

Submit original with signatures + 1 copy + electronic copy to Faculty Senate (Box 7500). See <http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/> for a complete description of the rules governing curriculum & course changes.

TRIAL COURSE OR NEW COURSE PROPOSAL

SUBMITTED BY:

Department	Allied Health	College/School	UAF/Community and Technical College
Prepared by	Cathy Winfree	Phone	455-2876
Email Contact	cmwinfree@alaska.edu	Faculty Contact	Cathy Winfree

1. ACTION DESIRED
(CHECK ONE):

Trial Course	<input type="checkbox"/>	New Course	<input checked="" type="checkbox"/>
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2. COURSE IDENTIFICATION:

Dept	HLTH	Course #	F255	No. of Credits	5
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Justify upper/lower division status & number of credits:	<p>Lower division status: This course introduces the methods and principles of phlebotomy and includes the minimum 100 hours of externship for mastery of the skill. Prepares them for a career as a phlebotomist, an entry level healthcare position.</p> <p>Number of credits: 2.0 credits of theory at 800 minutes, .5 credits of skills lab at 1600minutes and 2.5 credits for 100 hours of externship hours at 2400 minutes.</p>
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3. PROPOSED COURSE TITLE: Phlebotomy Principles, Methods and Externship

4. To be CROSS LISTED? YES/NO

No	If yes, Dept:	<input type="checkbox"/>	Course #	<input type="checkbox"/>
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(Requires approval of both departments and deans involved. Add lines at end of form for additional required signatures.)

5. To be STACKED? YES/NO

No	If yes, Dept.	<input type="checkbox"/>	Course #	<input type="checkbox"/>
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Stacked course applications are reviewed by the (Undergraduate) Curricular Review Committee and by the Graduate Academic and Advising Committee. Creating two different syllabi—undergraduate and graduate versions—will help emphasize the different qualities of what are supposed to be two different courses. The committees will determine: 1) whether the two versions are sufficiently different (i.e. is there undergraduate and graduate level content being offered); 2) are undergraduates being overtaxed?; 3) are graduate students being undertaxed? In this context, the committees are looking out for the interests of the students taking the course. Typically, if either committee has qualms, they both do. More info online - see URL at top of this page.

6. FREQUENCY OF OFFERING: Every Fall and Spring

Fall, Spring, Summer (Every, or Even-numbered Years, or Odd-numbered Years) - or As Demand Warrants

7. SEMESTER & YEAR OF FIRST OFFERING
(AY2013-14 if approved by 3/1/2013; otherwise AY2014-15)

Fall 2013

8. COURSE FORMAT:

NOTE: Course hours may not be compressed into fewer than three days per credit. Any course compressed into fewer than six weeks must be approved by the college or school's curriculum council. Furthermore, any core course compressed to less than six weeks must be approved by the core review committee.

COURSE FORMAT: (check all that apply)	<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input checked="" type="checkbox"/>	6 weeks to full semester
OTHER FORMAT (specify)												
Mode of delivery (specify lecture, field trips, labs, etc)												

9. CONTACT HOURS PER WEEK:	2	LECTURE hours/weeks	1	LAB hours /week	7	PRACTICUM hours /week
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Note: # of credits are based on contact hours. 800 minutes of lecture=1 credit. 2400 minutes of lab in a science course=1 credit. 1600 minutes in non-science lab=1 credit. 2400-4800 minutes of practicum=1 credit. 2400-8000 minutes of internship=1 credit. This must match with the syllabus. See <http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/guidelines-for-computing-/> for more information on number of credits.

