



Lake Technical College

2022 - 2023

Master Plan of Instruction Phlebotomy

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The mission of Lake Technical College is to be an integral component of the economic growth and development in our communities by offering a variety of high quality career-education and training opportunities.

Lake Technical College does not discriminate on the basis of race, religion, color, national origin, gender, genetic information, age, pregnancy, disability, or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

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www.lakotech.org

5. No student should be lying on laboratory tables without the permission of the faculty.
6. All equipment should be returned to its proper place after use. Any broken equipment must be reported to the faculty for repairs.
7. All students will respect the rights of others.
8. NO personal calls may be made or accepted during class time except in emergency situations.
9. Lake Tech is a tobacco free institution. The use of tobacco products of any kind, including e-cigarettes, is not permitted at any Lake Tech location.
10. Students should make good use of classroom and clinical time; take responsibility for their own learning.
11. Students should demonstrate good interpersonal skills with peers and the faculty and contribute to the learning atmosphere.
12. Students should demonstrate punctuality.
13. Students should respect school and clinical facility property.
14. NO student is to be in the lab or classroom without the faculty present.
15. Conflicts – at any time that conflict arises, for any reason, during class time or clinical time the student is to avoid a serious confrontation at all costs. Right or wrong, students should avoid being part of a bad scenario that would have an impact on the program. Students should report to the faculty or department chairperson immediately and allow one of these individuals to disarm the situation.

Classroom Rules

Students will:

1. Maintain a neat, clean, appropriate appearance.
 - When in uniform, be dressed according to the dress code.
 - When not in uniform, wear standard business attire for class or other occasions.
 - Refrain from wearing shorts, midriff tops, etc., these are not appropriate at any time.
2. Demonstrate punctuality.
 - Notify a faculty prior to expected time regarding tardiness or absences.
 - Seek permission and follow procedure to leave early when necessary.
 - Return from breaks and meal times at specified time.
3. Respect the rights of others.
 - Be attentive and polite.
 - Do not talk to neighbors preventing others from learning.
 - Help classmates if able and time is appropriate.
 - Respect the property of others.
 - Be patient and considerate of others.
 - Pay attention.
 - Think before speaking to avoid misunderstanding.
 - Do not talk while others are talking.
4. Demonstrate good interpersonal relationships with peers and faculty.
 - Exhibit/attempt to cooperate, have a congenial attitude with others.
 - Show respect for faculty and peers.
 - Accept others for themselves.
5. Contribute to a learning atmosphere.
 - Wait for recognition before speaking.
 - Do not interrupt class.
 - Assist peers, as able, in their learning.
 - Contribute new or pertinent material on topic when appropriate.
6. Make good use of classroom/laboratory time.
 - Do reading or assignments when no lecture or formal class is in progress.
 - Practice skills and techniques..
7. Take responsibility for own learning.
 - Submit assignments on the specified date. In the event of an absence, submit assignment the first day of the return to class.
 - Responsible for coming to class prepared by bringing pen, pencil, paper, and books.
 - Make up work missed during absence in a timely manner without prompting.
 - Complete reading assignments and is able to participate in class discussions.
8. Attempt to do the best possible.
 - Try to achieve full potential.
 - Make an effort to answer questions when called upon. There will be no unison responses to questions. The faculty will recognize students after asking a question.
 - Use time wisely.

- See the teacher privately to clarify any unclear material.
9. Respect school and clinical facility property.
- Always leaves classroom, laboratory, and conference area neater than found.
 - Do not eat or drink except in designated areas.
 - Do not deface property of others.
 - Be proud of your school and remember to be an ambassador to the public.

Professionalism and Confidentiality

Phlebotomists practice under a code of ethics which safeguards the patient's right to privacy by judiciously protecting information of a confidential nature. As part of the assigned clinical experience, students will be privy to information about patients, their families, physicians and employees which is to be held in strictest of confidence and to be discussed ONLY in accordance with professional responsibilities.

Violation of the "confidential communication" will be grounds for probation or recommendation for dismissal in accordance with program policy as recommended by a SIT meeting.

Methods of Address

A student will address each other, faculty, office staff and clients with respect and consideration. Clients should be addressed in a friendly manner but never in terms of familiarity or endearment.

