UNM-Valencia Campus
Phlebotomy Technician: 8 credit hours (PBT 101L)
Fall 2025: August 18—Dec 12

Class: Tuesday and Thursday 9:00—2:30 PM

INSTRUCTORS

Heather Cano; E-mail: hcano11@unm.edu
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Office Hours: 30 minutes after each class

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Office Hours: M-F 3:00-5:00 pm by appointment

Accommodations: UNM is committed to providing equitable access to learning opportunities for students with documented disabilities. As your instructor, it is my objective to facilitate an inclusive classroom setting, in which students have full access and opportunity to participate. To engage in a confidential conversation about the process for requesting reasonable accommodations for this class and/or program, please contact the UNM-Valencia Equal Access Services (Sarah Clawson, Coordinator), at (505) 925-8840 or by email at sjclawson@unm.edu. Or the UNM-Albuquerque Accessibility Resource Center (https://arc.unm.edu/) at arcsrvs@unm.edu or by phone at 505-277-3506.

Title IX: The University of New Mexico and its faculty are committed to supporting our students and providing an environment that is free of bias, discrimination, and harassment. The University's programs and activities, including the classroom, should always provide a space of mutual respect, kindness, and support without fear of harassment, violence, or discrimination. Discrimination on the basis of sex includes discrimination on the basis of assigned sex at birth, sex characteristics, pregnancy and pregnancy related conditions, sexual orientation and gender identity. If you have encountered any form of discrimination on the basis of sex, including sexual harassment, sexual assault, stalking, domestic or dating violence, we encourage you to report this to the University. You can access the confidential resources available on campus at the LoboRESPECT Advocacy Center (https://loborespect.unm.edu), the Women's Resource Center (https://women.unm.edu), and the LGBTQ Resource Center (https://lgbtqrc.unm.edu). If you speak with an instructor (including a TA or a GA) regarding an incident connected to discrimination on the basis of sex, they must notify UNM's Title IX Coordinator that you shared an experience relating to Title IX, even if you ask the instructor not to disclose it. The Title IX Coordinator is available

to assist you in understanding your options and in connecting you with all possible resources on and off campus. For more information on the campus policy regarding sexual misconduct and reporting, please see https://policy.unm.edu/university-policies/2000/2740.html and CEEO's website.
If you are pregnant or experiencing a pregnancy-related condition, you may contact UNM's Office of Compliance, Ethics, and Equal Opportunity at ceeo@unm.edu. The CEEO staff will provide you with access to available resources and supportive measures and assist you in understanding

TEXTS

1-Phlebotomy Essentials, latest edition (McCall and Cathee M. Tankersley; Lippincott Williams and Wilkins Publication)
2-Student Workbook for Phlebotomy Essentials, latest edition (McCall and Cathee M. Tankersley; Lippincott Williams and Wilkins Publication)

INTRODUCTION

This combined course introduces the basic principles of medical technology and its direct application to the phlebotomy skill techniques and vocabulary applicable to all phases of patient care services/technology; to meet the preparation for certification and successful employment in the allied health profession.

GOALS

- To assist each student to:
- Understand the organizational makeup of the clinical laboratory: Its parts, purposes, and personnel ● Develop proper safety skills and infection control practices and awareness of the guidelines established by regulatory agencies governing laboratory safety
- To eliminate pre-analytical laboratory errors by educating the phlebotomist
- Become familiar with common laboratory equipment and their operations
- Develop the skills and techniques necessary to perform specimen collection by venipuncture, dermal puncture and other methods of collection of body fluids
- Become familiar with medical terminology and medical abbreviations
- Become aware of the legal and ethical issues that pertain to the phlebotomy technician o Customer service
  o CLSI guidelines for phlebotomy

INSTRUCTION

The course will be taught by two lectures. There will be lectures, demonstrations, audio-visual aids, blackboard exercises, and practical exercises in mathematics and writing that are related to the field of Phlebotomy. Reading, written assignments, research, practice with work based mathematics, and handouts will be required. The use of untested blood specimens is required**. Clinical laboratory standard precautions will be strictly enforced**.

