

## TEPH 1010 - Phlebotomy I (2 Credits)

### Course Description

In Phlebotomy I, students learn about the past and present of phlebotomy practices, infection control, equipment, safety, the circulatory system, medical terminology, anatomy and physiology, preanalytical consideration, venipuncture, straight venipuncture, butterfly venipuncture, special collections, patient identification, and other relevant skills.

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### Course Objectives

- Identify laboratory, OSHA, hazardous material, blood borne pathogen exposures, warning symbols, infection control, and patient safety rules.
  - Identify and use laboratory equipment and computer systems.
  - Demonstrate use of basic terminology for the healthcare setting, understand and utilize correct order of draw, and explain the basics of human anatomy and physiology related to venipuncture.
  - Draw blood correctly and safely from a patient by properly using equipment and supplies necessary while identifying and adjusting for any challenges associated with the venipuncture.
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### Course Outline

- Introduction to Phlebotomy
  - Infection Control
  - Safety Guidelines
  - Anatomy and Physiology
  - Phlebotomy Equipment
  - Phlebotomy Technique
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### Textbook & Reading Materials

Cengage Unlimited (1 year subscription), Cengage

## Assignments and Assessments

Orientation  
Orientation Acknowledgement  
NAACILS Competencies  
Chapter 1 Introduction  
Ch. 1: Exercise 1 Matching/Identification  
Ch. 1: Exercise 2 Areas of Nursing and Type of Care  
Ch. 1: Exercise 3 Abbreviations and Certifications of Laboratory Staff  
Ch. 1: Exercise 4 Abbreviations and Certifications of Regulatory Agencies  
Chapter 1 Worksheet  
Chapter 1 Review Questions  
Chapter 01-Introduction to Phlebotomy  
NAACILS Competencies  
Chapter 2 Introduction  
Ch. 2: Exercise 1 Fill in the Blanks: Chain of Infection  
Ch. 2: Exercise 2 Fill in the Blanks: Transmission of Infection  
Skill - Hand Washing for Medical Asepsis, Gloves and PPE Videos  
Skill Reflection 1 - Hand Washing for Medical Asepsis  
Skill Reflection 1 - Remove Nonsterile Gloves  
Skill Reflection 1 - Personal Protective Equipment (PPE)  
Skill Reflection 2 - Hand Washing for Medical Asepsis  
Skill Reflection 2 - Remove Nonsterile Gloves  
Skill Reflection 2 - Personal Protective Equipment (PPE)  
Skill Reflection 3 - Hand Washing for Medical Asepsis  
Skill Reflection 3 - Remove Nonsterile Gloves  
Skill Reflection 3 - Personal Protective Equipment (PPE)  
Hand Washing for Medical Asepsis Skill Pass-off  
Remove Nonsterile Gloves Skill Pass-off  
Personal Protective Equipment (PPE) Skill Pass-off  
Ch. 2: Fill in the Blanks: Medical Asepsis Handwashing Procedure Competency  
Assessment (Procedure 2-1)  
Ch. 2: Exercise 4 Fill in the Blanks: Removing Contaminated Gloves Procedure  
Competency Assessment (Procedure 2-2)  
Ch. 2: Exercise 6 Labeling  
Ch. 2: Exercise 7 Ordering/Blood Collection in an Isolation Room (Procedure 2-4)  
Chapter 2 Key Terms Review  
Flashcards  
Chapter 2 Exercise 1.08  
Chapter 2 Exercise 1.09  
Chapter 2 Exercise 1.10 Multiple Choice  
Chapter 2 Worksheet  
Chapter 2 Review Questions  
Flashcards  
Chapter 02-Safety in Phlebotomy  
Check point meeting- Module 1  
NAACILS Competencies  
Chapter Introduction  
Reading  
Chapter 3 Worksheet  
Chapter 3 Key Terms Review  
Chapter 3 Review Questions  
Chapter 03-Basic Human Anatomy and Physiology  
Flashcards  
NAACILS Competencies  
Chapter Introduction  
Reading  
Chapter 4 Worksheet  
Blood: Crash Course Videos  
Blood Typing  
Ch. 4: Exercise 1 Fill in the Blanks: White Blood Cells, Red Blood Cells, and Platelets  
Ch. 4: Exercise 4 Ordering/Sorting  
Ch. 4: Exercise 5 Matching/Identification  
Chapter 4 Review Questions  
Chapter 04-Anatomy and Physiology of the Circulatory System  
Check point meeting- Module 2  
NAACILS Competencies  
Chapter Introduction  
Reading  
Chapter 5 Worksheet  
Ch. 5: Exercise 1 Fill in the Blanks  
Ch. 5: Exercise 2 Ordering  
Ch. 5: Exercise 3 Matching  
Ch. 5: Exercise 4 Fill in the Blanks  
Ch. 5: Exercise 5 Requisition Exercise  
Chapter 5 Review Questions  
Flashcards  
Chapter 05-Phlebotomy Equipment  
NAACILS Competencies  
Chapter Introduction  
Reading  
CPR Training  
Chapter 6 Worksheet  
Ch. 6: Exercise 2 Ordering  
Ch. 6: Exercise 4 Fill in the Blanks  
Ch. 6: Exercise 5 Fill in the Blanks  
Patient Identification Worksheet  
Chapter 6 Key Terms Review  
Ch. 6: Exercise 6.07 Fill in the Blanks  
Ch. 6: Exercise 6.08 Fill in the Blanks  
Ch. 6: Exercise 6.09 Multiple Choice  
Order of Draw Video  
Skill - Venipuncture Video  
Skill Reflection - Draw 1 - Obtain Venous Blood with a Vacuum Tube  
Skill Reflection - Draw 7 - Obtain Venous Blood with a Vacuum Tube  
Skill Reflection - Draw 16 - Obtain Venous Blood with a Vacuum Tube with Tube Change  
Skill Reflection - Draw 21 - Obtain Venous Blood with the

