



School of Phlebotomy Technician

Rotation Book

PBT 201 Practicum

Class: August – December 2018



**School of
Phlebotomy
Technician**

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PBT 201 Practicum

Rotation Book
August – December
2018

*The Sentara RMH School of
Phlebotomy Technician is certified to
operate by the State Council of
Higher Education for Virginia
(SCHEV).*

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Section 1

Sentara RMH School of Phlebotomy Technician

Rotation: October 22, 2018 to November 30, 2018 Class: August to December 2018

Student	10/22/18 – 10/26/18	10/29/18 – 11/2/18	11/5/18 – 11/9/18	11/12/18 – 11/16/18	11/26/18 – 11/30/18	12/3/2018	12/4/2018
1)	SMain	SMain	SMain	SMain	SMain	Comprehensive	Graduation
2)	EastMkt	EastMkt	EastMkt	EastMkt	EastMkt		
3)	TimWay	TimWay	TimWay	TimWay	TimWay		
4)	EvByrd	EvByrd	EvByrd	EvByrd	EvByrd		
5)	BHC	BHC	BHC	BHC	BHC		
6)	SRMH	SRMH	SRMH	SRMH	SRMH		
7)	EastRock	EastRock	EastRock	EastRock	EastRock		
8)	MOB	MOB	MOB	MOB	MOB		

Abbreviations and Color Coding	Rotation Site	Hours
SRMH	Sentara RMH Medical Center	Monday – Friday 6:00 a.m. – 6:00 p.m.
MOB	Sentara RMH MOB Lab, Floor 3	Monday – Friday 8:30 a.m. – 5:00 p.m.
EastMkt	Sentara RMH East Market Street Health Center	Monday – Friday 7:30 a.m. – 4:30 p.m. Closed 12:00 p.m. – 1:00 p.m.
EvByrd	Sentara RMH Evelyn Byrd Health Center	Monday – Friday 8:00 a.m. – 4:30 p.m.
SMain	Sentara RMH South Main Health Center	Monday – Friday 8:00 a.m. – 4:30 p.m.
BHC	Bridgewater Health Center	Monday – Friday 8:00 a.m. – 4:30 p.m. Closed 12:30 p.m. – 1:00 p.m.
EastRock	Sentara RMH East Rockingham Health Center	Monday – Friday 8:00 a.m. – 4:30 p.m. Closed 12:45 p.m. – 1:45 p.m.
TimWay	Sentara Timber Way Health Center	Monday – Friday 7:30 a.m. – 4:30 p.m. Closed 12:00 p.m. – 1:00 p.m.
SMJH	Sentara Martha Jefferson Hospital	Monday – Friday 7:00 a.m. – 5:00 p.m.
Proffit	Sentara Martha Jefferson Outpatient Care Center at Proffit Road	Monday – Friday 8:00 a.m. – 4:00 p.m.

Section 2



S E N T A R A®

Sentara RMH School of Phlebotomy Technician

2010 Health Campus Drive
Harrisonburg, Virginia 22801

PBT 201 Practicum (Clinical Rotation)

Description: Five weeks rotation at a SRMH or SMJ clinical drawing site. Competency lists for rotation must be completed and placed in the student's permanent file. Each competency must be initialed by the rotation instructor. This will in most cases be the phlebotomist assigned to this clinical site. The student must complete 110 successful unaided sticks and document these. A clinical evaluation form will be completed by the instructor, and a rotation exam will be taken at the end of the rotation. These must be passed with a minimum of 70% in order for the student to complete the program.

Goal: To enable the student to adequately function as a phlebotomy technician in a clinical laboratory.

Textbooks: Utilize the textbooks from the didactic courses, and purchase the ASCP BOC PBT Review book.

Method of Instruction: Demonstration and Doing

Required Courses: A high school diploma plus PBT 105, PBT 107, PBT 109, PBT 111, and PBT 408.



S E N T A R A®

Sentara RMH School of Phlebotomy Technician

PBT 201 Practicum (Clinical Rotation)

The practicum course includes clinical training of 5 weeks rotation in a drawing site of the Sentara RMH or the Sentara Martha Jefferson accredited laboratories. This includes 150 clock hours of clinical training and orientation in an accredited laboratory with a minimum required performance of 110 successful unaided blood collections including venipunctures and skin punctures. During rotation, clinical application is made of the following topics to include the circulatory system, specimen collection, handling, transport, and processing of specimens, waived and Point-of-Care Testing, non-blood specimens and clinical laboratory supervision.



