

Integrated Education and Training Course Syllabus

Phlebotomy

Course Overview

- Industry Sector:** Health Care, Health Sciences
Training Partner: Kent Career Technical Center
Training Location: 1655 E Beltline Ave NE, Grand Rapids, MI 49525
Training Length: ~110 Hours
Certification: Phlebotomy Technician (CPT)

Participant Requirements

Participants in the Phlebotomy IET program must:

- Be 18 years of age or older, as of July 1 of the current program year,
- Complete an Adult Learning Plan for the current program year,
- Provide proof of identification,
- Be authorized to work in the United States, and
- Have no criminal offenses on record.

Screening Recommendations

Priority will be given to participants if any of the following are completed:

- Most recent Reading assessment
 - CASAS score of 211+ (Level 5) or
 - TABE score of 461+ (Level 3)
- Demonstrated consistent attendance and/or sufficient progress in courses
- Has completed at least one official GED test or has less than 5.0 high school diploma credits left to be completed

Placement Determinations

Placements into the IET program will be finalized after:

- Criminal background check completed and verified
- Completed Career Coaching and/or an Interest Profiler demonstrating similar healthcare careers as a “good fit”
- Completed KCTC Career Training Application
 - Verified commitment to continue attending both Workforce Training and Adult Education courses concurrently.
 - Verified commitment and availability to attend class for the specific hours, days, and weeks required.
 - Verified transportation or access to The Rapid bus system.
- Completed the Assessing Barriers checklist on the following page
- Completed Work Ready Soft Skills modules prior to the first day of Workforce Training

Addressing Barriers

Personal & Financial

I have reliable transportation to/from work or job search.....	YES	NO
I have a current driver's license.....	YES	NO
I have or can obtain childcare for employment and/or job search	YES	NO
I have enough income to live on & pay rent/utilities, etc.....	YES	NO
My current living situation is secure	YES	NO
I have access to healthcare coverage for myself and/or my family	YES	NO
I am currently on public assistance	YES	NO

Legal

I am an ex-offender with one or more felony convictions	YES	NO
I have one or more misdemeanor convictions.....	YES	NO
I am currently on probation.....	YES	NO
I am a US citizen.....	YES	NO
If not a citizen: I am a legal permanent resident	YES	NO
My immigration status and/or work authorization is a concern to me	YES	NO

Emotional & Physical

I have physical health issues that may limit or prevent employment.....	YES	NO
I have mental health issues that may limit or prevent employment.....	YES	NO
I have immediate family members who have serious health issues.....	YES	NO
I have depression, low self-esteem, lack of energy or motivation.....	YES	NO
I have a history of drug and/or alcohol abuse.....	YES	NO
Domestic violence is present in my household.....	YES	NO
I have learning challenges. Please circle: ADD, ADHD, Dyslexia, other.....	YES	NO

Training & Work Experience

I have a high school diploma or a GED.....	YES	NO
I have a college degree or other advanced education.....	YES	NO
I have a certification and/or I am licensed.....	YES	NO
I have basic reading and/or math skills.....	YES	NO
I have some beneficial work experience.....	YES	NO
I feel I have marketable job skills.....	YES	NO
I am proficient in the English language.....	YES	NO
If not, I have trouble with: Reading Writing Speaking		
English is commonly spoken in my household.....	YES	NO
If fluent in a language other than English, please name the language _____		
I have been fired from a job.....	YES	NO
I have been laid off from my job in the last 12 months	YES	NO
I am eligible for or have applied for unemployment compensation.....	YES	NO

Job Seeking Knowledge & Preparedness

I have knowledge about careers that are available and currently in demand.....	YES	NO
I have a current resume that I can use to get a job	YES	NO
I have the necessary computer skills to find and apply for jobs on the internet.....	YES	NO
I am comfortable completing job applications online <i>with</i> attachments	YES	NO
I could use some help with my interviewing skills.....	YES	NO
I have good personal and/or professional references to include on an application	YES	NO

Additional Comments

Include any additional comments that may be helpful to our staff and indicate any other barriers not mentioned above.

