**INSTITUTION NAME**

Street Address

City/State/Zip

Phone #

**SAMPLE SYLLABUS: PHLEBOTOMY TECHNICIAN**

**FALL 2022**

**Class Schedule: M-W-F; 8am -5pm**

**Instructor: Professor Phlebotomy** Office Hours: T & TH 1pm – 3pm

Contact Email: PPhlebotomy@PhlebotomyU

Contact Phone: 1-800-Phlebotomy, ext. 111

**PROGRAM DESCRIPTION:**

This 9-week program is designed to prepare a person to function as a phlebotomy technician. It will provide the knowledge and skill necessary to obtain a blood sample from a patient, and properly handle specimens after collection. The program includes a blend of lecture, campus laboratory, and a 100-hour externship. Students will receive a total of 200 hours of training.

**PROGRAM REQUIREMENTS:**

1. High School Education or Recognized Equivalency
2. Criminal Background Check, Driver’s License
3. Hepatitis Vaccine and negative TB skin test
4. Students will be assigned an externship location. Students are required to wear solid colored blue or red scrub tops and pants and plain white or black tennis shoes.

**PROGRAM GOALS:** Upon successful completion, students should be able to:

1. Perform venipunctures and capillary punctures.
2. Obtain and prepare blood specimens.
3. Label tubes and use correct codes.
4. Use terminology applicable to Phlebotomy.
5. Complete Lab Request Forms.
6. Perform finger punctures.
7. Perform all procedures within applicable Infection Control Guidelines.

**PROFESSIONAL LICENSING/CERTIFICATION:**

A professional license is not currently required for employment in North Carolina, but certification recognizes the competency and skills learned during your training and may provide an advantage when seeking employment.

Students who successfully complete the program can qualify to sit for the Certified Phlebotomy Technician (CPT) certification offered through National Healthcareer Association (<https://www.nhanow.com/>).

**TEXTBOOKS:**

*Straight to the Point Phlebotomy, 5th edition*, by Needle and Pain, 2019.

**GRADING:**

(Insert School’s Grade Policy)

**ATTENDANCE AND MAKEUP POLICY:**

(Insert School’s Attendance & Makeup Policy)

**ACKNOWLEDGEMENTS & SPECIAL DISCLOSURES:**

Special Needs - Students in need of special accommodations should notify the school administrator in writing.

Online Access Requirement - Students are expected to have high-speed internet connection when taking online coursework. Students must use Google Docs or Microsoft Office to submit papers.

*(Attach others as applicable)*

**REFUND POLICY:**

(Insert School’s Refund Policy)

The school may have a more generous refund policy, but must provide the statutory minimum below:

A full refund will be issued to students who withdraw before the first day of class, or if the school cancels the course for whatever reason. Students who begin instruction but withdraw prior to the twenty-five percent (25%) mark of the program will receive a seventy-five percent (75%) refund.

**PROGRAM OUTLINE:**

Week 1: Human Anatomy & Physiology: 10 Lecture +10 Lab = 20 Hours

Week 2: Medical Terminology: 10 Lecture +10 Lab = 20 Hours

Week 3: Legal Issues in Healthcare: 10 Lecture + 10 Lab = 20 Hours

Week 4: Phlebotomy Equipment & Safety: 10 Lecture +10 Lab = 20 Hours

Week 5: Phlebotomy Procedures: 10 Lecture + 10 Lab = 20 Hours

Weeks 6-9: Externship: 100 hours (25 hours/week)

\*Students are assigned an externship location during the first week of class.

Lecture Hours: 50 + Campus Lab Hours: 50 + Externship: 100 = 200 Total Hours

**Week 1: Human Anatomy & Physiology**

* 10 Lecture Hours
* 10 Lab Hours
* Textbook Chapter 1 + Quiz

Course Description: Human anatomy and physiology is the study of the structure and function of the human body. Anatomy focuses on physical structure of the body and its various systems. Physiology focuses on the interactions of the body's structures.

Course Outcomes: After completing the course, students will be able to:

* Describe the structural organization of the human body.
* Name the organ systems of the body, identify their locations, explain their basic functions, and describe how they are related.
* Explain the importance of Homeostasis.

**Week 2: Medical Terminology**

* 10 Lecture Hours
* 10 Lab Hours
* Textbook Chapter 2 + Quiz

Course Description: (Insert)

Course Outcomes: (Insert)

**Week 3: Legal Issues in Healthcare**

* 10 Lecture Hours
* 10 Lab Hours
* Textbook Chapter 3 + Quiz

Course Description: (Insert)

Course Outcomes: (Insert)

**Week 4: Phlebotomy Equipment & Safety**

* 10 Lecture Hours
* 10 Lab Hours
* Textbook Chapter 4 + Quiz

Course Description: (Insert)

Course Outcomes: (Insert)

**Week 5: Phlebotomy Procedures**

* 10 Lecture Hours
* 10 Lab Hours
* Textbook Chapter 5 + Quiz

Course Description: (Insert)

Course Outcomes: (Insert)

**Weeks 6-9: Externship:**

* 100 hours (25 hours/week)
* Class Presentation

This section should (at minimum):

* Describe how externships will be assigned.
* Explain appropriate dress and expected behavior.
* Specifically identify experiences and activities students should complete during the externship.
* Clearly explain how students will be graded for the externship.

**FINAL EXAM INFORMATION**:

(if applicable)