



Phlebotomy Technician Program

PLAB 1323/PLAB 1023 Lecture/Lab

Syllabus

Fall 2011

Section Synonym:	38376	38375
Instructor:	Terry Kotrla, MS, MT(ASCP)BB	Lois Wagoner, MT (ASCP)
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Campus:	Round Rock Campus	Cypress Creek Campus
Office Location:	3117.15	9104
Office Hours:	Tu, & Th 1:00 PM – 4:00 PM Others by appointment	Mon & Wed 1:00 PM – 2:00 PM Others by appointment
Lecture:	Tu, & Th 7:40 AM-9:20 AM	Mon & Wed 8:00 AM-9:50 AM
Laboratory:	Tu, & Th 9:30 AM-12:50 PM	Mon & Wed 10:00 AM-1:35 PM
Room:	3117.15	1142
Total Number of Hours:	Classroom- 32 Laboratory- 64 TOTAL= 96	Classroom- 32 Laboratory- 64 TOTAL= 96
Length of Lecture/Lab Component:	August 22 - October 16 th 8 Weeks	August 22 - October 16 th 8 Weeks
Clinical Component:	Will be completed during 2 nd 8week semester	Will be completed during 2 nd 8 week semester
Course Website:	http://www.austincc.edu/mlt/phb/phb	

Blackboard Online: A considerable portion of this course will be conducted using the Blackboard course delivery system. All students will be required to use a computer to access course materials, learning activities, and take online quizzes and exams. Students who do not have access to a home computer with internet access should be prepared to access all materials and take exams at an ACC computer located in all libraries, in a computer center <http://irt.austincc.edu/collegecomputers/> or at a public computer. If student chooses to use a public computer for taking exams the student should verify that they will have internet access during the entire duration of the test prior to starting the exam.

Email: Students should check their ACC Gmail at least twice each week, if not more frequently. Visit <http://www.austincc.edu/accmail/> for instructions on accessing the student Gmail account and forwarding it to your home email account.

COURSE DESCRIPTION

The profession of phlebotomy is taught through didactic, student laboratory, and clinical experiences. The course will focus on skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Blood collection procedures performed includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, and medical terminology. Students will be taught specimen handling, processing, and accessioning. Students will learn the theory and principles of CLIA waived laboratory tests and perform the tests in the student laboratory. The testing performed will include manual hematocrits, automated hemoglobin and glucose testing, urinalysis dipsticks, fecal occult blood, erythrocyte sedimentation rate and pregnancy testing.

COURSE GOALS

Upon completion of this program, the student will successfully:

1. Demonstrate knowledge of the health care delivery system and medical terminology
2. Demonstrate knowledge of infection control and safety
3. Demonstrate basic understanding of the anatomy and physiology of body systems
4. Associate the major areas and departments of the clinical laboratory with the laboratory tests ordered to evaluate a patient's pathologic condition or illness
5. Demonstrate understanding of the importance of specimen collection in the overall patient care system
6. Demonstrate knowledge of collection equipment, various types of additives used, special precautions necessary, and substances that can interfere in clinical analysis of blood constituents
7. Demonstrate proper techniques to perform venipuncture and capillary puncture
8. Demonstrate knowledge of pre-analytical errors that can significantly alter results
9. Demonstrate understanding of requisitioning, specimen transport and specimen processing
10. Demonstrate understanding of quality assurance in phlebotomy
11. Demonstrate understanding of the basic concepts of communications, personal and patient interaction, stress management, professional behavior and legal implications of the work environment

COURSE OBJECTIVES

The course objectives for each lecture unit of instruction are found on the course website for that unit. The laboratory objectives are found in the laboratory. Course and laboratory objectives are utilized to create the exam questions. These should be printed out and studied in preparation of each exam. One useful study technique is to write the objective on an index card and write the information pertaining to that objective on the back of the card.

Upon successful completion in each unit of instruction and laboratory activity, the student will be able to meet each course or laboratory objective listed in the unit.

