

Phlebotomy I-BEST

Fall Quarter

September 22 – December 4, 2008

*No class on November 11th (Veteran's Day) or
November 27th (Thanksgiving Day).*

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| Instructor: Babs Cerna, CMA (AAMA) E-mail: bcerna@highline.edu Phone: 206-878-3710 x 3493 Office Location: 18-211 | Office Hours: M/W 12 – 1 pm, 18-211 Tues 12 – 1 pm, 23-206 Thurs 7 – 8 am, 18-211 F arranged by appointment |
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| Instructor: Kat Chappell, CMA (AAMA) Email: kchappel@highline.edu Phone: 206-878-3710 x 3494 Office Location: 18-111 | Office Hours: M/W 12 – 1 pm, 18-111 Tues 7 – 8 am, 18-111 Thurs 12 – 1 pm, 23-206 F arranged by appointment |
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| Instructor: Angie Meyer E-mail: ameyer@highline.edu Phone: 206-878-3710 x 6258 Office Location: 19-116 | Office Hours: M/W 1 – 2:30 pm Tues 1 – 2 pm Aide: Maggie Po |
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| Class Days: Mon, Tues, Wed, Thurs Class Time: 8:30 am – 1:00 pm | Classrooms: M/W 23-206 Tues 19-206 Thurs 30-214 |
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Class Description:

This class will prepare you with competent skills to be employed as a phlebotomist. You will learn about laws and rules associated with clinical laboratories and various blood collection and processing systems. By completing this class, you will earn 12 credits in the Medical Assisting Department. This class will help you improve your study and test-taking skills while practicing your communication, reading, writing, conversation, and pronunciation skills needed for successful interaction in health care settings. This class will also help you plan for your job search or future health care training program. We will use active learning, which includes participation in small and large group discussions and projects.

- Med A 122 (2117) Medical Law – 2 credits
- Med A 212 (2155) Introduction to Lab Procedures – 1 credit
- Med A 220 (2163) Phlebotomy – 2 credits - Babs
- Med A 222 (2169) Advanced Phlebotomy (2169) – 2 credits
- Med A 139 (2133) Pre-Coop – 1 credit
- Med A 240 (2173) Externship – 4 credits

Topics to be covered this quarter:

1. Introduction to the Clinical Laboratory Setting, Quality Control, and Laboratory Safety
2. Blood Collection Procedures: Venipuncture, Skin Puncture, Blood Collection Variables, Complications and Procedural Errors
3. Special Procedures: Special Collections
4. Specimen Handling and Processing
5. Blood Banking
6. Medical Terminology & Pronunciation
7. Introduction to the Bloodborne Pathogen Standard, Infection Control, and bloodborne and airborne pathogens
8. Medical Law, consent, and standards of HIPAA
9. First Aid and CPR
10. Job Search, Resume Writing, Interview and Job Survival Skills
11. Study and Test-Taking Skills
12. Active Listening and Effective Communication
13. 12 hours of service learning with Puget Sound Blood Center

Things to bring to class:

- 3-ring Phlebotomy binder and lined paper with holes
- “Phlebotomy Essentials” textbook and CD
- A good English dictionary
- Pens, pencils and highlighters

Good In-Class Behavior:

- Ask questions if you don’t understand
- Keep a positive attitude
- Treat yourself and others with respect and patience
- Listen when others are talking
- Arrive on time to class and after breaks
- Eating or drinking is not allowed in the laboratory area
- Turn off cell phones and pagers.
- Sit next to people who don’t speak your language
- Work as a team player – help others
- Build working relationships with your classmates and instructors
- Do your assignments on time so you can participate in class
- Be an active participant in class
- Have fun! 😊

Important:

- Have a back-up plan for childcare or transportation to class.
- If you cannot come to class, please tell me in advance by phone or e-mail.
- Attendance will be taken every day at 8:30 am. You will be graded on your attendance, punctuality and participation. You can have 2 excused absences per quarter. You are responsible for notes and assignments missed during absence. Absences don’t excuse you from assignments, labs, quizzes or tests.
- Be prepared and ready to discuss or ask questions about your assignments.
- Pay for parking in Building 6 so you don’t get an expensive parking ticket.
- Get a bus pass in Building 8 for 15% off with your student ID.