OTHER HOURS (specify type)	Principles and methods meet 6 hours per week for the first seven weeks. Then each student completes 100 hours of externship
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10. **COMPLETE CATALOG DESCRIPTION** including dept., number, title, credits, credit distribution, cross-listings and/or stacking (50 words or less if possible):

Example of a **complete** description:

FISH F487 W, O Fisheries Management
3 Credits Offered Spring

Theory and practice of fisheries management, with an emphasis on strategies utilized for the management of freshwater and marine fisheries. *Prerequisites: COMM F131X or COMM F141X; ENGL F111X; ENGL F211X or ENGL F213X; ENGL F414; FISH F425; or permission of instructor.* Cross-listed with NRM F487. (3+0)

Hlth F255 Phlebotomy, Principles, Methods and Externship
5 credits

This comprehensive lecture, lab and externship course is designed to provide information covering phlebotomy technique, anatomy & physiology as it pertains to venipuncture, and lab testing. Quality control, quality assurance, universal precautions, and OSHA regulations will be reviewed. Specimen collection and proper specimen handling is an essential segment of successfully completing this course. Hlth F255 includes 100 hours of practical experience. Upon completion the student will have satisfied the educational requirements, for national phlebotomy certification by the American Society of Clinical Pathologists. (2 + 1.0 + 7).

Prerequisites: Hlth 122 or current First Aid and CPR cards. Accuplacer reading comprehension score of 65 or above; and DEVM F060. Documentation of positive antibody titer for hepatitis B, current immunizations or titers to measles, mumps, rubella, varicella, flu shot and two step PPD within the past year. Other specific immunizations as required by externship sites.

11. **COURSE CLASSIFICATIONS:** Undergraduate courses only. Consult with CLA Curriculum Council to apply S or H classification appropriately; otherwise leave fields blank.

H = Humanities S = Social Sciences

Will this course be used to fulfill a requirement for the baccalaureate core? If YES, attach form.	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>	X <input checked="" type="checkbox"/>
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IF YES, check which core requirements it could be used to fulfill:

O = Oral Intensive, Format 6 <input type="checkbox"/>	W = Writing Intensive, Format 7 <input type="checkbox"/>	Natural Science, ("X" for Core) Format 8 <input type="checkbox"/>
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11.A **Is course content related to northern, arctic or circumpolar studies? If yes, a "snowflake" symbol will be added in the printed Catalog, and flagged in Banner.**

YES **NO**

12. **COURSE REPEATABILITY:**

Is this course repeatable for credit?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
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Justification: Indicate why the course can be repeated (for example, the course follows a different theme each time).	
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How many times may the course be repeated for credit?	<input type="checkbox"/>	TIMES
If the course can be repeated for credit, what is the maximum number of credit hours that may be earned for this course?	<input type="checkbox"/>	CREDITS
If the course can be repeated with variable credit, what is the maximum number of credit hours that may be earned for this course?	<input type="checkbox"/>	CREDITS

13. **GRADING SYSTEM:** Specify only one. Note: Later changing the grading system for a course constitutes a Major Course Change.

LETTER: PASS/FAIL:

RESTRICTIONS ON ENROLLMENT (if any)

14. **PREREQUISITES**

Accuplacer reading comprehension with a score of 65 or above and DEVM 060.

These will be required before the student is allowed to enroll in the course.

15. **SPECIAL RESTRICTIONS, CONDITIONS**

Documentation of positive antibody titer for hepatitis B, current immunizations to measles, mumps, rubella, varicella, flu shot and two step PPD within the past year. Other specific immunizations as required by externship sites.

16. **PROPOSED COURSE FEES**

\$ 75.00

Has a memo been submitted through your dean to the Provost for fee approval?

Yes/No

17. **PREVIOUS HISTORY**

Has the course been offered as special topics or trial course previously?

No

Yes/No

If yes, give semester, year, course #, etc.:

18. **ESTIMATED IMPACT**

WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.

This will allow students to complete the requirements for the national exam in one semester, ensuring all students complete the externship in a timely manner. Facilitates the scheduling of the externship for the instructors allowing a more efficient tracking of the students. No impact on budget. Compressing two 3 credit classes to one 5 credit course. No impact on facilities/space.

