

Syllabus for MOCC Certified Phlebotomy Technician Program

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Course Description:

The Phlebotomy Technician program is a comprehensive 10-week course designed to provide directed preparation for the Certified Phlebotomy Technician assessment. The course aims to instill the knowledge and standards required for excellence in phlebotomy practice. Students will cover seven modules, including phlebotomy fundamentals, safety and compliance, patient preparation, routine and special blood collections, specimen processing, and a focus on phlebotomy techniques.

Course Objectives:

- To prepare students for the National Healthcareer Association Certified Phlebotomy Technician certification examination.
- To provide a solid foundation in phlebotomy fundamentals, safety protocols, and compliance standards.
- To develop technical skills essential for a successful career in phlebotomy.
- To ensure students are well-prepared for clinical experiences and externships.

Resources:

- National Healthcareer Association, NHA Phlebotomy Exam Study Guide Book
- Hartman's Complete Guide for Phlebotomy Technician Text Book and Workbook

Program Pacing Guide: We will be using National Healthcareer Association pacing guide which includes seven modules:

- Phlebotomy Fundamentals
- Safety and compliance
- Patient Preparation
- Routine Blood Collections
- Special Collections
- Processing Specimens
- Laboratory practicum and off-site externship

Grading Policy:

This course combines lecture, in class exercises and hands-on technical skills. There will also be individual written assignments, group assignments and formal presentations by the students. Students will be measured and evaluated through written tests, technical skills and professional career readiness skills. The formula to determine each student's grade is calculated each term by 70% of the grade in coursework (30% technical skills; 30% assessments; 5% quizzes; 5% homework) and 30% on professional career readiness skills. This class requires students to actively participate in activities and technical skill requirements. **If the student does not meet the certification requirement listed below, the student may stay in the phlebotomy program for credit only - no certification will be obtained.**

Certification Requirements:

To obtain national certification, students must be successful and meet the requirements of the program. Success is measured by achieving 80% or higher on all final assessments and Career Readiness (READY) as well as adhere to the uniform policy and behavior expectations set by the instructor and MOCC. This also includes strict attendance within the program. Each student will be held to the attendance policy set by the MOCC. The phlebotomy program defines good standing in attendance as 4 absences (2 in Term 5 and 2 in Term 6) through out the program. In addition to the above expectations, students must be successful in the technical skills of the program. Each student must perform 30 live venipunctures and 10 capillary samples successfully for compliance with National Healthcareer Association certification requirements. These skills can be achieved through class participation, Friends and Family clinics and externships.

Externships:

Students will participate in externships at hospitals to gain the required number of venipunctures and capillary pokes. Successful completion of externships is crucial for certification. Participating in a clinical externship is a privilege and students are expected to conduct themselves in an acceptable manner that reflect the individual goals and the purpose of the Mecosta – Osceola Career Center. If at any time a student's conduct is unbecoming or does not represent the Mecosta – Osceola Career Center in a positive manner the principal / director of the MOCC will be contacted and disciplinary action will occur up to and including dismissal from the program. If students have an unexcused absence from their clinical externship, the student must make up that experience. If the student does not make up their experience each absence will reduce their externship grade by 10%. Student must also be successful in

theory and laboratory practicum to be eligible for externship placement. Success in these two areas is the achievement of 80% or higher AND in good standing with Career Readiness including absenteeism (which is no more than 4 absences for the duration of the program)

- **Immunization Information:**

Students must maintain up-to-date immunizations, including an annual flu shot and TB skin test for hospital externships. At this time COVID-19 vaccine is not required. If the student does not comply with these requirements they **will not** be able to participate in clinical externship. As a result, the **student will not meet the requirements for certification.**

- **Uniform Policy:**

Scrubs are mandatory for classroom and clinical experiences. Students' uniforms must be wrinkle free, clean, stain-free and intact before they will be allowed to attend workbased learning opportunities. It is critical to look and act professional at all times while at the facilities. Only closed toed shoes are acceptable and must be black, white or gray in color. There is no jewelry (except a watch) allowed, no long fingernails, acrylics or color dips (polish may be worn but must not be chipped), no visible body piercing – including tongue and hair must be pulled back. Students must adhere to the uniform policy. If student(s) do not adhere to the policy they will not be allowed to attend the workbased learning facility and may be required to make up for the missed learning opportunity.

- **Background Check:** Before proceeding to the externship, each student is required to undergo a criminal background check. This is mandated by the facilities where externships are conducted. This is no cost to the student and will be provided by the MOISD. **Failure to pass a background check may eliminate you from completing the required components of the program ultimately leading to the inability to certify.**

- **Laboratory Activities:**

Students must actively participate in laboratory activities involving human subjects as part of their training towards certification. These activities will include performing and being the subject of specific skills practiced under the supervision of the instructor. Selected activities are crucial for skill development, and realistic practice is deemed essential for optimal learning. Each student must complete a minimum of 30 venipunctures and 10 capillary punctures during the externship phase. These requirements ensure hands-on proficiency and readiness for professional practice before starting their externship. **If the student is not successful with an 80% or higher in practicum they will not advance to an externship site.**

Bloodborne Pathogen Exposure:

It is crucial to minimize the risk of exposure to bloodborne pathogens. Students must adhere to Standard Precautions guidelines and OSHA Bloodborne Pathogen Standard regulations at all times. The students must use personal protective equipment and all safety devices provided by the MOCC while in the laboratory setting and or when in contact with blood or bodily fluids.

Cell Phone Policy:

Cell phones are not allowed in the classroom or externship site unless given permission by the instructor to use for assignment purposes. Cell phones are expected to be turned off and placed in the student's backpack or in the cell phone case provided in the classroom. Disciplinary action will be taken if the student is in violation of this expectation. . Emergency communication can be directed to the school office at 231-796-5805, ext. 1142.

Career Readiness:

Career Readiness scores account for 30% of the student's grade and are assessed based on the following categories:

- RESPONSIBILITY
 - Are you dressed appropriately?
 - Do you follow safety requirements of the classroom?
 - Are you swearing?
 - Are you following the class rules/expectations?
 - Are you being safe?
 - Are you using tools/equipment properly?
- EFFORT
 - Are you working on class/lab worksheets?
 - Are you completing work on time?
 - Do you have missing assignments?
- ATTITUDE
 - Do you have a good attitude?
 - Negative all the time?
 - Are you following directions?
 - Rude or disrespectful behavior?
- DEPENDABILITY
 - Are you absent a lot?
 - Do you prearrange or call in?
- YOU
 - Are you making sure YOU are a good employee (student)?
 - Are YOU trying to participate in class/lab? Or do you copy off of other students and not do any work yourself?



Mecosta-Osceola Career Center

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Phlebotomy Program 2023-24

Acknowledgment Form

I, _____, have read the syllabus for the phlebotomy program at the Mecosta-Osceola Career Center and acknowledge my understanding of the risks and benefits described. My questions have been answered, and I agree to participate in the learning activities and comply with the requirements / expectations listed in this syllabus.

Student Name: _____

Student Signature: _____

Date: _____

(If under 18 years)

Parent Name: _____

Parent Signature: _____

Date: _____