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Sentara RMH Medical Center

School of Phlebotomy Technician

Record of 110 successful unaided sticks for Rotation

(Revised 10/23/2018)

Student Name: _____

Rotation Dates: _____

Number	Date	Tech Initials	Patient Sticker
1.			
2.			
3.			
4.			

Number	Date	Tech Initials	Patient Sticker
5.			
6.			
7.			
8.			
9.			
10.			
11.			

Number	Date	Tech Initials	Patient Sticker
12.			
13.			
14.			
15.			
16.			
17.			
18.			

Number	Date	Tech Initials	Patient Sticker
19.			
20.			
21.			
22.			
23.			
24.			
25.			

Number	Date	Tech Initials	Patient Sticker
26.			
27.			
28.			
29.			
30.			
31.			
32.			

Number	Date	Tech Initials	Patient Sticker
33.			
34.			
35.			
36.			
37.			
38.			
39.			

Number	Date	Tech Initials	Patient Sticker
40.			
41.			
42.			
43.			
44.			
45.			
46.			

Number	Date	Tech Initials	Patient Sticker
47.			
48.			
49.			
50.			
51.			
52.			
53.			

Number	Date	Tech Initials	Patient Sticker
54.			
55.			
56.			
57.			
58.			
59.			
60.			

Number	Date	Tech Initials	Patient Sticker
61.			
62.			
63.			
64.			
65.			
66.			
67.			

Number	Date	Tech Initials	Patient Sticker
68.			
69.			
70.			
71.			
72.			
73.			
74.			

Number	Date	Tech Initials	Patient Sticker
75.			
76.			
77.			
78.			
79.			
80.			
81.			

Number	Date	Tech Initials	Patient Sticker
82.			
83.			
84.			
85.			
86.			
87.			
88.			

Number	Date	Tech Initials	Patient Sticker
89.			
90.			
91.			
92.			
93.			
94.			
95.			

Number	Date	Tech Initials	Patient Sticker
96.			
97.			
98.			
99.			
100.			
101.			
102.			

Number	Date	Tech Initials	Patient Sticker
103.			
104.			
105.			
106.			
107.			
108.			
109.			

Number	Date	Tech Initials	Patient Sticker
110.			

Date of Completion: _____

Section 3



S E N T A R A®

School of Phlebotomy Technician

CLINICAL ROTATION OBJECTIVES FOR ROTATION EVALUATION FORM

The student will at the completion of all the clinical rotations with an accuracy of a minimum of 70% on the rotation evaluation form, a written exam and department practical exam:

I. COGNITIVE AND PSYCHOMOTOR OBJECTIVES

1. Perform and complete all collections listed on the rotation competencies/check list with precision.
2. Perform and complete all collections accurately.
3. Follow directions, both oral and written, and adhere to laboratory procedures and policies. (As observed by the rotation instructor.)
4. Develop a logical method of completing daily assigned work while keeping the work area clean and organized. (As observed by the rotation instructor).
5. Restock supplies as needed, properly labeled and rotated to allow the use in an efficient manner.
6. Select the appropriate collection tubes and needles.
7. Apply appropriate order of draw for the test on the patient.
8. Accurately displays knowledge of collection tubes, needles, and tests being ordered.
9. Applies learned anatomy when selecting the drawing site.
10. Demonstrate ability to report information accurately and utilize the laboratory computer system.
11. Recognize when patient responses are abnormal and follows the established laboratory procedures to correct the situation.
12. Recognize abnormal occurrences during collection of specimens and corrects any problems as they occur.
13. Performs drawing station supply set up.
14. Recognizes any malfunction as it occurs during collection.
15. Takes corrective action for any drawing device malfunction
16. Receive specimens and determine if the specimen is acceptable for the test requested, is abnormal in appearance, or is collected or labeled in a manner not in accordance with laboratory procedures
17. Complete assigned tasks in a timely manner as determined by the instructor

18. Apply safety principles and practice them in the laboratory.
19. Performs collection demonstrating good manual dexterity.

II. AFFECTIVE OBJECTIVES

20. Exhibit a professional attitude by showing initiative, interest in subject matter, and willingness to perform additional tasks.
21. Review subject matter prior to rotation, and come to clinical rotation prepared and ready to begin assigned tasks.
22. Accept constructive criticism and advice from instructors and other personnel, and act on these suggestions in a professional manner.
23. Complete assigned work independently and take full responsibility for the work performed.
24. Display confidence, while recognizing limitations, and know when to contact the supervisor or instructor when problems occur.
25. Protect patient confidentiality and present a professional manner at all times. Utilize HIPPA rules with regard to patient confidentiality at all times.
26. Integrate into the work flow of the laboratory, work well with other laboratory personnel, and become a 'team' member. Display a positive attitude and offer to help other department workers.
27. Demonstrate reliability by reporting to work on time and each day as scheduled. Maintain break time to the allotted laboratory rules.
28. Communicate well, both orally and in writing, with other technologists, medical staff, employees, patients, and the public.
29. Complete assigned tasks without loss of accuracy during times of increased stress and test volume.
30. Internalize and demonstrate good customer service, and exemplify the hospitality standards of the hospital at all times.

