



22 Spring Semester

Phlebotomy Tech

HOC 145.50

Number of Credits: 4 credits

Days Class Meets: Monday and Wednesday

Meeting Times: 6:00 p.m. to 9:00 p.m.

Location/Venue: HLC 201

Instructor: Ariel Maturine, CMA(AAMA), B.A.S.

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Online Office Hours: Zoom meetings by appointment <https://calendly.com/amaturine/office-hours>

Course Description

This course will prepare students for performing phlebotomy procedures in a variety of healthcare settings. Students will learn about the roles and responsibilities of the phlebotomist which will include infection control procedures, legal and ethics issues, working with special populations and situations, and proper specimen collection and handling procedures. The focus will be on performing venipuncture and capillary procedures properly to obtain specimens for various laboratory testing.

Prerequisite(s)

None.

Course Goals

Perform a minimum of 15 successful Venipunctures with an Evacuated Tube System

Perform a minimum of 15 successful Venipunctures with a Butterfly Needle

Perform a minimum of 10 successful capillary punctures with microtube blood collection.

Course Objectives

The following outcomes will be met in this course.

- Demonstrate the roles and responsibilities of a phlebotomist.
- Demonstrate Compliance of HIPAA and other legal and ethical issues
- Perform infection control procedures
- Demonstrate proper of order of draw and proper specimen collection & handling procedures
- Demonstrate understanding of various laboratory tests
- Demonstrate professionalism and customer service in the health care setting

Textbook

- Kathryn A. Booth, RN_BSN, RMA, Lillian Mundt. edD.MLS . Phlebotomy, A Competency-Based Approach – 5th edition. Connect

All required online assignments, including the simulated EHRclinic exercises, the interactive SmartBook, and the end-of-chapter exercises for this course are available in Connect. To access and Connect, go to the JetNet course page. Connect online is the best value for your required course materials because Connect includes EHRclinic, SmartBook, interactive assignments, individualized progress reports, and text access via the Read Anywhere app. Your instructor has considered the most effective instructional options and recommended products to aid in achieving your course goals.

SmartBook creates a personalized reading experience by highlighting the most impactful concepts a student needs to learn at that moment in time.

As a student engages with *SmartBook*, the reading experience continuously adapts by highlighting content based on what the student knows and doesn't know. This ensures that the focus is on the content he or she needs to learn, while simultaneously promoting long-term retention of material. To access your assignments in SmartBook, go to the JetNet Course page.

In Connect, every question links directly to SmartBook. This means that when you are struggling with a question you can go directly to the explanation in SmartBook for help without carrying around a heavy textbook! You can access SmartBook from any computer, any time. If you change your mind and decide to purchase a printed text, you can buy a discounted loose-leaf version of your book with the click on a button

[Learn about the new textbook program at JC](#)

For account billing questions, please contact the Jackson College Cashier at jccashier@jccmi.edu

Extras

Black scrubs. For questions please email instructor after reading the entire syllabus.

Exam Process- Proctorio

Proctorio is a Learning Integrity resource

This course will use Proctorio, a browser-locking and remote proctoring solution designed to protect the integrity of this course's assessments, within some of your Connect assignments. As your instructor, I've chosen the secure exam settings required by this course, and only I will make a judgment as to any potential academic integrity violation.

Assignments with Proctorio

You'll be able to see which assignments in Connect include Proctorio settings because they will be clearly labeled with "Proctoring Enabled" in the assignment title. The settings that I use may vary depending on the assignment. When you start a proctored assignment, the settings in use will be indicated.

Equity and Fairness

The reason I've chosen to enable Proctorio settings for specific assignments in this course is to make education more equal by allowing each student to earn the grades they deserve. The US Federal Government also requires that all schools have a process in place for verifying student identity to protect against Federal Student Aid (FSA) fraud.

Privacy

Proctorio is a trusted resource for remote proctoring because of the company's commitment to student privacy. Proctorio uses single sign-on through Connect, and only I or approved individuals, here at our institution, will have access to your exam data. Proctorio never requires personally identifiable information from students, and Proctorio will never sell your data to third parties. Read more about [Proctorio's approach to privacy](#).