The following affective objectives pertain to the classroom and clinical components. During enrollment in this course, the student will:

1. Demonstrate professionalism by:
 - a. Complying with the attendance policy
 - b. Complying with the dress code
 - c. Submitting assignments by the stated deadline
2. Demonstrate enthusiasm and interest in the profession of phlebotomy by asking questions, participating in class discussions and meeting with professors during office hours as needed
3. Demonstrate initiative by reviewing objectives and completion of reading assignments prior to class

4. Demonstrate progression in laboratory skills by effective organization, coordination of multiple tasks, and insightful evaluation of results obtained
5. Utilize constructive criticism to correct deficiencies and improve performance
6. Work cooperatively with professors and fellow students to achieve the goals of each activity assigned.
7. Perform a variety of blood collection procedures using appropriate interpersonal skills and competent technique.

SCAN COMPETENCIES

The U.S. Department of Labor established the Secretary's Commission on Achieving Necessary Skills (SCANS) to examine the demands of the workplace and whether the nation's students are capable of meeting those demands. The Commission determined that today's jobs generally require competencies in the following areas:

1. Resources: Identifies, organizes, plans, and allocates resources
2. Interpersonal: Works with others
3. Information: Acquires and uses information
4. Systems: Understands complex interrelationships
5. Technology: works with a variety of technologies

The Texas Higher Education Coordinating Board is now requiring all degree plans in institutions of higher education to incorporate these competencies and identify to the student how these competencies are achieved in course objectives. In PLAB 1323/PLAB 1023 Phlebotomy, examples of SCANS competencies being incorporated are as follows:

COMPETENCY	EXAMPLE
Resources	Following standard precautions, performs vein and capillary puncture procedures using only necessary supplies and within a predetermined reasonable amount of time
Interpersonal	Demonstrates an understanding of the profession of Phlebotomy, through ethical behavior when dealing with patients and other members of the health care team, maintaining a professional appearance to relieve patient anxiety, and maintaining patient confidentiality
Information	Record quality control results for basic CLIA waived laboratory tests performed and point out unexpected results to a supervisor
Technology	Perform vein and capillary puncture procedures using a variety of methods and equipment including Vacuum System, micro-collection devices, Winged Infusion Set, syringe, and needle

METHODS OF PRESENTATION

1. Lecture and PowerPoint presentation
2. Discussion
3. Demonstration
4. Audio/visual materials
5. Laboratory practice

MATERIALS REQUIRED

1. Textbook: Garza, Diana; Becan-McBride, Kathleen, Phlebotomy Handbook, 8th Edition, 2010, Pearson. (ISBN 0-13-513424-2) ACC Bookstore Online: <http://austincc.bkstore.com/>
2. Phlebotomy Lecture Guide, Laboratory Manual, Course Objectives/Outline, and Course Schedule available online at the course website: <http://www.austincc.edu/mlt/phb/phb>
3. **Teal Scrubs**- appropriately fitting and professional in appearance
4. **Gloves – NO VINYL**
5. Three (3) inch or larger binder with dividers, preferably seven (7) tabs
6. Sharpie permanent marker, fine point, black or blue
7. Austin Community College Student Photo ID

MATERIALS RECOMMENDED

1. Garza, Diana; Becan-McBride, Kathleen, Success in Phlebotomy Q & A Review, 2010, Pearson/Prentice Hall. (ISBN: 9780135101001)
2. Medical Dictionary
3. Interpretation of Laboratory Testing

COURSE REQUIREMENTS AND REGULATIONS

1. Attendance Policy

Attendance demonstrates professionalism and regular, punctual attendance is the expectation in the professional workplace setting. It is the student's decision to take this class. Therefore, once the student makes this decision, he/she has responsibilities to everyone else in the community of learners. Excellent attendance and punctuality are key behaviors which demonstrate responsibility and commitment to a successful learning experience. It is this commitment to learning that will enable the student to progress satisfactorily towards completion of course goals and objectives.

The Attendance Policy is designed to set a pattern of professional behavior which mirrors the attendance expectations in the clinical environment. Regular and punctual attendance is required at all lecture and lab sessions. Class roll will be taken during each class period. Tardiness to class is strongly discouraged. Important announcements are made at the beginning of class which may not be repeated.

If you must be absent or tardy, you must notify your instructor by phone call, text or phone message, or by email in a timely fashion **at least 30 minutes prior to class start time**. Each student is responsible for making up all class assignments, laboratories, etc. when absent from class. All missed lab exercises must be completed to verify completion of the course objectives. Make-up exercises or alternative learning experiences will be planned according to the limits set by the instructor. However, the amounts of credit awarded for the exercise will be **no greater than 80%**. Once a student has incurred two (2) absences, for whatever reason, the **Progressive Discipline Policy** will be initiated as follows.

