HEARTLAND TECHNICAL EDUCATION CENTER
1763 State Route 60, Ashland, Ohio 44805-9377 (419) 289-3313 (800) 686-3313 Fax (419) 289-3729

Adult Education
Medical Assisting
Certified Phlebotomy Technician (CPT)
Syllabus
2026 - 2027
65 Hours

Instructor

Jamie Krabill BSN, RN krabillj@heartlandtech.org 419-289-3313 (ext. 2239)

- 19+ years nursing experience
- 13+ years nursing / medical education experience

Supplies

Notebook, pens, pencils, highlighters, etc. provided by student

Course Description:

This course provides students with the knowledge and technical skills necessary to perform safe and effective blood collection procedures in healthcare settings. Students will study the anatomy and physiology of the circulatory system, infection control practices, specimen collection techniques, equipment selection, patient identification, and specimen handling and processing. Emphasis is placed on venipuncture and capillary puncture procedures, patient safety, quality assurance, professionalism, and compliance with healthcare regulations. Through classroom instruction and supervised laboratory practice, students will develop competency in phlebotomy procedures commonly performed by medical assistants.

Course Objectives:

Upon successful completion of this course, students will be able to explain the anatomy and physiology of the circulatory system as it relates to phlebotomy; identify phlebotomy equipment and supplies and their appropriate use; apply infection control and safety standards during specimen

collection; accurately identify and prepare patients for blood collection procedures; perform venipuncture and capillary puncture techniques using accepted clinical protocols; properly collect, label, process, and transport laboratory specimens; recognize and respond to complications associated with blood collection; maintain accurate documentation and quality assurance practices; and demonstrate professionalism, effective communication, and patient-centered care throughout the phlebotomy process.

Required Textbook
Riley, Deyal Donna (2021) National Healthcareer Association Certified Phlebotomy Technician (CPT) Certification Study Guide (Edition 2.0). St. Louis, MO: Elsevier.

Today's Medical Assistant, 5th Edition by Kathy Bonewit-West and Sue A. Hunt
Today's Medical Assistant Study Guide, 5th Edition by Kathy Bonewit-West and Sue A. Hunt

Rented Phlebotomy Book
Phlebotomy Essentials, 8th Edition by Ruth E. McCall

Supplemental Phlebotomy Essentials
National Healthcareer Association Certified Phlebotomy Technician Online Practice Exams (6)

Program Policies
Chapter reading and written assignments are to be completed *before* class. Class time will be devoted to discussing content, presenting enrichment materials, answering student questions, taking practice exams and additional learning activities.

Student Assessment/Grading
The grading for this course will be pass / fail

Competencies
Each student must complete 10 successful capillary sticks on live individuals and 30 successful venipunctures before sitting for the NHA CPT examination.

`Course Schedule/Outline/Calendar of Events (subject to change)

Date and Material Covered	Content Objectives	Related Learning Experiences & Assessments
<u>Week of December 1, 2026</u> <u>Week of December 7, 2026</u> <u>Week of December 14, 2026</u> Bonewit Book Chapter 31: Phlebotomy NHA CPT Study Guide Chapter 1: Safety and Compliance Rented Book: Phlebotomy Essentials	● Understand the role of the phlebotomist as well as desired traits of a phlebotomist ● Adhere to ethical standards ● Identify the anatomy and physiology of the cardiovascular system including heart anatomy, vascular anatomy, blood components, blood group systems, hemostasis and coagulation ● Understand the importance of the communication cycle and different communication styles depending on patient needs ● State the differences between verbal and nonverbal communication ● List communication challenges that may exists and how to get through those challenges ● Understand the cycle of infection, means of infection transmission, and stages of infection ● Explain the differences between medical and surgical asepsis ● Explain the proper cough etiquette ● Explain regulations regarding work safety ● Describe regulations regarding operational standards ● Adhere to HIPAA regulations regarding protected health information (PHI) ● Describe scope of practice and comply with ethical standards applicable to the practice of phlebotomy ● Describe quality control measures for laboratory equipment and CLIA-waived tests ● Identify and dispose of sharps an d biohazards according to the Bloodborne Pathogens Standard ● Initiate first aid and CPR when necessary ● Comply with all documentation and reporting requirements ● Follow exposure control plans in the even of an occupational exposure ● List the details of transmission-based precautions ● Follow standard precautions regarding personal protective equipment (PPE) ● Determine appropriate communication techniques to use during phlebotomy procedures ● Describe the importance of hemostasis and coagulation ● Review the requisition form for testing requirements and patient identity ● Conduct an appropriate introduction to the patient and accurately identify the patient ● Obtain implied, informed, or expressed consent from the patient ● Explain phlebotomy procedure to the patient ● Position the patient to maximize comfort and safety and optimize specimen collection ● Identify an acceptable site for sample requirements that minimize risk ● Instruct patients about collecting nonblood specimens ● Determine the appropriate supplies and equipment needed for the requested collection ● Verify the quality of the supplies and equipment to be used for the collection ● Select the appropriate collection site based on the test ordered and patient	Read Today's Medical Assistant (Bonewit) ● Ch 31 Read National Healthcareer Association Certified Phlebotomy Technician Study Guide 2.0 ● Ch 1 ● Ch 2 ● Ch 3 ● Ch 4 ● Ch 5 ● Ch 6 Assignment ● Ch 1 ● Ch 2 ● Ch 3 ● Ch 4 ● Ch 5 ● Ch 6 Assessment ● Ch 1-Ch 6 Quizzes ● National Healthcareer Association online practice quizzes Procedures ● Develop and emergency action plan for a natural or man-made disaster ● Demonstrate methods of fire prevention in the health care setting ● Demonstrate proper use of a fire extinguisher ● Participate in a mock exposure event, and document the steps taken

	condition ● Apply and remove the tourniquet to ensure patient safety and accurate test results ● Prepare the collection site prior to the procedure ● Demonstrate proper insertion and removal techniques for venipuncture ● Follow the order of draw when performing venipuncture ● Invert evacuated tubes with additives after collection ● Ensure patient safety throughout the collection ● Identify and respond to any problematic patient signs and symptoms ● Recognize and respond to potential complications resulting from the procedure ● Perform capillary (dermal) collection method based on age and condition ● Perform capillary (dermal) puncture steps in order ● Follow the order of draw when performing capillary collection ● Label all specimens ● Perform procedure care ● Prepare peripheral blood smears ● Perform blood culture collections ● Assist other healthcare professionals with specimen collection ● Collect blood samples for inborn errors of metabolism ● Perform phlebotomy for blood donations ● Calculate volume requirements in order to avoid causing iatrogenic anemia ● Perform nonblood specimen collections ● Prepare samples for transportation within the facility or to a reference (outside) laboratory ● Transport specimens according to handling requirements (temperature, light, time) ● Adhere to chain-of-custody guidelines for specific types of specimens (forensic studies, blood alcohol levels, drug screens) ● Use technology to input and retrieve specimen data ● Report critical values for point-of-care testing ● Distribute laboratory results to ordering providers	

All dates are subject to change

Revised 8/2026