



Introduction to Phlebotomy Syllabus

Fall Quarter

September 27 – December 15, 2011

Instructor: Jennifer Johnston	Help: Before and after class
Phone: 253-732-1899	E-mail: jjohnsto@highline.edu
Days: Mon, Tues, Wed, Thurs	Class Time: 9:00 – 12:00
Classroom: 23-206	Computer Lab: 30-212 Wednesdays, 10:00 – 12:00

Class Description:

This ABE/ESL class will prepare you for the Phlebotomy I-BEST program. It will help you improve your study and communication skills in order to complete the Phlebotomy I-BEST class successfully. It will help you improve your reading, writing, conversation, pronunciation, and listening skills for successful interaction in health care settings. It 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.

Topics to be covered this quarter:

1. Medical Terminology & Pronunciation
2. Blood borne Pathogens
3. Standard Procedures & Chain of Infection
4. Introduction to Lab & Legal Issues
5. Job Search, Resume Writing, Interview and Job Survival Skills
6. CPR / First Aid / Blood borne Pathogens
7. Highline Community College Resources
8. Angel
9. Study and Test-Taking Skills
10. Active Listening and Effective Communication

For extra pronunciation practice, go to the ESL Computer lab and use the American Speechsounds for Healthcare Software: Building 30 room 212

Things to bring to class:

- 3-ring Phlebotomy binder to keep and organize your notes
- “Phlebotomy Essentials” textbook and CD
- A good English dictionary
- Pens, pencils and highlighters
- Lined paper with holes

Good In-Class Behavior:

- Ask questions if you don’t understand
- Keep a positive attitude
- Treat each other with respect and patience
- Listen when others are talking
- Arrive on time to class and after breaks
- Do not use cell phones for calls or texting during class.
- Sit next to people who don’t speak your language
- Work as a team player – help others
- Do your assignments on time so you can participate in class
- Be an active participant in class
- Show your best professional behavior
- Have fun! ☺

Important:

- Have a back-up plan for childcare or transportation to class.
- Do not bring children to class.
- You may eat and drink in the classroom, but never in the lab area. Clean up after eating.
- If you cannot come to class, please tell me in advance by phone, text or e-mail.
- Check your email daily for communication about this class.
- Attendance will be taken every day at 9:00 am. You will be graded on your attendance, punctuality and participation.
- You can have 3 excused absences per quarter. After 3 you will be dropped from class.
- Two tardies (or leaving early) equal one absence.
- You are responsible for notes and assignments missed during absence.
 - Absences do not excuse you from assignments, labs, quizzes or tests.
- Come to class 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 at the bookstore 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.

Evaluation:

We will be doing many activities (quizzes, tests, presentations, an essay, teacher observation) in this class for evaluation. Cheating, plagiarism or other forms of academic dishonesty are not tolerated at Highline Community College.

Service Learning:

We strongly encourage you to volunteer for Puget Sound Blood Center or Cascade Regional Blood Service, or any other healthcare facility. This will be a valuable opportunity for you to get some hands-on experience working in a blood collection center or in a healthcare setting. Volunteer experience improves your chances for getting a job.

Attendance, Punctuality & Participation:

It is important that you are in class every day for the full length of class. You will be allowed three excused absences this semester, but you must contact me and notify me before you are absent. Do not send a message with another student. We expect you to be on time and an active participant in class, and show your workplace habits.

Grading:

Points will be assigned as follows:

Quizzes & Tests	35 %
Homework & Assignments	30 %
Professionalism	35 %
(See rubric. Includes Attendance, Punctuality & Participation)	

You must get a total of 77/100% to pass this course. Your performance will help us determine which students will continue to the Phlebotomy I-BEST 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.

Academic Accommodation:

If you need course adaptations or accommodations because of a disability, 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.

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 if you are absent.
- 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 _____

Monday	Tuesday	Wednesday	Thursday
			9:00 A.M. GUEST SPEAKER KATRINA TITCHENAL FINANCIAL AID
26	FIRST DAY OF CLASS 27	9:00 A.M. GUEST SPEAKERS FROM PUGET SOUND BLOOD CENTER 28	29

October

			QUIZ #1 MEDICAL TERMINOLOGY
3	4	5	6
	(6:30 P.M. MEDICAL ASSISTING MEETING & GUEST SPEAKER) 11	FAFSA APPLICATION DEADLINE BLOOD DRIVE 12	13
10	11	12	13
17	18	19	20
24	25	26	27

November

	REGISTRATION FOR WINTER QUARTER BEGINS		
31	1	2	3
	(6:30 P.M. MEDICAL ASSISTING MEETING & GUEST SPEAKER) 8		
7	8	9	10
14	15	16	17
			BACKGROUND CHECKS DUE

			NO SCHOOL THANKSGIVING HOLIDAY
21	22	23	24
28	29	30	1

December

28	29	30	1
5	6	7	8
12	13	14	LAST DAY OF CLASS 15

**FIRST DAY OF CLASS FOR WINTER QUARTER:
MONDAY, JANUARY 9, 2012**