- a. **Two absences**- Verbal conference with instructor that will define what policy is not being met, as well as set up an action plan with a follow-up conference date.
- b. **Three absences**- Conference report with instructor stating what actions will be necessary to avoid probation.
- c. **Four absences**- Probation.
- d. **Five absences**- Withdrawal. Terms of probation were not met. If this occurs past the time for withdrawal, the student will receive an "F" for the course.
- e. Withdrawal is based on absences equal to or greater than 25% of the material. The attendance policy is subject to review and modification by department officials.

2. Dress Code

- a. Students will be expected to attend each class and laboratory session and assigned clinical site in clean **teal scrubs** to present a professional appearance. Students not conforming to the dress code while in the classroom or clinical site may be sent home at the instructor's discretion and will be required to make up the time. Repeat violations will result in the student being placed on probation.
 - b. Appropriate footwear will be required in the campus laboratory and clinical settings. **Closed-toe shoes (no sandals or canvas shoes)** that are soft-soled, such as white, leather-type tennis or similar shoes must be worn in the student laboratory.
 - c. Student's hair must be clean, neat, and of a normal hair color. The hair must be drawn back if longer than shoulder length or hanging in the face. Male students must either shave regularly or if they choose to wear a mustache and/or beard, must keep them cleaned and well groomed. (No "five o'clock shadows").
 - d. Students must bathe regularly to avoid offensive odor.
 - e. Students must refrain from the use of cologne, perfume or aftershave lotion.
 - f. Fingernails must be kept clean and at a reasonable length. Reasonable length is defined as one-eighth ($\frac{1}{8}$) inch above the fingertips. Artificial nails are NOT permitted due to infection control issues. The CDC recommended that "health care personnel should avoid wearing artificial nails and keep natural nails no longer than one-quarter ($\frac{1}{4}$) inch long if caring for patients at high risk of acquiring infections."
 - g. Jewelry should be limited to wedding rings and a wristwatch. A conservative necklace that is kept close to the skin (not dangling) and conservative earlobe earrings (one earring per ear) that do not extend more than one-half ($\frac{1}{2}$) inch below the earlobe are acceptable.
 - h. Make up, if worn, must be conservative.
 - i. No visible tattoos or piercings.
 - j. Other clothing articles, hats, etc. that may present a safety issue or be disruptive to the learning process will not be allowed. Contact the course instructor if uncertain about the suitability of any item taken into the lab setting.
3. **Turn cell phones off or set them to mute.** It is very disruptive to the learning environment to have these devices go off during class. No CD players, MP3s, iPods, or similar items are to be used during class and/or laboratory sessions.

ADDITIONAL COURSE REQUIREMENTS

1. **Basic computer skills will be needed to successfully complete the phlebotomy courses.** Blackboard, an online course delivery system, will be used for discussion, homework submission, taking exams and quizzes, and for enhanced course activities. The Blackboard site can be accessed at <http://acconline.austincc.edu> . Students who have not used BlackBoard should visit the *Student Guide-Getting Started with Blackboard* prior to the first day of class. Note: Students are generally not uploaded into the course until the week before classes start. Students' first assignments in Blackboard is to post an introduction in the Discussion Board area. **Following each class period, it will be the responsibility of the student to check for daily assignments.** These assignments can be accessed at http://www.austincc.edu/mlt/phb/phb_schedule.html . Once on this screen, click on the laboratory for that day's activity and then click on the *Assignments* button at the top of the page. The daily assignments can be found there.
2. Each student is assigned an ACC Email Account. Computers for student use are located on every ACC Campus. Students are expected to check their ACC Email Account regularly for announcements sent from the instructor during the course.