ATTENDANCE

Regular attendance and punctuality is required for both lecture and lab. It is the responsibility of the student to obtain missed materials and assignments. **Students are only allowed to miss TWO classes before being dropped by instructor(s). This course requires BOTH lecture hours and important 'Skills/Hands On' lab hours. You CANNOT make up the lab time. The hours are required as part of the Certification requirements for National testing.** If greater than 2 classes are missed there may be administrative/disciplinary action taken by the program director. ***Please note: Tardiness over 30 minutes results in ONE missed class.***

STUDENTS WITH SPECIAL NEEDS

In accordance with University Policy 2310 and the Americans with Disabilities Act (ADA), any student needing academic accommodations should first contact Equal Access Services at 925-8560 (Student Services Bldg.) It is also imperative that you take the initiative to bring such needs to the instructor's attention, as your instructor is not legally permitted to inquire. Students who may require assistance in emergency evacuations should contact the instructor as to the most appropriate procedures to follow.

ACADEMIC DISHONESTY

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or who otherwise fails to meet the expected standards. Any student judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course.

ACADEMIC DISHONESTY IS DEFINED AS:

"Academic dishonesty" includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.
UNM Academic Dishonesty Policy: https://policy.unm.edu/regents-policies/section-4/4-8.html

DIDACTIC

The didactic portion of this course will contain discussion, written assignments, research, and case study evaluations. Weekly graded workbook homework and quizzes will be given on the chapters. Workplace mathematic lessons and quizzes will also be administered, as well as a Mid-term and Final examinations.

PROFESSIONAL DRESS CODE

Students MUST wear Evergreen Scrubs and Long White Lab Coats for each class. Hair that is shoulder length will be up and away from face; bangs will be held out of the view of vision-not over the face; white or light colors closed shoes are required (absolutely No open toe or heal shoes are permitted-this is a professional lab setting). Finger nails must be short, no artificial nails or nail polish.

CLINICAL TRAINING

Upon successful completion of classroom/didactic and lab instruction, there will be a clinical site training period (PBT 102L). Each student **must** complete this live/direct patient care requirement of 100 hours on site at an established healthcare facility, as well as 100 Venipunctures and 20 dermal punctures.

There will be 3-4 weeks allotted for the completion of clinical training. It is extremely important that you plan ahead so no clinical days are missed. It is the individuals' responsibility to provide transportation and fulfill the UNM and clinical site agreement requirements established. *See student responsibilities' **MISSING CLINICALS**

If a student is unable to attend any portion of the clinicals, they will lose a letter grade from the overall grade average for each day missed. **DO NOT MISS CLINICALS**. Clinical days are included on the class calendar. Please attempt to reschedule all appointments if possible.

CELL PHONES AND OTHER DEVICES

Do not allow your cell phone or any other electronic device to ring/sound while you are in the classroom/lab/clinical training. Do not take calls, text, IM, etc. during this instructional/training time. Please do not prompt the instructor(s) to ask you to put your device(s) away.

GRADING

Your final grade will be calculated from grades received and weighted from the homework, quizzes, exams, skills technique and procedures demonstrated. Students must pass with a 75% or better. Students who do not pass with a 75% in the didactic and lab, DO NOT go on to clinical training, therefore, DO NOT receive a certificate for this course. Students are expected to take tests on test date. Make-ups will only be given with special circumstances; you must provide written documentation of the situation i.e. emergency and this will be approved at the discretion of the instructor(s).

HOMEWORK

Weekly readings and homework are **required.** Once a chapter has been covered in lecture class, you must then complete the corresponding chapter homework in the *Student Workbook for Phlebotomy Essentials;* this will need to be handed in by the next class period. See class calendar for exact due dates.

RESEARCH PAPER

There will be a research paper assigned in this class on Bloodborne disease. It is worth 100 points. You will turn it in a total of three times, once as a rough draft where it is worth 20 points, a second time as a rewrite where it is worth 20 points, and the final time where it is worth 60 points. The paper may be turned in using two formats: Email (using your UNM email address, as well as a physical copy.) The paper must be typed and using APA format. Handwritten papers will not be accepted.