19. **LIBRARY COLLECTIONS**

Have you contacted the library collection development officer (kljensen@alaska.edu, 474-6695) with regard to the adequacy of library/media collections, equipment, and services available for the proposed course? If so, give date of contact and resolution. If not, explain why not.

No

Yes

20. **IMPACTS ON PROGRAMS/DEPTS**

What programs/departments will be affected by this proposed action? Include information on the Programs/Departments contacted (e.g., email, memo)

Allied health is the only department affected. Saves instructor time in the scheduling of externships for the students and the monitoring of students.

21. **POSITIVE AND NEGATIVE IMPACTS**

Please specify positive and negative impacts on other courses, programs and departments resulting from the proposed action.

JUSTIFICATION FOR ACTION REQUESTED

The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. Use as much space as needed to fully justify the proposed course.

In condensing the two courses to one it will provide a clear understanding for the students and instructors regarding their time commitment for the course. All students learning the principles and methods will also take the externship as part of the course as intended.

There will be less time spent tracking the students for their externship. Currently the students have up to a two year period to complete the externship. This is a long time in between learning the process and the

skills and mastery them during the externship. Externship sites and student will now know at the beginning of the semester the target dates for the externships. This will foster a positive relationship between UAF/CTC Allied Health and the externship sites. Students will not only complete the phlebotomy course in a more timely fashion but also be eligible to sit for the national exam within a shorter time frame. This will ensure the students are competent in the process and phlebotomy skills when entering their externship, ensuring safe delivery of care to clients.

SEE ATTACHED SIGNATURES

APPROVALS: Add additional signature lines as needed.

	Date	
Signature, Chair, Program/Department of:		

	Date	
Signature, Chair, College/School Curriculum Council for:		

	Date	
Signature, Dean, College/School of:		

Offerings above the level of approved programs must be approved in advance by the Provost.

	Date	
Signature of Provost (if above level of approved programs)		

ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE

	Date	
Signature, Chair Faculty Senate Review Committee: __Curriculum Review __GAAC __Core Review __SADAC		

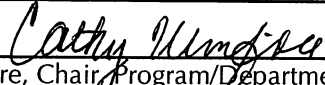
ADDITIONAL SIGNATURES: (As needed for cross-listing and/or stacking)

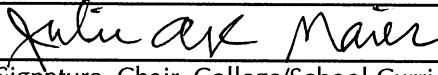
	Date	
Signature, Chair, Program/Department of:		

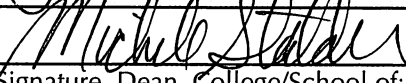
	Date	
Signature, Chair, College/School Curriculum Council for:		

	Date	
Signature, Dean, College/School of:		

APPROVALS: Add additional signature lines as needed.

	Date	2/27/13
Signature, Chair, Program/Department of:		

	Date	2/27/2013
Signature, Chair, College/School Curriculum Council for: <u>CRCD</u>		

	Date	2/27/13
Signature, Dean, College/School of:		

Offerings above the level of approved programs must be approved in advance by the Provost.

	Date	
Signature of Provost (if above level of approved programs)		


ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE

	Date	
Signature, Chair Faculty Senate Review Committee: ___Curriculum Review ___GAAC ___Core Review ___SADAC		

ADDITIONAL SIGNATURES: (As needed for cross-listing and/or stacking)

	Date	
Signature, Chair, Program/Department of:		

	Date	
Signature, Chair, College/School Curriculum Council for:		

	Date	3/1/13
Signature, Dean, College/School of: <u>CRCD</u>		

ATTACH COMPLETE SYLLABUS (as part of this application). The guidelines are online:

<http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/uaf-syllabus-requirements/>

The Faculty Senate curriculum committees will review the syllabus to ensure that each of the items listed below are included. If items are missing or unclear, the proposed course (or changes to it) may be denied.

