

R& S UNITED HEALTH SERVICES LLC

DEPARTMENT OF TRAINING, ASSESSMENT AND DEVELOPMENT

PHLEBOTOMY TECHNICIAN **SYLLABUS**

Office Info

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Training Program Information

Hours: 120

Course Duration: 2 - 6 Weeks

Program Description

Company: R&S UHS LLC	Last revision date: 07/05/2022	TECHNICAL REQUIREMENTS	Subject: Phlebotomist Training Syllabus
Valid Date: 05/01/2022	Valid until: N/A	Supersedes:	Number: ML/TR/FM/ST/5.4.5/2017/001/0
Prepared by: R. Broomfield (Management)	Reviewed by: Crystal Watson (Educator)	Approved by: R. Broomfield	Page: 2 of 15

The Phlebotomy Technician program is designed to train and develop the skills of prospective Phlebotomists with the knowledge in technical and procedural aspects of Phlebotomy, including collection of blood specimens and venipuncture. This training program includes theory and hands-on instruction. The program will teach the concepts of introduction to phlebotomy and infection control, legal issues in healthcare, introduction to human anatomy and physiology, phlebotomy equipment and supplies, phlebotomy procedures, and phlebotomy fundamental essentials. This program is designed for learners who want to advance their career, or interested in starting a career in the medical field becoming a phlebotomy technician. This is a comprehensive 120-hrs program.

Prerequisites

- Must be at the age of 18 or older
- High School Diploma, GED, or currently working in the healthcare field
- Registration fee
- Application and enrollment agreement signed
- Must have english Language

Graduation Requirements

Persons who have successfully completed the course and pass our in-house exam will be given a certificate of completion and will be qualified to take the final certified/licensed exam by AMT.

This organization will give each participants job experience for 1 to 6 weeks with stipend

Text Book

The Phlebotomy Textbook. 4th Edition

Quiz and Exams Grading:

Module 1: 20 Point Exam
Module 2: 20 Point Exam
Module 3: 20 Point Exam
Module 4: 20 Point Exam
Module 5: 20 Point Exam

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Module 6: 20 Point Exam

Final Exam: 55 Point

Total Points: 175 Points

Theory Points:

Module 1: 4 Points
Module 2: 2 Points
Module 3: 2 Points
Module 4: 8 Points
Module 5: 8 Points
Module 6: 5 Points

Total Points: 25 Points

Grading Schedule:

Theory: 25%
Quizzes: 120%
Exam: 55%

Total: 200%

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Training Objectives

TOPICS	HOURS
Introduction to Phlebotomy and infection Control	9
Legal Issues	5
Intro to anatomy and physiology	8
Medical Terminology	6
Phlebotomy Equipment and Supplies	22
Phlebotomy Procedures 1 and 2	50
Phlebotomy Fundamental	20
Total Hours	120

- Describe the role of a phlebotomy technician
- Discuss the areas of employment of a phlebotomy technician
- Describe hazards faced by the workers
- Describe standard precautions
- Discuss and demonstrate the use of biohazard container in phlebotomy
- Discuss and describe bloodborne pathogen standards
- Identify special consideration in phlebotomy
- Demonstrate techniques of performing venipuncture
- Demonstrate techniques of performing dermal puncture
- Discuss functions of human body systems
- Identify sites of venipuncture
- Explain chain of infection
- Discuss latex allergy and prevention
- Discuss modes of infection transmission
- Explain breaking of chain of infection
- Demonstrate hand hygiene
- Identify and demonstrate the personal protective equipment
- Select correct personal protective equipment
- Demonstrate the correct order of wearing personal protective equipment
- Discuss post exposure to blood borne pathogens

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- Discuss negligence versus malpractice
- Discuss the standard of care
- Discuss the basics elements of negligence
- Discuss and identify patients' rights
- Explain good samaritan law
- Explain scope of practice
- Explain patient self-determination act
- Discuss and demonstrate patient consents and its types
- Discuss American with Disabilities Act (ADA)
- Identify and discuss basic medical terminologies
- Identify phlebotomy equipment used for performing phlebotomy
- Identify phlebotomy supplies used for performing phlebotomy
- Describe correct specimen transport, handling and processing procedures
- Apply the knowledge learned to fulfill the job responsibilities of an entry level phlebotomy technician
- Identify and demonstrate gloves removal techniques
- Identify and demonstrate bleeding time competency
- Identify and demonstrate glucose testing competency
- Identify and demonstrate capillary tube blood collection procedure
- Identify and demonstrate preparing a blood smear
- Identify and demonstrate venipuncture using a multisample needle (method)
- Identify and demonstrate venipuncture using a butterfly needle (method)
- Identify and demonstrate venipuncture using a syringe (method)
- Discuss phlebotomy complication
- Discuss the areas of concerns on phlebotomy
- Discuss and demonstrate tourniquet test
- Discuss on how to avoid hemolysis
- Discuss and demonstrate proper specimen handling techniques
- Discuss and demonstrate proper specimen transporting
- Discuss the precautions to be considered
- Identify and discuss rejection of specimen
- Identify phlebotomy test requisition
- Discuss and demonstrate blood collection from pediatric and neonates
- Discuss and demonstrate blood sugar tests
- Discuss and demonstrate blood cultures
- Discuss and demonstrate blood collection for legal purposes
- Explain and discuss therapeutic drug monitoring
- Discuss and demonstrate urine specimen collection
- Discuss and demonstrate stool specimen collection
- Discuss and demonstrate sputum specimen collection
- Discuss and demonstrate throat swab specimen collection

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- Discuss and demonstrate blood donation procedure
- Discuss and demonstrate safety data sheets
- Describe incident report
- Demonstrate proper documentation skills

