McLennan COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Clinical-Phlebotomy

1260.01

Alisa J. Petree, MHSM, MLS (ASCP) cm

Dr. Samantha Dove, Ed.D.

NOTE: This is a 16-week course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals. We are also concerned for your safety. We are working through COVID-19 guidelines to make sure we offer a safe environment for you and our faculty. This will include smaller class sizes to manage social distancing and proper cleaning techniques. You will have the advantage of a physical classroom experience but may also need to work part of the time online as we adjust to limited classroom capacity. This will also allow us the flexibility to move online if so directed by federal, state and/or local COVID 19 guidelines. Faculty and staff are preparing now to ensure that you have the best experience in the midst of these uncertain times.

Course Description:

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical laboratory professional.

Prerequisites and/or Corequisites:

Prerequisites: Concurrent enrollment in PLAB 1323 or completion of PLAB 1323 with a grade of C or better and approval by the program director.

Semester hours: 2 semester hours credit (100 clinical hours)

Course Notes and Instructor Recommendations:

This course provides opportunities to practice phlebotomy skills in a clinical setting. Safety, quality control, phlebotomy skills and interpersonal communication will be stressed.

D2L/Brightspace will be used to communicate important information about clinical rotations as well as assignments and paperwork required for the course.

- Use your textbook for assignments and to prepare for your registry exam in phlebotomy
- Check your student email regularly
- Use a 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 **must** have access to a computer with reliable Internet access to participate in this class. 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}
Program Director/Professor MLT/Phlebotomy Program
MCC E-mail: apetree@mclennan.edu
Office Phone Number: 254-299-8406
Office Location: S 320 (3rd floor of the science building)

Office/Teacher Conference Hours: Office hours are done via ZOOM. Please contact me via e-mail and I will send you a link for a ZOOM meeting. I am available Monday – Thursday 9:30 AM – 11 AM. Other times available by request.

Instructor Name: Dr. Samantha Dove. Ed.D
MCC E-mail: sdove@mclennan.edu
Office Phone Number: 254-299-8119
Office Location: S321
Office hours are done via ZOOM. Please contact me via e-mail and I will send you a link for a ZOOM meeting.

Required Text & Materials:

Title: *Phlebotomy Essentials*
Author: Ruth E. McCall and Cathee M. Tankersley
Edition: 6th
Publisher: Wolters Kluwer
ISBN: 978-1-4511-9452-4

Supply List

1. MCC Phlebotomy uniform with MCC logo (see MLT student handbook)
2. Name badge supplied by college
3. Watch/timing device with a second hand
4. Sharpie or permanent marker
5. Black ink pen
6. Small notebook to keep notes while training

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

Methods of Teaching and Learning:

PLAB 1260 is designed to prepare students to function at an entry-level position as a phlebotomist in a clinical laboratory. The course will emphasize a basic understanding and knowledge of the practice of phlebotomy. The student will observe and participate in basic phlebotomy procedures under the direct supervision of a laboratory professional. Procedures include skin punctures, venipunctures, point-of-care testing, and special collections. The student will also utilize D2L/Brightspace to submit assignments and access competency evaluations and daily task sheets. Resources are also available in the student laboratory, campus library, and hospital libraries as well as at the clinical sites. Assignments and the final exam will be provided in D2L/Brightspace for student access during the course.

Course Objectives and/or Competencies:

The PLAB 1260 student will gain knowledge of basic phlebotomy procedures, including skin punctures, venipunctures, and special procedures such as blood culture collection. The following topics will also be addressed: professionalism, legal issues and ethics, the quality of laboratory services and the interpersonal skills necessary to interact with patients, other health care workers and the public.

After completion of PLAB 1260 Clinical –Phlebotomy 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 Standard 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.

To demonstrate professionalism, the student will:

1. Demonstrate stewardship by arriving to the clinical on time, taking only scheduled breaks, returning from lunch and breaks promptly and utilizing supplies and materials in a responsible manner.

2. Demonstrate the ability to work with others by communicating in a professional manner at all times with patients, laboratory personnel, and other health care professionals using appropriate language, considerate behavior and acting in a courteous manner at all times.
3. Demonstrate the ability to acquire and use information by following all procedures carefully as written, without alteration and participate in the learning experience by asking appropriate questions, reading manuals, and seeking help if needed 95% of the time.
4. Demonstrate the ability to record and report results legibly; thoroughly and accurately recognizing abnormal versus normal results along with the interrelationships between patient test results in the presence or absence of disease.
5. Demonstrate the ability to work with various instruments, computers and other laboratory equipment by following directions and seeking help when necessary.
6. Demonstrate adaptability by being able to adapt to new situations and changes in routines, workload and/or work assignments, including the orientation of new employees.
7. Demonstrate quality in work by following instructions and be able to accept instruction and constructive criticism from instructors 95% of the time.
8. Demonstrate cognitive ability by paying close attention to detail, problem-solving effectively and knowledge of subject matter.
9. Demonstrate integrity and honesty by maintaining patient confidentiality and complying with other rules and regulations governing the clinical site and the MLT program/Phlebotomy.
10. Demonstrate self-management by using advance planning, establishing priorities, utilizing extra time efficiently and keeping work area neat and clean.

All cognitive, psychomotor and affective domain objectives are written with these competencies in mind. The affective domain objectives help the student understand the importance of professionalism, responsibility, and other "soft skills" associated with job competency.