3. Seton Family of Hospitals, St. David's Health Care Partnership and HIPAA Training Module **MUST** be completed prior to attending the first clinical day. Any student not completing the pre-clinical assignments cannot attend clinical. The modules can be accessed from the ACC Health Science Page <http://www.austincc.edu/health/dmt.php> . All parts of the modules must be completed as presented. **Students must carefully review, print out and sign documents from the website.**
4. All students accepted into the Phlebotomy Program **must have a physical examination**. A Health Data/Physical Exam Form must be submitted **by the second week of class**. This must include documentation of a **two step TB test** that will be current (no more than one year old) during the clinical rotation OR if positive, physician documentation by chest x-ray, must be submitted.
5. The demographic information, emergency contact, and verification of immunizations need to be completed to meet the requirements for the Phlebotomy Program. Print out the Health Data Form at <http://www.austincc.edu/health/dmt.php>
6. Only students with a clear criminal background check as defined by the ACC Health Science Department may register for the course.
7. Each ACC Campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the Office for Students with Disabilities on the campus where they expect to take the majority of their classes. Students are encouraged to do this three weeks before the start of the semester. Please refer to the Student Handbook at <http://www.austincc.edu/handbook/> "Services for Students with Disabilities" for complete information.
8. Students are required to review the Phlebotomy Student Handbook and submit the signature page by the first day of class: http://www.austincc.edu/mlt/phb_student_handbook.htm

STUDENT EVALUATION

1. Lecture- 2/3 of course grade
 - a. Quizzes
 - 1) Daily quizzes will be given on a regular basis at the start of class. If you are late, you will not be allowed to take the quiz.
 - 2) Exam Review Quizzes will be given over previously covered lecture material **and** the accompanying laboratory exercises. These must be taken before you take the appropriate examination and can be accessed online through Blackboard. They can be taken repeatedly and students must score 80% on the review quiz **before qualifying** to take the major exam.

The scores from the Daily quizzes and Exam Review Quizzes are averaged together and are worth 5% of the lecture grade.
 - b. Four (4) written examinations will be given over lecture and related lab material to comprehensively assess the student's knowledge of concepts, principles, techniques, and procedures. These examinations will be given online through Blackboard. **Students are expected to exhibit the highest level of ethical and honest behavior.** Students are expected to take all tests at the assigned time or will be given a grade of zero (0). **If a student misses one exam, the grade of the final exam will be averaged in the place of the missed exam grade. If other exams are missed, grades of zero (0) will be given.**
 - c. A comprehensive (all units, both lecture and lab) final exam will be given in class. **The score earned on the final exam must be within 5 points of the student's exam grade average.**
 - d. Discussion Board - Points will be awarded for completion of assignments listed in the discussion forum of Blackboard: <http://aconline.austincc.edu>

- e. MTS Training Modules: complete the following MTS Training Modules (access them at <http://www.medtraining.org>). The modules can be repeatedly taken until the deadline and the student must score an 80% or better. ***Your user name and password will be your first and last name, all together, with the first letter of each capitalized. Example: SaraJones***
 - 1) Introduction to the Clinical Laboratory
 - 2) Biosafety
 - 3) Chemical Safety
 - 4) Electrical Safety
 - 5) Fire Safety
- f. Periodic review of your course notebook divided into the following areas:
 - 1) Syllabus
 - 2) Schedule
 - 3) Course Objectives
 - 4) Lecture Guide
 - 5) Laboratory Manual
 - 6) Graded Lab Exercises
 - 7) Graded Study Questions
- g. The lecture grade is worth 2/3 of the course grade and is calculated as follows:
 - 1) Quizzes (class and exam review) = 5%
 - 2) Examinations = 45%
 - 3) Final Exam = 40%
 - 4) Participation in Discussion Forum = 5%
 - 5) MTS Training Modules = 5%

2. Laboratory Experiences- 1/3 of course grade

- a. Points are awarded for the successful completion of laboratory exercises as related to the specific objectives for each exercise.
- b. Points are awarded for proper response to study questions and written assignments required for each laboratory exercise.
- c. Points are awarded for the laboratory practical at the end of the semester. The practical is the comprehensive final exam for the laboratory component of the course.
- d. The laboratory grade is worth 1/3 of the course grade and is calculated as follows:
 - 1) Laboratory Exercises and Study Questions = 75%
 - 2) Laboratory Practical Exam = 25%

3. Grading

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = 59% or below

SAFETY AND HEALTH INFORMATION

Health Insurance

ACC does not provide personal health insurance coverage for students. All Health Sciences students are encouraged to carry some type of personal health insurance. Information about health insurance is available at <http://www.austincc.edu/ehs/insurance>.

Medical Professional Liability Insurance

Medical Professional Liability Insurance is required for each Health Sciences student enrolled in a clinical course with patient contact. This insurance is purchased automatically through ACC registration fees collected each semester.

