

# PHLEBOTOMY

## Process for New Course Offering - All Schools

This form is to be completed for a course that has never been approved by the Curriculum Council.

<b>STEP ONE:</b> Requesting professional (teacher/counselor) completes the written request.	
<b>STEP TWO:</b> Requesting professional takes request to Department Chair for consideration/additional information. The Department Chair presents the course to members of the department.	<p><b>Recommended / Not Recommended</b></p> <p><u>Jane Kennedy 10/7/24</u> Department Chair / Date</p> <p><u>Health Science</u> Date of Department Mtg.</p>
<b>STEP THREE:</b> Request is sent to the Head Principal for consideration.	<p><b>Recommended / Not Recommended</b></p> <p><u>[Signature] 10-7-24</u> Head Principal Signature / Date</p>
<b>STEP FOUR:</b> Counselors complete Skyward Course Information on the written request form.	<p><b>Skyward Course Information Completed</b></p> <p><u>Jennifer May</u> Department Chair</p>
<b>STEP FIVE:</b> Request is brought to the Curriculum Council for a final decision by the Department Chair and/or the requesting professional. Presence is expected at the Curriculum Council meeting to answer any questions.*	<p><b>Recommended / Not Recommended**</b></p> <p><u>[Signature] 11-12-24</u> Curriculum Council Chair Signature / Date</p>
<b>STEP SIX:</b> Final determination, before submission to the BOE, is determined by the Assistant/Deputy Superintendent overseeing the Office of Curriculum & Instruction.	<p><b>Recommended / Not Recommended</b></p> <p><u>[Signature] 11-12-24</u> Ass./Deputy Superintendent Signature / Date</p>
<b>STEP SEVEN:</b> Request is presented to BOE for approval	<p><b>Approved / Not Approved</b></p>
<b>STEP EIGHT:</b> If approved by BOE, Request is sent to technology: A Zendesk is written by Chair of the Curriculum Council & paper copies are delivered by administrative assistant.	<p>_____</p> <p>Date Zendesk Submitted</p> <p>_____</p> <p>Date Forms Delivered</p>
<b>STEP NINE:</b> GCHS Registrar/Counselors are notified of completed changes by Technology. Forms are returned to the Office of Curriculum & Instruction.	<p>_____</p> <p><b>Date Changes Complete</b></p> <p><input type="checkbox"/> Forms Returned to Office of Curriculum &amp; Instruction</p>

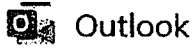
**\*\*Course Not Approved (Notes from Curriculum Council):**

## Request for New Course Offering - All Schools

BELOW TO BE COMPLETED BY REQUESTING PROFESSIONAL/DEPARTMENT CHAIR	
Professional Submitting Request: <u>E Hamm DeWain</u> Department of Submission: <u>Counseling</u> Date Completed by Professional: <u>10/4/24</u>	Building Submitting Request: <u>GCTS</u> Date Submitted to Department Chair: <u>10/4/24</u>
Course Name: <u>GCCC Phlebotomy</u>	SKYWARD INFORMATION: Short description of course (15 characters) <i>prints on transcripts</i> <u>GCCC Phlebotomy</u> Long description of course (30 characters) <u>GCCC Phlebotomy</u>
Kansas Course Code (KCCMS): <u>14104</u>	
Please attach the following: <input checked="" type="checkbox"/> Standards/Course Objectives <input checked="" type="checkbox"/> Syllabus <input checked="" type="checkbox"/> Description of Course 80% of standards for the course should be addressed in order for approval. Please attach any other pertinent documents you think the Council may wish to evaluate to approve the course.	Does any additional curriculum need to be purchased for additional credit to be offered? <input type="checkbox"/> YES* <input checked="" type="checkbox"/> NO <i>*If yes, please attach information regarding curriculum to be purchased that includes cost.                      **If approved by building principal, Council will assume that cost of new curriculum is not a concern.</i>  Does this course have the potential or need for a supplemental salary? <input type="checkbox"/> YES* <input checked="" type="checkbox"/> NO <i>*If yes, please attach an explanation of the supplemental including cost and hours.</i>
List any pre-requisite courses: <u>GCCC level of requirements as stated</u>	Indicate the following: <input type="checkbox"/> Required Course <input checked="" type="checkbox"/> Elective Course <input type="checkbox"/> Either (depends on grad reqs)
BELOW TO BE COMPLETED BY COUNSELOR	
Course Length: <input type="checkbox"/> 1 quarter <input checked="" type="checkbox"/> 1 semester <input type="checkbox"/> 2 semesters Credit to be Earned: <u>.5</u> Is this a dual credit course? YES / NO Is this a GCCC course? YES/NO Number of USD 457 Credits: <u>.5</u> (3 GCCC credit hours = 0.5 credit at USD 457)	NOTES: <u>Needs Skyward Course code</u>