Security

Proctorio only runs as an extension in your Chrome browser. This means that Proctorio works within a sandbox and has limited access to your computer system, unlike traditionally installed software applications that have complete access to your computer's hard drive, or other resources.

Proctorio does not continuously run in Connect. Proctorio only runs while you are taking your proctored Connect assignment. After your proctored assignment ends, you may uninstall the extension by right-clicking on it, to bring you peace of mind. Just remember, if you choose to do this, you'll need to reinstall the extension again before starting your next proctored assignment.

All student data is kept safe using zero-knowledge encryption, meaning student data is scrambled and unreadable by anyone outside of our institution's learning platform. Proctorio cannot see your proctored assignment data. Read more about [Proctorio security](#).

Getting Started

Before getting started on your first proctored assignment, please watch the Student Orientation Video on Proctorio, and then make sure to follow the instructions in [Proctorio's Quick Start Test Taker Guide](#) for the extension. To verify your computer system meets the requirements, take the practice quiz. This will ensure that everything will run smoothly on the day of the proctored assignment.

If, after reading the Quick Start Test Taker Guide, you have any trouble while using Connect & Proctorio, you can access quick help guides or reach out to Connect or Proctorio support for troubleshooting. Support can assist in troubleshooting any extension related issues before, during, and after your proctored assignment.

Grading Procedure

Your grade will be calculated based on the following percentages:

10% - Skill Based Competencies (See course objectives for requirements)

20% - Homework

20% - Tests/quizzes

30% - Final Exam

10% - Other (Professionalism, Participation)

** You must achieve a minimum of 80% overall on the lecture portion and 85% on each of the competencies (with a max of two attempts) in order to pass the class! If you do not achieve the required percentage on the theory (lecture) portion of the class, you must repeat the class, regardless of your total overall average for the course.

Grading Scale

GPA	GRADE RANGE
4.0	94-100%
3.5	89-93%
3.0	85-88%

GPA	GRADE RANGE
2.5	80-84%
2.0	75-79%
1.5	70-74%
1.0	65-69%
0.5	60-64%
0.0	0-59%

Phlebotomy Tech PROFESSIONAL STANDARDS

BEHAVIOR

- Any behavior that is distracting, disrespectful, or inconsiderate to others will not be tolerated and may result in dismissal from the course or expulsion from the College.
- Food is not allowed in the classroom. You are allowed to bring water or any closed drink container to classrooms, but drinks are NOT permitted in laboratories.

LATE ASSIGNMENTS

- Assignments are due at the beginning of class.
- Late assignments will NOT be accepted. If you know you will be absent, please hand in homework early.

MAKE-UPS QUIZZES & EXAMS

- Make Up Quizzes are not allowed.
- Students arriving late on exam/quiz days may begin the exam when they arrive but must turn it in along with the remainder of the class. If, for example, the quiz is scheduled from 10:00-10:30, ALL quizzes will be collected at 10:30, even if you did not arrive until 10:15.

CELL PHONES

- Cell phones must be turned OFF during class.
 - Students whose phone rings or vibrates during a quiz or exam will have 2% subtracted from their grade on the quiz/exam.
- Students making or accepting calls or text messages during class will be asked to leave.
- Exceptions to the phone policy will be considered by the instructor on an individual basis.

HONOR CODE VIOLATIONS

- Students caught plagiarizing or cheating on an assignment, quiz, or exam will receive a zero for the assignment, quiz, or exam. Cheating a second time or on the final exam will result in failure of the class and could result in expulsion from the College.

COLLABORATION

- Students are expected to work on assignments and homework on their own unless they are given as group projects. If it is found or suspected that students are working together on assignments, a zero will be given. If it continues, the student may be given a failing grade in the class

PARTICIPATION

- A large portion of your grade is based on your participation in the course. This includes adhering to the dress code, *actively* participating in the class, handing assignments in on time, and acting in a professional manner. If any of these course requirements are not met, participation points will be deducted at the discretion of the instructor.

