Phlebotomy

Organization	Washburn Institute of Technology

Program Number	51.1009

Instructional Level	Certificate

Target Population
Grades 11 & 12
Post-secondary

Description
This program prepares the student to apply specialized technical knowledge and skills to compassionately, safely and properly collect and process blood and other clinical specimens for laboratory testing and to interact with clients, health care personnel, and the general public. Instruction includes phlebotomy theory, basic anatomy and physiology with an emphasis on the circulatory, lymphatic and immune systems, terminology and common abbreviations, safety and infection control, health care structure and the legal issues in phlebotomy, the basic skills in collection techniques, specimen processing, work flow practices, personal care, sterile technique, patient safety, and documentation.

Entry Requirements
WorkKeys® Applied Math Level 4
WorkKeys® Reading for Information Level 4

Dress code
Students are to adhere to the dress code policy in the student handbook, except on designated days and clinical days when the student will wear scrubs. No sagging pants, jeans, shorts, etc. are to be worn in the classroom or at the clinical sites. Black tennis shoes are required for clinicals. The scrubs allowed are the black pants, red shirt and black lab jacket which the student will need to purchase at Similar Mode in Topeka, KS. Similar Mode is discounting the scrubs for us, so in turn, we will not purchase our scrubs from another store. The student is not to alter the scrubs in any way and are to purchase an appropriate size so that when bending over their back and behind are not showing. All scrub pants are to be worn at the waistline and no sagging. Similar Mode will do alterations for length if needed, at no charge. If any alterations are done on the scrubs (except for length) the student will be sent home and this will be counted as an absence for the day. The student may return to class that day as long as they are dressed appropriately and only a ½ day absence will be counted. No facial jewelry is allowed. Acrylic nails are not allowed, polish is acceptable as long as it is kept fresh looking. Hair passed the shoulders needs to be put up (ponytail, bun, etc.) for the students safety. It is imperative that we as students and faculty from Washburn Institute of Technology look professional. The clinical sites do hire and by looking and acting professional your chance of placement with them or any other lab after graduating, will be greatly improved.
Attendance
Effective learning cannot take place unless you are in class. Students are expected to attend every class period and will have daily professionalism points deducted if they are tardy or if they do not attend. As in any profession students are expected to contact the instructor if they are unable to attend due to sudden illness or a family emergency. Students should schedule all appointments for themselves or family members after school hours, if students need to miss class for other reasons, they should discuss the event with the instructor and make arrangements to make up the work ahead of time. Deductions will be made on the assignment or test grade if completed after the fact.

Assessment Plan
Assessment is an integral part of the educational process at Washburn Tech and accurate feedback is an important tool in continuously improving the institution’s technical programs. Students can expect to participate in assessment activities prior to entry into programs within specific courses and following program completion for specific fields of study.

Grading Criteria
94% to 100% A
87% to 93% B
80% to 86% C
79% or below Fail

Grading Rationale
Class sessions and assignments will include daily homework, in-class review of homework, pop quizzes, and scheduled quizzes. Grades will be based on: Attendance and general participation, daily homework, quizzes, tests and final exam. When given, pop quizzes are for extra credit. Clinical performance is a separate grade and will constitute 80% of overall grade for clinical courses. Three case studies to be evaluated and a written report made for each will comprise the remaining 20%. Clinical performance is Pass or Fail. If you fail clinicals, you fail the program.

Student Learning Outcomes
A. Communicate effectively
B. Integrate technology
C. Learn effectively
D. Demonstrate cooperative teamwork skills
E. Apply safety in the workplace
F. Think critically and creatively
G. Demonstrate responsible work ethics