<p>GPA Set: <input type="checkbox"/> normal <input checked="" type="checkbox"/> indexed</p> <p>Skyward Filter:</p> <p><input type="checkbox"/> LA <input type="checkbox"/> OC <input type="checkbox"/> FA <input type="checkbox"/> MA <input type="checkbox"/> SS <input type="checkbox"/> PE</p> <p><input type="checkbox"/> SCI <input type="checkbox"/> CO <input checked="" type="checkbox"/> GE <input type="checkbox"/> FL <input type="checkbox"/> STEM</p>	<p style="text-align: right;"><b>*TECHNOLOGY ON BACK</b></p>
<p><b>BELOW TO BE COMPLETED BY TECHNOLOGY</b></p>	
<p><input type="checkbox"/> KCCMS Mapping Confirmed</p> <p><input type="checkbox"/> Skyward Updates including any Course Code Assigned → _____</p> <p><input type="checkbox"/> Grad Requirements &amp; Filtering Confirmed</p> <p><input type="checkbox"/> GCHS Registrar/Counseling Department Notified of Completion</p> <p><input type="checkbox"/> Forms Returned to Office of Curriculum &amp; Instruction</p>	

**ALL FORMS MUST BE RETURNED TO THE OFFICE OF CURRICULUM AND INSTRUCTION.**



syllabi for curriculum guide

From Dawn Tucker <dawn.tucker@gcccks.edu>  
Date Tue 9/24/2024 7:59 AM  
To Hamlin DeLoach, Emily <ehamlin@gckschools.com>

5 attachments (3 MB)  
BIOL-210.pdf; BIOL-211.pdf; HELR 103.pdf; HELR 160.pdf; MATH 111 Master Syllabus.pdf;

THIS MESSAGE ORIGINATES FROM OUTSIDE USD-457

Hi Emily,

Here are some syllabi about courses that we thought might benefit some of your students for dual credit. Some you may already have. Students could enroll with us using our online instructors or possibly coming to campus for a class. If ever there was staff at GCHS who could be qualified to teach, we would love for them to teach face to face on your campus.

Let me know if you need anything else from me or have questions.

Thanks!!

**DAWN TUCKER** : Office | 620-276-0441  
Dual Credit Coordinator : dawn.tucker@gcccks.edu



801 Campus Drive • Garden City, KS • 67846 • www.gcccks.edu

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providing world class learning in a dynamic environment.  
From here, you can go anywhere.**

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## State Course Codes

### High School

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#### Subject Area 14: Health Care Sciences (secondary)

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##### Diagnostic Services

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###### 14104 - Principles of Phlebotomy



Students acquire knowledge, skills, and experiences related to the drawing of blood and typically learn about such topics as infection control, sterilization practices, medical/hospital procedures and environments, diagnostic procedures, and the process of drawing blood.

###### 14105 - Particular Topics in Diagnostic Services: Medical Interventions

These courses examine particular topics in diagnostic services other than those already described. This course investigates a variety of interventions involved in the prevention, diagnosis and treatment of disease, methodology for maintaining overall health, and homeostasis in the body. Students explore how to prevent and fight infection; screen and evaluate the code in human DNA; prevent, diagnose and treat cancer; and prevail when the organs of the body begin to fail. Through these scenarios, students are exposed to a range of interventions related to immunology, surgery, genetics, pharmacology, medical services and diagnostics.

###### 14147 - Diagnostic Services—Independent Study

Diagnostic Services—Independent Study courses, often conducted with instructors as mentors, enable students to explore topics related to diagnostic services. Independent Study courses may provide students with an opportunity to expand their expertise in a particular specialization, to explore a topic in greater detail, or to develop more advanced skills.

