebotomy
PLAB 1323.B001

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:

- Use your textbook(s)
- 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 e-mail 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 can sign up for Office 365 Education for Free (includes: Word, Excel, PowerPoint, etc.). Use your valid MCC email address to get started. Here's the link:

[Microsoft Office 365 Education](#)

You may also want to down Adobe Reader

Here's the link to Adobe's website for just the PDF Reader, which will be the free application.

<https://get.adobe.com/reader/?promoid=TTGWL47M>

Please note: Chrome, FireFox, and Edge will all open PDF's to read directly within the web browser if the student does not have any application installed.

Instructor Information:

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

MCC E-mail: apetree@mclennan.edu

Office Phone Number: 254-299-8406

Office Location: S320, third floor of Science building

Office/Teacher Conference Hours: Monday and Wednesday 11:00-12:30,

Thursday 10:00-12:00pm

Other times available by appointment

Required Text & Materials:

Title: Phlebotomy Essentials

Author: Ruth E. McCall and Cathee M. Tankersley

Edition: 7th

Publisher: Wolters Kluwer

ISBN: 978-1-4511-9453-1

Bloodborne & Airborne Pathogens

Edition: 8th

ISBN: 9781284232288

Author: Aaos

Publisher: Jones & Bartlett Learning

Copyright Year: 2021

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:

PLAB 1323 is designed to prepare students to function at an entry-level phlebotomy position in a 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.
7. Perform preventive and corrective maintenance of equipment and instruments and refer to appropriate sources as necessary.
8. Apply and encourage the use of the principles of laboratory safety, including Universal Precautions.
9. Demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public.
10. Recognize the responsibilities of other laboratory and health care personnel and interact appropriately with them for quality patient care.

11. Apply basic scientific principles in learning new techniques and procedures.
12. Relate laboratory test results to common disease processes by recognizing the principles and methodologies practiced in the department.
13. 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

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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*.

Assignments/Lab

Your assignment grade may include work such as quizzes, case studies, projects, worksheets, labs and/or homework. This course requires participation in both online course content and skill training to include anatomy and physiology of the circulatory system, specimen collection procedures, specimen processing and handling, and laboratory operations (e.g. safety, quality control, etc.). Students will acquire and demonstrate phlebotomy skills both virtually and in a student laboratory setting on campus. Times to be arranged. In order to demonstrate basic phlebotomy skills, students will be required to participate in a competency evaluation on campus during the week of November 27 - December 1. Evaluations will be held in room Science 327 on Tuesday/Thursday from 8 AM - 4 PM and Friday from 1 PM - 5 PM. Students will be asked to sign-up for specific time slots based on their availability. Students should expect to spend a minimum of 4 hours in competency evaluation during this week. More hours may be required to reach entry level competency.

Examinations

There are four online unit examinations which may be comprehensive.

Final Exam

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

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. For this online course, the attendance will be based upon completing the unit quizzes or MTS training modules associated with each chapter/unit. The quizzes and MTS training modules are due Sunday by midnight.

Failure to participate in 3 consecutive chapter/units or 3 chapters/units over the course of the semester, will indicate to the professor that the student no longer wishes to participate in the course. This would exceed a 15% absence threshold. If the student's 15% 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 15% 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.

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

Students will be permitted to make up class work and assignments missed as outlined in the course syllabus due to absences caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, (4) Pregnant or Parenting Protections under Title IX and/or Texas State Education Code Chapter 51, Subchapter Z, Section 51.982 or (5) any excused absences as outlined in College policy B-II. In all other cases, the instructor has the prerogative of determining whether a student may make up work missed.

Health Professions Division Policy:

Purpose: “McLennan Community College expects regular and punctual class attendance from all students. In Health Professions programs, regular class attendance is expected as a demonstration of professional workplace behavior and late arrival and/or early departure is considered as absenteeism. Students, whether present or absent, are ultimately responsible for all material presented or assigned in the classroom and will be held accountable for these materials in determination of their grade. Absences from didactic classes prevent the Health Professions student from receiving full benefit of the course, diminish the quality of group interaction in the classroom setting and may interrupt progression in the program.

Policy: A McLennan Health Professions student in a didactic course missing a cumulative of 15 percent of the class meetings due to unexcused absences will be dropped.

Students will be permitted to make up class work and assignments missed as outlined in the course syllabus due to absences caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, (4) Pregnant or Parenting Protections under Title IX and/or Texas State Education Code Chapter 51, Subchapter Z, Section 51.982 or (5) any excused absences as outlined in College policy B-II. In all other cases, the instructor has the prerogative of determining whether a student may make up work missed.

Students are responsible for any work missed regardless for the cause of absence, as indicated in the institutional attendance policy. The student must initiate conversation with the instructor in a timely fashion, as defined by the program, and complete work according to timelines established with each course instructor.”

Student Absences on Religious Holy Days - please see MCC catalog regarding absences for religious Holy Days.

Student Behavioral Expectations or Conduct Policy:

Students are expected to maintain online and classroom decorum that includes respect for other students and the instructor, online participation and 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. Please dress accordingly.

Plagiarism and Cheating

Any reported incidents of plagiarism or cheating will be investigated and documented with proper disciplinary action taken as necessary including possible dismissal from the program. "Cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests or examinations; (2) dependence upon the aid of sources beyond those authorized by the professor in writing papers, preparing reports, solving problems or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the MCC faculty or staff.

"Plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Cellular Telephones, Personal Telephone Calls, and Electronic Devices

Students may use laptop computers during lectures as directed by the instructor. Students are NOT to receive or place telephone calls or text messages during class, labs, or clinical hours. Cellular telephones and other electronic devices should be turned off or silenced before entering the classroom, student laboratory, or the clinical site. Inappropriate use of any electronic device may result in disciplinary action.

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

<https://www.mclennan.edu/catalog/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.

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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 www.mclennan.edu/disability.

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

disabilities@mclennan.edu 2542998122 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 acting Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center 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 <http://www.lighthouse-services.com/mclennan/>. Go to McLennan's Title IX webpage at 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/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>).

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 either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's 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 www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

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

Go to <https://www.mclennan.edu/center-for-teachingandlearning/FacultyandStaffCommons/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 (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. 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 www.mclennan.edu/studentemail.

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.