Program Outcomes
Upon successful conclusion of the program the student will be able to:
1. Collect and process routine laboratory specimens.
2. Perform analytical procedures routinely tested in the phlebotomy department and recognize the clinical significance of those procedures.
3. Apply and encourage the use of the principles of laboratory safety, including Universal Precautions.
4. Demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public.
5. Apply basic scientific principles in learning new techniques and procedures.
6. Demonstrate proper infection control techniques used in specimen collection.
7. Perform preventive and corrective maintenance of equipment and instruments and refer to appropriate sources as necessary.
8. Relate laboratory test results to common disease processes by recognizing the principles and methodologies practiced in the department.
9. Recognize the responsibilities of other laboratory and health care personnel and interact appropriately with them for quality patient care.
10. Recognize factors that affect methods and test results and take appropriate actions with established guidelines using the skills of critical thinking and problem solving.
11. Apply ethical, legal, and regulatory issues to the collection of laboratory specimens.
12. Evaluate quality control procedures and possible sources of error or inconsistencies in specimen collection.
13. Respect patient confidentiality and maintain professional conduct in a culturally diverse environment.
14. Apply knowledge to create and maintain a safe working environment.
15. Work cooperatively with staff members, patients, and community resource people.

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<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Required</th>
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<tbody>
<tr>
<td>IND105</td>
<td>OSHA – 10 Hour General Industry</td>
<td>1</td>
<td>Yes</td>
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<tr>
<td>HCT122</td>
<td>Medical Terminology</td>
<td>2</td>
<td>Yes</td>
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<tr>
<td>HCT124</td>
<td>Lab Skills and Patient Care</td>
<td>2</td>
<td>Yes</td>
</tr>
<tr>
<td>HCT152</td>
<td>Phlebotomy</td>
<td>3</td>
<td>Yes</td>
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<tr>
<td>HCT154</td>
<td>Phlebotomy Clinical</td>
<td>3</td>
<td>Yes</td>
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Program Course Descriptions

**IND105 OSHA – 10 Hour General Industry Certification (1 credit)**
Covers job/site safety and precautions for job/site hazards; learn the uses of personal protective equipment (PPE); identify the safety equipment and procedures related to safe work practices and environment.

**HCT122 Medical Terminology (2 credits)**
Introduces the language of the medical field; medical prefixes, suffixes and combining forms are introduced to the student so they may have a thorough knowledge and understanding of what they are reading and writing in the medical field; emphasis is placed on terms, pathological conditions and diagnostic terms.

**HCT124 Lab Skills and Patient Care (2 credits)**
Covers the knowledge and practical application of basic laboratory skills with a focus on patient care; students learn and practice basic skills in personal care, sterile technique, patient safety, documentation and medication administration; includes major emphasis on the critical elements of laboratory procedures and scientific rationale for performing the procedures correctly.
HCT152 Phlebotomy (3 credits)
Designed to train individuals to properly collect and process blood and other clinical specimens for laboratory testing and to interact with health care personnel, clients, and the general public; presentation includes equipment and additives, basic anatomy and techniques for safe and effective venipuncture; emphasis will be placed on collection techniques, specimen processing, work flow practices, referrals and utilizing laboratory information systems.

HCT154 Phlebotomy Clinical (3 credits)
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; course provides opportunities to practice phlebotomy skills in a clinical setting; safety, quality control and interpersonal communications will be stressed.

ADA Notification Statement and Disability Services
The Americans with Disabilities Act (ADA) Office is responsible for assisting in arranging accommodations and for identifying resources at Washburn Institute of Technology for persons with disabilities. Qualified students with disabilities MUST self-identify by completing an application. In addition students must provide appropriate medical documentation to the ADA coordinator to be eligible for accommodations. New requests for accommodations should be submitted at least two months or more prior to the date the accommodations are needed. However, please contact the ADA office as soon as a need may arise. Depending on the accommodation request, four to eight weeks lead time may be needed for timely and effective provision of accommodations.

The ADA Office coordinates and assists in arranging accommodations it deems appropriate for eligible students on a case-by-case basis. If you are a student with a disability that may substantially limit your ability to participate in any of our classes and you believe that you will need accommodations, it is your responsibility to contact:

ADA Coordinator
Phone: 785-228-6356
Email: gloria.christian@washburn.edu

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This workforce product was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

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