COMMUNICATION

- Communicating in this course is imperative. It is important to remain professional and courteous when communicating with other students and the instructor.
- The instructor has **48 business hours** to respond to any communications from student. Business hours include Monday- Friday.

OTHER POLICIES

- The student is responsible for information and assignments given in class even if they were not present.
- The instructor will reconsider any question that was marked incorrect if the student can demonstrate that the answer is correct, based either on what was presented in class or in the textbook. Appeals of this nature must be made no later than the class period after the item has been returned to the student.

Failure

Course may be repeated one time.

Academic Honesty Policy

Academic Honesty is defined as ethical behavior that includes student production of their own work and not representing others' work as their own, by cheating or by helping others to do so.

Plagiarism

Plagiarism is defined as the failure to give credit for the use of material from outside sources.

Plagiarism includes but is not limited to:

- Submitting other's work as your own
- Using data, illustrations, pictures, quotations, or paraphrases from other sources without adequate documentation
- Reusing significant, identical or nearly identical portions of one's own prior work without acknowledging that one is doing so or without citing this original work (self-plagiarism)

Cheating

Cheating is defined as obtaining answers/material from an outside source without authorization.

Cheating includes, but is not limited to:

- Plagiarizing in any form
- Using notes/books/electronic material without authorization

- Copying
- Submitting others' work as your own or submitting your work for others
- Altering graded work
- Falsifying data
- Exhibiting other behaviors generally considered unethical
- Allowing your work to be submitted by others

Accessibility

Jackson College understands that cultivating a broadly diverse community is crucial to our educational mission and to our foundational commitment to leadership and service. Jackson College is fully committed to ensuring our courses are accessible to everyone including those with disabilities. We are currently working to increase accessibility and usability of our course materials in order to meet or exceed the requirements of Section 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1991 and Web Content Accessibility Guidelines (WCAG) 2.0. For more information about Jackson College's efforts to ensure accessibility please visit the [Jackson College accessibility web page](#).

If you have an accessibility need in any of our classes please e-mail the Center for Student Success at JCCSS@jccmi.edu or visit the [Center for Student Success web page](#).

Support

At the Center for Student Success (CSS), we are committed to providing all students the opportunity to achieve academic success by providing a variety of support services free of charge to Jackson College students. This includes, but is not limited to, peer and faculty tutoring, mental health referral, temporary assistance with transportation, various workshops/seminars, and the TRIO program.

In addition, the CSS staff is committed to adapting the College's general services to meet the individual needs of otherwise qualified students with disabilities, for the purpose of providing equal access to all programs and facilities.

Oasis Center

During a student's college experience, one might encounter situations that impact their learning environment. When these situations occur, support from the Oasis Center is available to provide short-term assistance. If the situation requires ongoing support, the Oasis Center staff can provide that level of support or will assist the individual in securing an outside agency to provide it.

For more information visit the Jackson College Oasis Center webpage <https://www.jccmi.edu/the-oasis-center/>

Health Clinic

Jackson College has partnered with Henry Ford Allegiance Health to offer healthcare to Jackson College students and employees. The Jackson College Health Clinic (JCHC) is located on Central Campus in the Justin Whiting Hall, Room 111. The caring and professional staff at the JCHC provides quality healthcare, including annual exams (physicals, program physicals and sports physicals), acute and chronic illness care and preventative health care (It's Your Life).

For more information visit the Jackson College Health Clinic webpage <https://www.jccmi.edu/health-clinic/>

Dental Clinic

Community members may utilize Jackson College Dental Hygiene Clinic, which offers dental hygiene services while helping students gain experience. Students work under the supervision of license dental hygiene instructor and dentist as they offer preventative services.

For more information visit the Jackson College Dental Clinic webpage <https://www.jccmi.edu/dental-hygiene/dental-hygiene-dental-clinic/>

Course Management

If a student feels they are struggling or may be unable to complete the course, they must contact the instructor/program director as soon as possible to discuss options for moving forward in the program.