###### 14148 - Diagnostic Services—Workplace Experience

Diagnostic Services—Workplace Experience courses provide students with work experience in fields related to diagnostic services. Goals are typically set cooperatively by the student, teacher, and employer (although students are not necessarily paid). These courses may include classroom activities as well, involving further study of the field or discussion regarding experiences that students encounter in the workplace.

###### 14149 - Diagnostic Services—Other

Other Diagnostic Services courses.

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##### Health Information

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###### 14151 - Medical/Clerical Assisting

Medical/Clerical Assisting courses enable students to develop knowledge and skills that combine the medical and clerical fields. Students typically develop skills such as patient exam preparation, assessment of vital signs, routine lab procedures, medical transcription, financial accounting, patient and insurance company billing, and record-keeping.

# Course Syllabus



KCCMS  
14104  
PS  
186

## Laboratory Diagnostics & Phlebotomy

5 Credit Hours

### Course Information

**Course Number-Section:** HELR-160

**Final Exam:**

**Start/End Date:**

### Instructor Information and Communication Expectations

Instructor Information:

**Instructor:**

**Phone:**

**E-mail:**

**Office Location:**

**Contacting Instructor:**

E-mail Response Time:

## ➕ Syllabus Statement for Health/Safety/Sick Policies

COVID-19 has brought many changes, and both students and teachers need to work together, understanding evolving needs created by the pandemic.

For this specific class, you are asked to do the following:

1. Stay home if you are not feeling well (seeking medical care when appropriate). Communicate with your instructor early so s/he can work with you to stay current in the class.
2. Students are required to meet any of the masking or additional requirements at clinical sites in order to complete this course.
3. Sanitize hands and workspaces/desks/tables before and/or at the end of class
4. Communicate needs and concerns with instructors

The course delivery mode may be changed due to safety or health concerns (ex. if an instructor becomes ill or if the course needs to change due to size). Students will be advised when any changes occur.

## 🍏 Course Description

**Description:** The course will provide knowledge of CLIA government regulations, training for specimen and blood collection methods using proper techniques, and universal precautions for adults, children, and infants. Emphasis is on infection prevention, proper patient identification, testing specimens, labeling of specimens and quality assurance, specimen handling, processing, and proper documentation.

**Prerequisites:** Students are required to pass the prerequisites & current course with a C or higher:

- English
- Math
- Medical Terminology

- Anatomy and Physiology
- Medical Professional Issues

## Textbook Information

Hoelke, Lynn B. *The Complete Textbook of Phlebotomy, 5th Edition*. Cengage.

The college currently has a connection with the textbook publishing company, Cengage. Students have access to Cengage Unlimited and access their textbooks through their Canvas classes. As portions of student fees already cover this access, students should use their GCCC student e-mail when signing into Cengage for the first time. In addition, students should not need to purchase texts through Cengage.

The textbook can be accessed either by clicking on a link to the textbook identified in the Canvas Modules or by clicking on individual assignments or readings that connect to the textbook. When signing in to Cengage or setting up a Cengage Unlimited account, make sure that you are using your GCCC student e-mail.

## Student Learning Outcomes

Students will be able to . . .

- Demonstrate knowledge of phlebotomy techniques such as venipuncture and capillary puncture
- Differentiate between the use of vacuum tube blood draws and butterfly method
- Identify laboratory practices such as hematology tests, urinalysis, immunology test
- Explain the procedure for collecting, labeling, and processing specimens such as urine, sputum, fecal
- Differentiate between culture and sensitivity
- Complete an incident report related to an error in patient care
- Discuss laboratory classification and regulation

## Course Type

**HYBRID COURSE:** A hybrid course is a blend of online or independent work and campus-based instruction. A hybrid course offers the benefit of face-to-face instruction and the flexibility and convenience of online or independent work. Each individual course provides



specific classroom dates and times while online or independent instruction uses any combination of various methods: video, audio, document files, discussion boards, and written assignments.

Students need to have adequate computer skills as they will be communicating with the instructor and classmates online for significant portions of the course. Students are responsible for ensuring that they can access all course material on a regular basis either from the GCCC campus or from home. Additionally, certain technical abilities will be required, such as installing necessary plug-ins and uploading files.

If you have a problem with a personal computer or an interrupted network connection, know that you are still responsible for submitting your work on time. If there is a problem with the Canvas system, notify your instructor and Canvas support (877) 259-3991 (or email [online@gccccks.edu](mailto:online@gccccks.edu)) (<mailto:online@gccccks.edu>)).

