Program Plan

Knox Technical Center
Phlebotomy – PBT1-0100

Knox Technical Center
Coordinator: Lou Ann Shultz, CMA (AAMA)
740.393.2933 ext. 1102
lshultz**@knoxcc.org**
Coordinator Office Hours: 8am – 4pm
Preferred Method of Contact: Email

308 Martinsburg Road
Mount Vernon, OH 43050
School Phone: 740.393.2933
School Fax: 740.397.1659
Web Site: www.knoxtechnicalcenter.com
School Office Hours: Mon-Thurs 7:30am – 7:00pm
Fri 7:30am – 4:00pm

I. GENERAL INFORMATION

A. Mission Statement: Our mission is to provide cutting edge programs that prepare adults with career and life-long learning skills.

B. Vision Statement: Prepare students for success.

C. Adult Education Director:
Jane Marlow
740.393.2933, ext. 1106
jmarlow@knoxcc.org

D. Disability Accommodations. Any learner needing special accommodation on the basis of any disability must advise the instructor at the beginning of class. All necessary accommodations will be made upon presentation of relevant certification, presented in a timely manner. Learners are also responsible for contacting the Program Coordinator prior to the start of class. For detailed KCCC Bylaws & Policies pertaining to Reasonable Accommodation, see Section 2260.01-Section 504 – ADA Prohibition Against Discrimination Based on Disability located on the website at www.knoxtechnicalcenter.com.

E. Equal Opportunity. It is the policy of the Knox County Career Center School District that employment, educational programs, and activities are provided without regard to race, color, national origin, sex or disability. Any learner with a disability should contact the program coordinator. The Board designates the Director as the Title VI, Title IX and Section 504 Coordinator.

F. Title IV Eligibility. This program is not approved for Title IV funding.

Program Plan

II. RATIONALE FOR PROGRAM

- According to the United States Department of Labor's Occupational Outlook Handbook, employment of phlebotomists is expected to grow by 22 percent between 2020 and 2030, which is much faster than average.
- As of October 4, 2021, **90** jobs relating to Phlebotomy within 60 miles of Mount Vernon were posted on the Ohio Means Jobs website (www.ohiomeansjobs.com).
- According to O-NET, projected growth in Ohio in the phlebotomy field through 2029 is at a 8 percent or higher. (www.onetonline.org).
- Indeed.com reports 145 job openings in and around Knox County on October 4, 2021 (https://www.indeed.com)
- 2013: 17 of 17 completed; 13 of 17 passed national certification; 7 are employed in the field as of May.
- 2014-2015: 16 out of 20 completed in 2014. 13 of the 16 passed certification; 8 are currently working in the field or have continued on an educational pathway as of June 2015.
- 2015-2016: 14 of 16 completed; 13 of 14 passed national certification; 11 are currently working in the field or have continued on an educational pathway as of July 2016.
- 2016-2017: 10 of 10 completed; 10 of 10 passed national certification; 6 are currently working in the field or have continued on an educational pathway as of September 2017.
- 2017-2018: 14 of 15 completed; 13 of 14 passed national certification; 9 are currently working in the field, a related field or have continued on an educational pathway as of September 2018.
- 2018-2019: 16 of 16 completed; 15 of 16 passed national certification; 6 are currently working in the field, a related field or have continued on an educational pathway as of November 2019.
- 2019-2020: 2 of the 2 completed, both passed national certification, 1 is currently working in the field, 2020. Seven Adult Diploma students completed the program and all passed certification.
- 2021 – Eight graduated, 5 passed the NCCT certification exam, 4 are currently in a related field or have continued on an educational pathway as of October 2021.

III. PROGRAM DESCRIPTION

The phlebotomy technician program is designed for individuals who are interested in learning the art of venipuncture (drawing blood samples) according to healthcare standards. Phlebotomists work directly with patients, and are many times the only 'face' that patients may associate with the medical laboratories that perform vital patient testing for diagnosis, treatment, and prevention of disease. For this reason, they must have excellent customer service and communication skills in addition to the clinical knowledge and skills. Laboratory results depend greatly upon the phlebotomist's ability to collect quality specimens. This is a position of high responsibility (NCCT, 2013). Our curriculum includes quality assurance; legal issues; infection control; safety; anatomy & physiology; circulatory system; blood collection procedures; CPR and First Aid; computers and specimen handling; special collections/point-of-care testing; intensive, hands-on laboratory skill practice; and a 40-hour nonpaid phlebotomy

externship. Successful completers are eligible to sit for the Phlebotomy Technician (NCPT) certification offered through the National Center for Competency Testing (NCCT), 7007 College Boulevard, Suite 705, Overland Park, KS, 66211.

IV. PROGRAM GOALS

- Provide entry-level skills and knowledge base required to pass the Phlebotomy Technician Certification Examination offered through the National Center for Competency Testing (NCCT).
- Provide 40-hours of hands-on experience in a laboratory setting
- Provide the student with instruction and practice of the necessary skills to acquire entry-level employment or to advance career opportunities in the medical field
- Provide a bridge for career pathways
- Offer quality career-oriented instruction, utilizing modern teaching techniques and applications
- Graduate prepared and competent phlebotomists

V. PROGRAM OUTCOMES

After the completion of the Phlebotomy Program**,** a learner will be able to:

1. Discuss the role of the phlebotomy technicians in a variety of health care settings.
2. Demonstrate a working knowledge of the phlebotomist's role as a responsible member of the medical team.
3. Define terminology associated with the role of the phlebotomy technician.
4. Discuss interpersonal skills and professionalism as they relate to the phlebotomy technician role and relationships with patients, families and the health care team.
5. Identify anatomy and physiology relevant the practice of phlebotomy technician including, but not limited to, anatomic regions, major body systems and their functions, homeostasis and coagulation.
6. Describe equipment utilized in the process of blood collection.
7. Discuss considerations for the selection of equipment for specimen collection.
8. Explain types of laboratory specimens and the consideration of the interference of drugs and other substances.
9. Discuss reagents and their importance in specimen collection.
10. Discuss collection procedures and proper techniques associated with collection procedures
11. Demonstrate proper techniques of specimen collection of blood and other specimens as appropriate.
12. Identify processes involved in specimen collection relating to handling and patient identification.
13. Describe proper methods for venipuncture.
14. Discuss potential complications associated with blood collection.
15. Explain special considerations relating to blood collection
16. Identify phlebotomy technician practices relating to safety and infection control.
17. Maintain legal and ethical standards of practice as related to the phlebotomy technician

student role.
18. Maintains HIPPA standards in the care delivery process.
19. Accept responsibility for personal and professional actions.
20. Displays an empathy approach to patient and family members during the care delivery process.
21. Demonstrates effective and professional communication with patients, families and the health care team.
22. Records accurately, patient data relevant to specimen collection.
23. Educate and prepare patients for laboratory procedures (venipuncture, urinalysis, strept cultures, etc.)
24. Utilizes appropriate practices associated with asepsis, standard precautions and specific precautions as recommended by OSHA and CDC standards.
25. Describe the role of continuing education as it relates to growth in the field of phlebotomy.
26. Demonstrates safe, effective care in the role of the phlebotomy technician student.
27. Describe processes for effective communication as they relate to specimen transportation.
28. Explain process for quality control as it relates to the phlebotomy technician role.
29. Ability to accurately perform and obtain vital signs.
30. Ability to perform 12-lead EKG for physician interpretation.
31. Ability to prepare a resume and cover letter in preparation for job interview.

VI. CREDENTIALS

Certification(s) is available through the National Center for Competency Testing. Graduates are eligible to sit once all program requirements have been met.

VII. TARGET POPULATION

- Any person 18 years of age and older with high school diploma or GED
- Any person interested in a medical career and/or career enhancement

VIII. PROGRAM MODEL

A. 174 hours of instruction (see curriculum map for detail)
   - 134 hours of combined theory/lab
   - 40-hour non-paid clinical practicum in a laboratory setting
   - Tuesday and Thursday, 3:00PM to 7:00PM

IX. ASSESSMENT STRATEGIES

A. <u>Preassessment Skills Review</u>
   - WorkKeys

B. <u>Throughout Program</u>
   - Topic Quizzes
   - Topic Exams
   - Competency Check-Off
   - Homework

- Critical thinking/case study review group work
- Hands-on skill practice labs
- Internet-based textbook resources

C. Graduation
- Maintain a 75% or higher course grade
- Maintain 90% attendance
- Successfully complete all course work
- Successfully complete all skill related competencies
- Successfully complete a 40-hour clinical laboratory externship experience

X. EVALUATION PLAN TO DETERMINE PROGRAM EFFECTIVENESS

- Survey of graduates within six months of graduation to determine employment rate
- Practicum site evaluation of student
- Employer survey
- Learner evaluation of instructors at end of program
- Learner evaluation of course at end of program
- Meetings with Advisory Committee at least twice a year
- Meetings with Faculty on a monthly basis

XI. TRAINING PATHWAYS

A. A career pathway system is a series of connected educational and training programs and support services that prepare and enable individuals, often while they are working, to secure a job and advance over time to successively higher levels of education and employment in a specific industry/field. Pathway goals are to increase access, awareness, affordability, resources, and alignment for high school students, adult learners, and the current workforce.

Knox Technical Center's Phlebotomy program is an entry-level program designed for learners with little to novice experience in the medical field, those who already work in the field and wish to enhance their skills, or those who simply wish to enter a medical career pathway.

Prior to admission/acceptance potential learners must have the following:

- Completed Application / $50 non-refundable fee
- WorkKeys
- High school diploma or GED – Official Transcript
- BCI (State) and only FBI (Federal) background check if student has lived outside of Ohio in the last five years
- Physician Release
- Current Healthcare Immunizations

Program Plan

Knox Technical Center
Phlebotomy

Session	Course Sequence		Total Theory Hours	Total Laboratory Hours	Total Clinical Hours	Total Course Hours
	Course #	Topic Name				
Spring/Fall	PBT1-0100	Orientation	4			4
		Past, Present, and the Healthcare Setting	7			7
		Quality Assurance and Legal Issues	7			7
		Infection Control, Safety, First Aid, and Personal Wellness				7
		Medical Terminology	7			7
		Human Anatomy & Physiology	7			7
		The Cardiovascular/Circulatory System	7			7
		Blood Collection Equipment, Additives, and Order of Draw	4	4		8
		Healthcare Provider CPR & First Aid	6			6
		Capillary Puncture Equipment and Procedures	3.5	3.5		7
		Venipuncture Procedures (Venipuncture, Butterfly, Syringe and Transfer Device)	7	9		16
		Pre-Analytical Considerations; Computers and Specimen Handling and Processing	3.5	3.5		7
		Special Collections and Point of Care Testing	3.5	3.5		7
		Non-Blood Specimens and Tests/Arterial Puncture Theory Only	3.5	3.5		7
		Skill Practice and Clinical Check-Off	4	26		30
	PBT1-0200	Clinical Externship as Assigned			40	40
						174
		NCPT Certification – 3 hours				

Course offered annually in fall (September/October
Classes meet Tuesday and Thursday, 3:00 PM – 7:00 PM
Curriculum approved by the National Center for Competency Testing (NCCT), 7007 College Boulevard, Suite 705, Overland Park, KS, 66211.

Updated 09-03-2021