Makeup Policy

If a student feels they are struggling or may be unable to complete the course, they must contact the instructor/program director as soon as possible to discuss options for moving forward in the program. Late assignments will not be accepted.

Help

It is important to contact a Center for Student Success professional prior to the start of the semester in order to receive accommodations in a timely manner. While we will make every effort to coordinate accommodations in a timely manner, failure to self-identify prior to the start of the semester may delay notification to instructors and timeliness of acquiring accommodations. Accommodations do not automatically carry over to the next semester. Please e-mail JCCSS@jccmi.edu or visit the [Accommodations for Students with Disabilities](#) web page

Student Responsibilities

1. Students must attend each class session. You will fall behind quickly if you miss this class. This class includes a large “lab” component requiring use of tools and practice skills. It is your responsibility to schedule a make-up lab for missed work.
2. Students are expected to conduct themselves in a professional manner and utilize lab time efficiently for practicing skills or completing assigned work.
3. Students are expected to adhere to the department dress code (copy attached).
4. Students are required to read the textbook and answer questions in the workbook. It is to your advantage to use the workbook as a study guide to reinforce reading from the text.
5. All assignments are expected to be turned in on time. Late assignments will not be accepted. If they are not completed on time you will receive a zero. No make ups will be allowed. Therefore, be sure to have a back-up plan to ensure you are able to complete your work as all assignments must be completed in this course. If all activities are not completed in McGraw-Hill Connect you will not receive a passing grade in this course.
6. There will be tests/quizzes throughout the term along with a final exam. No make-up quizzes are allowed.
7. Skill based competencies will be evaluated through performance skill checklists. To be considered a “successful” attempt, an 85% or higher must be achieved. Students must perform a minimum of 10 successful Venipunctures, 10 successful Butterfly and/or Syringe draws, and 5 successful capillary punctures in order to pass the class.
8. All email must come from your Jackson College assigned email. Other email addresses will not receive a response.

Attendance- Participation Policy

Regular class participation and keeping up on the reading and assignments is strongly correlated with survival in college. It is my recommendation that you plan to do your assignments and take your exams BEFORE the last day they are due. If problems occur, there is time to fix them before the deadline.

In compliance with Federal Title IV funding requirements, as well as college initiatives, I will be monitoring student participation on a regular basis and officially reporting student activity throughout the term to assure compliance with college policy and federal regulations. It is imperative that you log in to the course and actively participate within the first couple of days of the term to validate your enrollment in the course. After that, not actively participating in class may result in you being

withdrawn from the course. Being withdrawn from a course can have an impact on financial aid, billing, athletic eligibility, and housing status. As a college student you are responsible for how your participation impacts your academic progress; the accountability lies with you.

Caveat

Please note: The format and timing of this course may need to change due to unforeseen circumstances. In particular: school closings, instructor illness, weather, or other situations that may arise. If you are taking an in-person class, you will be required to complete a Reintegration Video Training course in JetNet prior to being admitted to campus. All COVID safety protocols in place are based on current guidelines and will be enforced while students are on campus.

Additional Course/Program Requirements

DRESS CODE FOR Phlebotomy Tech STUDENTS

Your career in the medical field is one of importance and prestige. People will seek you out for help with their problems and look to you as a representative of the health care field. You are becoming part of a team, and along with this responsibility, there are rules you will be expected to follow in your courses in preparation for your career in health care.

1. You must wear scrubs for your program. **Black scrubs are the color for HOC145, but if you are in another program, you may wear those colored scrubs.** These will be available at a local department/scrub store. You can wear any solid colored shirt underneath, but hoodies are not allowed. Please purchase these ASAP. Tennis shoes must be worn. No open toe shoes are allowed. Shoes must be clean and free from mud and dirt; white shoes are preferred. Socks must also be worn.
2. Good personal hygiene is imperative.
3. Hair should be neat and clean. If you have long hair, it should be fixed so that it does not fall forward around your face and it should be up and off the collar.
4. **NAILS MUST BE CLEAN AND NEATLY TRIMMED!** You will be applying gloves frequently and long nails will tear the gloves. You will not be allowed to keep long nails working in a medical setting due to harboring of microorganisms under the nails. Nail polish must be light or neutral shades!
5. Jewelry should be discreet: no dangling earrings, chains around the neck, or multiple rings on hands. A wedding/engagement ring is acceptable. Jewelry has to be removed when washing hands and there is a risk of losing it – so please just don't wear it!
6. Use good discretion and moderation with make-up: perfumes are not allowed – no smoke smell either.
7. Gum chewing is prohibited in medical classes.
8. **A "Dress Code Check-Off" will be conducted twice in the term - please see attached.**