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Topics and Learning Objectives
Module 1: section 1 of 2. Intro to Phlebotomy and Infection control
<p>Learning Objectives: Trainee will learn the topics below in said order. (Assignments and group work will be given to trainees)</p>

- Introduction and Duties to Phlebotomy Technician
- Training, Professionalism, Licenses & Certification
- Area of employment
- Laboratory Departments
- Occupational safety and health hazard administration (OSHA)
- What type of hazards do workers face?
- Healthcare safety hazards
- Latex allergy and prevention
- Modes of transmission
- Identifying potential infectious patients
 - Contact precautions
 - Droplet Precautions
 - Airborne precautions
- Hand hygiene
- Personal protective equipment
 - Types PPE functions
 - Selecting PPE
 - Order of donning and removing PPE
- Standard Precautions
- What are bloodborne pathogens?
 - What can be done to control bloodborne pathogens
 - Post-exposure to bloodborne pathogens
 - Bloodborne pathogens

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Course Name: Phlebotomy 001
Module 1: Section 2 of 2. Legal issues in Healthcare
Learning Objectives: Trainee will learn the topics below in said order. (Assignments and group work will be given to trainees)

- Civil Law, Tort Law
- Negligence vs malpractice
- What is the standard of care?
- Basic elements of negligence
- Types of damages
 - Special damage
 - General damage
 - Punitive damage
- Criminal law, source of law, consent & its types, patient abuse & types
- Patients rights
- Patient self-determination act, advance directives, false imprisonment
- Scope of practice, good samaritan law, and uniform anatomical gift act
- American with disability act

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Course Name: Phlebotomy 002
Module 2: Introduction to Human Anatomy and Physiology
Learning Objectives: Trainee will learn the topics below in said order. (Assignments and group work will be given to trainees)

- Vascular system
- Human blood and connective tissues
- Formed elements and proportion of blood
- Red blood cells (RBC)
- White Blood Cells (WBC)
 - Types
 - Function
 - Process of Phagocytosis
- Platelets
- Hemostasis
 - Stage 1: vasoconstriction
 - Stage 2: platelets plug formation
 - Stage 3 coagulation of blood

- Plasma
- Serum
- Antibody and antigen
- Blood transfusion and blood group
- Blood vessels:
 - Arterial system: function and structure
 - Vasodilation
 - Vasoconstriction
 - Venous system: Function and structure
 - Capillaries: function

- Veins for Phlebotomy
- Human Anatomy:
 - Introduction to integumentary system
 - Introduction to Heart

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- Introduction to Pulmonary system
- Introduction to Skeleton System
- Introduction to Nervous system
- Introduction to Urinary System
- Introduction to Digestive System
- Introduction to Endocrine System
- Body Planes
- Directional Terms
- Movement Terminology

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Course Name: Phlebotomy 003
Module 3: Medical Terminology
Learning Objectives: Trainee will learn the topics below in said order. (Assignments and group work will be given to trainees)

Medical Terminology

Alphabet Medical Terminology:

- A
- B
- C
- D
- E
- F
- G
- H
- I
- K
- L
- M
- N
- O
- P
- R
- S
- T
- U
- V

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Course Name: Phlebotomy 004
Module 4: Phlebotomy Equipments and Supplies
Learning Objectives: Trainee will learn the topics below in said order. (Assignments and group work will be given to trainees)

Phlebotomy Equipments and Supplies

- Gloves
- Tourniquet
- Alcohol pads
- Gauze
- Bandage
- Needles
- Needle holders (adopter)
- Sharps container
- Evacuated blood collection tubes and inversion technique
- Blood specimens in Phlebotomy
- Tube additives
- Blood collection color coded tubes
- Order of draw
- Dermal puncture
- Understanding capillary blood
- Dermal puncture order of flow
- Centrifuge
- Specimen processing
- Equipment and suppliers required for dermal puncture
 - containers
 - capillary tubes
 - lancet
 - warming devices

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Course Name: Phlebotomy 005
Module 5: Phlebotomy procedures 1 & 2
Learning Objectives: Trainee will learn the topics below in said order. (Assignments and group work will be given to trainees)

Competency method:

1. Gloves removal
2. Bleeding time
3. Glucose testing
4. Capillary tube blood collection procedure
5. Blood smear
6. Venipuncture using a multisample needle
7. Venipuncture using butterfly needle
8. Venipuncture using syringe

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Course Name: Phlebotomy 006
Module 6: Phlebotomy Fundamental Essentials
Learning Objectives: Trainee will learn the topics below in said order. (Assignments and group work will be given to trainees)

- Venipuncture complications
- Area of concerns
- Tourniquet test
- How to avoid hemolysis
- Specimen labeling
- Specimen handling
 - = Light
 - = Time
 - = Temperature
- Specimen transporting
- Precautions to be considered
- Rejection of Specimen
- Test requisition
- Blood collection from pediatric and Neonates
- Blood sugar test
- Blood cultures
- Blood collection for legal purposes
- Therapeutic Drug Monitoring (TDM)
- Urine specimen Collection
- Stool specimen collection
- Sputum specimen collection
- Throat swab specimen collection
- Blood donation procedure
- Safety data Sheets
- Incident report
- Intro to ISO 15189 standards for Med Lab

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Module #	Title	Hours	Points
Module 1 (1 of 2)	Intro to Phlebotomy & Infection Control	9	2
Module 1 (2 of 2)	Legal issues in healthcare	5	2
Module 2	Intro to Anatomy and Physiology	8	2
Module 3	Medical Terminology	6	2
Module 4	Phlebotomy Equipments & Supplies	22	8
Module 5	Phlebotomy Procedures 1 and 2	50	8
Module 6	Phlebotomy Fundamental Essentials	20	5

TOTAL	120 Hrs	25 Points
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