COURSE NUMBER: MEA 0520

COURSE TITLE: Phlebotomy for the Medical Assistant

CATALOG DESCRIPTION:
This course teaches the theory and skills required for the medical assistant to perform basic phlebotomy procedures in the physician’s office or medical clinic.

CREDIT AND CONTACT HOURS: 75

TRANSFERABILITY: N/A

PREREQUISITES: None

CO-REQUISITES: MEA 0310

TEXTBOOK AND/OR BIBLIOGRAPHY: Multiskilling: Phlebotomy Collection Procedures for the Health Care Provider, Thomson Learning
Kinn’s The Medical Assistant: An Applied Learning Approach, W.B. Saunders
Student’s Study Guide to Accompany the Medical Assistant Text

COURSE OBJECTIVES:
Appropriate professional behavior of a phlebotomist
Discuss phlebotomy in relation to the health care setting
Identify the anatomic structure and function of the body systems in relation to services performed by phlebotomist
Recognize and identify collection reagents, supplies, equipment and interfering chemical substances
Demonstrate skills and knowledge necessary to perform phlebotomy
Practice infection control following universal precautions
Practice accepted procedures of transporting and processing specimens
Practice quality assurance and safety

AAMA Entry-Level Competencies
Perform handwashing
Provide instruction for health maintenance and disease prevention
Perform venipuncture
Dispose of biohazardous materials
Practice standard precautions
Specimen collection and processing
Prepare and maintain examination and treatment areas
Document appropriately
Establish and maintain the medical record
Identify community resources

COURSE OUTLINE:
Introduction to Phlebotomy
Anatomy and Physiology of the Cardiovascular system
Vital Signs
Infection Control
Venipuncture Equipment and Supplies
Procedural Considerations
Venipuncture Procedure
Specimen Processing
Special Procedures
Quality Assurance in Phlebotomy
Risk Management in Phlebotomy

ASSESSMENT:
Final Grade S/U
1. Unit tests
2. Attendance/Performance
3. Performance Test(s)
4. Written Report/ Project
5. Final Exam

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Class schedule
TBA

Computer competency component
Each student will, to the satisfaction of the professor, demonstrate a fundamental understanding of basic computer operations through various professor-determined exercises and/or assignments. These exercises/assignments are included in this syllabus.

Equipment and supplies
Safety goggles (PPE)
Stethoscope
Wrist watch with second hand

"Gordon Rule" requirements *(if applicable)*
N/A

Grading scale and policy
A = 93 – 100
B = 84 – 92
C = 75 – 83
F = Below 75
Any student with less than 74.5% will receive an “F” for the final course grade. Performance Tests require 100% accuracy for a “pass” grade. All students will be required to demonstrate continued competency of clinical skills. A Performance Test may be taken a maximum of 3 times. If a student fails a performance test of the 3rd attempt, the student may be recommended for withdrawal from the course. The student must master each skill before moving to the next skill assessment.

Performance Test Policy
Procedure passed on first attempt, zero errors = 100
Procedure passed on second attempt, zero errors = 88
Procedure passed on third attempt, zero errors = 75

Professor’s expectations
Student will be expected to be prepared for class and participate in classroom discussion and activities.

Late assignment policy
Assignments turned in late, may result in a 10% grade reduction per day for that assignment.

Make-up exam policy
Any student who misses a scheduled exam must contact the instructor regarding the possibility of being given a make-up examination. The student must contact the instructor within 24 hours of the missed exam. Make-up exams will be taken at the testing center, at the student’s expense.

Minimum requirements
The student will satisfy all course requirements and achieve the minimum level of basic skills required for that course. Students, who fail a course after three attempts, will be recommended for permanent withdrawal from the program. Students may request an override of this policy based on illness or some other emergency beyond the student’s control that prevented the student from successfully completing the course. Each request must be accompanied by appropriate documentation of the condition on which the request is made. The request should be made to the vice-president of student services who shall appoint a committee of at least three college personnel to act upon the request.

