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| Mary Lindsey, RN, BSN, Program Coordinator, Instructor |
| Office Hours: M-F 9:00PM – 5:00PM |
| Office: (229)579-1267, Cell: (229) 475-0737, Fax: (229) 278-2105 |
| Email: infinitecareacademy@gmail.com |
| Textbook: Hartman’s Nursing Assistant Care-Long Term Care, 5th Ed., Hedman, Fuzy, & Howard |

**NURSING ASSISTANT 101**

**Course Description:** Introduces theory, clinical skills and experiences related to basic patient care. Mastery of skills learned in lab will be utilized in the long-term care setting. Successful completion of the course, which is comprised of theory, lab, and clinical is required to take the State Competency Evaluation Exam.

**Program Objectives:**

Upon successful completion of this course, the student will:

1. Form a relationship, communicate, and interact competently on a one-t-one basis with the resident, clients, and/or patient.
2. Apply nursing assistant theoretical knowledge in providing basic healthcare services.
3. Perform essential nursing assistant clinical skills.
4. Assist residents in attaining and maintaining functional independence.
5. Exhibit behavior in support and promotion of resident’s rights.
6. Demonstrate observational and documenting skills needed in the assessment of resident's health, physical condition, and well-being.
7. Carry out and follow up on resident care tasks delegated by a nurse.

**Classroom Policies:**

**Students are expected to always demonstrate courtesy and respect which includes limiting unnecessary conversations in the classroom that can be disruptive to fellow students’ learning.**

The student is expected to read the assigned material and/or complete any required assignments **PRIOR** to the class. This will facilitate an interactive learning environment which will enhance learning. The student is expected to participate in classroom discussions to promote learning.

All cell phones and pagers must be on silent/vibrate or turned off in the classroom. **The use of cell phones, text messaging, and activities that distract the learner is prohibited during class.** The student must wait until break/lunch to engage in these activities. **PAGERS/CELL PHONES ARE NOT ALLOWED IN THE LAB OR AT THE CLINICAL SITE!** **1st** offense of this policy is a verbal warning. **2nd** offense will result in the cell phone being collected until the end of the day. **If student is found using cell phone at the clinical site, he/she may be withdrawn from the program and receive a course failure.**

**Dress Code for Classroom:**

Shorts and skirts are not to be shorter than 3 inches above the knee. No strapless/spaghetti straps or tank tops. Clean and iron clothing. No excessive cologne or perfume.

**Attendance Policy:**

The student is expected and required to attend all classroom, lab, and clinical sessions during program. This includes being on time and staying for the entire session. IF THER STUDENT IS GOING TO BE LATE FOR ANY REASON, THEY MUST CONTACT THE INSTRUCTOR AS SOON AS POSSIBLE! Each student should notify the instructor regarding all absences. The student is required to contact the instructor ASAP by phone in the event of an illness. Email is NOT acceptable. Documentation from a healthcare provider is required in the event of an illness. An absence in any portion of the course may prevent the student from meeting the course outcomes which can result in a course failure.

**Make-up Policy:**

Due to the length of the program, any missed theory will have to be made up by the student on an agreed upon date/time at the discretion of the instructor. Quizzes can only be made up if there is a excused absence with documentation. Students who miss a clinical rotation due to unexcused absence will fail the course and must repeat the entire course at their expense. Only one excused absence (with approved documentation) is allowed for clinical rotations. With an excused absence, the student will be allowed to make up the clinical rotation.

**Excused absences include 9but not limited to): death/impeding death of an immediate family member, documented hospitalization, or severe illness of the student/family member, COVID, FLU, or similar grave situations. The instructor must be contacted for an absence to be considered excused.**

**Grading and Evaluation:**

**Quizzes/tests**—the student will honorably achieve a minimum of 75% of total possible points.

**Final Exams**—student must achieve a minimum of 80% for the written portion and 100% for the skill portion to pass the course.

**Skills check-off**—student must successfully pass with a 100% without cueing in order to pass the course.

**Clinicals**—student must receive a satisfactory evaluation in the clinical setting in order to pass the course.

**Cost/Charges:**

The cost for each student for this program is $650.00. This cost includes the required state test, book (to turned back in at the end of the course), and CPR and First Aide training. This does not include background checks, TB skin test, or clinical uniforms.

**Refund Policy:**

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| Prior to attending class | 100% |
| Withdrawal within the first week | 50% |
| Withdrawal after the first week | 0% |
| Due to missed work/clinicals or fail | 0% |

If a request for a tuition refund is made more than five (5) business days prior to the first day of class, you will be given an option of receiving a full tuition refund minus a $75 administrative fee. If the request is made on or after the first day of class but before the second week of class a $75 administrative fee will be charged.

