**BARTON COMMUNITY COLLEGE**

**COURSE SYLLABUS**

# **GENERAL COURSE INFORMATION**

Course Number: MLTC 1503

Course Title: Principles of Phlebotomy

Credit Hours: 3

Prerequisites: Minimum 16 years of age

Division/Discipline: WTCE-Medical Laboratory Technology Program

Course Description: This class is an overview of the principles and practices of phlebotomy. The course will emphasize safety, specimen collection and specimen processing. Students will learn the basic skills required to collect a blood specimen. Minimum collections required for successful completion of the class. Upon successful completion of this class and MLTC 1501 Phlebotomy Clinical Practicum, the student is eligible to take a national phlebotomy certification exam and will be awarded a Barton Certificate of Completion.

# **INSTRUCTOR INFORMATION**

# **COLLEGE POLICIES**

## Students and faculty of Barton Community College constitute a special community engaged in the process of education. The College assumes that its students and faculty will demonstrate a code of personal honor that is based upon courtesy, integrity, common sense, and respect for others both within and outside the classroom.

## Plagiarism on any academic endeavors at Barton Community College will not be tolerated. The student is responsible for learning the rules of, and avoiding instances of, intentional or unintentional plagiarism. Information about academic integrity is located in the Student Handbook.

## The College reserves the right to suspend a student for conduct that is determined to be detrimental to the College educational endeavors as outlined in the College Catalog, Student Handbook, and College Policy & Procedure Manual. (Most up-to-date documents are available on the College webpage.)

## Any student seeking an accommodation under the provisions of the Americans with Disability Act (ADA) is to notify Student Support Services via email at [disabilityservices@bartonccc.edu](mailto:disabilityservices@bartonccc.edu).

# **COURSE AS VIEWED IN THE TOTAL CURRICULUM**

This is a technical course designed to develop a basic knowledge and competencies related to collection of blood and non-blood specimens for human laboratory analysis. This course is designed to develop useful job-oriented skills and is a component of a formal phlebotomy training program that makes students eligible for a national phlebotomy certification examination.

# **ASSESSMENT OF STUDENT LEARNING**

Barton Community College is committed to the assessment of student learning and to quality education. Assessment activities provide a means to develop an understanding of how students learn, what they know, and what they can do with their knowledge. Results from these various activities guide Barton, as a learning college, in finding ways to improve student learning.

Course Outcomes, Competencies, and Supplemental Competencies:

1. Utilize verbal and nonverbal communication skills to communicate effectively with patients, healthcare personnel and the public.
2. Classify the various components of the health care delivery system.
3. Identify the health care providers in hospitals and clinics and the phlebotomist’s role as a member of the health care team.
4. Describe the various hospital departments and their major functions in which the phlebotomist may interact in their role.
5. List the types of laboratory procedures performed in the various departments of the medical laboratory.
6. List the responsibilities of other medical laboratory and health care personnel and how to interact with them respecting their jobs and and patient care.
7. Define the roles of the medical laboratory personnel and qualifications for these professional positions.
8. State the individual needs for continuing education as a functions of growth and maintenance of professional competence.
9. Demonstrate coping skills for stress management in the work environment.
10. Apply established procedures for collecting and processing biological specimens for medical analysis.
11. List components of the requisition, use of information and legal implications of the patient record.
12. Identify and demonstrate equipment selection and supplies.
13. Collect, transport, handle and process blood specimens for medical analysis.
14. Exhibit comprehension of pre-analytical variables derived from specimen collection and handling.
15. Relate the anatomy and physiology of body systems to the general pathologic conditions associated with specimens collected.
16. Compare and contrast the properties of arterial, venous and capillary blood collections.
17. Determine factors that affect specimen collection procedures, test results and appropriate actions to take.
18. Exhibit comprehension of analytical and post analytical variables and effects as pertain to phlebotomy and specimen collection.  
    1. Define analytical and post analytical.
19. Demonstrate awareness and compliance with safety procedures and ethical standards of practice.  
    1. To include OSHA, Material Safety Data Sheets (MSDS) and basic infection   
     control.   
    2. To include laboratory and health care accreditation bodies, rules and regulations.
20. Demonstrate awareness and compliance with safety procedures and ethical standards of practice.  
    1. Demonstrate safety and ethical standards of practice within your class setting.

# **INSTRUCTOR'S EXPECTATIONS OF STUDENTS IN CLASS**

# **TEXTBOOKS AND OTHER REQUIRED MATERIALS**

# **REFERENCES**

# **METHODS OF INSTRUCTION AND EVALUATION**

# **ATTENDANCE REQUIREMENTS**

# **COURSE OUTLINE**

08/2017cal