CERTIFICATE REQUIREMENTS

In order to receive a Certificate of Completion for the Phlebotomy program, the student must successfully complete with a minimum of 77% average in each of the areas of theory, skills and professional skills and:

- Demonstrate knowledge related to all Intended Outcomes identified in the Department of Education Curriculum Framework
- Demonstrate proficiency in the laboratory/clinical area
- Attend a minimum of 132.0 hours

The certificate of completion will be presented at the end of the program. Program completers are invited to participate in the school-wide graduation ceremony.

Students who are able to successfully complete a minimum of thirty (30) venipunctures and ten (10) capillary sticks on live individuals may be eligible to sit for the Certified Phlebotomy Technician Certification exam. For more information on this examination please see the NHA (National Health Career Association) Phlebotomy certification website.

Job Placement

The faculty assists students with job placement. However, no one can be promised the job or hours desired. It is up to the individual student to actively pursue employment opportunities.

Follow Up

Lake Technical College is proud of its graduates and celebrates the next step graduates take whether it is employment, military or further education. Prior to completing, students may visit the Career Success Center for assistance with employability skills such as resume writing. In addition, faculty may provide students with employment leads. However, it is up to the individual student to actively pursue employment opportunities. We like to hear how our graduates are doing and want to celebrate your successes so be sure to communicate with your faculty any employment, military, or further education you enter. Students are required to participate in an Exit Interview prior to their last day in their program.

GENERAL SCHOOL INFORMATION

Campus Safety

Lake Technical College makes every effort to provide a safe environment for all students, visitors, faculty and staff. Basic safety standards, which will include fire drills, weather drills, equipment usage, and traffic regulations, will be covered in the program orientation. These basic safety standards will be reinforced throughout the program enrollment. See the current school catalog for additional campus safety information.

Food and Drink in Program Areas

To protect equipment and furnishings in the classroom and laboratory areas, only drinks, in closed, covered containers, are permitted. No other food or drinks are allowed, unless specific permission is granted by the faculty. However, under no circumstance may food or drinks be in the laboratory/ computer or computer testing areas.

Leaving Campus During School Hours

For safety reasons, students will notify their faculty when leaving campus early.

Parking Regulations

Students may park only in the south parking lot in spaces not designated as staff or customer service parking. For safety, loitering in or around vehicles once the vehicle is parked is not allowed, and a 5 mph speed limit is enforced. In consideration of the neighbors and classes in session, loud music in vehicles on campus is prohibited.

Smoking

Lake Tech is a tobacco free institution. The use of tobacco products of any kind, including e-cigarettes, is not permitted at any Lake Tech location. This includes the parking lots.

**Florida Department of Education
Curriculum Framework**

Program Title: Phlebotomy
Program Type: Career Preparatory
Career Cluster: Health Science

Career Certificate Program	
Program Number	H170302
CIP Number	0351100901
Grade Level	30, 31
Standard Length	165 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	HOSA: Future Health Professionals
SOC Codes (all applicable)	31-9097 Phlebotomists 31-9099 Healthcare Support Workers, All Other
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	N/A

Purpose

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster.

The purpose of this program is to prepare students for employment as phlebotomists SOC Code 31-9097 Phlebotomists, All other.

The content includes but is not limited to communication, leadership, human relations, and employability skills; performance of safe and efficient work practices in obtaining adequate and correct blood specimens by capillary or venipuncture on adults, children and neonates; maintaining the integrity of the specimen in relation to the test to be performed; preparing blood smears; labeling specimens accurately and completely; collecting timed specimens; promoting the comfort and well-being of the patient while performing blood collecting duties; observing safety policies and procedures; medical terminology; emergency procedures including CPR (Heartsaver); delivering a variety of clinical specimens to the clinical laboratory; sorting and recording specimens received in the laboratory; centrifuging specimens and preparing aliquots of samples according to the designated protocol; distributing samples to appropriate laboratory sections; and preparing collection trays for specimen procurement.

Additional Information relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

Program Structure

This program is a planned sequence of instruction consisting of 2 occupational completion points.

This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3) (b), F.S.

