

**Hagerstown Community College**  
**OFFICIAL COURSE SYLLABUS DOCUMENT**

**COURSE:** PLB 106 Phlebotomy Clinical Externship, 3 Credits

**INSTRUCTOR:**

**Instructor contact information:**

Cell:

Email:

**SEMESTER/YEAR:** Semesters offered: Fall, Spring, Summer

**COURSE DESCRIPTION:** This course allows students to work in a CLIA-approved laboratory setting and function under the direct supervision of a phlebotomist. The externship is one hundred twenty (120) uncompensated hours in length. Students are expected to perform a minimum of 125 successful venipunctures and several dermal punctures. Phlebotomy competencies will be evaluated by a phlebotomy preceptor(s) and under the direction of a member of the Division of Health Sciences. Before permission to register for the course will be granted, the student is required to attend an informational session and meet with a representative from the Division of Health Sciences. In addition, a mandatory orientation meeting is scheduled prior to semester start. Student placements at externship sites are determined by the Division of Health Sciences and can only be modified at the discretion of the Division. Externship sites are located throughout the tri-state area (MD, WV, and PA) -- they are not limited to Washington County alone. Externship hours are scheduled during the day, Monday thru Friday. A uniform or medical scrubs may be required. Course fee required. Students must receive a grade of "C" or better in all required MAP and PLB courses prior to registering for this course. Total of 120 clinical hours.

**TEXTBOOK:** None

**STUDENT LEARNING OUTCOMES:**

1. Integrate knowledge of culture, values, and belief systems when performing phlebotomy procedures.
2. Demonstrate competency by successfully completing 125 venipuncture procedures and several dermal punctures.
3. Demonstrate familiarity with standard precautions, isolation procedures, needlestick safety, and quality assurance procedures.
4. Demonstrate ability to professionally utilize appropriate oral, written, and electronic communication skills.
5. Demonstrate ability to adjust to unexpected events that can arise during blood specimen collections while adhering to safety and quality guidelines.
6. Demonstrate knowledge of legal, regulatory, and procedural guidelines for maintaining patient confidentiality and insuring safe blood collections from various sources through the use of approved collection techniques.

**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 3 credit course achieves the minimum of 112.5 hours of total time by requiring 120 hours of instructional time and 0 hours of student work outside of instructional time.

**ACCOUNTING FOR CREDIT HOUR REQUIREMENT**

Assignment/Assessment	Clock Hours
Clinical Assignment	120 hours
Total Hours	120

**Services for Students with Special Needs:**

Students who have special needs are encouraged to identify themselves to the Coordinator of Disability Support Services as early as possible by calling 240-500-2273. Reasonable accommodations based on current documentation are provided to qualified students.

**COURSE CONTENT OBJECTIVES:**

Refer to the PLB 106 *Externship Site's Evaluation of Student*.

**ASSESSMENT PROCEDURES:**

Grading Criteria:

Site visit(s) by externship instructor	40%
Externship's site evaluation of student	35%
Attendance & Timeliness	10%
Professionalism	10%
Weekly Progress Report	5%

Grading Scale:

A	90-100 %
B	80-89.9 %
C	75-79.9 %
D	60-74.9 %
F	Below 60 %

**AMERICAN SOCIETY for CLINICAL PATHOLOGY (ASCP) COMPETENCIES:**

This externship is a requirement for AMT RPT certification.

**COURSE POLICIES:**

1. The student will demonstrate all required competencies/practicums to successfully complete this course of instruction.
2. Students are responsible for adhering to the policies and procedures laid out in the MAP/PLB Externship Guidelines sheet.
3. Professional behavior and conduct will be displayed by the student at all times with all interactions related to the externship experience.
4. Students are responsible for adhering to the College's rules related to academic integrity and behavior. The College has an established Code of Student Conduct, and it can be found in the current College Guide.
5. It is the student's responsibility to submit all externship paperwork and coursework by the designated due dates. Grade reductions will be assessed for all late submissions. Refer to the MAP/PLB Externship Guidelines sheet and the MAP & PLB Externship Site Assignment Sheet for Students for a complete breakdown.
6. Students are expected to attend all regularly scheduled externship activities. In the case of lateness or absence, it is the student's responsibility to contact the HCC externship instructor ( ) and the externship site preceptor as soon as possible regarding the occurrence and any resulting make-up measures. Attendance occurrences will be assessed for the purpose of grading according to the attendance policy in the MAP/PLB Externship Guidelines sheet.
7. It is the student's responsibility to officially withdraw from any class that s/he ceases to attend – see the College Calendar for official withdrawal and refund dates. Failure to withdraw will result in the recording of an "F" grade for that course.
8. 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.
9. The HCC externship instructor ( ) reserves the right to modify externship content and/or the evaluation procedures as deemed necessary.

**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.