Butterfly Needle Method

Skill Reflection - Draw 30 - Obtain Venous Blood with the

Butterfly Needle Method

Ch. 6: Fill in the Blanks: Ventipuncture by Evacuated Tube

Method Procedure

Competency Assessment

Ch. 6: Ventipuncture by Butterfly Collection System Using

Evacuated Tube Method

Procedure Competency Assessment

Arterial Blood Gas Worksheet

Ch. 6: Exercise 6 Requisition Exercise

Flashcards

Chapter 6 Review Questions

Chapter 06-Phlebotomy Technique

Skills List

Check point meeting Module 3

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*Subject to change. Please consult your Canvas course for the most current instructions and updates.*

## Classroom Hours

Mo, Tu, W, Th, Fr  
8:00 AM - 11:00 AM  
12:00 PM - 3:00 PM

For a full list of course hours visit: [Course Schedule](#)

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## Instructor Contact Information

Karalee Wells — [kwells@stech.edu](mailto:kwells@stech.edu)  
Dusty Hunter — [dhunter@stech.edu](mailto:dhunter@stech.edu)

Office Hours: By appointment

Email is the preferred method of communication; you will receive a response within 24 hours during regular business hours.

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## Canvas Information

Canvas is the where course content, grades, and communication will reside for this course.

- [stech.instructure.com](http://stech.instructure.com)
  - For Canvas passwords or any other computer-related technical support contact Student Services.
  - For regular Hours and Weekdays call (435) 586 - 2899.
  - For after Hours & Weekends call (435) 865 - 3929 (Leave a message if no response).
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## Course Policies

Policies- Students must adhere to the Program Safety, Work Ethic, and Dress Code as outlined in the Phlebotomy Policies & Orientation. Students are expected to complete all coursework and labs with 90% attendance in the course to complete the program. Failure to meet the required attendance standard will result in academic corrective action being taken. If you are going to be absent, communication with the instructor is required to set up time to make up the time missed. This makeup time will be scheduled at the convenience of the instructors and the availability of the classroom and clinic. Upon successful completion of this course, students will advance to a 20-hour externship. Cell phones should be on silent and are not allowed in the clinic area. Be courteous to your classmates and take phone calls out in the hall. Grading- Each assignment is awarded points according to how well the submission follows the assignment's requirements. Written submissions are graded according to the college writing guidelines. Students must have a minimum of 80% on each exam and 90% on the practical final.