Career Pathway

Workforce Training Focus: Phlebotomy

Training Focus Employment Trend: Faster than average growth (8% or higher)

Training Focus Average Compensation: \$35,510

Important Competencies:

- **Knowledge:** Customer and Personal Service, English Language, Clerical, Psychology
- **Skills:** Service Orientation, Social Perceptiveness, Active Listening, Speaking
- **Abilities:** Near Vision, Arm-Hand Steadiness, Problem Sensitivity, Oral Comprehension
- **Activities:** Assisting/Caring for Others, Getting Information, Communicating with Supervisors

Students enrolling in this IET program could be interested in any of the following career pathways:

No High School Equivalency/Diploma	High School Equivalency/ Diploma, No College
<ul style="list-style-type: none"> ● Clerical Assistants ● Home Health Aides 	<ul style="list-style-type: none"> ● Phlebotomists ● Medical Assistants ● Pharmacy Technicians ● Medical Equipment Preparers ● Bioinformatics Technicians
Some College (1-2 Years)	Associate Degree/ Certificate (2 Years)
<ul style="list-style-type: none"> ● Customer Service Representatives ● Medical Secretaries ● Medical Transcriptionists ● Ambulance Drivers/Attendants ● Dental Assistants 	<ul style="list-style-type: none"> ● Medical Appliance Technicians ● Medical Records Technicians ● Surgical Assistants ● Radiologic Technicians ● Compliance Managers
Bachelor Degree (4 Years)	Advanced Degree (4+ Years)
<ul style="list-style-type: none"> ● Health Care Social Workers ● Technical Writers ● Athletic Trainers ● Dietitians/Nutritionists ● Medical Laboratory Technologists ● Registered Nurses ● Informatics Nurse Specialists 	<ul style="list-style-type: none"> ● Medical and Health Services Managers ● Mental Health and Substance Abuse Social Workers ● Chiropractors ● Clinical Data Managers ● Pediatricians ● Epidemiologists ● Bioinformatics Scientists

Adult Education & Literacy Components and Objectives

Integrated English Literacy and Civics Education/English as a Second Language

- Instruction to obtain proficiency and fluency in the English Language. Includes reading, writing, and mathematics skills to navigate real-world scenarios, as well as integrated civics education, grammar, and college and career readiness content.

High School Equivalency Preparation

- Instruction to prepare participants to take the four GED subject area tests, provided by certified teachers. Subjects covered are Mathematical Reasoning, Reasoning through Language Arts, Science, and Social Studies.

High School Diploma Completion

- Online-based instruction with individual tutoring from certified teachers to earn high school credits toward a diploma. Graduation requirements include courses in English, mathematics, social studies, science, world languages, art, physical education, health, & electives.

Adult Basic Education & Adult Secondary Education

- Individual instruction and tutoring for participants who already have a GED or diploma, but desire remedial mathematics or reading assistance for post-secondary education, job training, or workforce and career preparation.

Workforce Preparation Component Objectives

Participants will work alongside a Career Coach throughout the duration of their enrollment with Sparta Adult Education. Career Coaches will work with participants to:

- Communicate career and academic goals more effectively
- Identify personal strengths, interests, skills, and values
- Research career fields and occupations of interest within the Healthcare/Health Sciences sector
- Implement a personal job search campaign and understand what entry level job opportunities are available in Health Care/Health Sciences locally
- Conduct a mock interview for a job with confidence and effectiveness
- Create a career portfolio containing a resume, cover letter, and other work-related documentation for the job search process
- Use technology to explore and research careers, job training and educational requirements, wage information, and projected job growth data

Workforce Training Component Objectives

Sparta Adult Education aims to provide a thorough and insightful Phlebotomy training experience through job training at KCTC and integration of that content into Adult Education courses with Sparta, so that participants will be able to:

- Complete a venipuncture taking in all considerations, using proper procedures, and while being aware of site selection and complications
- Understand when and how to use test tubes and additives to run tests on blood
- Be mindful of safety and legal considerations for all patients in all interactions
- Understand healthcare settings, clinical laboratory sections, quality assurance, and handling of specimens in these environments.
- Be proficient in basic medical terminology, common laws and rights, and all relevant safety standards and protocol

Workforce training content objectives and expectations are obtained by Sparta Adult Education from the training provider and are used to ensure accurate alignment of topics integrated into regular adult education programming. The objectives are reviewed by Sparta Adult Education staff, who take student interests and barriers into consideration, to determine the appropriate level of preparatory content and contextualized remediation.