SYLLABUS CHECKLIST FOR ALL UAF COURSES

During the first week of class, instructors will distribute a course syllabus. Although modifications may be made throughout the semester, this document will contain the following information (as applicable to the discipline):

1. Course information:

Title, number, credits, prerequisites, location, meeting time (make sure that contact hours are in line with credits).

2. Instructor (and if applicable, Teaching Assistant) information:

Name, office location, office hours, telephone, email address.

3. Course readings/materials:

Course textbook title, author, edition/publisher.

Supplementary readings (indicate whether required or recommended) and any supplies required.

4. Course description:

Content of the course and how it fits into the broader curriculum;

Expected proficiencies required to undertake the course, if applicable.

Inclusion of catalog description is *strongly* recommended, and

Description in syllabus must be consistent with catalog course description.

5. Course Goals (general), and (see #6)

6. Student Learning Outcomes (more specific)

7. Instructional methods:

Describe the teaching techniques (eg: lecture, case study, small group discussion, private instruction, studio instruction, values clarification, games, journal writing, use of Blackboard, audio/video conferencing, etc.).

8. Course calendar:

A schedule of class topics and assignments must be included. Be specific so that it is clear that the instructor has thought this through and will not be making it up on the fly (e.g. it is not adequate to say "lab". Instead, give each lab a title that describes its content). You may call the outline Tentative or Work in Progress to allow for modifications during the semester.

9. Course policies:

Specify course rules, including your policies on attendance, tardiness, class participation, make-up exams, and plagiarism/academic integrity.

10. Evaluation:

Specify how students will be evaluated, what factors will be included, their relative value, and how they will be tabulated into grades (on a curve, absolute scores, etc.) Publicize UAF regulations with regard to the grades of "C" and below as applicable to this course. (Not required in the syllabus, but may be a convenient way to publicize this.) Faculty Senate Meeting #171:

<http://www.uaf.edu/uafgov/faculty-senate/meetings/2010-2011-meetings/#171>

11. Support Services:

Describe the student support services such as tutoring (local and/or regional) appropriate for the course.

12. Disabilities Services: Note that the phone# and location have been **updated**.

The Office of Disability Services implements the Americans with Disabilities Act (ADA), and ensures that UAF students have equal access to the campus and course materials.

State that you will work with the Office of Disabilities Services (208 WHITAKER BLDG, 474-5655) to provide reasonable accommodation to students with disabilities.

**University of Alaska Fairbanks
Community & Technical College
Allied Health
Course Syllabus
Health F255-TE1 Phlebotomy Principles, Methods & Externship (5 credits)
Fall 2013**

Instructors: Millie Castro, RMA, PBLT II ASCP
Florence Robertson, MSA

Program Head: Sherry Wolf

Administrative Assistant: Kate Gappert
Alicia Schiler

Office Hours: By Appointment

Class Hours: Tuesday, Thursday 6-9 pm
(swilkin6@alaska.edu) 455-2875

(ksgappert@alaska.edu) 455-2823

(afplaquet@alaska.edu) 455-2805

COURSE DESCRIPTION:

This comprehensive lecture and lab course is designed to provide information covering phlebotomy technique, anatomy & physiology as it pertains to venipuncture, and lab testing. Quality control, quality assurance, universal precautions, and OSHA regulations will be reviewed. Specimen collection and proper specimen handling is an essential segment of successfully completing this course. Hlth F255 includes the 100 hours of practical experience (externship). Upon completion the student will have satisfied the **educational** requirements, for national phlebotomy certification by the American Society of Clinical Pathologists. The instructor reserves the right to deny advancement to the Externship if the student does not achieve an average grade of 70% or above on the first 80% of the grade composition. The instructor reserves the right to **deny** advancement to the Externship if the student does not demonstrate the proper level of skills (phlebotomy, organizational, interpersonal, and professional). Externships will be arranged by the instructor once the theory and skills portion of the class is complete and the student has attained a 70% or above. Students are assigned to a full service laboratory and must complete 100 hours of hands on practical work, to include 100-vein-punctures, 7 dermal punctures and receive a satisfactory evaluation from the assigned laboratory extern supervisor. Students are expected to sign up for one of three blocks of time for the externships. Externships will be up to 40 hr/wk. to complete the mandated 100 hours.