LATE WORK

If the workbook homework is not handed in by the next class period, the assignment will be worth only half of the original grade points. Thereafter, a zero-0 grade will be assigned. Each chapter workbook assignment is worth 10 points. This also includes the research paper.

EXAMS

There will be 4 exams (mid-term, final, Lab, and your end TABE exam) and at least 12 quizzes during the semester over the lectures. You already took one TABE exam before class started.

WHAT ARE THE GOALS OF AN I-BEST'ED CLASS

Integrated Basic Education and Skills Training or I-BEST is designed to boost student foundational reading, writing, math, and study skills so that the student can successfully complete a career-based certificate and secure living wage employment. The I-BEST program provides for 2 instructors, one trained in career content and the other in foundational skills, to work together for your success. As part of this focus on careers and foundational skills, all students will be required to complete a TABE pre-test. A post-test will also be required before the end of the semester *(Date TBA).*

Upon completion of this course, you will demonstrate the following foundational competencies, which are drawn from the National Reporting System's outcome measures for adult learners:

- Can comprehend, explain and analyze information from a variety of literary works, including primary source materials and professional journals.
- Can show active problem-solving skills
- Show a working understanding of units and conversions
- Writing is cohesive with clearly expressed ideas supported by relevant detail
- Can use varied and complex sentence structures with few mechanical errors
- Can read technical information and complex manuals and can comprehend college level books
- Can read text and explain a procedure about a complex and unfamiliar work procedure ● Can evaluate new work situations and processes
- Can work productively and collaboratively in groups and serve as facilitator and reporter of group work
- Can use common software and learn new software applications

TITLE IX DISCLAIMER

In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered "responsible employees" by the Department of Education (see pg 15 - http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf). This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office of Equal Opportunity (oeo.unm.edu). For more information on the campus policy regarding sexual misconduct, see: https://policy.unm.edu/university-policies/2000/2740.html

ASSIGNMENT VALUES

Quizzes: ……..……10 points each
Homework: 14 assignments.……..10 points each
Research Paper……..100 points
Mid-Term exam: Chapter 1-7……..100 points
Final Exam: Chapters 1-14…….100 points
Final Lab Skills Exam: All skills…….100 points

WEIGHTED CALCULATIONS LETTER GRADING SCHEME:

Quizzes……10% A+ >98%
Research Paper…….10% A 93-97%
Homework……10% A- 90-92%
Midterm……20% B+ 88-89%
Final……..20% B 83-87%
Lab Final Practicum……30% B- 80-82%

C+ 78-79%
C 73-77%
C- 70-72%

PLEASE NOTE: *The instructors reserve the right to make changes to this syllabus due to unforeseen circumstances or to better meet student needs.*

I-BEST REFERENCES

(2016). In Search Jobs by Skills. Retrieved January 9, 2014, from http://profiles.keytrain.com/pro

The University of New Mexico – Valencia Campus

BLOODBORNE PATHOGEN POLICY AND EXPOSURE GUIDELINES

I. Purpose and Policy

The purpose of these guidelines is to reduce the risk of student exposure to bloodborne pathogens, such as, but not limited to, hepatitis B virus (HBV), hepatitis C virus (HBC), and the human immunodeficiency virus (HIV).

Standard Precautions is an approach to infection control that requires the application of blood and body fluid precautions for all patients and patient specimens, regardless of diagnosis. Standard Precautions will be the minimum standard of practice throughout UNM Health Sciences Center. Whenever possible, Body Substance Isolation will be used. Body Substance Isolation takes Universal Precautions one step further and requires the same barrier precautions for all moist body substances and surfaces, not just those associated with the transmission of HIV and HBV. All human blood and body fluids will be handled as if they are infectious.

II. **Prevention of Bloodborne Pathogen Exposure**

Reducing the Risk of Healthcare Associated Infections and Bloodborne Pathogens for HSC training is required annually. Training can be accessed online through my.unm.edu on Learning Central. Certificates of completion need to be printed and a copy provided to the Allied Health program coordinator as well as the clinical instructor.

III. **Methods of Compliance**

Students will become familiar and comply with the Bloodborne Pathogen Exposure Plan of the clinical sites to which they are assigned.