Homework, Projects and Assignments:

You will have homework to finish outside of class. These assignments will help prepare you for the work you will do as a phlebotomist. If you are having difficulty with your assignments, please tell your teachers well before your test or due date so that we may give you extra direction and help.

Practice and Competency Assessment:

You will be responsible for keeping a log of all draws, whether you are able to obtain blood or not. You must follow each procedure as provided to you by the instructor. Before going on your externship, you will be required to demonstrate competency in all procedures.

Professionalism:

- Patient confidentiality is a must. What you see and hear in the classroom, stays in the classroom.
- Working well with each other is of extreme importance. You will be expected to volunteer for blood draws.
- Come to class dressed in your uniform (blue scrubs) on Mondays and Wednesdays.
- If you are not drawing, make yourself busy by working on assignments or practicing procedures.

Evaluation:

We will be doing many activities in this class for evaluation. We will watch your participation in groups and you will be given many opportunities to show your mastery of content and skills. Cheating, plagiarism or other forms of academic dishonesty are not tolerated at Highline Community College.

Grading:

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| • Attendance | 10% |
| • Assignments | 20% |
| • Tests | 20% |
| • Service Learning | 10% |
| • Skills Assessment | 40% |

Service Learning:

You will be required to complete 12 hours of volunteer work with Puget Sound Blood Center before November 1, 2008. This will be a valuable opportunity for you to get some hands-on experience working in a blood collection center.

Attendance, Punctuality & Participation:

It is important that you are in class every day for the full length of class. You will be allowed 2 excused absences this quarter, but you must contact me and notify me before you are absent. We expect you to be on time and an active participant in class.

Recommendations for Phlebotomist Jobs:

Your teachers will be your best references when you are ready to interview for phlebotomist jobs. We will give you good recommendations if you are punctual, accountable, and dependable.

Externship:

Work sites are selected for each participating student enrolled in the program. You will have a chance to perform work as a phlebotomist while being supervised. Students will complete 120 hours on-the-job during the last five weeks of the quarter.

Academic Accommodation:

If you need course adaptations or accommodations because of a disability; if you have emergency medical information to share with the instructor; or if you need special arrangements in case the building must be evacuated, please provide the instructor with the Letter of Accommodation you have received from the Office of Access Services. Access Services is located in Building 99, suite 180, x3857.

Emergency Preparedness:

The evacuation route for every classroom is posted. You are encouraged to read it thoroughly and follow the directions given by the instructor in case of emergency.

Tutoring Center:

The Tutoring Center offers assistance to students who encounter academic difficulties or desire additional support in their courses. Drop-in and group tutoring are free to currently enrolled students. Tutoring areas are varied and include math, writing, languages and the sciences. Building 26, Room 319, x3444.

Study Buddies:

You are required to have 2 study buddies. Study buddies will be selected during the first week. Study buddies are classmates who will...

- Take notes and get handouts for you if you are absent
- Remind you of assignments due

Study Buddy #1

Name _____ Phone number _____

Email _____

Study Buddy #2

Name _____ Phone number _____

Email _____

September

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| 22 | 23 | 24 | 25 |
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October

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| 29 | 30 | 1 | 2 |
| 6 | 7 | 8 | 9 |
| 13 | 14 | 15 | 16 |
| 20 | 21 | 22 | 23 |
| 27 | 28 | 29 | 30 |

November

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| 3 | 4 | 5 | 6 |
| 10 | 11 | 12 | 13 |
| 17 | 18 | 19 | 20 |
| 24 | 25 | 26 | 27 |

December

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| 1 | 2 | 3 | 4 |
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