COURSE OBJECTIVES:

After successful completion of this course students will:

1. Demonstrate ability to collect, transport and process blood and non-blood specimens
2. Document and demonstrate knowledge of how and when to use universal precautions
3. Demonstrate competency and knowledge in the proper use of laboratory forms
4. Demonstrate knowledge of the basic structure and function of the circulatory system
5. Demonstrate safe collection of blood through venipuncture and dermal puncture methods
6. Demonstrate proper interaction with patients
7. Define and demonstrate medical ethics in the work place
8. Demonstrate competency of proper sanitization and disposal of hazardous waste
9. Demonstrate competency on the ordering, labeling and processing of test results
10. Demonstrate competency on collection of supplies as needed for procedure

GOALS:

Students will learn and demonstrate the educational requirements for national phlebotomy certification by successfully passing the American Society of Clinical Pathologists examination and be qualified to apply for employment in the lab facilities.

PREREQUISTES/REQUIREMENTS:

- Must demonstrate proof of immunity to Hepatitis B, measles, mumps, rubella, varicella (chicken pox), a flu shot, a completed a two-step PPD (Purified Protein Derivative), and any other immunizations required by facility, prior to registering for class.
- Must be physically capable of fine motor skills for manipulation of blood collection devices.
- Accuplacer reading comprehension test score of 65 or above and math DEVM 060.
- Must sign confidentiality agreement.
- Must be willing to exercise great discretion regarding confidentiality and personal boundaries.
- Students who miss more than 6 hours will be withdrawn from the class.

REQUIRED TEXTS:

- Textbook: "Phlebotomy Essentials", Fourth Edition, by Ruth E. McCall and Cathee M. Tankersley
- Notebook and writing utensils for note taking
- All Lab material for lab work are available in the classroom/lab
- STRONGLY recommend the purchase of Certification Review book during or following this course to prepare for national certification exam.**

GRADING POLICY:

Letter grades will be assigned as follows:

- 90-100% = A
 80- 89 % = B
 70- 79 % = C
 60- 69% =D
 < 60% = F

Grading will be based on:

Students must have attained a 70% or above of the first 80% of the grade composition, to continue on to the externship hours.

The first 80% of the grade will consist of the following:

- Attendance/Participation (class discussion & labs): 10 %
 Quizzes (4): 10%
 Midterm: 20%
 Final: 20%
 Demonstration of successful phlebotomy skills: 20%
 Externship: 20%

You must also **successfully*** complete the following and have the following documentation in their file:

1. 15 venipunctures (7 syringe, 7 vacuum tube, and 1 winged infusion set collection)
2. 100 hours of externship hours documents
3. 100-venipunctures
4. 7 dermal puncture (heel and/or finger.).
5. A signed Extern Contract agreement.
6. Students must have a satisfactory evaluation from the Site supervisors and a complete daily log.
7. Students must demonstrate ability to communicate effectively with their patient and other member of the healthcare team.
8. Health insurance, personal or purchased from UAF/CTC.
9. Phlebotomy Record sheet-allows you to record the following:
 - a. Date and hours worked
 - b. Number of successful vein-punctures
 - c. Number of successful derma; punctures
 - d. Journal entry for that day

e. Supervisor's Initials for that day

*"Successfully" is defined as following proper procedure (with little or no coaching) to collect an appropriately filled blood collection tube, remove the venipuncture device, label the tube, and dispose of all used supplies correctly. A competency check list will be provided to you including but not limited to: proper identification of patient, donning and removal of gloves, proper dermal puncture site selection, proper vein selection, proper venipuncture equipment selection, tube manipulation and specimen handling abilities, communication skills, and proper hazardous material disposal. Demonstration of competence in these skills is mandatory to receive the required 20% "Demonstration of Skills" portion of your final grade.