IV. **General Screening**

UNM-Valencia will not undertake any program of screening faculty or students for antibody to HIV. Any student or faculty wishing to be tested will be referred to his or her private physician, the UNM Student Health Center, or the county health department.

V. **Accidental Exposure Incidents**

A student in the Allied Health program who has blood exposure while in a clinical agency is treated in a similar manner as any type of accident occurring within the agency

The student should immediately notify the clinical faculty who will then immediately notify the supervisor within the health care facility where the exposure occurred. As much information as possible about the blood donor should be collected (i.e., HBV antigen, HCV, and HIV antibody status). The clinical agency will usually require the completion of an incident report and will usually ask for permission from the client to test for bloodborne pathogens.

The student should report to the UNM Student Health Center within 6 to 8 hours to discuss prophylaxis treatment. If the exposure occurs when the Student Health Center is not open, the

exposure may be reported at University Hospital Urgent Care or Emergency Room. The University is not liable for treatment costs.

The exposed student will be encouraged to have testing for HIV at baseline, 6 weeks, 3 months, and 6 months. The decision to have testing or not, however, is the choice of the individual exposed.

The clinical instructor should notify the Allied Health Coordinator and/Program Manager in Community Education when a student has been accidentally exposed. Notification of the Administration is necessary to assist in the protection of the faculty and College in the event of subsequent liability issues or actions occurring following the incident.

When a student experiences a bloodborne pathogen exposure while in a clinical agency, the policy of all agencies mandates that an incident report be filed. While the University will make every effort to maintain confidentiality, the University cannot be held responsible for actions taken by the clinical agency. The supervising faculty will follow the procedure for reporting accidental exposure as outlined above.

VI. **Guidelines for Exempting Students from Clinical Assignment to Clients with Bloodborne Diseases:**

- **Confirmed Pregnancy**
  - o The risk of transmission of HIV infection to pregnant health care workers is not known to be greater than the risk to those not pregnant.
  - o The risk of transmission of other pathogens, such as cytomegalovirus, from patients with AIDS to pregnant health care workers is unknown but is thought to be low to nonexistent.
  - o Based on the above information, there is no epidemiological reason to exempt pregnant students from caring for patients with bloodborne diseases.
- **Incompetent Immune Systems:**
  - o The Centers for Disease Control and Prevention (CDC) does not recommend barring HIV-infected health care workers from practicing their profession. There is no evidence that infected nurses have ever infected a client with HIV in the process of providing nursing care. Although there is evidence that one dentist infected six clients with HIV, the mechanism of transmission has not been established. Retrospective studies on a number of HIV-infected dentists and surgeons have not discovered any transmission to any of their patients.
  - o Based on this information, students with HIV infection need not be restricted from clinical experience unless they have some other illness for which any health care worker would be restricted. Symptoms of HIV (i.e., fatigue, paresthesia, vision problems, or dementia) may limit a health care worker's ability to safely practice. ● **Infections:**
  - o Any student with an infectious process could further compromise the client with an incompetent immunological system. All students with exudative or weeping skin lesions should be restricted from direct client care contact.
  - o The decision to exempt a student from clinical experience will be made on a case by-case basis by the faculty responsible for the clinical course. Decisions about longer exemptions (more than one clinical session) will be made in consultation with the student's physician and appropriate university faculty/administrators.

VII. **Student Acceptance of Clinical Assignment**

Students who have received formal classroom instruction in bloodborne pathogen exposure control and can satisfactorily demonstrate knowledge and skills requisite to such care are expected to accept clinical assignments to meet the course objectives.

The decision to exempt a student from clinical experience will be made on a case-by-case basis by the faculty responsible for the clinical course.

VIII. **Confidentiality**

Within the Code of Federal Regulations are statements designed to protect medical information and the privacy of the individual, providing there is no overriding need for the public to know. To mandate that a person infected with HIV be required or requested to notify College authorities is difficult, if not impossible, to enforce and legally challengeable.

Individuals involved with health care-giving services who know they are infected with a bloodborne disease are ethically and legally obligated to conduct themselves responsibly in accordance with the following protective behaviors.

