



Clarendon College

Phlebotomy

Course Name: PLAB 1023.231 (Lecture) PLAB 1060.221 (Clinical)

Semester: Summer 2019

Contact Hours: 90 hours Lecture & Lab, & Clinical (80 required sticks)

Classroom Location:

Pampa Campus

1601 W. Kentucky

Pampa, TX 79065

Auenshine Building Room C-17

Instructor: Joseph Davis, LVN

Email: joseph.davis@clarendoncollege.edu

Phone: (806) 665-8801 ext. 141

Office Hours: Posted or by Appointment

Instructor: Amanda Poole-Guerrero, BSN, RN

Email: mandy.poole-guerrero@clarendoncollege.edu

Phone: (806) 665-8801 ext. 140

Office Hours: Posted or by Appointment

Course Description:

The course is designed to provide the student with the knowledge and skills necessary to perform basic phlebotomy services for a patient. Skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Includes vacuum collection methods devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection. It prepares the student to function in the role of a phlebotomist under the supervision of a registered nurse (RN) or licensed practical nurse (LPN). This course is designed to meet the curriculum requirements of the ACEN National Examination. The phlebotomist proficiency examination is a national examination which will test the student on competency evaluation, with both written and skills components. The course requires the student to complete a minimum of 90 hours of classroom lecture and lab, perform 80 sticks in a clinical setting, and successfully demonstrate patient and laboratory skills. Satisfactory completion of the course provides eligibility to take the ACEN National Examination established competency written examination for certification. Prerequisites: There are not any perquisites for this course.

Required Instructional Materials:

Textbook: Khan, Sultan (2015) 3rd Ed. *Phlebotomy Textbook: Theory & Clinical Approach*. Mc Gill. ISBN: 978-1-4951-0793-1 or current edition of the Textbook.

Student Requirements:

1. Professional behavior is expected of all employees and students entering the work field.
2. Students will be expected to demonstrate professional behavior by being respectful of others in the course, attending all classes, and actively participating in this learning opportunity.
3. Students are responsible for all assignments and material covered in their absence.
4. Attend class and clinical prepared (pen, paper, etc.)
5. Students are expected to be self-directed independent learners throughout the semester.

Methods of Instruction:

Lecture	Required Reading	Written Assignments
Quizzes	Classroom Discussion	Group Work
Audio-Visual Aides	Demonstration	Return Demonstrations

Classroom Requirements:

- Scrub Set (1 Top & 1 Bottom) Infinity Brand and the color of Caribbean Blue. (Approx \$60.00)
- Background Check from www.mystudentcheck.com (\$54.00)
- 10 Panel UA Drug Screen with Results sent directly to Clarendon College (Approx \$35.00)
- TB Test (Approx \$20.00)
- Flu Shot if required by clinical facility

Grading Policies:

PLAB 1023.231 (Lecture)

- Test Grades – 70% of final grade
- Assignments – 30% of final grade

PLAB 1060.221 (Clinical)

- Clinical Evaluation – 100% of final grade

Grading Scale:

- **A = 90-100**
- **B = 80-89**
- **C = 70-79**
- **D = 60-69**
- **F = Below 59**

A student must achieve a C or above in both PLAB 1023.231 (Lecture) and PLAB 1060.221 (Clinical) to receive a certificate of completion and be approved to take the ACEN National Certification Examination. If a student receives a score of 69 or below, the student must retake the course.

Classroom Conduct:

Failure to comply with lawful direction of a classroom instructor is a disruption for all students enrolled in the class.

- **Cheating:** violations include, but are not limited to:
 1. Obtaining an exam, classroom activity, or laboratory exercise by stealing or collusion.
 2. Discovering the content of an exam, classroom activity, laboratory exercise, or homework assignment before it is given.
 3. Using an unauthorized source of information during an exam, classroom activity, laboratory exercise, or homework assignment.