Content Integration Course Options (HSE/HSD Focus) Edgenuity	
Career Planning and Employability Skills	Introducing students to the working world, this course provides the knowledge and insight necessary to compete in today's challenging job market. This course helps students investigate careers as they apply to personal interests and abilities, develop the skills and job search documents needed to enter the workforce, explore the rights of workers and traits of effective employees, and address the importance of professionalism and responsibility as careers change and evolve. Students create a self-assessment profile, a cover letter, and a résumé that can be used in their career portfolio.
Career Explorations - Health Science Careers	This course prepares students to make informed decisions about their future academic and occupational goals. Students learn how to assess their own skills and interests, explore industry clusters and pathways, examine workplaces and tasks, explore education requirements and qualifications, and develop plans for career and academic development.
Introduction to Health Science	Introduces students to a variety of healthcare careers, as they develop the basic skills required in all health and medical sciences. In addition to learning the key elements of the U.S. healthcare system, students learn terminology, anatomy and physiology, pathologies, diagnostic and clinical procedures, therapeutic interventions, and the fundamentals of medical emergency care. Throughout the course, instructional activities emphasize safety, professionalism, accountability, and efficiency in the healthcare field.
Health Science Concepts	Fundamental concepts of anatomy and physiology—including the organization of the body, cellular functions, and the chemistry of life. As they progress through each unit, students learn about the major body systems, common diseases and disorders, and the career specialties associated with each system. Students investigate basic medical terminology as well as human reproduction and development. Students are introduced to these fundamental health science concepts through direct instruction, interactive tasks, and practice assignments. This course is intended to provide students with a strong base of core knowledge and skills that can be used in a variety of health science career pathways.
Medical Terminology	Introduces students to the structure of medical terms, plus medical abbreviations and acronyms. The course allows students to achieve comprehension of medical vocabulary appropriate to health care settings, medical procedures, pharmacology, human anatomy and physiology, and pathology. The knowledge and skills gained in this course provide students entering the healthcare field with a deeper understanding of the application of the language of health and medicine. Students are introduced to these skills through direct instruction, interactive tasks, practice assignments, and unit-level assessments.

Content Integration Course Options (ESL Focus) Burlington English	
Caregivers' English	The Series B Caregivers' English course covers topics such as caring for the elderly, caring for patients with special needs such as disabilities and chronic illnesses, caring for patients in recovery, first aid, and much more.
Doctors' English	The Series B Doctors' English course covers topics such as anatomy, general examinations, procedures, tests and pharmacology, as well as 15 different medical specialties.
Nurses' English	The Series B Nurses' English course covers topics such as anatomy, general examinations, procedures, tests and pharmacology, as well as eight different nursing specialties.
Nursing Assistants Career Course	The Series A Career Course for Nursing Assistants covers topics such as interviewing for a job, discussing experience, educational background, qualifications, work conditions, job responsibilities, safety training, on-the-job tasks, and much more.

**Edgenuity and Burlington English also have a number of courses for Pharmacy Technician, Nursing Assistant, Veterinary Science, and Dental Assistant, if students are interested in these career pathways within the Healthcare sector.*

Sample HSD Student Schedule

Week	Workforce Training Content	Adult Education Content (3.0 high school credits)
0		Preparatory Content: Course: Introduction to Health Science A Units to Complete: <ul style="list-style-type: none"> • Health Science Pathways and Careers • Pursuing Health Science Careers Course: Medical Terminology Units to Complete: <ul style="list-style-type: none"> • Medical Terminology
1	Module 1: Introduction to Phlebotomy <ul style="list-style-type: none"> • Role and duties of a phlebotomist • Laboratory departments and healthcare settings • Training, professionalism, licenses, and certification, employment • Patient confidentiality and HIPAA • Ethical behavior • Occupational safety and health hazard administration (OSHA) 	Course: Introduction to Health Science A Units to Complete: <ul style="list-style-type: none"> • Ethics and the Law • Healthcare Systems Course: Medical Terminology Units to Complete: <ul style="list-style-type: none"> • Medical Abbreviations
2	Module 2: Infection Control <ul style="list-style-type: none"> • Standard precautions, Healthcare safety hazards, Chain of infection, and Modes of transmission • Identifying potentially infectious patients: Contact, Droplet, and Airborne precautions • Personal protective equipment: Types and functions of PPE, Selecting PPE, Order of donning and removing PPE • Bloodborne pathogens, what can be done to control bloodborne pathogens, post-exposure 	Course: Introduction to Health Science A Units to Complete: <ul style="list-style-type: none"> • Patient Care • Health and Wellness • (Course Complete – 0.5 credit earned) Course: Medical Terminology Units to Complete: <ul style="list-style-type: none"> • Pharmaceutical Terms
3	Module 3: Human Anatomy and Physiology <ul style="list-style-type: none"> • Vascular and circulatory systems • Human blood, connective tissue, blood plasma, blood serum, platelets • Red blood cells (RBC) • White blood cells (WBC): Types, Function, Process of Phagocytosis • Hemostasis: Vasoconstriction, Platelet Plug Formation, Coagulation of Blood, Fibrinolysis • Antibody and antigen • Blood transfusion and blood groups • Blood vessels: Arterial System Function and Structure, Vasodilation, Vasoconstriction, Venous System Function and Structure, Capillaries Function • Body planes and veins for phlebotomy • Directional terms and movement terminologies 	Course: Health Science Concepts B Units to Complete: <ul style="list-style-type: none"> • Nervous and Sensory Systems • Cardiovascular System Course: Medical Terminology Units to Complete: <ul style="list-style-type: none"> • Anatomical and Physiological Terms