Methods of instruction
A. Lecture
B. Class discussion / Project(s)
C. Computer based learning and videos
D. Procedure demonstration
E. Group assignments/practice

Tests, quizzes, and final examination schedule
TBA
COLLEGE POLICIES

Academic Dishonesty
Academic dishonesty includes the following actions, as well as other similar conduct aimed at making false representation with respect to the student's academic performance:
(1) Cheating on an exam,
(2) Collaborating with others on work to be presented, if contrary to the stated rules of the course,
(3) Submitting, if contrary to the rules of the course, work previously submitted in another course,
(4) Knowingly and intentionally assisting another student in any of the above actions, including assistance in an arrangement whereby work, classroom performance, examination, or other activity is submitted or performed by a person other that the student under whose name the work is submitted or performed,
(5) Plagiarism.

Please refer to the Palm Beach Community College Student Handbook for further information.

Attendance
Students are expected to attend all courses and course activities for which they are registered. Any class meeting missed, regardless of cause, reduces the opportunity of learning and may adversely affect a student's achievement in the course. Students are required to attend at least 90% of the class meetings in order to receive credit for the course. An accurate record of attendance will be kept for each course. If a student misses one-third or more of a class section, the student will be counted absent. Three tardies will count as one absence. Leaving early is the same as being tardy.

Students will be granted excused absences in the case of a substantiated emergency such as a confining illness, a serious accident or the death of an immediate relative. Professors decide on the validity of the excuses and provide opportunities for students to complete any required make-up work. Students are responsible for immediately informing their professors when they must miss class sessions for emergency meetings.

Classroom Etiquette and Student Behavior Guidelines
Students will demonstrate respect for instructors and fellow students. Behavior that is disruptive to a positive learning environment reported by the instructor will result in a warning on the first instance; the second instance might result in expulsion from the course or campus.

Disability Support Services
Students with disabilities are advised, in compliance with federal and state laws, that accommodations and services are available through the office of Disability Support Services (DSS). It is the student's responsibility to contact Disabled Student Services Advisors at this location and to submit appropriate documentation prior to receiving services.
Disability Support Services
Lake Worth and College-Wide Coordinator  Susan Lang  868-3375
Belle Glade  John Pierson  993-1120
Boca Raton  Nilsa Martinez  862-4316
Lake Worth  Jelecia Kirk  868-3726
Palm Beach Gardens  Joanna Steffes  207-5345

Eating, Drinking and Smoking
Eating and drinking are confined to (specific to campus). Smoking is not permitted in any
College building.

Student Responsibility Policy
When a student attends the College, s/he becomes subject to its jurisdiction. Students are
expected to conduct themselves in a responsible manner, in all areas of campus life. By
enrolling, they pledge to obey the rules and regulations of the College and are responsible for
observing all College policies and procedures as published in the student handbook, the College
catalog and other College publications. The student will be responsible for preparing for class,
participating in class, and completing assignments on time.

PBCC Websites of Interest
Home Page  http://www.pbcc.edu
Advising  http://www.pbcc.edu/advising/
Catalog  http://www.pbcc.edu/catalog/
Career Center  http://www.pbcc.edu/career
Disability Support Services  http://www.pbcc.edu/disabilities
Distance Learning  http://www.pbcc.edu/dl/
Financial Aid  http://www.pbcc.edu/financialaid/
Honors  http://www.pbcc.edu/honors/
Library Learning Resource Center  http://www.pbcc.edu/llrc
PantherWeb/Registration  http://www.pbcc.edu/pantherweb/
Programs of Study  http://www.pbcc.edu/programs/
SLC/VPI  http://www.pbcc.edu/slc/
Student Services  http://www.pbcc.edu/studentservices/
Testing Center  http://www.pbcc.edu/testing/

Withdrawal Policy for Individual Courses
The last day to withdraw from a College course with a “W” grade is printed on the student’s
course registration form. It is the responsibility of the student to complete and submit the
necessary forms to the Registrar’s Office. An official withdrawal would entitle the student to a
grade of “W” in the course.

Withdrawal Policy from College (All Courses)
The last day to withdraw from the College is printed on the student’s course registration form.
An official withdrawal from all courses entitles the student to a grade of “W” in each course.