Accident Insurance

The Student Accident Policy provides insurance coverage only while participating in specified laboratory/clinical classes. It does not extend to accidents involving automobiles and incidents outside the laboratory/clinical/classroom.

Accident Procedures

1. Provide first aid for the student sufficient to get the situation under control.
2. If the accident occurs on campus, campus police are notified.
3. The ACC faculty member responsible for the course in which the student is injured **must be notified immediately of the incident**. The faculty member or designee will immediately go to the clinical site or meet the student at the emergency room or physician office.
4. If it appears that a physician should see the student, they may choose to see their physician, go to a minor emergency center, or be transported to the hospital. The student can pay the bill at the time of treatment or assign benefits and request reimbursement from ACC's insurance company.
5. The injured student will use the designated claim form. All components of the claim form must be completed. The completed form must contain the signatures of (1) the faculty/supervisor, and (2) the student/claimant along with an itemized medical bill before reimbursement will be remitted. Refer to the Phlebotomy Student Handbook.

Blood and Body Substance Exposure

Students who experience an exposure to any potentially infectious materials (needle stick, mucous membrane, or non-intact skin) or airborne inhalation require specific follow-up. It is the responsibility of the individual to report the incident to the faculty and seek medical evaluation/care as soon as possible (preferably within one hour). Faculty will ensure that copies of the appropriate insurance forms will be available to the students prior to their first clinical experience.

LABORATORY REQUIREMENTS

1. It is the responsibility of the student to prepare for each lecture/laboratory session. Laboratory exercises must be read prior to attending the laboratory period to provide the student with basic understanding of what will be expected of him/her during the laboratory session. Quizzes will be given to test laboratory concepts.
2. Each student is responsible for his/her own work and for the cleaning up of their workstation.
3. Blood, urine, and other biological specimens possibly containing pathogenic organisms will be collected and used in this course. Therefore, **the following precautions must be observed:**
 - a. Eating, drinking, and/or smoking will not be permitted in the laboratory. Avoid putting any objects in your mouth.
 - b. Wash your hands before leaving the laboratory for any reason. Proper hand washing is essential in preventing the acquisition and spread of potentially harmful organisms.

- c. Disinfect work area thoroughly after each laboratory session.
- d. Cover spills with paper towels, soak thoroughly with disinfectant and wait 15 minutes before cleaning it up.
- e. All accidents are to be reported immediately to the laboratory supervisor/instructor.

STANDARD PRECAUTIONS

Since medical history and examination cannot reliably identify the infectivity of all patient's blood and body fluids, precautions against exposure must be followed for all patients. The concept of "Universal Precautions" was first introduced in 1987 by the Center for Disease Control and Prevention (CDC) to decrease the occupational risks of blood-borne diseases such as Acquired Immunodeficiency Syndrome (AIDS) and Hepatitis B to healthcare workers.

Further modifications were made later and the name for this policy was changed to "Standard Precautions." These guidelines are followed by health care workers when dealing with blood, all body fluids, secretions and excretions (except sweat), non-intact skin and mucous membranes. They are designed to reduce the risk of transmission of microorganisms. The Standard Precautions are implemented automatically for everyone, as all patients are presumed to be potentially infectious. For phlebotomy they include the following:

1. Use barrier protection (gloves, mask, gown, lab coat, face shield) as necessary to prevent skin and mucous membrane contamination with blood or other body fluids.
2. Gloves must be worn when:
 - a. Cuts, scratches, or other breaks in the skin are present.
 - b. Performing phlebotomy or capillary blood collections.
 - c. Anytime it appears that contamination of the hands may occur.
3. Change gloves after each patient contact or when visibly contaminated with blood.
4. Exudative lesions or weeping dermatitis should be covered with an occlusive dressing to prevent contamination.
5. Wash hands or other skin surfaces thoroughly and immediately if contaminated with blood or other body fluids.
6. Wash hands immediately after gloves have been removed even when no external contamination appears to have occurred. Organisms on the hands multiply rapidly in the warm, moist environment within the glove.
7. Wear a mask, eyeglasses, goggles, or face shield during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of the mucous membranes of the mouth, nose, or eyes.
8. Wear a fluid-resistant gown, apron, or other covering when there is a potential for splashing or spraying of blood or body fluids onto the body.
9. Handle needles with extreme caution.
10. Place used needles, disposable syringes, skin lancets and other sharp items into a puncture-resistant biohazard container specially designed for disposal. The container should be located as close as possible to the work area.
11. Needles **must never** be recapped, purposely bent, cut, broken, removed from disposable syringes, or otherwise manipulated by hand. *The needle safety device must be activated immediately upon removal of the needle from the vein.*
12. All specimens of blood and body fluids should be placed in well-constructed containers with secure lids to prevent leaking during transport. Care should be taken when collecting each specimen to avoid contaminating the outside of the container and laboratory form accompanying the specimen.

