



SAN JUAN COLLEGE

**MLTS 161 Phlebotomy Practice Section Name Section Credit Hours Credits**  
**Syllabus**

**Section-specific Course Description:**

## Course Level Objectives

Demonstrate knowledge of the health care delivery system and medical terminology.

Demonstrate knowledge of infection control and safety

Demonstrate basic understanding of the anatomy and physiology of body systems and anatomic terminology in order to relate major areas of the clinical laboratory to general pathologic conditions associated with body systems.

Demonstrate understanding of the importance of specimen collection and specimen integrity in the delivery of patient care.

Demonstrate knowledge of collection equipment, various types of additives used, special precautions necessary and substances that can interfere in clinical analysis of blood constituents.

Follow standard operating procedures to collect specimens.

Demonstrate understanding of requisitioning, specimen transport, and specimen processing.

Demonstrate understanding of quality assurance and quality control in phlebotomy.

Communicate effectively and appropriately.

## Required Texts and/or Materials

## Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

## Course Requirements

Students will do the following activities:

Students will participate in a clinical experience at an approved clinical site. Students must log 100 hours on site, as well as 100 venipunctures and 10 capillary draws.

Students will chart their weekly progress throughout the 8 week course.

Students must turn in required logs and evaluation forms.

## Other Classroom Policies and Expectations

Students will exhibit professional behavior while in the clinical site. Dress appropriately, be on time, use appropriate terminology.

## Grading

Final grades are calculated based on the following...

Completion of the requirements and evaluation forms.

## Course Time Commitment

There may be travel time to the clinical site.

## Canvas Participation and Expectations

Reporting in Canvas weekly is required.

## Participation and Attendance Policy

If you cannot be at the clinical site on your scheduled days you must contact the clinical affiliate directly. Multiple absences will result in the inability to complete the requirements. It may result in

failure of the course, or an incomplete until the requirements are met.

## Instructor Response Times & Regular Interaction Expectations

The instructor typically responds within 24 hours during business days.

## Key Dates to Remember

[Full Academic Calendar](#)

## Course Schedule

To be determined according to your clinical site.

## Program Handbook

See program handbook in Canvas.

## Technical Support

Technical support is available through the San Juan College Help Desk 24/7/365. The help desk can be reached at 505-566-3266 or by creating a ticket at [San Juan College Help Desk](#).

For password reset and Canvas support, visit the [Student Technology Guide](#) website.

## Accessibility/Privacy Policies for all Technology Tools Used

[Accessibility/Privacy Policies for all Technology Tools Used](#)

## Student Support

At San Juan College, we are committed to supporting your academic success and overall well-being. We recognize that college life can be challenging and stressful, impacting both learning and personal health. We are here to help you succeed.

### **Academic Support and Resources**

We provide a range of academic support services to help you stay on track on your educational journey. Free resources include tutoring, computer loans, life skills workshops, and so much more. Visit the [Academic Support and Resources](#) webpage to learn more about support and resources available through Academic Advising, the Tutoring Center, the Student Resource Center (formerly Student Achievement Center) and the Testing Center.

### **Student Support and Resources**

If you or someone you know could benefit from counseling, accessibility services, career exploration, veteran transitional assistance, or any of our other support services, visit the [Student Support and Resources](#) webpage where you'll find detailed information about various resources available to you as an SJC student.

We encourage you to take advantage of these free resources to enhance your college experience and ensure your success.

## College Policies and Resources for Current Students

The [Student Handbook](#) provides information on student support, student organizations, and student conduct policies at San Juan College.

The San Juan College catalog outlines the [Academic Policies](#) students need to know.

## Healthy and Safe Practices for Being on Campus

We want a healthy and safe campus for students, faculty, staff, and guests.

### **Contagious diseases and your responsibility:**

If you have COVID-19 symptoms, fever, flu or even the common cold, you should stay home. Do not come to campus if you are feeling sick. Contact your instructor about missing class (and review your instructor's policies on missed or late work). Being sick does not necessarily excuse you from completing your work on time.

### **Safety on campus and your responsibility:**

If you are on campus and experience or witness an emergency, call 9-1-1 first and then the Department of Public Safety at 505-566-3333 (or just 3333 if calling from a campus phone).

When you are on campus, be aware of your surroundings. If you need an escort to your vehicle, call 505-566-4444 (DPS non-emergency line) or 505-215-3091 (officer on duty line).

The College will send information for campus emergencies through SJC AlertAware, email and the webpage. Stay informed and stay safe.

## Inclement Weather Information

Students will receive notification of class delays and cancellations due to inclement weather via the SJC AlertAware and SJC student email. Face-to-face classes will not meet in person; however, students are advised to check with instructors about alternative meeting options, as some may choose to meet via zoom. Hybrid classes will meet as scheduled via zoom. For questions regarding your class delay or cancelation, please contact your instructor.

## Online Course Fee

Online Courses - San Juan College requires all online courses to include some form of assessment to demonstrate the mastery of course objectives. This could include exams, capstone projects, e-portfolios, presentations, final papers or other appropriate assessments. The use of a proctoring platform, plagiarism detection software or other method to ensure that assessments are completed by the enrolled student is required.

A course fee of \$5.00 is assessed for all online courses at San Juan College to cover the cost of the above services. Students who are required to take a proctored exam and choose to use a physical testing center outside the SJC Testing Center or SJC Disability Services will be responsible for the cost of using that center.