



CAPITAL COLLEGE

1980 Gallows Rd. • Tysons Corner, Virginia 22182

(703) 356-9898 • (703) 356-4422

www.CapitalCollegeVA.com

PHLEBOTOMY PROGRAM SYLLABUS (#1 Appendix F)

INSTRUCTORS:

Jessica Chang

Regina Lazaro

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| LOCATION:       | Room 301                                                               |
| OFFICE PHONE:   | (703) 356-9898                                                         |
| E-MAIL ADDRESS: | Info@CapitalCollegeVA.com                                              |
| WEB PAGE:       | <a href="http://www.CapitalCollegeVA.com">www.CapitalCollegeVA.com</a> |

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A. DESCRIPTION (# 2 Appendix F)

The Phlebotomy program is a 10-week program that operates on a rolling start date. The program has rolling start dates such that classes begin on either the first or third Saturday of each month when a minimum number of enrolled students has been met. The program is designed to prepare students to perform percutaneous venipuncture, to obtain laboratory specimens, and to function as a vital member of the clinical laboratory team. The instruction of the Phlebotomy program is a combination of lecture and laboratory instruction. Satisfactory completion of 40 clock hours (# 4 Appendix F) is required for students to receive a certificate of completion.

B. PROGRAM OBJECTIVES (# 3 Appendix F)

Upon completion of this program, the student will:

- Demonstrate knowledge of health care delivery and medical terminology;
 - Demonstrate knowledge of infection control and safety;
 - Demonstrate basic understanding of the anatomy and physiology of the body, systems, and anatomic terminology in order to relate major areas of clinical laboratory to general pathologic conditions associated with body systems;
 - Demonstrate understanding of the importance of specimen collection and specimen integrity in the delivery of patient care;
 - Demonstrate knowledge of collection equipment, various types of additives used, and special precautions necessary and substances that can interfere in clinical analysis of blood constituents;
 - Understand how to follow standard operating procedures to collect specimens;
 - Demonstrate understanding of requisitioning, specimen transport and specimen processing;
 - Demonstrate understanding of quality assurance and quality control in phlebotomy;
- and

- Communicate both verbally and nonverbally, effectively and appropriately in the workplace, being mindful of and in compliance with HIPAA.

C. PROGRAM TOPICS

The program will cover the following topics:

1. Health Care Structure
2. Safety
3. Infection Control
4. Medical Terminology
5. Human Anatomy and Physiology
6. Sectional Views
7. Circulatory, Lymphatic, and Immune Systems
8. Venipuncture Equipment / Routine Venipuncture
9. Dermal Puncture / Venipuncture Complications
10. Blood Collection in Special Populations
11. Arterial Blood Collection
12. Special & Non-Blood Collections and Procedures
13. Specimen Transport, Handling, and Processing
14. Legal Issues in Phlebotomy
15. Point-of-Care Testing

D. PREREQUISITES REQUIRED (# 6 Appendix F)

Graduation from high school or the equivalent is a prerequisite for admission to the Phlebotomy program.

E. INSTRUCTIONAL RESOURCES AND MATERIALS TO BE USED: (# 7 Appendix F)

1. *Phlebotomy: Worktext and Procedures Manual, 3e*
Robin S. Warekois BS MT(ASCP) (Author), Richard Robinson NASW (Author)
Publisher: Saunders; 3 edition (February 24, 2011) | ISBN-10: 1437709915 | ISBN-13: 978-1437709919 | Edition: 3
2. *Phlebotomy (Quickstudy: Academic) Pamphlet*
Inc. BarCharts (Author)
Publisher: QuickStudy; Chart edition (December 31, 2009) | ISBN-10: 1423209508 | ISBN-13: 978-1423209508

F. METHOD OF EVALUATION & GRADING SCALE: (#5, 8, & 9 Appendix F)

Students in the Phlebotomy program will be evaluated on their progress by the instructor in the middle of the program and at the conclusion of the program.

The Phlebotomy program is graded on a pass/fail basis. The determination of pass or fail is based entirely on a final examination administered at the end of the program. This examination consists of both written and practical portions. Students must score at least 60% on the final examination in order to pass the program.

G. ATTENDANCE:

Regular class attendance is necessary for academic success. Students are expected to attend every class. However, Capital College understands that unforeseen circumstances

can arise that may result in a student being absent from class. In certain situations, students may be excused. It is the responsibility of the students to make sure that the instructor is informed of the absence ahead of time. In turn, our faculty will do their best to accommodate students who miss class for excused reasons. The following situations are considered excusable:

- Illness/injury of student or family member for whom the student is a caregiver
- A death in the family
- Doctor's appointment (with doctor's note)
- Religious holidays

Students are allowed to make up any work they have missed only if their absence qualifies as an excused absence. Failure to maintain regular attendance because of unexcused absences may lead to negative consequences and is grounds for termination from the school.

The school-wide policy for successful completion of all programs is as follows: Students must be present for at least 85% of their classes. If a student fails to meet this requirement, the Dean and Provost have the right to dismiss the student from the program without a refund of tuition. Additionally, if the student misses five consecutive days of classes, the student will be withdrawn from the program with no refund.

H. DELIVERY MODE: (# 11 Appendix F)

Capital College's Phlebotomy program delivery mode is residential. The Phlebotomy program is taught in the lecture classroom and laboratory.

I. OUTSIDE WORK: (# 5 Appendix F)

Capital College's Phlebotomy program delivery mode is residential. The Phlebotomy program is taught in the lecture classroom and laboratory.