13. Fill evacuation tubes, vials, and bottles by using their internal vacuum only. If a syringe is used, *the fluid should be transferred to an evacuation tube by using a safety transfer device attached to the syringe*, puncturing the tube stopper then allowing the correct amount of fluid to flow slowly into the tube along the wall. If a safety transfer device is not available, the tube should not be held when puncturing the top. Place the tube in a test tube rack, styrofoam cup, or some other suitable holder. Puncture the diaphragm of the rubber stopper and allow the vacuum of the tube to fill the tube. Never force blood into an evacuation tube by exerting pressure on the syringe plunger.
14. Decontaminate all laboratory work areas with an appropriate chemical germicide after a spill of blood, other body fluid, and when work activities are completed. Laboratory countertops should be disinfected at least once per shift.
15. Rinse off all body fluids from reusable contaminated equipment prior to reprocessing according to the institution's policies.
16. Pregnant laboratory workers are not considered to be at greater risk of infection than others in the laboratory. However, if an infection does develop during pregnancy or the mother is a carrier prior to the pregnancy, the infant is at risk of infection by perinatal transmission. Therefore, pregnant laboratory workers should be especially aware of standard precaution.

STUDENTS WITH DISABILITIES

Support services for students with documented disabilities are offered at each campus through the [Office for Students with Disabilities \(OSD\)](#). Each semester students must request accommodations with the OSD Coordinator or Specialist at the campus they expect to schedule most of their classes. Appropriate accommodations are determined on a case-by-case basis by the student's documented disability and by the course content and delivery method of each course for which the student has registered.

Examples of common accommodations include, but are not limited to, registration assistance, testing accommodations, sign language interpreters, and note takers. For accommodations to be in place by the first day of each semester, students must request accommodations at least 4 weeks before the semester begins. ACC partners with the [Texas Department of Assistive and Rehabilitative Services \(DARS\)](#) and other community service organizations to provide support services for students with disabilities.

PHYSICAL RISK STATEMENT

Students with a temporary physical problem/limitation (i.e. broken bones, back injuries, recent surgery, etc.) may be admitted to, or choose to continue in the Phlebotomy Program. If a student chooses to stay in the program, he/she understands and agrees that excessive absenteeism or inability to perform necessary duties related to the learning objectives and health care delivery can result in the necessity to discontinue the program. It is the student's responsibility to obtain and provide to the instructor written permission from a physician to take part in all course functions during the period that any physical problem or limitation is present. ACC is not responsible for any exacerbation of this problem which occurs as a result of the student's continued participation in the program.

Interactions with clients in the health care system carry inherent risks to both the client and caregiver, including, but not limited to, communicable diseases. In this document, as well as the curriculum, students will be given information regarding known risks for various diseases and provided skills to implement precautions appropriate to these risks. All students are expected to provide appropriate care to all clients assigned to them in any health care setting as a learning experience. These assignments may include clients with medical diagnoses of tuberculosis, hepatitis, AIDS, or other infectious diseases.

Furthermore, the student understands that participation in this program exposes the student to certain risks of illness, injury, or infectious contact. ACC will not be held responsible for any illness, injury, or infectious contact which occurs during the participation in the program. The student's signature on the Statement of Understanding Page is an acknowledgment of this policy.

PROMOTION, FAILURE, AND/OR DISMISSAL FROM THE PROGRAM

A minimum grade of "C" (70%) is required in PLAB 1323/PLAB 1023 to be allowed to register for PLAB 1166/PLAB1066 Phlebotomy Practicum.