### ① Time Commitment

A course is measured in credit hours. Each credit hour requires about 45 hours of work.

In the introductory module to class, there is a page that goes into depth with hybrid expectations, class time: 00.06 | Hybrid

Expectations, Class Time and Schedule (<https://gardencitycc.instructure.com/courses/15459/pages/00-dot-06-%7C-hybrid-expectations-class-time-and-schedule?wrap=1>). This page also gives suggestions on how to organize your time.

The summary is the following: To successfully complete this work, most students will need to schedule 1-3 hours a day at least 5 days a week for completing work, reviewing, studying, and interacting with other students and the instructor.

We also have four in-person Lab Classes listed on the schedule (<https://gardencitycc.instructure.com/courses/15459/files/1556086?wrap=1>). ↓ ([https://gardencitycc.instructure.com/courses/15459/files/1556086/download?download\\_frd=1](https://gardencitycc.instructure.com/courses/15459/files/1556086/download?download_frd=1)), as well as 30 hours of Clinical required.

### Classroom Decorum

Class Attire:

- PPE (per campus regulations)

- You may wear appropriate street clothes for any class or lab periods. Remember that you will be practicing clinical demonstrations, so wear something comfortable and appropriate.

#### Clinical Attire:

- PPE (per facility regulations)
- GCCC Scrub tops and pants provided in your student kits must be clean, free of stains & wrinkles and worn for every clinical. If you do not have required scrubs, you will be sent home and dropped from the course because you will not have required clinical hours to complete. Wear comfortable shoes with socks, preferably a type of tennis shoe or nursing shoe which are neat and clean. \*\*\*NO open toe shoes or sandals are allowed
- Hair: Long hair (length to the top of the shoulder or longer) must be pulled back from the face to prevent interference with care.
- Nails: Nails are to be short; no artificial nails are acceptable for infection control issues.
- Name Tags: GCCC tags must be always worn during clinical. You will receive your name tags in class. If you do not have required name tag, you will be sent home and dropped from the course because you will not have required clinical hours to complete.
- Climate Control: Please bring a sweater or light jacket due to variations in room temperature & personal preference. It is NOT acceptable to adjust resident room temperature according to your own temperature preferences.
- Clinical Site Cell Phone Policy: Cell phones must be left at home or in your vehicle. No cell phones are to be brought onto the clinical premises. This is to prevent HIPAA violations and disrespect in resident areas. If a student is caught with or using a cell phone during clinical the phone will be confiscated and returned after the clinical ends. If the student violates this policy a second time, the student will be sent home immediately and dropped from the program.
- Jewelry: NO jewelry allowed except for a basic watch (NO SMART WATCHES ALLOWED) and/or wedding rings, all other piercings must be removed. Any visible Tattoo markings must be completely covered.

#### In the Canvas environment:

Netiquette is online etiquette. It is important that all participants in online courses be aware of the proper online behavior and respect each other.


#### Use appropriate language for an educational environment:

- Use complete sentences
- Use proper spelling and grammar
- Avoid slang and uncommon abbreviations

- Do not use obscene or threatening language

Remember that the College values diversity and encourages discourse. Be respectful of differences while engaging in online discussions.

For more information about Netiquette, see *The Core Rules for Netiquette* (<http://www.albion.com/netiquette/corerules.html>) by

**Victoria Shea.** 

([http://www.albion.com/netiquette/corerules.html%C2%A0\(Links%20to%20an%20external%20site.\)Links%20to%20an%20external%20site.](http://www.albion.com/netiquette/corerules.html%C2%A0(Links%20to%20an%20external%20site.)Links%20to%20an%20external%20site.))

## Attendance

1. The student is responsible for contacting each of his or her instructors regarding a qualified emergency.
2. GCCC supports the right of instructors to recommend withdrawal prior to the published withdrawal date or to fail any student whose absences are excessive in the opinion of that instructor & course requirements.
3. Students are required to pass the course with a C (74%) or higher per National Exam Agency Requirements

### **Hybrid Attendance:**

A hybrid class has both online parts and on-campus parts, so we attend in two different ways.