4. Entering an office or building to obtain unfair advantage.
5. Taking an exam for another person.
6. Completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person.
7. Altering grade records.
8. Using any unauthorized form of electric communication device during an exam, classroom activity, or laboratory exercise.
9. Plagiarism is using, stating, offering, or reporting as one's own, an idea, expression, or production of another person without proper credit.
10. Students are required to dress in a manner as deemed appropriate for the classroom setting and should not disrupt the learning process.

Disciplinary actions for cheating or plagiarism in any course are at the discretion of the individual instructor. The instructor of that course will file a report with the Dean of Students when a student is caught cheating or for plagiarism in the course, whether it be a workforce or academic course. The report shall include the course, instructor, student's name, and the type of cheating involved. Students who are reported for cheating or plagiarism to the Dean of Students more than once shall be disciplined by the Dean.

Student Academic Integrity and Classroom Ethics

Clarendon College is committed to a philosophy of honesty and academic integrity. It is the responsibility of all members of the Clarendon College community to maintain academic integrity at Clarendon College by refusing to participate in or tolerate academic dishonesty. Any act of academic dishonesty will be regarded by the faculty and administration as a serious offense. Academic dishonesty violations include, but are not limited to:

1. obtaining an examination, classroom activity, or laboratory exercise by stealing or collusion;
2. discovering the content of an examination, classroom activity, laboratory exercise, or homework assignment before it is given;
3. observing the work of another during an examination or providing answers to another during an examination;
4. using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment;
5. entering an office, classroom, laboratory, or building to obtain an unfair advantage;
6. taking an examination for another person;
7. completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person;

8. altering grade records;
9. using any unauthorized form of an electronic communication device during an examination, classroom activity, or laboratory activity; and/or,
10. Plagiarism: Plagiarism is defined as the using, stating, offering, or reporting as one's own an idea, expression, or production of another person's work without proper credit. This includes, but is not limited to, turning in a paper purchased or acquired from any source, written by someone other than the student claiming credit, or stolen from another student.

Students are responsible for reporting known acts of academic dishonesty to a faculty member, the program director, the associate dean, and/or dean. Any student with knowledge of a violation who fails to report it shall him/herself be in violation and shall be considered to have committed an act of academic dishonesty. Additionally, any student who reports himself/herself in violation of this code before it is likely that another might consider this possibility will be understood as repentant and acting in good faith. Though the confession will not excuse the student for the violation, the confession will be considered, and the violation should not result in suspension from school except in the most extreme cases.

While academic integrity and honesty are the responsibility of the individual student, each individual faculty member, teaching assistant, and/or laboratory instructor is responsible for classroom management and for maintaining ethical behavior within the classroom and/or laboratory.

- Faculty who discover or suspect a violation should discuss the matter with the suspected violator(s) and attempt to resolve the case at that point.
- In cases of convincing evidence, the faculty member should take appropriate action.
- The faculty member and student should complete a Counseling Sheet regarding the violation.
- The Counseling Sheet should contain at a minimum the date and time of the violation, the course, the instructor's name, the student's name, an explanation of the infraction or facts of the case, and the resolution to the incident.

- The Counseling form should be signed by the student, faculty member, program director, and the Dean of Student Affairs.
- The Dean of Student Affairs will maintain a file on all violations.
- If a faculty member prefers to report the case directly to Dean of Students, it remains his/her prerogative to do so.
- Additionally, if the faculty member and the accused student cannot reach a resolution or if the faculty member believes that suspension from school is the only fair sanction, the case should immediately be reported, by the faculty member, in writing, to the Dean of Students.
- If the Dean of Students observes any trends in student behavior which involve more than one violation or act of academic dishonesty, the Dean is responsible for notifying all faculty members involved, for contacting the student(s) involved, and after consultation with the faculty member(s) involved, for taking the appropriate action.
- The Dean of Students is responsible for the timely notification (normally within two weeks) to all parties of an action taken.
- Students wishing to appeal a disciplinary decision involving academic integrity or acts of academic dishonesty may do so through the Student Appeals and Grievance Procedure.

Classroom Etiquette

The following guidelines are to be followed for an effective and safe learning environment in the classroom setting.

