

# Phlebotomy Syllabus

## Ben Barber Innovation Academy

**Teacher:** Sheila Holbrooks

**Conference:** 10:00-10:45am

**Tutoring:** 2:30-3:00pm Tuesday and Thursday appointment required

**Email:** [sheilaholbrooks@misdmail.org](mailto:sheilaholbrooks@misdmail.org)

### **NO CELL PHONES IN CLASS**

All student cell phones will be kept in an organizer by teacher desk. When the bell rings, all students should have placed their cell phone in the organizer, if a student has their cell phone without permission it is an automatic referral, **no exceptions**. In order to complete course work, students need to bring their iPad, fully charged, every day. There are 2 student computers available if your iPad breaks. If the student is unprepared and does not bring charged iPad and is therefore unable to complete course work, they can receive a zero for the incomplete work.

**Requested Classroom Supplies:** Spiral Notebook, Binder, Kleenex, Hand Sanitizer, Clorox wipes and/or Band-Aids. Any donations to the classroom are greatly appreciated. Students will be required to wear scrubs the days lab sections are performed. The scrubs are Cherokee brand, pewter top and black bottoms. They are available for purchase at the school on specific days, or on you own.

### **Course Information and Goals:**

Phlebotomy Technician is a course designed to develop deductive reasoning, critical thinking, and effective communication skills. This course prepares the student for the transition to clinical or work-based experiences in healthcare, and provides them a foundation regarding health assessment, differential diagnosis, clinical pathways, medical documentation, ethical decision-making, quality control, quality assurance, and medical policy and procedures. Students will utilize anatomy and physiology of the body systems, (including the reproductive system) to determine the pathophysiology of disease processes and develop assessment skills in relation to these body systems.

**Students in this class will practice and become proficient in skills such as:**

1) Presenting professional appearance and attitude; 2) Obtaining knowledge regarding healthcare delivery systems, organizational structure, and teamwork; 3) Meeting all legal responsibilities; 4) Being sensitive to and respecting cultural diversity; 5) Communicating effectively; 6) Learning medical terminology; 7) Comprehending human anatomy, physiology, and pathophysiology; 8) observing all safety precautions; 9) Practicing all principles of infection control; 10) Taking and recording all vital signs; 11) Performing waived laboratory tests; 12) Administering first aid and CPR; 13) Utilizing computer skills; 14) Performing administrative duties; 15) Ordering and maintaining supplies; 16) Performing quality control and quality assurance. This is a **COLLEGE LEVEL** course and can be very challenging.

**During the clinical and lab section of the class, students will be in contact with blood, urine, and other body fluid samples to practice specimen collection and laboratory procedures. Ms. Holbrooks must be informed if there is any legitimate reason why a student would not participate in the lab and clinical activities, as this is a MAJOR portion of the student's grade and part of the requirements for the certification exam. Once the student has been checked off by Ms. Holbrooks, they must complete 30 successful phlebotomy draws, and 10 finger sticks. The students will perform some phlebotomy draws on each other, under the supervision of Ms. Holbrooks. Students who are unable to perform these duties WOULD NOT be eligible to sit for the Phlebotomy Exam, thus could not stay enrolled in this class.**

**Certification:** Certified Phlebotomy technician (CPT) with the national Health Career Association (NHA). Students are expected to sit for the CPT exam. In order to become certified as a Phlebotomy Technician students must successfully complete the required curriculum, demonstrate competency of skills, demonstrate professionalism in the clinical and laboratory setting, and comply with attendance requirements. The cost of the exam is \$117.00. The district will pay for the first test attempt provided the student has passed the practice test and has an average of 80% or higher in this class at the time of testing. If a student does not meet this requirement it is the responsibility of the student and parent to pay for the cost of the test. Students must be 17 years of age to sit for the certification exam. Once a student has successfully passed the certification exam, they may acquire a provisional certification (good for 1 year) prior to graduation and may apply for a standard certification upon graduation and submission of diploma and official transcript.