Section 4



S E N T A R A®

School of Phlebotomy Technician

Snow Policy

(Created 2/14/2018)



The Sentara RMH School of Phlebotomy Technician will follow the cancellations of classes because of snow and ice or hazardous driving conditions the same as James Madison University of Harrisonburg, Virginia. When you hear the announcement of closing James Madison University classes, you will know that Sentara RMH School of Phlebotomy Technician is also closed. This only applies to closing due to bad weather and does not apply to any other situation. Announcements are given on radio and television in the case of bad weather. If there is a 2 hour delay because of weather at JMU, the same will apply to Sentara RMH classes.

Students on rotation at Sentara Hospitals in the Charlottesville area will follow the cancellation of classes because of snow and ice or hazardous driving conditions the same as the University of Virginia. When you hear the announcement of closing at UVA, you know that Sentara RMH School of Phlebotomy Technician is also closed. This only applies to closings due to bad weather and does not apply to any other situation. If there is a 2 hour delay because of weather at UVA, the same will apply to Sentara RMH classes.

Section 5



S E N T A R A®

Sentara RMH Medical Center
School of Phlebotomy Technician

Rotation/Practicum Competencies

(Created 4/23/2018)

Student Name: _____ Rotation Dates: _____

The phlebotomy technician student will complete the following competencies at the end of the assigned rotation, reading assignments, and verbal instruction on rotation. Competency will be measured by the completion of the rotation written exam, successful completion of 110 unaided sticks, and the subjective evaluation form with a minimum of 70%:

1. Phlebotomy

Date	Tech Initials	Competency
		1.1 Required 110 successful unaided sticks
		1.2 Patient identification/Blood collection (must have 2 patient identifiers)
		1.3 Proper labeling of specimen tubes
		1.4 Standard Precautions and specific isolation techniques
		1.5 Collection of blood alcohols
		1.6 Definition of fasting; tests involved
		1.7 Tests in profiles
		1.8 Blood Cultures – demonstrate technique
		1.9 Venipuncture by vacutainer
		<ul style="list-style-type: none">• Observe venipuncture by CLA-Phlebotomist
		1.10 Fingersticks
		1.11 Heelsticks
		<ul style="list-style-type: none">• Proper use of heel warmers
		<ul style="list-style-type: none">• PKU tests
		<ul style="list-style-type: none">• Neonatal Bilirubins (age limits)
		1.12 Syringe collections
		1.13 Butterfly needle – proper usage
		1.14 STAT test – tube choices

2. Specimen Processing

Date	Tech Initials	Competency
		2.1 Recognition of specimen adequacy and appropriateness
		2.2 Centrifugation of specimens
		2.3 Delivery of specimens to appropriate locations
		2.4 Organization of specimens at processing workstation
		2.5 Initialing of requisitions after verifying order

3. LIS Computer Functions

Date	Tech Initials	Competency
		3.1 Requisition Entry (including scanning req in Express Scanning)
		3.2 Cancel (duplicates, wrong tests, etc.)
		3.3 Receiving
		3.4 Printing/ faxing reports and reprinting labels
		3.5 Add-on orders
		3.6 Log-in – selecting correct Job and Department for your location
		3.7 Lab Referred Type In test

4. Reference Lab Testing (LabCorp, SNGH)

Date	Tech Initials	Competency
		4.1 Preparation of specimens to be sent to reference laboratory
		4.2 Building of Packing Lists for specimens to be sent to reference laboratory
		4.3 Anthem Healthkeepers specimens (log book, green bags, etc.)