A minimum grade of "C" (70%) is required in the didactic (PLAB 1323/PLAB 1023) AND the clinical/practicum (PLAB 1166/PLAB1066) courses to be awarded the certificate of completion and be eligible to take the national certification examinations.

Students must successfully complete the classroom and clinical components of the course to receive a certificate of completion. The awarding of the certificate is not contingent upon a student passing any type of external certification or licensure examination.

Any student may be withdrawn from the program for excessive absences (see Attendance Policy), consistently failing to meet class assignments, disruptive conduct during lecture or laboratory, displaying conduct detrimental to the ethics of phlebotomy, failing to meet competency levels in the clinical component, or for violating patient confidentiality/HIPAA violations or violating policies and procedures outlined in the ACC Student Handbook. <http://www.austincc.edu/handbook/>

Acts prohibited by ACC for which discipline may be administered include, but is not limited to, scholastic dishonesty, cheating on an exam or quiz, plagiarizing, and unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, research, or self-expression. Academic work is defined as, but not limited to, tests, quizzes (electronically or on paper), projects (individual or group), classroom presentations, and homework. <http://www.austincc.edu/handbook/> Violation of the policy may result in probation or immediate dismissal from the program. The Department Chair and faculty will evaluate the incident and follow the Progressive Discipline Policy established by the Health Sciences Division.

REQUIREMENTS FOR CLINICAL PRACTICE

1. Successful completion of PLAB 1323/1023 with a grade of 70% or higher.
2. Phlebotomy students must carry liability insurance which will be automatically purchased as part of the payment of the registration fees.
3. Phlebotomy students must comply with both Texas law and clinical facility requirements related to immunization and testing. Please visit <http://www.austincc.edu/health/immunizations.php> for complete information. Documentation of a two step Tuberculosis (TB) Test performed within the last 12 months OR if positive, physician documentation by chest x-ray within the last 5 years, must be submitted.
4. Regular and punctual attendance on all clinical days is required. Absences or tardies from clinical for reasons other than health or emergencies will not be tolerated and the time must be made up.
5. Service Work Policy- Phlebotomy Technician students are not expected to perform service work and are not allowed to be scheduled in place of qualified staff during the clinical rotation.

AUDIOVISUAL PROGRAMS LIBRARY

<p>Avoiding Phlebotomy-Related Lawsuits c2004 Cypress- QY25 B33 2004 Eastview- QY25 B33 2004</p>	<p>Bloodborne and Airborne Pathogens Cypress- RA642.B56 B53 2005 South Austin- RA642.B56 B53 2005</p>
<p>Basic Venipuncture Cypress- QY25 B31 2004 Eastview- QY25 B31 2004</p>	<p>Handwashing Cypress- RC64.H35 1997</p>
<p>Blood Collection: The Difficult Draw Cypress- RM172.B675 1992 Eastview- WB 381 B6556 1993</p>	<p>Laboratory Safety and Infection Control Eastview- WA 485 L123 1990 Rio Grande- Q183.A1 L336 1990</p>
<p>Blood Collection: The Pediatric Patient Cypress- RJ286.B566 1990 Eastview- WB 381 B6552 1990</p>	<p>Preventing Preanalytical Errors c 2004 Cypress- QY25 B32 2004 Eastview- QY25 B32 2004</p>
<p>Blood Collection: The Routine Venipuncture Cypress- RM172.B56 1989 Eastview- RM172.B56 1989</p>	<p>MTS Training Modules available online at http://www.medtraining.org</p>
<p>Blood Collection: Special Procedures Cypress- RM172.B665 1991 Eastview- WB 381 B6555 1991</p>	

PLAB 1323/1023 Phlebotomy Statement of Understanding

I have read the course syllabus. My initials and signature below indicate that I understand and agree to abide by the policies, procedures, and requirements within. My initials **next to each of the following statements** indicate my complete understanding of the course requirements.

- Course Objectives
- Course Goals
- Essential Functions
- Service Work Policy
- Attendance Policy will be strictly enforced
- Dress Code
- Policies, procedures, and requirements for the classroom, laboratory, and clinical, with special emphasis to those referencing safety
- Additional Requirements: Use of Blackboard, e-mail requirements, completion of EOC, workplace violence training
- Evaluation and grading criteria for lecture and laboratory
- Requirements for promotion, failure, and dismissal
- Physical Examination Form is due the **second** week of class

Signature

Date

Printed Name