To teach the courses listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the postsecondary program structure:

OCP	Course Number	Course Title	Teacher Certification	Length	SOC Code
A	HSC0003	Basic Healthcare Worker	PHLEB 7G LAB TECH @7 7G MED ASST 7G LPN 7G PARAMEDIC @7 7G REG NURSE 7 G RESP THER @7 7G PRAC NURSE @7 %7%G (Must be a Registered Nurse)	90 hours	31-9099
B	MEA0520	Phlebotomist		75 hours	31-9097

Common Career Technical Core – Career Ready Practices

Career Ready Practices describe the career-ready skills that educators should seek to develop in their students. These practices are not exclusive to a Career Pathway, program of study, discipline or level of education. Career Ready Practices should be taught and reinforced in all career exploration and preparation programs with increasingly higher levels of complexity and expectation as a student advances through a program of study.

1. Act as a responsible and contributing citizen and employee.
2. Apply appropriate academic and technical skills.
3. Attend to personal health and financial well-being.
4. Communicate clearly, effectively and with reason.
5. Consider the environmental, social and economic impacts of decisions.
6. Demonstrate creativity and innovation.
7. Employ valid and reliable research strategies.
8. Utilize critical thinking to make sense of problems and persevere in solving them.
9. Model integrity, ethical leadership and effective management.
10. Plan education and career path aligned to personal goals.
11. Use technology to enhance productivity.
12. Work productively in teams while using cultural/global competence.

Standards

After successfully completing this program, the student will be able to perform the following:

- 01.0 Demonstrate knowledge of the healthcare delivery system and health occupations.
- 02.0 Demonstrate the ability to communicate and use interpersonal skills effectively.
- 03.0 Demonstrate legal and ethical responsibilities.
- 04.0 Demonstrate an understanding of and apply wellness and disease concepts.
- 05.0 Recognize and practice safety and security procedures.
- 06.0 Recognize and respond to emergency situations.
- 07.0 Recognize and practice infection control procedures.
- 08.0 Demonstrate an understanding of information technology applications in healthcare.
- 09.0 Demonstrate employability skills.
- 10.0 Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
- 11.0 Apply basic math and science skills.
- 12.0 Demonstrate accepted professional, communication and interpersonal skills.
- 13.0 Discuss phlebotomy in relation to the health care setting.
- 14.0 Identify the anatomic structure and function of body systems in relation to services performed by phlebotomist.
- 15.0 Recognize and identify collection reagents supplies, equipment and interfering chemical substances.
- 16.0 Demonstrate skills and knowledge necessary to perform phlebotomy.
- 17.0 Practice infection control following standard precautions.
- 18.0 Practice accepted procedures of transporting, accessioning and processing specimens.
- 19.0 Practice quality assurance and safety.

**LAKE TECHNICAL COLLEGE
Health Science Education
Phlebotomy**

SUBSTANCE ABUSE STATEMENT

I understand and agree that any student in possession of, using, or under the influence of alcoholic beverages, any illegal substances or drugs, or any prescription drugs that are not prescribed for that individual on the school grounds or at any assigned clinical facility, will be subject to immediate dismissal from the program or any other disciplinary action that is deemed appropriate by administration. I also understand that any student convicted of, pleading no contest, or entering into any form of pre-trial program for the use, possession, manufacture, distribution or being under the influence of any of the above listed items or substances, regardless of where the alleged offense occurs, will be subject to immediate dismissal from the program.

As outlined in the *Policies and Procedures* manual, law enforcement agencies will be notified of any illegal activity.

Student Signature: _____ Date: _____

STATEMENT OF RECEIPT AND UNDERSTANDING OF POLICIES

I have received a copy of the Phlebotomy Master Plan of Instruction.

I have read, asked for clarification if needed, understand, and agree to comply with all policies contained therein.

I understand that failure to comply with these policies may result in the termination of my program.

Print Name: _____ Date: _____

Signature: _____

STUDENT CONFIDENTIALITY STATEMENT

I, _____ (PRINT), understand that as a student of Lake Technical College Health Sciences Program, I will have access to private, confidential information regarding the patients at the clinical sites at which I will be practicing and/ or job shadowing. I also understand that according to the law (HIPPA) this information is to be held in strict confidence and not discussed with anyone who does not have a legal right to know. This includes, but is not limited to, friends or relatives of mine, former employees of the practice and friends or relatives of the patient.

Information pertaining to a patient's health status can only be released upon the written authorization of the patient or patient's legal representative. Failure to comply is a violation of Federal Law and grounds for immediate dismissal from the program of study.

Signature: _____ Date: _____