



Administrative EKG & Phlebotomy Technician (CIP Code: 51.1009)

Program Description: This course package includes the course in (1) Electrocardiography(EKG) (2) Phlebotomy as well as (3) Introduction To Computers (MS Office). The course package is intended to offer students basic and enhanced skills in the both administrative and medical office environment providing two additional job skill levels. In addition, the Administrative Computer Component dealing with the five major areas of the MS Office Package will enhance the proficiency level of both the EKG and Phlebotomy job skill levels. The primary courses (EKG/Phlebotomy) are comprehensive courses in the specialized fields of both blood drawing & electrocardiography. This course will lead the career student towards success & dual certifications in the national boards of both these specialties. The EKG Component is a basic course in electrocardiographic (ECG) Preparation, Analysis and Interpretation. This course includes basic skills in patient preparation, lead placements, operation and standardization of the Burdick Models #EK/5 and #EK/5A EKG Machines, basic interpretation of a standard 12-Lead EKG strip including Rate and Rhythm Computations as well as basic Troubleshooting Procedures. This course will provide you with an overview of basic cardiovascular terminology, anatomy and physiology. Focuses on the proper placement of electrocardiogram (EKG) leads and maintenance of equipment to obtain an accurate 12-Lead EKG. Learn to recognize cardiac arrhythmias. Outlines responsibilities of ECG\EKG technicians and provides clinical laboratory opportunity to develop entry level skills. In this course the student will label the major internal and external structures of the heart, describe the major function of the cardiovascular system, Identify the five types of blood vessels, label the electrical conduction of the heart, explain the reason for performing on EKG, obtain a standard EKG rhythm strip, describe and Identify ECG characteristics of Sinus Rhythms. In addition the student will be able to describe and Identify ECG characteristics of Atrial Rhythms, Identify ECG characteristics of Junctional Rhythms, describe and Identify ECG characteristics of Ventricular Rhythms, describe and identify ECG characteristics of Atrioventricular, describe and Identify ECG characteristics of AV Blocks.

The Phlebotomy Component is a basic course in Phlebotomy Practice, Protocols with Basic and Advanced Venipuncture Techniques as well as basic Troubleshooting Methodology. This course includes basic skills in patient preparation, adult and pediatric methods, vacutainer single and multi-draw techniques, butterfly and IV methods, phlebotomy practice in special centers, techniques in collection protocols and quality control. In this course students will be able to demonstrate various methods of Phlebotomy such as; the vacuum method for venous blood withdrawal, the butterfly syringe and needle method for venous blood withdrawal, demonstrate a sterile lancet capillary blood withdrawal, an autolet blood withdrawal for glucose level, the proper use of a Microhematocrit Centrifuge, proper use of a Hemoglobinometer and obtain a hemoglobin level. In addition students will learn the proper use of a Glucometer to obtain glucose level, Identify and label the parts of the most common diagnostic laboratory equipment, use basic skills in context of therapeutic and laboratory procedures. This course provides phlebotomy instruction to the student with a working knowledge of collecting blood while emphasizing on patient safety, quality assurance, universal and standard precautions. Prior to graduation the student will be eligible to challenge the National Healthcareer Association's certification exam, "Certified Phlebotomy Technician, CPT".

EKG PROGRAM COURSE OUTLINE

Module	Lesson	Hours (lecture)	Hours (lab)
CMA001	Fundamentals of Medical Assisting	4	
CMA003	Medical Anatomy & Physiology & Administrative Component	83	
CMA004	Medical Terminology (Clinical) and EHR	83	
CMA005	Medical Law and Ethics	13	
CMA006	Asepsis and Infection Control	2	
CMA007	CPR and First Aid	6	12
CET001	Introduction to EKG	2	
CET002	Applied EKG	9	
CET003	Clinical EKG		20
NHA001	HIPAA Compliance	3	
NHA002	Externship		18



NHA003	Certification Exam Review and Certification Exam	3	
NHA004	Career Development	2	
	<u>TOTALS</u>	<u>190</u>	<u>50</u>

PHLEBOTOMY PROGRAM COURSE OUTLINE

	<u>Course Hours</u>
Phlebotomy: <ul style="list-style-type: none"> ○ Phlebotomy procedures and tubes ○ Skin puncture ○ Other blood drawing methods ○ Complications/special population ○ Specimen handling 	40
Laboratory Skills: <ul style="list-style-type: none"> ○ Specimen handling ○ Laboratory measurements ○ Microbiology ○ Chemistry Department 	20
Medical Terminology/Anatomy and Physiology	3
OSHA/Infection Control: <ul style="list-style-type: none"> ○ Asepsis ○ Infection Control ○ Safety in the lab ○ Laboratory Hazards 	3
Medical Law and Ethics: <ul style="list-style-type: none"> ○ Documentation ○ HIPAA Compliance 	3
NHA002 Externship	16
NHA003 Certification Review and Certification Exam	3
NHA004 Career Development	2
TOTALS	90

TOTAL PROGRAM HOURS = 330