**Criminal Background Checks:**

Required prior to the 2nd week of class so if any issues need to be addressed can be done in a timely manner. The information obtained from the criminal background check may result in the inability to complete the clinical portion of the program. The nursing facility makes the final determination as to whether a student can enter the facility for clinicals.

**Code of Ethical Conduct:**

Students are expected to adhere to the Student Code of Ethical Conduct. Academic integrity will be upheld.

**Academic Integrity:**

Professional and personal integrity is essential to the nursing assistant’s role. As a student, you are expected to adhere to the standards of academic honesty.

**Lab:**

The student is expected to be prepared academically, mentally, and physically for lab. The student is expected to bring their book and course pack to each lab and be ready to participate in and practice assigned tasks. To receive satisfactory competency, the student must be able to perform all tasks without cueing both in the skills lab and clinical setting. This means the student must be able to do the tasks correctly and completely without any notes or assistance to be prepared not only for caring for residents in the clinical setting, but also for taking the State Competency Examination.

**Clinical Expectations:**

The student is expected to be prepared academically, mentally, and physically for all clinical experiences. The instructor may dismiss the unprepared student from the clinical setting. Dismissal will count as an unexcused absence and must be made up. In the event a student violates a resident’s safety, the student may be dismissed immediately from the clinical site which could result in failure of the program.

**Clinical Behavior:**

1. Students are expected to report on and off o designated personnel during clinical experiences.
2. Gum chewing is not allowed in the clinical/lab setting.
3. The use of profanity is unacceptable behavior in classroom/clinical/lab setting.
4. NO smoking at clinical sites (this includes lunch/break times)
5. Cell phones are not permitted in the clinical/lab setting.

**Clinical Dress Code:**

1. Scrub color TBA
2. White lab jackets only
3. Clean athletic, preferably white shoes (no clogs or open shoes)
4. White or black solid shirt only under scrub top
5. Hair must be secured and pulled away from face
6. Beards/mustaches must be neat and well-trimmed
7. Cologne/perfume and/or heavily scented lotions are not permitted
8. Nails are to be clean and short with smooth edges
9. Small non-dangling earrings only
10. Conceal tattoos at all times
11. No body jewelry
12. Students are responsible for purchasing uniforms and shoes
13. **ICA name badge must be worn at all times above the waist.**

**Disability Statement:**

Infinite Care Academy (ICA) supports providing equal access for students with disabilities. Appropriate accommodations are available for students. Please contact ICA at your earliest convenience to request timely and appropriate accommodations.

**Syllabus: Phlebotomy 101**

**Instructor: Mary Lindsey**

**Office Hours: M-F 9:00-4:00pm**

**Contact Info**

* **Email:** [**infinitecareacademy@gmail.com**](mailto:infinitecareacademy@gmail.com)
* **Phone: (229) 475-0737**

**Course Schedule: 6 weeks; Mondays, Wednesdays, and Fridays 10:00AM-2:00PM**

**COURSE DESCRIPTION**

**This is a 6 week course designed to help students become prepared for the phlebotomy technician certification exam, upon completion of all required components. Phlebotomy 101 program is designed to teach the knowledge in technical and procedural aspects of basic phlebotomy, including collection of blood specimens and venipuncture required to become a Phlebotomy technician. The Phlebotomy 101 program includes theory and hands-on instruction. The program will teach students the concepts of Introduction to Phlebotomy & Infection Control, Legal Issues in Healthcare, Introduction to Human Anatomy & Physiology, Phlebotomy Equipment & Supplies, Phlebotomy Procedures, and Phlebotomy Fundamental Essentials. This program is designed for leaner’s who want to advance their career or interested in starting a career in the medical field to become a phlebotomy technician. Topics covered in this course include terminology and equipment, safety and compliance, quality assurance, site-specific anatomy, patient preparation for venipuncture, performing of venipuncture, and special processing and transport. During this course, simulated and live venipuncture will be performed.**