## **Supplementary Readings & Additional Resources:**

Kaduceus

Phlebotomy Essentials 6<sup>th</sup> Edition

## **Class Rules:**

1. Respect facilities and all individuals, including yourself. Respect is both verbal and physical.
2. Follow the rules (have your ID on, be in dress code, and follow the acceptable use policy for iPads and electronics).
3. Be prepared, bring necessary supplies including iPad (fully charged).
4. Plan ahead. Take care of your personal business before or after class. Students are expected to use the restroom, retrieve items from lockers, and tend to office business during passing periods or lunch.
5. No excuses, No whining.

## **Late Work**

\* Teacher designates due date and time for assignment (Beginning of class period, End of class period, designated time of day)

\* If student fails to meet the due date and time, then the student has till the next class period (next A day or B day) to turn in assignment to be considered one day late.

\* Students will be assessed a penalty of 30% points for up to one class period late.

\* Score of a zero may be given for work turned in after one day late.

## **Test Retakes:**

**It is the student's responsibility to request a retake.**

Students who fail a major test/assessment (below 70%) will be allowed to retake or correct up to a 70% grade. This does not include semester examinations.

**Students are expected to schedule the retake within 2 days and complete the retake within 5 days of the grade being entered into skyward.**

Students are encouraged to participate in tutoring opportunities before retaking a test.

All retakes or corrections must be completed prior to the end of each six week grading period unless the student is afforded time, after the six week grading period, as a result of the district's absent/make-up guidelines.

See UIL Eligibility ("No Pass/No Play") guidelines for additional information related to grades and UIL Eligibility.

**Makeup Work** (because of absence for any class missed)

**\* It is the student's responsibility to ask teacher for the makeup work missed during his/her absence.**

\* The teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

\* A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. When absent, the student is afforded the number of days missed plus one additional day to turn in makeup work. [A/B Block Example: A student misses Monday and Tuesday of the week and he/she returns on Wednesday of that same week. Student work from Monday's absence is considered late after Friday, and student work from Tuesday's absent is considered late after the following Monday.]

\* A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

\* A student is encouraged to speak with his/her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence.

\* A student will be permitted to make up tests and turn in projects due in any class missed because of absence. - Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.

\* See UIL Eligibility ("No Pass/No Play") guidelines for additional information related to grades and UIL Eligibility.

**Grading policy:** All assignments will be graded and returned to the student as soon as possible.

60% Daily Assignments

40% Tests and Projects

Final Exams count as 20% of the semester average.

### **Academic Dishonesty**

Teachers determine what constitutes cheating and/or plagiarism.

Consequences for academic dishonesty

Daily Work

\* Every Offense

- o Academic and Disciplinary Consequences

- o Assign grade of zero

- o Write a referral

- o Teacher contacts parents

- o Consequence from administrator would be a minimum of AC placement

Exams or Other Major Assessments

\* Every Offense

- o Academic and Disciplinary Consequences

- o Assign grade of zero

- o Write a referral

- o Teacher contacts parents

- o Consequence from administrator would be a minimum of AC placement

- o An alternative exam or major assessment can be completed for a maximum grade of 70%

- o Academic Associate is notified and will schedule a meeting with student, parent and teacher

**First Semester:**

1st grading period 8/14/19-9/20/19  
2nd grading period 9/23/19-11/1/19  
3rd grading period 11/5/19-12/18/19

**Second Semester:**

4th grading period 1/8/20-2/21/20  
5th grading period 2/24/20-4/9/20  
6th grading period 4/13/20-5/28/20

**SEMESTER GRADES**

- Semester grades are computed by averaging the numerical grades recorded for each of the three six week reporting periods and the course semester exam.
- All courses
  - First Six Weeks = 26%    Second Six Weeks = 27%    Third Six Weeks = 27%
  - Semester Exam = 20%
- Course credit is awarded with a grade of 70 or higher. If a student fails either semester of any MISD yearlong course and passes the opposite semester with a high enough grade for an overall average of 70 for the full course, a full credit will be granted. In this situation, for averaging to occur, the courses must have been taken during the same school year and in consecutive semesters.