1. No Cell Phones allowed in the classroom or clinical. A student who brings a cell phone to the classroom or laboratory setting will be asked to give the cell phone to the instructor until the end of the day. If a student is caught with a cell phone during class or laboratory sessions, the instructor will ask the student to leave the setting, and the student will receive an absence.
2. In case of an emergency, students can give family members the faculty cell phone numbers, and the faculty will notify the student. In such cases, a student may tend to the emergency through use of their personal cell phone or office phone with minimal distraction to their classmates.

3. In a professional setting, profanity is not accepted. In the Clarendon College Phlebotomy Program, you are in a professional setting while in class, laboratory, clinical, community settings and/or in uniform, and profanity will not be tolerated.
4. If at any time you need to communicate a need or concern, you are required to follow the chain of command.
5. Students are to be respectful of each other and faculty – discriminatory comments or those made in a derogatory manner will not be tolerated.
6. Talking in class when the instructor is teaching, making noise that is disruptive is not acceptable. The students will be asked to leave immediately.
7. Classes are to begin promptly. Everyone should be in their place and ready for class at the designated time. The classroom should be kept clean and orderly at all times. Desks and chairs must be kept in place. For safety reasons, the aisles must be free of personal belongings.
8. Students leaving the classroom without instructor permission during lecture may be given tardies or counted absent. Breaks are scheduled at each hour.
9. Children are not allowed in the classroom or clinical/laboratory setting at any time. No exceptions.
10. Homework is due at the beginning of class. No exceptions. Students found completing care plans/homework during lecture time will have the paper taken from them and a grade of zero “0” will be given.

Honesty Policy

*All violations of the honesty policy will result in referral to the Director of Allied Health and may be grounds for dismissal from the program.

This policy covers the violations of: cheating during testing, plagiarizing another’s work, and falsifying records.

*Testing Violations:

1. The instructor(s) control(s) the option of the student’s seating arrangement, student’s moving within the classroom, students leaving the room, and stopping an exam for violation of the honesty policy.

2. All books, papers, notebooks, and personal belongings will be placed under the desk or other designated area before taking a test.
3. Any information found on or in the immediate vicinity of an individual during a testing situation will be grounds for termination of his/her testing. (Also, a grade of zero will be recorded and averaged into the final grade.)
4. Any verbal, nonverbal, or electronic communication between students during a test situation may be grounds for termination of his/her testing. (Also, a grade of zero will be recorded and averaged into the final grade.)
5. Should a student need to communicate with the instructor, he/she should remain seated and raise his/her hand.
6. If additional information comes to light following completion of a testing session, including that cheating has occurred, then a grade of zero will be recorded for the test and averaged into the final grade.

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*Testing Violations:

1. The instructor(s) control(s) the option of the student's seating arrangement, student's moving within the classroom, students leaving the room, and stopping an exam for violation of the honesty policy.
2. All books, papers, notebooks, and personal belongings will be placed under the desk or other designated area before taking a test.
3. Any information found on or in the immediate vicinity of an individual during a testing situation will be grounds for termination of his/her testing. (Also, a grade of zero will be recorded and averaged into the final grade.)

4. Any verbal, nonverbal, or electronic communication between students during a test situation may be grounds for termination of his/her testing. (Also, a grade of zero will be recorded and averaged into the final grade.)
5. Should a student need to communicate with the instructor, he/she should remain seated and raise his/her hand.
6. If additional information comes to light following completion of a testing session, including that cheating has occurred, then a grade of zero will be recorded for the test and averaged into the final grade.

***Plagiarism Violations:**

1. A student found guilty of plagiarism (submitting someone else's work as their own) will also be given a grade of zero for the assignment and referred to the Director of Allied Health.

***Record Falsification Violations:**

1. Alteration or falsification of records will result in immediate dismissal from the program.

Attendance Policy

Class, Lab, & Clinical Attendance



Clarendon College believes that the greatest single predictor of student success is attendance! It is also the responsibility of the student to consult with all instructors when an absence occurs. Regular attendance and consistent study habits are essential to success in college and are expected

of all students. Absenteeism and tardiness interfere with the learning process and may contribute to academic failure.

