

**Hagerstown Community College**  
**OFFICIAL MASTER SYLLABUS DOCUMENT**

**COURSE:** PLB 107 – B01 Phlebotomy

1 Credits (Hybrid)

**INSTRUCTOR:** Michele Buzard, MS, MT (ASCP)

**SEMESTER/YEAR:** Spring 2017

**COURSE DESCRIPTION:**

This course reviews the fundamentals of phlebotomy for students who do not complete their externship ([PLB 106](#)) in the semester immediately following their phlebotomy class ([PLB 105](#)). Course content includes review of venipuncture techniques, equipment, infection control, professionalism in the workplace, and legal and regulatory issues. Phlebotomy techniques will be performed on artificial venipuncture arms with clinical competency assessed. Medical scrubs are required. Course fee required. Students must receive a grade of “C” or better to proceed to externship, PLB 106. Total 15 academic hours. Laboratory fee required. Prerequisite: PLB-105

**TEXTBOOKS:**

- Phlebotomy Simplified, Garza/Becan-McBride, Pearson, 2008

**STUDENT LEARNING OUTCOMES:**

1. Demonstrate knowledge of culture, values, and belief systems when performing phlebotomy procedures.
2. Demonstrate competency by achieving a minimum score of 80% for each required phlebotomy competency.
3. Describe standard precautions, isolation procedures, needlestick safety, and quality assurance procedures.
4. Demonstrate knowledge of legal, regulatory, and procedural guidelines for maintaining patient confidentiality and insuring safe blood collections.

**Total Hours of Coursework:**

To earn one academic credit at HCC, students are required to complete a minimum of 37.5 clock hours (45 fifty-minute “academic” hours) of coursework per semester. Those hours of coursework may be completed through a combination of hours within the classroom and hours outside the classroom. Certain courses may require more than the 37.5 minimum hours of coursework per credit. This 1 credit course achieves the minimum of 37.5 hours of total time by requiring 5.5 hours of instructional time and 32.0 hours of student work outside of instructional time.

**ACCOUNTING FOR CREDIT HOUR REQUIREMENT**

Assignment/Assessment	Clock Hours
In class practice of skills	5.5 hours
Reading, Homework	32.0 hours
Total time	37.5 hours

**COURSE CONTENT OBJECTIVES:**

1. Demonstrate basic skills related to phlebotomy.
2. Identify problem-solving techniques that ensure successful completion of phlebotomy procedures.
3. Integrate ethical and legal principles into phlebotomy practice.
4. Refine techniques that enhance communication with clients, families, and the health care team.
5. Integrate knowledge of culture, values, and belief systems when performing phlebotomy procedures.
6. Discuss the importance of the phlebotomist’s role to the client, family, and health care team.
7. Identify cost effective management of resources that ensure quality phlebotomy procedures.

**ASSESSMENT PROCEDURES: Final course grade will be based on the weighted grade by category as indicated below:**

Homework	35%
Attendance at Required Practice	10%
Professionalism	5%
Lab Component (3 competencies)	50%
Total:	100%

The final grade is based on the following scale:	90 – 100%	A
	80 – 89.9%	B
	75 – 79.9%	C
	60 – 74.9%	D
	Below 60%	F

**PLEASE NOTE:** Grades will not be rounded up to give students a higher letter grade.

**LABORATORY COMPONENT:**

The student is evaluated on three competency procedures. To successfully complete the competency, the student must receive a minimum of 80%. If the student achieves lower than an 80% on the first try, he/she gets a second attempt to successfully achieve the 80%. The final laboratory grade is the average of the three competency grades. The student must obtain at least an 80% on each competency in order to pass the course. The laboratory skill component is 30% of the final grade.