Professionalism Warning

Name _____ Points _____

Demonstrates Professional Conduct	Non-Compliant	Comments Regarding Infraction
On time to class/ Stayed entire class		
Verbal & nonverbal language		
Mannerisms		
Preparedness		
Attitude		
Cooperation		
Confidentiality		
Caring personality		
Willingness to help others		
Flexibility		

Participation is worth 10pts per week (5pts per class if two days a week, 10pts per class if one day a week).

Students will receive the full ten points unless any of the above are not met. This form will only be used if deductions are made.

Calendar

Additional assignments may be given that are not listed here. Weekly assignments are listed in the JetNet Course site, as well as the McGraw Hill Connect site. This course is set up so that students who wish to work ahead may do so.

*Calendar timelines and assignments are an approximation and could be changed.

	LECTURE/LAB	LECTURE/LAB
WEEK 1	<p>Introduction and Syllabus Review Explanation of CONNECT and all homework/tests.</p> <p>Ch. 1 – Phlebotomy and Healthcare</p> <p>Ch. 2. – Safety and Preparedness</p> <p>Ch. 3 – Infection Control</p> <p>Begin Reading on Chapter 9 because we will begin practicing the blood draw technique</p>	<p>Chapter 9 – Venipuncture</p> <p>Practice handwashing</p> <p>Begin practicing on fake arm</p> <p>Begin Venipuncture</p> <p>Blood Bourne Pathogens Assignment – <i>Will discuss in class with handout on website and information</i></p>
Homework	<p>Complete Week One assignments on Connect. (Interactive Activities, Video Cases, SB)</p> <p>Handwashing Virtual Lab</p>	<p>Take Week One Tests</p> <p>Handwashing Crossbraining</p> <p>Blood Bourne Pathogens Assignment</p>
WEEK 2	<p>Chapter 6 – The Cardiovascular System</p> <p>Discussion on the heart</p> <p>Blood Components Worksheet (handout will be provided)</p> <p>Complete an OSHA Incident report for a need stick injury</p> <p>Continue Practicing Venipuncture with evacuated tube</p>	<p>Chapter 7 – Patient Specimen Requirements</p> <p>Chapter 8 – Blood Collection Equipment</p> <p>Additives Worksheet (handout will be provided)</p>
Homework	<p>Complete Week Two assignments on Connect. (Interactive Activities, Video Cases, SB)</p>	<p>Take Week Two Tests</p>
WEEK 3	<p>Chapter 5 – Body Systems</p> <p>Discuss Tubes in Detail and Tests that go along with the tubes and the requisition form.</p>	<p>Chapter 10 – Dermal (Capillary Puncture)</p> <p>Begin capillaries</p> <p>Continue Venipunctures</p>

	Continue Venipuncture	
Homework	Complete Week Three assignments on Connect. (Interactive Activities, Video Cases, SB) Blood Typing Virtual Lab	Take Week Three Test Venipuncture via Straight Needle Crossbraining
WEEK 4	Chapter 11 – Blood Specimen Handling	Chapter 13 – Special Phlebotomy Procedures Discuss Blood Cultures
Homework	Complete Week Four assignments on Connect. (Interactive Activities, Video Cases, SB)	Take Week Four Tests Capillary Puncture Crossbraining
WEEK 5	Chapter 14 – Collection of Non-Blood Specimens Continue Venipuncture and Capillary	Chapter 15 - Waived Testing Perform ESR Test Continue Venipuncture and Capillary Draws
Homework	Complete Week Five assignments on Connect. (Interactive Activities, Video Cases, SB)	Take Week Five Tests Venipuncture via Butterfly Crossbraining
WEEK 6	Chapter 12 – Quality Essentials Chapter 16 – Practicing Professional Behavior	Continue working on Homework Continue Venipunctures
Homework	Complete Week Five assignments on Connect. (Interactive Activities, Video Cases, SB)	Take Week Six Tests
WEEK 7	Continue Venipuncture Discuss NHA exam review	Continue Venipuncture NHA review Final Exam

