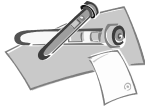



**WELCOME TO
PHLEBOTOMY**



**INTRODUCTION,
COURSE POLICIES,
& OVERVIEW**


STUDENT REQUIREMENTS

- Comply with Cuesta College rules & regulations
- Accept responsibility for personal learning
- Responsible for information presented in lectures, assignments & skill practice
- Complete assigned reading prior to class meetings
- Professional conduct
- Maintain a safe environment



Student Requirements

- Read, sign and turn in:
 - Consent to Practice
 - Student Confidentiality Statement
 - Student Acceptance Statement



GRADING

- A minimum of 70% on each quiz, assignment and the final exam are required to advance in the course
- Late assignments will lose 50% of original value
- No retakes
- Take home quizzes - **DO NOT COPY**
- No marks on quizzes
- Scantron Form:
 - keep in good condition, if form cannot be processed a grade of “F” will be assigned
 - incomplete erasures will stand

Grading...



- Advancement to “real” venipuncture requires two 100% competencies on the life form practice arms
- The final course grade is based upon the successful completion of:
 - theory
 - skill competencies
 - clinical externship
- Failure to complete each course component will result in a course grade of “F”

Student Support...




- **DSPS:**
 - Disabled Student Programs & Services
 - Test taking, reading comprehension
 - Notify instructor
- **Early Alert:**
 - Issued at the third week if grade less than 75%
 - student / instructor communication, planning & student retention


Course Requirements...

- Syllabus due dates are not negotiable
- Health Care Provider CPR 
- TB Clearance
- Hepatitis B Immunization 
- Phlebotomy Training Course Evaluation

Course Policies

- Attendance: 
 - required hours
 - tardies
 - instructor notification class / clinical
- Skill advancement:
 - sequenced from basic to complex
 - master each skill before advancement
 - maximum of two attempts

Course Policies...

- Skill demonstration time limits - refer to syllabus, practice with a timer 
- Skill practice policy:
 - appropriate sharps management at all times
 - direct observation by instructor or designee for invasive procedures



Course Policies...

Clinical Externship

- Successful completion of all previous course requirements
- 40.5 hours by arrangement
 - Weekend & evening scheduling is not guaranteed, early AM hours required
- Minimum of 50 successful venipunctures
- Minimum of 10 successful skin punctures
- Observation of 2 arterial punctures
- Restriction to antecubital and/or dorsal hand sites for venipuncture

Course Policies...

- Skills set-up and take-down
 - each student will assist with take-down
- Skills / Computer Lab hours
 - posted
- videos and Phlebotomy Tutor
- no invasive procedures or use of Cath Sim during open Skills Lab



Course Policies...

- Dress Code:
 - Review syllabus
 - Lab coat that buttons or zips, cuffed sleeves
 - Shoes
 - No artificial nails
 - Photo ID



Course Overview...

- Please turn to Syllabus