**COURSE OBJECTIVES**

* **Students will learn how to safely draw blood from a patient while considering preanalytical factors and addressing possible complications. Students will demonstrate knowledge of each venipuncture step from the time the test request is received, until the specimen is delivered to the lab. Students will know how to perform a venipuncture using all tubes, multiple types of needles, and syringes. Students will be able to identify challenges and unique aspects associated with collecting specimens from pediatric and geriatric patients.**
* **Students will be able to list, describe, and explain the purpose of equipment and supplies needed to collect blood specimens by venipuncture. Students will understand and be able to describe the evacuated tube system and syringe components, along with knowing the tube additives and correct order of draw. Students will be able to collect capillary specimens from adults, infants, and children correctly.**
* **Students will demonstrate basic knowledge of terminology for healthcare settings, and basic human anatomy and physiology. Students must be able to distinguish between the different types of blood vessels and blood components and describe the structure and function of each. Students must be able to name and locate major veins and evaluate the suitability of each for venipuncture.**
* **Students will be able to explain the procedure for special collections including blood cultures, blood banking, urinalysis, and point of care tests. Students will know basic knowledge of the elements of a computer system and understand the flow of specimens through the laboratory information system. Students will describe the steps involved in processing the different types of specimens, time constraints, and exceptions for delivery, and list the criteria for specimen rejection. Complete the requirements necessary for Medical Assistant Certification.**
* **Students will identify general laboratory safety rules and safety rules that apply while in patient areas. Identify OSHA, hazards, and warning symbols. Recognize symptoms requiring first aid. Understand basics of the legal aspects of healthcare associated with phlebotomy including HIPAA, quality assurance, and quality control.**

**Textbook: Hartman’s Complete Guide for the Phlebotomy Technician, Hartman Publishing, Inc**

**Program Requirements**

* **High school diploma or equivalent**
* **Pass a general math and reading admission test with a score of 80 or higher**
* **Criminal background check**
* **Driver's license/social security card**
* **Grey medical scrubs (lab)**
* **Closed-toe shoes (lab)**
* **Note taking supplies (pen/pencil, paper, binder)**

**Optional**

* **Hepatitis B vaccine or declination and TB skin test**

**COURSE GRADING**

**The student's grade will be determined by written test scores, participation, and check-offs.**

* **Quizzes/tests—the student will honorably achieve a minimum of 75% of total possible points.**
* **Final Exams—student must achieve a minimum of 80% for the written portion and 100% for the skill portion to pass the course.**
* **Skills check-off—student must successfully pass with a 100% without cueing in order to pass the course.**

***Overall class average must be 75% or greater to receive full credit and a certificate of completion***

**Classroom Attendance Policy**

**The student is expected and required to attend all classroom and lab sessions during program. This includes being on time and staying for the entire session. IF THE STUDENT IS GOING TO BE LATE FOR ANY REASON, THEY MUST CONTACT THE INSTRUCTOR AS SOON AS POSSIBLE! Each student should notify the instructor regarding all absences. The student is required to contact the instructor ASAP by phone in the event of an illness. Email is NOT acceptable. Documentation from a healthcare provider is required in the event of an illness. An absence in any portion of the course may prevent the student from meeting the course outcomes which can result in a course failure. If an absence from all or part of a class and/or lab day is unavoidable, you will need to discuss the situation with your instructor. Make up arrangements and availability will be at the discretion of the instructor.**

***\*\*\*8 or more hours missed will result in dismissal from the program.***

***\*\*\*All students must sign in daily on an attendance sheet at the beginning of class.***

**Make-up Policy:**

**Due to the length of the program, any missed theory will have to be made up by the student on an agreed upon date/time at the discretion of the instructor. Quizzes can only be made up if there is an excused absence with documentation. Students who miss a lab rotation due to unexcused absence will fail the course and must repeat the entire course at their expense. Only one excused absence (with approved documentation) is allowed for lab rotations. With an excused absence, the student will be allowed to make up the lab rotation.**

***\*\*\*Excused absences include but not limited to): death/impeding death of an immediate family member, documented hospitalization, or severe illness of the student/family member, COVID, FLU, or similar grave situations. The instructor must be contacted for an absence to be considered excused.***

**Refund Policy**

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| **Prior to attending class** | **100%** |
| **Withdrawal within the first week** | **50%** |
| **Withdrawal after the first week** | **0%** |
| **Due to missed work/clinicals or fail** | **0%** |

**If a request for a tuition refund is made more than five (5) business days prior to the first day of class, you will be given an option of receiving a full tuition refund minus a $75 administrative fee. If the request is made on or after the first day of class but before the second week of class a $75 administrative fee will be charged.**

**Student Grievance Procedure:**

**Should a student have a complaint with the Phlebotomy Training Program, then the following steps shall be taken by him/her.**

1. **Student shall first attempt to address the grievance informally with the instructor and try to resolve it. If unsuccessful, proceed to the written grievance procedure.**
2. **Student may state the grievance formally in writing to the instructor at** [**infinitecareacademy@gmail.com**](mailto:infinitecareacademy@gmail.com)**.**
3. **Should the instructor fail to or unacceptably address the grievance, the student may file a complaint with the GNPEC.**

* **Their address is 2082 East Exchange Place Suite 200 Tucker, Georgia 30084-5305**
* **Phone number (770)-414- 3300.**
* **GNPEC website https://gnpec.georgia.gov/student-resources/student-complaint**