

# Certified Phlebotomy Technician Course

## Daily Outline

### **Day 1**

I Introduction to the Laboratory Process and Basic Terminology

II A. How the Phlebotomist Prevents the spread of infection

II B. Universal Precautions

II C. OSHA Standards for accidental needle stick

II D. Procedures in the Laboratory and Patient's Rooms

II E. Safety

III A. Basic Anatomical Medical Terminology

III B. Anatomy and Physiology of the Body Systems

III C. Circulatory System, The Heart

III D. Circulatory System, The Vessels

III E. Circulatory System, The Blood

### **Day 2**

IV A. Blood Collection Equipment

IV B. Types of Collection Tubes

IV C. Order of Draw

IV D. Capillary Puncture Equipment

V A. Proper Identification of Patient, Check the Test Request

V B. Self-Monitoring of Patients Identification Requirements

V C. Approaching the Patient

V D. Patient Identification

VI A. Skin Puncture (Fingerstick/Heelstick)

VI B. Assemble the Supplies and Equipment

VI C. Patient Preparation

VI D. Capillary Puncture Procedure

### **Day 3**

VII A. Procedure, Proper Selection of Site

VII B. Procedure, Proper Cleaning of Site

VII C. Procedure, Collection With an ETS

VII D. Procedure, Collection with a Butterfly

VII E. Procedure, Collection with a Syringe

VIII. Post Puncture Care

IX. Disposal of Sharps, Needles, and Wastes

### **Day 4**

X A. Advance Safety, Chain of Infection

X B. Advance Safety, The Blood Bourne Pathogens

X C - E. Advance Safety, Patient Isolation

XI A. Anticoagulation Theory, The Process of Hemostasis

XI B. Treatment and monitoring of patients with various vascular and heart conditions

- XII A. Areas to avoid in Venipuncture
- XII B. Procedures for Different Patients, Procedure for IV sites
- XII C. Procedures for Different Patients, Pediatric Venipuncture
- XII D. Procedures for Different Patients, Geriatric Venipuncture
- XII E. The Site Selection of Patients with Diseases
- XII F. Discussion of the proper care for geriatric, dialysis, long term care patients and their importance to the laboratory and patient

## **Day 5**

- XIII A. Pre-analytical Sources of Error, Specimen Appearance
- XIII B. Pre-analytical Sources of Error, Specimen Rejection
- XIII C. Recognition of Problems with Requisitions, Specimen Transport, and Processing
- XIII D. Recognition of centrifugation, processing, Lecture and storage of serum or plasma tests
- XIII E. Standard Specimen Storage and the Prevention of Analytical Errors

- XIV A. Recognition of Request Errors and Corrective Action
- XIV B. Recognition of Transport Errors and Corrective Action
- XIV C. Recognition of Processing Errors and Corrective Action
- XIV D. Advanced Topics for Recognition of Processing Errors and Corrective Action

- XV A. Risk Factors and Complications
- XV B. Specimen Collection Variables Affecting Laboratory Tests
- XV C. Risk Factors and Complications when a Site Begins to Swell
- XV D. Risk Factors and Complications, Hitting a Nerve
- XV E. Risk Factors and Complications, Allergies
- XV F. Risk Factors and Complications with patients on "Blood Thinners"
- XV G. Risk Factors and Complications, with the Risk of Infection
- XV H. Risk Factors and Complications with Inadvertent Arterial Puncture
- XV I. Risk Factors and Complications, Guidelines When a Patient Becomes Ill
- XV J. Risk Factors and Complications

## **Day 6**

- XVI A. Basic Concepts of Communication, Professionalism, and Ethics, Introduction
- XVI B. Basic Concepts of Communication, Professional Behavior
- XVI C-D. Basic Concepts of Communication in the Patient Care Environment and Strategies
- XVI E-F. Basic Concepts of Communication, Verbal Communication and Cultural Diversity
- XVI G. Basic Concepts of Communication, Nonverbal Communication
- XVI H-I. Basic Concepts of Communication, Listening Skills, Family, Visitors and Significant Others

XVII. Quality Assurance

- XVIII A. Legal Issues, The Patients' Bill of Rights
- XVIII B. Legal Terminology
- XVIII C-E Accrediting Agencies, Regulatory Agencies, Law for Phlebotomist

XIX. The Arterial Puncture

XX. National Certification Preparation