*Class will meet twice a week, it is imperative that you are present for all labs. There will be no opportunities for "extra credit" work. **Missed quizzes and exams are to be made-up within one week of date missed. It is the student's responsibility to contact the instructor to schedule the make-up.**

Instructional Methods:

The first six weeks of the course will consist of lecture and lab. The second six weeks will consist of 100 hours of externship in a healthcare facility.

Support Services:

The University has many student support programs. If you need assistance please contact any of the following service programs or departments.

The instructor is available upon appointment for additional assistance outside session hours.

UAOnline

<http://uaonline.alaska.edu>

Your resource for transcripts, accounts and other personal information

UAF/CTC Learning Center

Provides educational support and services to students.

Disability Services:

The Office of Disability Services implements the Americans with disabilities Act (ADA), and ensures that UAF students have equal access to the campus and course materials. Upon your request, the instructor will work with the Office of Disabilities Services, (208 Whitaker Bldg., 474-5655) to provide reasonable accommodation to students with disabilities.

University of Alaska Fairbanks
Community & Technical College
Phlebotomy Principles, Methods & Externship
Hlth F255-5 credits
Class Content and Schedule
Fall 2013

Month/Date	Chapter # & Name	Lab
Sept. 5 Thursday 6:00 to 9:00 3hr. lecture	Introduction/Expectations Chap 1 – Phlebotomy History/Healthcare Setting Chap 2 – Quality Assurance	
September 10 2 hr. lecture 1 hr. skills	Chap 3 –Infection Control, Safety , Etc	Hand washing Technique, Glove Selection
September 12 3hrs. lecture	QUIZ #1 (Chapter 1-3) Chapter 4 –Medical Terminology Chapter 5 –Integumentary System (Video)	
September 17 2hrs. lecture 1hr. skills	Chapter 5 Anatomy/Physiology Chapter 6 – Circulatory System (Video)	Vein Location
September 19 1.5 hrs. lecture 1.5 hrs. skills	Quiz # 2 (Chapter 4-6) Chapter 7 – Collection Equipment Chapter 10 – Capillary Puncture Equipment	Equipment Demo Capillary Punctures
September 24 1.5 hrs. lecture 1.5 hrs. skills	MIDTERM (50 multiple choice questions) Chapter 8 – Venipuncture Procedures Chapter 9 – Preanalytical Considerations	Capillary Punctures Veni-Artificial Arm
September 26 1.5 hrs. lecture 1.5 hrs. skills	Quiz # 3 (Chapter 8,9)	Capillary Punctures
October 1 1.5 hrs. lecture 1.5 hrs. skills	Hospital tour, Review Quiz	Capillary/Venipunctures
October 3 1.5 hrs. lecture	Chapter 11 Special Collections & POC tests Chapter 12 Arterial Punctures	Capillary/Venipunctures

1.5 hrs. skills		
October 8 1.5 hrs. lecture 1.5 hrs. skills	Chapter 13 Non-blood specimens & testing	Venipunctures/Evals
October 10 1.5 hrs. lecture 1.5 hrs. skills	Chapter 14 Computers, Spec. Handling	Urine Dip, Stool Collection
October 15 1.5 hrs. lecture 1.5 hrs. skills	QUIZ #4 (chapters 11,12,13,14) Externship Presentation	Venipuncture Competency Assessment
October 17 1.5 hrs. lecture 1.5 hrs. skills	Review quiz, common draws tube collection	Venipunctures
October 22 2.0 hrs. lecture 1.0 hrs. skills	FINAL EXAM (100 questions)	Practical Exam(Venipuncture)
October through December	Students will complete 100 hours for their externship	