- For online attendance, the course is outlined in the modules. Participating in discussions and completing assignments throughout the week is considered online attendance.
- On-campus attendance is required on lab meeting days. You must attend all lab days for the required hours to meet lab requirements. Lab meeting days are identified in the class modules.

## Assessment

### Quizzes

Quizzes in this class are designed to help practice the material and encourage long term memory and use of knowledge.

There is a more developed page in the Course Information Module that talks about types of quizzes.

Quizzes must be completed in the weeks they are assigned. Most quizzes allow at least one re-take. The retake has to be at least 6 hours after the first take, and has to happen in the same week that the quiz is due. You will use LockDown Browser for quizzes, and the Final requires LockDown Browser with Monitor (a webcam).

## Cengage Assignments, Homework, and Discussions

Homework will be submitted online according to assignment directions.

In weeks that we do not have a lab day, we will have a Discussion. Initial posts (which are the questions you have!) are due by Wednesday, and your answers and additional questions must be done by the end of the Week. Our goal is to keep ourselves accountable, ask questions, and learn long term.

We also have other assignments in the Modules. These will require submissions. Two of the most common assignments will be "The Human Element" in which you will need to write your answers to scenarios, and then submit that work in a .doc or .docx. It is important that it is your original work and how you would think through the scenarios because that is preparing for labs and clinical. There are also Video Assignments in which you will record short, less than 5 minutes, videos demonstrating skills.

Finally, Cengage Assignments are identified at the bottom of each Module. These assignments take you directly to the textbook and ask you to practice what you have read.

### Make-up/Late Work Policies

All work must be completed in the week that it is due. There is no late work accepted.

Late work is not allowed, there are no make-up allowances. All assignments will be due by deadline, or the student will receive 0 points for the assignment. For classes requiring internet support, it is the student's responsibility to have access to internet to complete assignments. If a student does not have reliable access, they are advised to utilize the college library to complete assignments.

### Extra Credit Policy

There is no extra credit.

### Attendance

Online Attendance as defined earlier in the syllabus is measured through the Homework and Discussions online.

Attendance at lab days is required. During labs, there will be different assignments, activities, demonstrations, check-offs, and other work.

Your performance in these are part of the grade.

### Final Exam

The final exam will be in the last week's module. It will require you to use LockDown Browser with Monitor, which requires a webcam.

The exam is cumulative, which means that it will have questions from all chapters and everything we have learned.

### Grading Scale

After your numerical grade has been calculated, your letter grade will be determined as follows:

94 - 100% = A

85 - 93% = B

74 - 84% = C

61 - 73% = D

below 60% = F

### Computation of Grades

Cengage Assignments = 5%

Homework & Discussions = 20%

Quizzes = 10%

Attendance: Performance at Labs = 25%

Final Exam = 15%

Clinical Performance = 25%

## College Policies, updated 08/03/23

### GCCC's General Education Outcomes

Students will develop the Essential or Employability Skills based on their credential. Essential skills include written communication, oral communication, and critical thinking as well as awareness of cultural diversity and social responsibility. Employability skills

include communication, problem-solving, and work ethic. These outcomes align with the college's commitment to engaging students in the collection, analysis, and communication of information.

## Cell Phone Policy

Use of cellular phones or any other electronic communication devices for any purpose during a class or exam session is prohibited by Garden City Community College, unless expressly permitted by the instructor.

## ADA/Equal Access

In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to "reasonable accommodations." Students who wish to receive accommodations must work with the Accommodations Coordinator and notify the instructor during the first week of class of any accommodations needed for the course. Garden City Community College is complying with the Americans with Disabilities Act, and is committed to equal and reasonable access to facilities and programs for all employees, students and visitors. Those with ADA concerns, or who need special accommodations, should contact the Accommodations Coordinator, Garden City Community College, 801 Campus Drive, Garden City, KS 67846, 620-276-9638 and/or at the email address [accommodations@gccks.edu](mailto:accommodations@gccks.edu) (<mailto:accommodations@gccks.edu>).

## Equal Opportunity

Garden City Community College does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex, age, height, weight, marital status, sexual orientation, or other non-merit reasons, or handicap nor will sexual harassment be tolerated, in its employment practices and/or educational programs or activities. Those concerned about the above should contact the Human Resources office at Garden City Community College, 801 Campus Drive, Garden City, KS 67846 620-276-9574.

## Copyright Disclaimer

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