Common Syllabus
MLT 261: Phlebotomy Certification Course

Current Term

Instructor:
Office hours:
Contact information
Classroom number:
Class days and time:

Course Description: MLT 261 Phlebotomy Certification Course (2-8-4)
The course studies various procedures in drawing blood and laboratory techniques in handling blood. Also, there is a focus on clinical assay types and professional issues, such as interpersonal communication, quality, phlebotomy department management, and regulations pertaining to phlebotomy. The student must satisfactorily perform in a laboratory setting as well as pass written tests. Students who complete MLT261 will be able to take a national accrediting examination, such as that offered by the American Society for Clinical Pathologists.

Prerequisite: Admission into the Phlebotomy Certification Program.

Text: The Phlebotomy Textbook fourth edition by Susan King Strasinger and Marjorie Schaub Di Lorenzo

Other Required Materials: Handouts, videos, training aids and transparencies as provided by the instructor. Library assignments, periodicals, computerized modules, and guest speakers may be used as appropriate.

Purpose of the Course: This course introduces students to the clinical laboratory. Course content includes safety, quality control, regulations, basic equipment, laboratory mathematics, and specialized areas of the laboratory. Much instruction will focus on instrumentation, specifically, basic components, principles of operation, maintenance, and quality control. Record keeping, clinical laboratory management, and patient report management will also be covered.

Course Learning Outcomes:

1. Demonstrate safety measures necessary for clinical laboratory and phlebotomy skills.
2. Demonstrate math skills to ensure safety and quality control.
3. Describe the elements of professional and ethical behavior related to the role of the Medical Laboratory Technician.
4. Summarize the professional processes of certification and accreditation.

ASSESSMENT OF STUDENT LEARNING: Completion of all written work as assigned is a course requirement. Written/Electronic work is due AT OR BEFORE the due date. Work received after this will
be considered late. Any late assignment will have 10% deducted for each day late (Monday through Friday) in addition to any points deducted for inaccurate/incomplete/erroneous work.

In both the didactic and the laboratory portions of the course, if applicable, the student must achieve 78% or greater. Failure to achieve this minimum score will result in dismissal from the program. In the laboratory portion of the course, the final grade will be recorded as “Pass” or “Fail” and registered with the didactic portion.

The following grading scale applies to all programs within the Missouri Health Professions Consortium MLT Program:

- 90 - 100% = A
- 83 – 89% = B
- 78 – 82% = C
- 66 – 77% = D
- 65% and below = F

In the lecture portion of the clinical course, the final grade is derived from student performance on examination(s) and/or assignments.

Grading/student assessment of lecture (didactic) portion of the course:

Final grade will be composed of:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit tests averaged</td>
<td>60%</td>
</tr>
<tr>
<td>Quizzes, case studies, study questions, or</td>
<td>10%</td>
</tr>
<tr>
<td>other assignments, attendance and</td>
<td></td>
</tr>
<tr>
<td>punctuality averaged</td>
<td></td>
</tr>
<tr>
<td>Final Exam</td>
<td>30%</td>
</tr>
<tr>
<td>Total:</td>
<td>100%</td>
</tr>
</tbody>
</table>

Grading/student assessment of laboratory (student laboratory) portion of the course, if applicable:

Final PASS/FAIL grade will be composed of:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laboratory Exercises averaged</td>
<td>30%</td>
</tr>
<tr>
<td>Professional Behaviors Evaluation</td>
<td>70%</td>
</tr>
<tr>
<td>Total:</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Expected Study Time Commitments:** Students should expect to spend approximately 2 to 4 hours per week studying, reading, and working on assignments for each registered credit hour. For example, 6 to 12 study hours per week may be expected for a 3-credit hour class.
**Program Assessment:** The Phlebotomy Certification Program continually strives to meet the needs of the student through program improvements. This is a cooperative effort that includes input from the faculty, student, Medical Laboratory Technician Advisory Board, and other appropriate agencies or entities. Students are assessed on proficiency in the course concepts and essential skills throughout the courses. Other program assessments include clinical performance criteria, essential skills proficiency, the clinical process evaluation, ASCP examination scores, placement rates, and follow-up surveys.

**Program Outcomes:**

1. Demonstrate knowledge of laboratory professional practice by providing safe, effective and accurate laboratory tests while maintaining patient confidentiality.
2. Utilize established laboratory procedures taking into consideration the application of scientific principles, technical skills for operation and maintenance of laboratory equipment, and relationship of laboratory findings to disease states to ensure appropriate patient diagnosis and treatment.
3. Employs professional conduct and communication skills with patients, families, laboratory personnel, healthcare team members, and the community as a medical laboratory technician.
4. Participate in professional development activities valuing the importance of continuous learning in laboratory medicine.
5. Comply with Federal, OSHA, and laboratory safety procedures for the well-being of the patient, healthcare team, self and community.