Course Outline or Schedule:

1. Phlebotomy: Past and Present and the Healthcare Setting
2. Quality Assurance and Legal Issues
3. Infection Control, Safety, First Aid, and Personal Wellness
4. Medical Terminology
5. Human Anatomy and Physiology Review
6. The Circulatory System
7. Blood Collection Equipment, Additives, and Order of Draw
8. Venipuncture Procedures
9. Pre-analytical Considerations
10. Capillary Puncture Equipment and Procedures
11. Special Collections and Point-of-Care Testing
12. Computers and Specimen Handling and Processing

13. Nonblood Specimens and Tests
14. Arterial Puncture Procedures

Clinical rotation schedules are assigned on an individual basis. Placement of students into clinical rotations may be on a rotating basis due to the limited number of clinical sites available and the hours the students are available to attend clinical rotations. Students must have time in their class/work schedule to accommodate the dates/times to attend clinical rotations. Rotations can begin as early as 4:00 AM at the local hospitals. Students must have reliable transportation to travel to their assigned clinical location. The clinical locations utilized by the MLT/Phlebotomy program are listed in the MLT/Phlebotomy handbook.

Students will be placed into clinical rotations only after uploading his/her immunization records into Complio and CPR card along with proof of health insurance. A negative drug screen and criminal background check must also be completed following instructions from the instructors. You must work with Dr. Samantha Dove in order to arrange your clinical schedule. When e-mailing your professor(s), please put in the subject line PLAB 1260. This will help ensure that your e-mail is not missed.

Clinical students are required to complete and submit all required documents prior to being placed at their clinical site.

- Immunizations in Complio
- Current CPR card (BLS by American Heart Association)
- Drug screen
- Background check
- Complete uniform
- Attend and complete any required orientation required by MCC faculty or the site the student is assigned to

Failure to comply with these requirements will result in being withdrawn from the clinical section of this program.

Clinical rotation grades will not be given until ALL work and documentation is submitted.

Course Grading Information:

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

Final grades are rounded. For example, if a student achieves a final score of 79.5%, s/he will receive a B in the course. If s/he achieves a 79.4%, s/he will receive a C.

Any student earning a grade of less than 69% on an assignment is required to schedule a conference time with the Program Director.

	Weighted averages
Assignments	50%
Evaluation Checklist	30%
Final Exam	20%
Total Course Points	100%

Examinations

There will be a comprehensive final examination which may be taken online using D2L/Brightspace.

Assignments

There are four phlebotomy assignments using the quiz tool in D2L/Brightspace.

Grades will be posted on *D2L/Brightspace*.

Late Work, Attendance, and Make Up Work Policies:

Attendance

Attendance at clinical rotations is mandatory. If a student must be absent or late, s/he is required to notify his/her clinical site as well as the clinical coordinator and/or the program director ASAP. *Failure to comply may result in disciplinary action* (please refer to the MLT/Phlebotomy Handbook). Students who miss clinical hours must make up the hours whether the absence is excused or unexcused. Due to the shortage of available clinical spots, the student may be required to travel to another clinical site, finish the hours on campus, or complete the hours in a following semester.

Hours missed due to excused absences include those 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 to the clinical coordinator.

If a student misses clinical hours due to an unexcused absence, his/her clinical spot may be forfeited and the student may face disciplinary action.

Clinical absences – Leaving early will be counted as an absence.

Student Behavioral Expectations or Conduct Policy:

Students are expected to exhibit professionalism at **all** times (see the MLT/Phlebotomy Student Handbook)! Please remember that your clinical rotation is much like a job interview. Supervisors and fellow employees are observing how well you interact with the laboratory team as well as other professionals/patients/families in the healthcare setting.

Failure to comply will result in disciplinary action and possible dismissal from the program.

Dress Code
Students are required to wear the MCC MLT/Phlebotomy uniform while attending clinical rotations.

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 are **NOT** to receive or place telephone calls or text messages during clinical hours. Cellular telephones and other electronic devices are to be turned **off** before entering the the clinical site. Messages for students may be left with the Health Professions Executive Secretary (254-299-8568). Messages during an emergency will be delivered immediately to the student. Inappropriate use of any electronic device may result in disciplinary action.

*** Click Here for the MCC Academic Integrity Statement**
(www.mclennan.edu/academic-integrity)
The link above will provide you with information about academic integrity, dishonesty, and cheating.

*** Click Here for the MCC Attendance/Absences Policy**
(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.
**Please be sure and follow the COVID policies and procedures requiring daily checks before attending clinical.

* *You will need to access each link separately through your Web browser (for example: Mozilla Firefox, Chrome, Microsoft Edge or Safari) to print each link's information.*

McLennan COMMUNITY COLLEGE

ACADEMIC RESOURCES/POLICIES

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. Students can 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.

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 contacted/notified through 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.

*** Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace (https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html)**
Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

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.

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 her/his 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.

Forwarding Emails:
You may forward the 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 become lost or placed in junk or spam filters.

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. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit 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

*** Click Here for more information about Title IX**
(www.mclennan.edu/titleix)
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 Equity & Inclusion/Title IX) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting the following website: http://www.lighthouse-services.com/mclennan/.

McLennan's Title IX webpage (http://www.mclennan.edu/titleix/) 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.

* *You will need to access each link separately through your web browser (for example Mozilla Firefox, Chrome, Microsoft Edge, or Safari) to print each link's information.*