5. Telephone System

Date	Tech Initials	Competency
		5.1 How to answer the phone properly (AIDET)
		5.2 How to transfer calls

6. Pneumatic Tube System

Date	Tech Initials	Competency
		6.1 Introduction to use

7. Pediatrics

Date	Tech Initials	Competency
		7.1 Proper Collection and Handling
		7.2 Maximum blood draw for age groups

8. Non Blood Specimens

Date	Tech Initials	Competency
		8.1 Nasal Collection (Required)
		<ul style="list-style-type: none"> • RSV
		<ul style="list-style-type: none"> • MRSA
		<ul style="list-style-type: none"> • Respiratory Culture
		8.2 Throat Collection (Required)
		8.3 Urine Collection (Required)
		<ul style="list-style-type: none"> • 24- hour Urine
		<ul style="list-style-type: none"> • Clean Catch
		<ul style="list-style-type: none"> • DAT
		8.4 Read or perform Cerebrospinal Fluid Collection
		8.5 Read or perform Gastric Fluid Collection
		8.6 Read or perform Semen Collection
		8.7 Read or perform Serous Fluid Collection
		8.8 Read or perform Sweat Collection
		8.9 Read or perform Synovial Fluid Collection
		8.10 Read or perform Buccal Swab Collection
		8.11 Read or perform Bone Marrow Collection
		8.12 Read or perform Breath Collection
		8.13 Stool Collection (Required)
		8.14 Read or perform Hair Collection
		8.15 Read or perform Tissue Specimen Collection
		8.16 Sputum Collection (Required)

9. Special Testing (review procedures)

Date	Tech Initials	Competency
		9.1 Glucose Tolerance Test
		9.2 Read or perform Lactose Tolerance Test
		9.3 Read or perform D-xylose test
		9.4 Read or perform UVA Tests (Ethylene Glycol, Methyl Alcohol, Methotrexate)

10. Draw Sites

Date	Tech Initials	Competency
		10.1 Anthem Healthkeepers Process
		<ul style="list-style-type: none"> • LC Spec Order
		<ul style="list-style-type: none"> • Charge Capture of L4
		10.2 Tube Sharing
		10.3 Customer Services (AIDET, Eye Contact)
		10.4 Order supplies weekly for your area (Off site locations)

11. Self-Test (Direct Access)

Date	Tech Initials	Competency
		11.1 Self-Test Form
		11.2 Charge Capture of ST

12. Procedure Manual

Date	Tech Initials	Competency
		12.1 Read Phlebotomy Procedure manual

13. Circulatory System

Date	Tech Initials	Competency
		13.1 Read and review Lecture Course

14. Point of Care Testing

Date	Tech Initials	Competency
		14.1 Read and review Lecture Course

15. Management and Supervision

Date	Tech Initials	Competency
		15.1 Read and review Lecture Course



S E N T A R A®

Sentara RMH Medical Center
School of Phlebotomy Technician

Objectives for Rotation/Practicum Competencies

(Created 7/25/18)

The phlebotomy technician student should be able to with a minimum of 70% on a written test, while performing 110 successful unaided sticks, and for the subjective evaluation completed for the rotation/practicum course:

Phlebotomy

- 1.1 Collect 110 successful unaided sticks
- 1.2 Checks two patient identifiers when collecting blood or any specimen at all times
- 1.3 Labels all specimen tubes correctly always
- 1.4 Practices standard precautions and specific isolation techniques at all times
- 1.5 Collects blood alcohols utilizing the correct procedure
- 1.6 Defines fasting specimens and lists tests requiring this procedure
- 1.7. Defines and lists tests collected in profiles
- 1.8 Demonstrates the technique used in the collection of blood cultures
- 1.9 Collect venipuncture by vacutainer utilizing the correct procedure
- 1.10 Collect fingersticks utilizing the correct procedure
- 1.11 Collect heelsticks utilizing the correct procedure
- 1.12 Collect blood specimens with syringe utilizing the correct procedure
- 1.13 Collect blood specimens with butterfly utilizing the correct procedure
- 1.14 Demonstrate knowledge of tube choices during STAT testing

Specimen Processing

- 2.1 Define specimen adequacy and select appropriate specimens for testing
- 2.2 Demonstrate knowledge in centrifugation of specimens
- 2.3 Deliver specimens to proper location
- 2.4 Demonstrate knowledge of specimen organization at the processing workstation
- 2.5 Demonstrate knowledge of how to verify an order by initialling requisitions

LIS Computer Functions

- 3.1 Practice requisition entry in the LIS computer system
- 3.2 Demonstrate knowledge of how and when to cancel orders in the LIS computer system
- 3.3 Practice receiving specimens into the LIS computer system
- 3.4 Demonstrate knowledge of how to print and fax reports to include labels

- 3.5 Demonstrate knowledge of how to add on additional testing to orders
- 3.6 Practice logging into the LIS system using proper department and location codes
- 3.7 Demonstrate knowledge of lab referred type In testing in the LIS computer system

Reference Lab Testing (LabCorp, SNGH)

- 4.1 Prepare specimens to be sent out for reference testing utilizing correct procedure
- 4.2 Prepare packing lists for specimens that are to be sent out for reference testing utilizing correct procedure
- 4.3 Prepare specimens to be sent out for Anthem Healthkeepers testing utilizing correct procedure