1. Seek medical advice.
2. Follow College and/or agency guidelines when involved in direct client care.
3. Be knowledgeable about and practice measures to prevent transmission of bloodborne diseases.

No specific or detailed information concerning complaints or diagnosis will be provided to faculty, administrators, or even parents without the express written permission of the individual in each case. This position with respect to health records is supported by amendment to the Family Education Rights and Privacy Act of 1974 and the New Mexico HIV Test Act (Chapter 227) of 1989. Health officials and other institutional officers must remember that all confidential medical/health care information is protected by statutes and that any unauthorized disclosures may create legal liability.

The University of New Mexico – Valencia Campus
Blood & Body Fluid Exposure/Needle-Stick
OBTAINING MEDICAL CARE FOR EXPOSURES

1. **When an exposure occurs**:

   Wounds and skin sites that have been in contact with blood or body fluids should be washed with soap and water; mucous membranes should be flushed with water. There is no evidence that the use of antiseptics for wound care or expressing fluid by squeezing the wound further reduces the risk for HIV transmission. However, the use of antiseptics is not contraindicated. Use of caustic agents, e.g., bleach, is not recommended.

2. **Medical Evaluation:** It is very important that medical evaluation take place immediately because treatment decisions must be made within 2 hours after exposure. HIV prophylaxis for high-risk exposure appears most effective if started within 2 - 4 hours. It is also extremely important to evaluate the donor's risk status immediately.

3. **Medical Evaluation Facilities:** The student should report IMMEDIATELY to UNM Student

Health & Counseling (SHAC). SHAC Hours (eff. 8/14/15): Mon. thru Thu., 8:00 am to 5:30 pm; Friday, 9:00 am to 5:00 pm. Hours are subject to change; check website [shac.unm.edu] for updates.

Outside of these hours, the student should go IMMEDIATELY to the nearest emergency room associated with the clinic or office where the incident occurred for the initial evaluation. Follow-up can be done at SHAC. (Do not go to UNM Employee Occupational Health unless you are a student employee and the exposure occurred as a result of your employment.)

The student should notify his/her supervisor immediately. The supervisor and student should fill out a *UNM Notice of Incident / http://policy.unm.edu/common/documents/6150-exhibit-d.pdf* form. This form should go with the student to his/her evaluation for treatment.

Note: If the incident occurs at the VA Hospital, the VA Employee Health Clinic will do the initial evaluation.

4. **Insurance**: The insurance ID card should be shown when medical evaluation is needed. If the medical facility needs further verification of coverage, they can contact AIG, Educational Markets, at 1-888-622-6001. Their office hours are Mon. through Fri. from 8:00 am to 5:00 pm (Mountain time).

5. **Laboratory Testing/Treatment:**

a) To determine whether treatment of the student is necessary, blood must be drawn from the patient/donor to evaluate Hepatitis B, C, and HIV status. Call the Infection Control Nurse or Nursing Supervisor to order these tests on the patient/donor. The Infection Control Nurse (7 am to 4 pm) or Nurse Supervisor (after hours) should review the medical record, question the patient/donor about risk factors, and obtain the patient's/donor's consent to do the tests necessary to evaluate their health status.

b) If the exposure occurs in an outpatient setting (and these tests cannot be done), send the patient/donor to Student Health & Counseling (SHAC) with the exposed student for evaluation.

6. **For more information on testing and treatment decisions or protocols**: ● Dr. Susan Kellie at UNM: (505) 272-6957 or pager (505) 951-1067 — Mon. thru Fri., 8:00 am to 5:00 pm

- PALS line, Infectious Disease physician on call: (505) 272-2000 or 1-888-UNM-PALS (1-888-866-7257)
- Student Health & Counseling (SHAC): (505) 277-3136 — SHAC Hours eff. 8/14/15: Mon. thru Thurs., 8:00 am to 5:30 pm; Friday, 9:00 am to 5:00 pm. Hours are subject to change; check web [shac.unm.edu] for updates. SHAC Needle-Stick Web Page: http://shac.unm.edu/medical-services/blood-body-fluid-exposure.htm