Week	Workforce Training Content	Adult Education Content (3.0 high school credits)
4	Module 4: Safety and Site Selection <ul style="list-style-type: none"> • Emergency First Aid and CPR • Safety data sheets and incident reports • Types of veins and veins unsuitable for venipuncture • Blood collection from pediatric and neonates and adult patients • Site selection 	Course: Introduction to Health Science B Units to Complete: <ul style="list-style-type: none"> • Safety in the Workplace • First Aid
5	Module 5: Specimen Collection <ul style="list-style-type: none"> • Gloves removal • Bleeding time • Glucose testing • Blood cultures • Therapeutic Drug Monitoring (TDM) 	Course: Health Science Concepts A Units to Complete: <ul style="list-style-type: none"> • The Human Body and Genetics • Cells Course: Medical Terminology Units to Complete: <ul style="list-style-type: none"> • Body Systems Terms I
6	Module 5: Specimen Collection <ul style="list-style-type: none"> • Hemoglobin and Hematocrit • Capillary tube blood collection • Blood smear • Bloodtyping - ABO/RH Test • Blood donation procedure • Blood collection for legal purposes 	Course: Health Science Concepts B Units to Complete: <ul style="list-style-type: none"> • Respiratory system • Integumentary, Lymphatic and Immune systems Course: Medical Terminology Units to Complete: <ul style="list-style-type: none"> • Body Systems Terms II
7	Module 5: Specimen Collection <ul style="list-style-type: none"> • Urine specimen collection • Stool specimen collection • Sputum specimen collection • Throat swab specimen collection 	Course: Health Science Concepts B Units to Complete: <ul style="list-style-type: none"> • Digestive, Urinary, and Endocrine systems Course: Medical Terminology Units to Complete: <ul style="list-style-type: none"> • Body Systems Terms III • (Course Complete – 1.0 credit earned)
8	Module 6: Equipment and Supplies <ul style="list-style-type: none"> • Gloves • Tourniquet • Alcohol pads, gauze, bandages • Needles, needle holder, sharps containers • Evacuated blood collection tubes and tube inversion technique • Blood specimens and capillary blood • Tube additives, color coding Module 7: Venipuncture and Dermal Punctures <ul style="list-style-type: none"> • Routine process to follow • Failure to obtain blood • Order of draw • Key chains • Lab sheets • Centrifuge and specimen processing 	Course: Health Science Concepts A Units to Complete: <ul style="list-style-type: none"> • Tissues, Organs and Systems • Diseases and Disorders

Week	Workforce Training Content	Adult Education Content (3.0 high school credits)
9	Module 8: Protocol, Procedures, and Handling <ul style="list-style-type: none"> • Venipuncture complications and concerns • Hematoma, hemoconcentration, phlebitis, petechiae, thrombus, thrombophlebitis, septicemia • Tourniquet test • Avoiding hemolysis • Specimen labeling, handling, and transporting • Precautions to be considered • Rejection of specimen • Test requisition • Special specimen handling 	Course: Introduction to Health Science B Units to Complete: <ul style="list-style-type: none"> • Communication, Leadership, and Teamwork
10	Module 9: Simulated Draws <ul style="list-style-type: none"> • Drawing from arm and hand • Venipuncture using a multi-sample needle • Venipuncture using a butterfly needle • Venipuncture using a syringe 	Course: Health Science Concepts A Units to Complete: <ul style="list-style-type: none"> • Anatomy of the Body • Musculoskeletal System • (Course Complete – 0.5 credit earned)
11	Module 9: Simulated Draws <ul style="list-style-type: none"> • Drawing from arm and hand • Venipuncture using a multi-sample needle • Venipuncture using a butterfly needle • Venipuncture using a syringe 	Course: Health Science Concepts B Units to Complete: <ul style="list-style-type: none"> • Human Reproduction and Development • (Course Complete – 0.5 credit earned)
12	Module 10: Legal Issues in Healthcare <ul style="list-style-type: none"> • What is the standard of care? • Civil law, Tort Law • Negligence, Malpractice • Needle Stick Prevention Act • Criminal law, sources of laws, consent and its types, patient abuse and types • Patients' rights • Patient self-determination act, advance directives, false imprisonment • Scope of practice, Good Samaritan Law, and uniform anatomical gift act • Exposure Control Plan • Americans with Disabilities Act (ADA) 	Course: Introduction to Health Science B Units to Complete: <ul style="list-style-type: none"> • Health Science Career Skills • Technology in Health Science • (Course Complete – 0.5 credit earned)