**INSTRUCTOR POLICIES:**

Please see the student handbook for a complete list of all detailed program policies.

**Academic Dishonesty:**

**Attendance:** of a course grade and/or dismissal from a course.

**Email:**

**Cell Phones & Texting:**

**Canvas:**

**COLLEGE POLICIES**

**Attendance Policy:** Students are expected to attend all class sessions for which they are enrolled. The College reserves the right to drop or withdraw students from courses due to lack of attendance.

Students need to be aware that dropping/being dropped from a course and their last date of attendance in the course may impact their financial aid.

MACC faculty are required to track attendance and report lack of attendance. An instructor must complete the appropriate steps to drop a student within one week following the student’s violation of the attendance policy. Additionally, a student’s attendance rate will be calculated based upon the first day the academic session begins (not the student’s date of enrollment in the course). If a student does not attend a course as defined below, the student will be dropped as “Never Attended.”
**Term Length Drop Calculations**

16-week: Any student who misses two (2) consecutive weeks of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

8-week: Any student who misses one (1) consecutive week of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

4-week: Any student who misses two (2) consecutive days of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

Intersession: Any student who misses one (1) day of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

Acceptable justification may include, but is not limited to, family emergencies, illness or injury, college-approved co-curricular and extra-curricular activities, and religious holidays.

**Definition of Course Attendance**

<table>
<thead>
<tr>
<th>In Seat Course</th>
<th>Physically attending scheduled, face-to-face, class meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virtual Course</td>
<td>Being present, via appropriate platform, for scheduled class meetings/activities</td>
</tr>
<tr>
<td>Hybrid Course</td>
<td>Physically attending scheduled, face-to-face, class meetings and active participation in the online portion of the course which may include any or all of the following:</td>
</tr>
<tr>
<td></td>
<td>• Completion of quizzes or exams during class meetings and online</td>
</tr>
<tr>
<td></td>
<td>• Submission of assignments during class meetings and online</td>
</tr>
<tr>
<td></td>
<td>• Participation in discussions during class meetings and online</td>
</tr>
<tr>
<td>Online Course</td>
<td>Active participation in an online course includes the following:</td>
</tr>
<tr>
<td></td>
<td>• Completion of quizzes or exams</td>
</tr>
<tr>
<td></td>
<td>• Submission of assignments</td>
</tr>
<tr>
<td></td>
<td>• Participation in threaded discussions</td>
</tr>
</tbody>
</table>
Simply logging into the Learning Management System (Canvas) and/or accessing the course and course related material does not constitute active participation for the online component of hybrid courses or for online courses. (*Policy Handbook, I.090 & M.095*)

**Academic Dishonesty:**

MACC board policy is as follows: “Academic dishonesty by students damages institutional credibility and unfairly jeopardizes honest students; therefore, it will not be tolerated in any form.” Forms of academic dishonesty include but are not limited to the following: violations of copyright law, plagiarism, fabrication, cheating, collusion, and other academic misconduct. Incidents of dishonesty regarding assignments, examinations, classroom/laboratory activities, and/or the submission of misleading or false information to the College will be treated seriously. The procedure for handling academic dishonesty is outlined in the Student Handbook (*Policy Handbook M.010*). In cases of alleged academic dishonesty, the burden of proof is on the student, not on the instructor.

**Student Email:**

MACC Mail is the official student email system at MACC. Official college communication is sent via this email system. Students are responsible for checking their MACC Mail account regularly. Students may also receive notifications and reminders from MACC through the online learning platform. However, students should remain aware that the online learning platform messaging system and MACC Mail (student email) system are two separate systems.

**ADA Statement:**

Students who have disabilities that qualify under the Americans with Disabilities Act may register for assistance through the Office of Access and ADA Services. Students are invited to contact the Access Office to confidentially discuss disability information, academic accommodations, appropriate documentation and procedures. For more information, please call either the Moberly office at (660) 263-4100 x 11240 or the Columbia office at (573) 234-1067 x 12120, or visit our web page at [http://www.macc.edu/index.php/services/access-office](http://www.macc.edu/index.php/services/access-office).

**Title IX Statement:**

MACC maintains a strict policy prohibiting sexual misconduct in any form, including sexual harassment, sexual discrimination, and sexual violence. All MACC employees, including faculty members, are considered mandated reporters of sexual misconduct and as such are expected to contact the Title IX Coordinator when they become aware, in conversation or in writing, of an incident of sexual misconduct. For more information on this policy or to learn about support resources, please see [http://www.macc.edu/sexual-misconduct-policy](http://www.macc.edu/sexual-misconduct-policy) or contact Cheryl Lybarger, MACC’s Title IX Coordinator, at 660-263-4110, ext. 11369 or cheryll@macc.edu.