**COMPETENCIES:**

The student must perform and demonstrate competency in five skills:

1. Venipuncture (evacuated tube system)
2. Venipuncture (Syringe w/Needle)
3. Venipuncture (Syringe w/Butterfly)

### COMPETENCY GRADE GUIDELINES:

1. The student will pass all required competencies to successfully complete this course of instruction.
2. The passing grade for each competency is 80%.
3. A student will get one retry for each competency to achieve the passing grade of 80%. This retry is limited to the day the competency testing is scheduled for the student.
4. The following chart explains the required number of correct steps needed for each competency to achieve an 80%:

Competency	Total # of Competency Steps	Total # of Correct Steps Needed for 80%
Venipuncture-ETS	20	16
Venipuncture-Syringe w/Needle	21	17
Venipuncture-Syringe w/Butterfly	21	17

### COURSE POLICIES:

1. In the event of inclement weather, students are advised to check their campus Email account and/or local radio and television stations, where cancellations will be disseminated.
2. Homework assignments in Moodle will be closed to completion as indicated in Moodle. Failure to complete the assignment by the closing date and time will result in a grade of “zero” or a reduced grade if partially completed. Students unable to complete assignments due to internet or computer based problems must notify the instructor within 5 days of the due date of the missed assignment to make arrangements to make up the assignment. Failure to notify the instructor within 5 days will result in the grade of a zero for the assignment.
3. Students will need to view two of the course videos from the Center for Phlebotomy Education Series during this refresher. Students will need to view the video on campus and will have homework questions to answer for each of the two videos. The times that the videos are available for viewing are on the schedule posted in the Moodle orientation topic on your Moodle course page. Students are responsible for contacting the instructor ahead of time so the instructor can set up the viewing area.
4. The primary form of communication outside of the classroom will be in the form of emails to student HCC email accounts and Moodle announcements. If students do not use their HCC email accounts, or they fail to access Moodle on a regular basis, there will be no consideration given if emailed assignments are not received and Moodle assignments not seen.
5. Cell phones are to be silenced when the student is practicing phlebotomy skills.
6. Students must be dressed in proper clinical attire (scrubs and closed-toe shoes) at all times. **NO FOOD or DRINK in the clinical classroom.**
7. Failure to attend one required clinical practice session will result in an automatic 5 point reduction in your course grade. Failure to attend both required clinical practice sessions will result in the student being prohibited from going forward to PLB 106 externship.
8. **Disclaimer:** The instructor reserves the right to modify course content.

**HONOR CODE:**

“I promise to uphold the Hagerstown Community College Honor System and to understand all written provisions pertaining to its application. As a member of the college community, I hold the qualities of honesty and integrity in highest regard and will not violate them or tolerate those who do.”

**PLAGIARISM/ORIGINAL WORK POLICY:**

Plagiarism involves using another’s work and presenting it as one’s own. This includes using information that is not documented accurately, copying another’s work and presenting it as one’s own. Plagiarism penalties vary according to the instructor, but the minimum penalty is a grade zero on the assignment. Maximum penalties may include expulsion from the college.

**CLASS ATTENDANCE POLICY:**

1. Students are expected to attend scheduled clinical practice sessions. In the case of absence due to an emergency, participation in an official College function, illness, or other valid situation, it is the responsibility of the student to confer with the instructor in regards to scheduling practice with another instructor.
2. Further, it is the student’s responsibility to officially withdraw from any class that s/he ceases to attend (**Must be done by January 17, 2017, to get a refund**). Failure to do so could result in the recording of an “F” grade for that class.
3. Class will begin at the scheduled time. In the event that the instructor is delayed, students are expected to wait for a minimum of 15 minutes before departing. All cases of time shall be guided by the time displayed in the classroom.

**CONTACT INFORMATION:**

**Services for Students with Disabilities:** Students may receive reasonable accommodations if they have a diagnosed disability and present appropriate documentation. Students seeking accommodations are required to contact the Disability Support Services (DSS) office as early as possible. Students may contact a DSS staff member for an appointment at [dss@hagerstowncc.edu](mailto:dss@hagerstowncc.edu) or at 240-500-2530.

**Learning Support Center:** For tutoring or additional help with courses, please visit the Learning Support Center.

- LSC-100
- 240-500-2560
- [lsc@hagerstowncc.edu](mailto:lsc@hagerstowncc.edu)
- Hours:  
Monday - Thursday 8am-10pm  
Friday 8am-5pm  
Saturday 9am-3pm  
Sunday 12-5pm