Telephone System

- 5.1 Demonstrate how to properly answer the telephone using AIDET
- 5.2 Demonstrate how to properly transfer telephone calls using Sentara's system

Pneumatic Tube System

- 6.1 Properly send specimens using the pneumatic tube system per procedure

Pediatrics

- 7.1 Collect and transport pediatric specimens utilizing the correct procedure
- 7.2 Demonstrate knowledge of the maximum blood to be drawn for different age groups

Non Blood Specimens

- 8.1 Collect Nasal specimens utilizing proper collection procedures to include RSV, MRSA and Respiratory cultures
- 8.2 Collect Throat specimens utilizing proper collection procedures
- 8.3 Collect Urine specimens utilizing proper collection procedures to include 24-hour urines, clean catch and DAT's
- 8.4 Read and discuss or collect CSF specimens utilizing proper collection procedures
- 8.5 Read and discuss or collect Gastric Fluid specimens utilizing proper collection procedures
- 8.6 Read and discuss or collect Semen specimens utilizing proper collection procedures
- 8.7 Read and discuss or collect Serous Fluid specimens utilizing proper collection procedures
- 8.8 Read and discuss or collect Sweat specimens utilizing proper collection procedures
- 8.9 Read and discuss or collect Synovial Fluid specimens utilizing proper collection procedures
- 8.10 Read and discuss or collect Buccal Swab specimens utilizing proper collection procedures
- 8.11 Read and discuss or collect Bone Marrow specimens utilizing proper collection procedures
- 8.12 Read and discuss or collect Breath specimens utilizing proper collection procedures
- 8.13 Collect Stool specimens utilizing proper collection procedures
- 8.14 Read and discuss or collect Hair specimens utilizing proper collection procedures
- 8.15 Read and discuss or collect Tissue specimens utilizing proper collection procedures

8.16 Collect Sputum specimens utilizing proper collection procedures

Special Testing (review procedures)

9.1 Collect Glucose Tolerance Testing specimen utilizing proper collection procedures

9.2 Read and discuss or collect Lactose Tolerance Testing specimen utilizing proper collection procedures

9.3 Read and discuss or collect D-xylose specimen utilizing proper collection procedures

9.4 Read and discuss or collect UVA specimens utilizing proper collection procedures

Draw Sites

10.1 Demonstrate knowledge of Anthem Healthkeepers process to include LC Spec Orders and Charge Capture of L4

10.2 Demonstrate knowledge of tube sharing at draw sites per procedure

10.3 Demonstrate proper customer service skills using AIDET and eye contact

10.4 Order supplies for off site locations using proper protocol

Self-Test (Direct Access)

11.1 Demonstrate knowledge of self-testing procedures and forms

11.2 Properly charge capture of direct access self testing

Procedure Manual

12.1 Read phlebotomy procedure manual.

Circulatory System

13.1 Read Circulatory System lecture material.

Point of Care Testing

14.1 Read Point of Care Testing lecture material.

Management and Supervision

15.1 Read Management and Supervision lecture material.

Section 6



S E N T A R A®

Sentara RMH Phlebotomy Technician School

Rotation Exam Guidelines

The rotation exam will be given at the end of rotation. It will cover all the course material as well as the rotation information. Study the material as if you are taking another final exam over all course material. Consider this as a preparation for the certification exam with equal difficulty. The format will be multiple choice, which is the test composition utilized on the ASCP Certification Exam for phlebotomy technicians.

The exam will be given at the School on November 16th at 10 a.m.

Example of Transcript



SENTARA®

Sentara RMH School of Phlebotomy Technician

2010 Health Campus Drive
Harrisonburg, Virginia 22801-3293

NAME:

SOCIAL SECURITY NUMBER:

HOME ADDRESS:

HIGH SCHOOL:

DATE OF ADMISSION:

DATE OF GRADUATION:

This student has successfully completed the fifteen week course at Sentara RMH School of Phlebotomy Technician.

Course	Grade	Suggested Semester Hours
PBT 105 Circulatory System		2
PBT 107 Specimen Collection, Handling, Transport, and Processing		8
PBT 109 Waived and Point-of-Care Testing		2
PBT 111 Non-Blood Specimens		2
MT 408 Clinical Laboratory Supervision and Management		3
PBT 201 Practicum (Clinical Rotation)		16

Program Director _____

Grading Scale: 90-100 A = Superior
80-89 B = Above Average
70-79 C = Average

S = Satisfactory
U = Unsatisfactory