Important Dates:

MONDAY 03/07/2022- FRIDAY 03/11/2022	MID-SEMESTER BREAK-NO CLASSES
SUNDAY 04/30/2022	END OF SPRING SEMESTER

Course Agreement

I, _____, have received the syllabus for
_____ (course name) _____
(semester/year) and have read and understand the course requirements.

I have also been told that no late work will be accepted and understand that it is my responsibility to get any homework, papers, assignments, etc. turned in at the beginning of class or sooner. I also understand that if any work is handed in after the beginning of class or later, that I will receive a "0" grade on that assignment.

I have been told and understand that I must meet all **Skill Based Competency** requirements and have an 80% or better cumulative grade of the lecture portion of the course to be given a passing grade of 2.0 in the course. If I do not meet these requirements, I will be given a grade of 1.5 or my current grade in the course if my overall grade is lower than a 1.5.

Student

Date

Witness – Program Director/Instructor

Date

****Student Copy****

Course Agreement

I, _____, have received the syllabus for _____ (course name) _____ (semester/year) and have read and understand the course requirements.

I have also been told that no late work will be accepted and understand that it is my responsibility to get any homework, papers, assignments, etc. turned in at the beginning of class or sooner. I also understand that if any work is handed in after the beginning of class or later, that I will receive a “0” grade on that assignment.

I have been told and understand that I must meet all **Skill Based Competency** requirements and have an 80% or better cumulative grade of the lecture portion of the course to be given a passing grade of 2.0 in the course. If I do not meet these requirements, I will be given a grade of 1.5 or my current grade in the course if my overall grade is lower than a 1.5.

Student

Date

Witness – Program Director/Instructor

Date

**Sign and give to Program Lead

HOC145 – Phlebotomy Tech Consent for Class Participation

The faculty and staff of the Allied Health Programs at Jackson College are concerned about your health and safety during the performance of clinical procedures when practicing a simulated or real skill in the classroom or on externship. Prior to the performance of any clinical procedure in HOC145 the student is given instruction by text, lecture, and/or video on the risk of exposure to potentially hazardous and infectious materials and environmental hazards. OSHA bloodborne pathogen standards and precautions and airborne exposure precautions are included in this instruction. It is also recommended that you obtain Hepatitis Vaccinations to further protect yourself in the event of an accidental needle injury.

The Allied Health Department believes that whenever possible, real practical classroom practice of skills creates the best learning and performance outcome. To this end it will be necessary to practice on fellow students as well as offer yourself as a simulated patient for blood collection procedures and role play situations. If you have any questions or concerns, please discuss them privately with your instructor.

Consent: I _____ consent to participate in clinical skills practice in the classroom by playing the role of the phlebotomy technician and offering myself as a simulated patient. I have been informed about how to minimize risk of my exposure to potential hazards or that of my fellow students and I agree to follow OSHA standards and precautions and instruction from my clinical instructor. These precautions include wearing appropriate personal protective devices, handling and disposal of potentially infectious or hazardous materials, and maintaining professional decorum during laboratory sessions. I also understand that it is in my best interest to obtain Hepatitis Vaccinations (or at least begin the series) prior to performing venipuncture on fellow classmates and that if I choose not to obtain these Vaccinations I cannot hold Jackson College or faculty liable if an exposure occurs.

Student Name _____ DOB _____

Student Signature

Date

**Instructor - Please provide to Program Lead