**Tentative Assessment Dates :** (Subject to Change)

**1/8/20-2/21/20**

History of Phlebotomy/Medicine  
Intro to Health Care and managed Care Systems  
The Health Care Team  
Intro to Medical Terminology  
Intro to Phlebotomy

**Test: 2/18/20**

**Semester Exams**

Each semester, specific exam schedules are designated for MISD high school and dual credit courses. These schedules must be followed. Neither mid-term nor final exams are given early. If a student is absent on the day of an exam he/she will take the exam at a date/time designated by the school.

**POSTING STUDENT WORK**

Student grades will be posted in skyward parent portal within five business days for daily grades and major grades. Special consideration is given to major projects, including lengthy writing assignments.

### **ENTERING THE CLASSROOM:**

Students are expected to enter the classroom in an orderly manner. ID's are required to be visible and worn by the student. Students will need to look at the white board/overhead in the front of the room for the day's agenda and any assignments that are due. You are expected to start working on the Start-Up or Warm-Up activity that is listed as soon as the tardy bell rings.

### **CONSEQUENCES:**

Consequences for classroom violations are based upon the severity of the violation, the behavior/attitude of the student, and the frequency of the violation. I reserve the right to

#### **Consequences include:**

- Verbal warning to student. (CP/Electronics taken up on first warning)
- One-on-one conversation with student (will have another staff member present)
- If electronic device - taken up and turned into office
- Call home or office referral.
- Office referral and call home.

### **ACADEMIC DISHONESTY: MISD POLICY WILL BE FOLLOWED.**

*“Academic dishonesty includes, but is not limited to: plagiarism, fabrication of information, not properly using citations to give the owner credit, submitting the work of another person, allowing another person to substitute for oneself in completing the course work or taking a test, submitting work previously used without informing the instructor and securing approval, or tampering with computer files and/or academic work of others.”* – As defined by the MISD High School Student Handbook.

### **COMPUTER LAB PROCEDURES: MISD POLICY**

- 1) Students must have proper student ID and campus authorization before use of computer equipment is allowed.

- 2) Students' internet activities should be directly related to the current assignment.
- 3) Students are to log-off the computer at the end of each session. The last class of the day should shut down the computer being used.
- 4) Students will not download software or data nor install software unless specifically instructed to do so by the teacher.
- 5) Students may not bring outside media into a computer area without prior approval. This would include USB drives, floppy disks, CDs, DVDs, or any other form of electronic media.
- 6) The use of the district network services is a **PRIVILEGE**, not a right. Students will follow the acceptable use policy of Mansfield ISD at all times. Inappropriate use may result in the cancellation of those privileges.
- 7) Violations will be referred to a campus administrator for disciplinary or legal action.

### **Phlebotomy Syllabus Confirmation Sheet**

Please sign, detach, and return this form. Signatures will serve as an acknowledgement that the student and their parent or guardian has read and understood the course syllabus. This acknowledgement form must be returned in order to participate in any labs. Students who miss labs, due to not turning in proper paperwork, will be penalized points.

This signed, completed Syllabus Confirmation sheet will count as a daily grade.

Student Name: \_\_\_\_\_

Home Campus: \_\_\_\_\_

Student Email: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_



Daytime Telephone: \_\_\_\_\_

Parent/Guardian

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TECHNOLOGY SURVEY:** Please circle the answer below that best describes your student:

My student (does/does not) have a district-issued iPad.

My student (does/does not) have access to a tablet or laptop computer (instead of a district-issued iPad).

My student (does/does not) have access to a computer at home.

My student (does/does not) have access to the internet at home.