High School Power School Grades: Quarter student grades will be determined by student progress percentage. Faculty will use the higher percentage of either 1) quarter progress, or 2) cumulative progress for the current training plan year. The progress percentage will be used with the grading scale to determine the minimum grade. High School Grade Scale: The following grading scale will be used to determine a letter grade from the progress percentage:

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|-----------------|-----------------|-----------------|-----------------|
| • A : 94 - 100% | • B : 83 - 86%  | • C : 73 - 76%  | • D : 63 - 66%  |
| • A- : 90 - 93% | • B- : 80 - 82% | • C- : 70 - 72% | • D- : 60 - 62% |
| • B+ : 87 - 89% | • C+ : 77 - 79% | • D+ : 67 - 69% | • F : 0 - 59%   |

## Additional Information

InformaCast Statement: Southwest Tech uses InformaCast to ensure the safety and well-being of our students. In times of emergency, such as weather closures and delays, this app allows us to promptly deliver notifications directly to your mobile devices. To stay informed and receive real-time updates, we encourage all students to sign up for notifications. Your safety is our priority, and staying connected ensures a swift response to any unforeseen circumstances. More information and directions for signing up are available at: <https://stech.edu/emergency-notifications/>

Internet Acceptable Use Policy: The student is expected to review and follow the Southwest Technical College Internet Safety Policy at: <https://stech.edu/students/policies/>

Student Code of Conduct Policy: The student is expected to review and follow the Southwest Technical College Student Code of Conduct Policy at: <https://stech.edu/students/policies/>

Accommodations: Students with medical, psychological, learning, or other disabilities desiring accommodations or services under ADA, must contact the Student Services Office. Student Services determines eligibility for and authorizes the provision of these accommodations and services. Students must voluntarily disclose that they have a disability, request an accommodation, and provide documentation of their disability. Students with disabilities may apply for accommodations, based on an eligible disability, through the Student Services office located at 757 W. 800 S., Cedar City, UT 84720, and by phone at (435) 586-2899. No diagnostic services are currently available through Southwest Technical College.

Safety and Building Maintenance: The College has developed and follows a variety of plans to ensure the safe and effective operation of its facilities and programs. The following plans are available online:

1) Facilities Operations and Maintenance Plan; 2) Technical Infrastructure Plan; and 3) Health and Safety Plan.

Withdrawals and Refunds: Please refer to the Southwest Technical College Refund Policy at: <https://stech.edu/students/policies/>

Any high school or adult student, who declares a technical training objective is eligible for admission at Southwest Technical College (Southwest Tech). Program-specific admissions requirements may exist and will be listed on the Southwest Tech website. A high school diploma or equivalent is not required for admission but is mandatory for students seeking Title IV Federal Financial Aid.

Non-Discriminatory Policy: Southwest Technical College affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise, and bases its policies on the idea of global human dignity.

Southwest Tech is committed to a policy of nondiscrimination. No otherwise qualified person may be excluded from participation in or be subjected to discrimination in any course, program or activity because of race, age, color, religion, sex, pregnancy, national origin or disability. Southwest Technical College does not discriminate on the basis of sex in the education programs or activities that it operates, as required by Title IX and 34 CFR part 106. The requirement not to discriminate in education programs or activities extends to admission and employment. Inquiries about Title IX and its regulations to STECH may be referred to the Title IX Coordinator, to the Department of Education, and/or to the Office for Civil rights.

If you believe you have experienced discrimination or harassment on our campus, please contact the Title IX Coordinator, Cory Estes: [cestes@stech.edu](mailto:cestes@stech.edu), (435) 865-3938.

For special accommodations, please contact the ADA Coordinator, Cyndie Tracy: [ctracy@stech.edu](mailto:ctracy@stech.edu), (435) 865-3944.

Southwest Technical College

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