- The responsibility for completing course requirements and required hours lies with the student.
- No absence negates the student's responsibility for completing all assigned work and completing the course objectives.
- Tardiness is defined as arriving any time after the posted start time of a class, lab, or clinical and is based on the cell phone clock.

- Habitual tardiness to class, lab, or clinical will be addressed as classroom disruption and students will be counseled.
- Instructors keep an accurate record of attendance and will counsel students regarding the importance of attendance.
- A pattern of absenteeism or tardiness is considered unprofessional behavior. Professional nurses are responsible for the care of vulnerable populations and need to demonstrate responsible, accountable, and honest behavior.
- To evaluate attainment of course objectives, students are expected to attend and participate in all scheduled classroom/clinical experiences. Failure to meet course objectives, course hours due to lack of attendance, will result in an unsatisfactory evaluation, and may result in failure of the course.
- The student will notify the instructor **each day** the student will **not** be in attendance for class, lab, or clinical.

"**No-call, no-show**" behavior exists when students do not report for clinical at the designated time and fails to contact the instructor within 1 hour. After one incident in any scheduled clinical, the student will be placed on probation. The second "**No call, no show**" incident will be grounds for dismissal from the program.

Absence Policy

Absences are defined as time away from classroom teaching, clinical laboratory, clinical, or clinical simulation of greater than 15 minutes;

- According to the Texas Health and Human services all class and clinical hours must be met which is 60 hours classroom and 40 hours clinical. Not meeting required hours will be grounds for dismissal.
- Documentation of an absence must be submitted by the student immediately upon return and make-up hours must be scheduled at the discretion of the instructor
(*Documentation of Absence Form located in Nursing office*);
- If a student is to be absent from a clinical, the student must notify his/her clinical instructor 30 minutes prior to the start of the clinical experience. Notification must be by phone via phone call.

Tardiness

Students are required to be in the classroom and at clinical on time and remain the full time as scheduled. Excessive tardiness is disruptive to the educational process and may result in disciplinary action. Due process and the right to appeal will be provided to student subject to disciplinary action.

- Tardiness: Defined as time away from classroom teaching, clinical or laboratory for up to 15 minutes. This includes:
 - a. arriving late in the morning;
 - b. returning late from provided breaks and lunch periods; and
 - c. Leaving early.
- To prevent class disruptions, the course faculty member(s) may prohibit tardy students from entering the classroom or laboratory until the next break occurs.

Student Action Report (SAR)

A Student Action Report (SAR) is given to alert students to possible situations or behaviors that may cause the student to be in jeopardy in the program. SARs will be initiated for unsatisfactory class, lab, and/or clinical performance. When an SAR is given, the initiating instructor or Program Director will collaborate with the student in the development of remediation measures to promote student success. Students are expected to complete remediation requirements and communicate progress as directed. Documentation will be placed in the student file and shared with the Program Director.

American Disabilities Act Statement:

Clarendon College provides reasonable accommodations for persons with temporary or permanent disabilities. Should you require special accommodations, notify the Office of Student Services (806-874-3571 or 800-687-9737). We will work with you to make whatever accommodations we need to make.

For students in this course who may have a criminal background, please be advised that the background could keep you from being certified by the State of Texas. If you have a question about your background and certification, please speak with your instructor, Program Director or the Vice President of Academic Affairs. You also have the right

to request a criminal history evaluation letter from the applicable agency.

Withdrawal:

If a student decides that they are unable to complete this course or that it will be impossible to complete the course with a passing grade, you may drop the course and receive a “W” on your transcript. Withdrawal from a course is a formal procedure that must be initiated by the student. If the student does not go through the formal withdrawal procedure, the student will receive a grade of “F” on their transcript.

Attendance, Cell Phone Policy, Classroom Etiquette, and Academic Honesty: See Vocational Nursing Handbook for policies.

Student Rights and Responsibilities:

<http://www.clarendoncollege.edu/Resources/Student%20Services/StudentRightsResponsibilities.pdf>