

## Phlebotomy Technician Certification (CPT) scope document

Course Name	Phlebotomy Technician Certification (CPT)			Course = 0.50 Carnegie Unit Credit
<b>Course Description</b>	Phlebotomy Technician Certification (CPT) course provides preparation for the National Healthcareer Association (NHA) CPT certification exam. The course also instills the knowledge and standards needed for excellence in phlebotomy practice. The NHA CPT certification is an approved certification found on the Career Development Incentive Program (CDIP) approved programs list.			
<b>Note:</b>	<ul style="list-style-type: none"> <li>• This is a suggested scope and sequence for the course content. The content will work with any textbook or instructional resource. If locally adapted, make sure all competencies are covered. Please contact your local community college partner for credit options available.</li> <li>• This course can only be run by instructors that can provide occupational experience in the field of Phlebotomy or similar careers. If instructors provide proof that they have taken and passed the NHA CPT certification exam then they will be approved to run this course as part of their program.</li> <li>• Students can sit for the exam up to 12 months before they graduate from high school.</li> <li>• Provisional Certifications are offered for students that pass the CPT exam in the 12 months window before graduation.</li> </ul>			
<b>Schedule:</b>	Schedule calculation based on 60 contact hours. 60% of instruction time should be geared in meeting the course competencies in the scope and sequence. The remaining 40% of the instructional time allows for guest speakers, student presentations, field trips, remediation, or other content topics.			
All courses taught in an approved CTE program must include Essential Skills embedded into the course content. The Essential Skills Framework for this course can be found at <a href="https://www.cde.state.co.us/standardsandinstruction/essentialskill">https://www.cde.state.co.us/standardsandinstruction/essentialskill</a>				
Instructional Unit Topic	Suggested Length of Instruction	CTE or Academic Standard Alignment	Competency / Outcomes	
<b>Safety and Compliance</b>			1. Adhere to regulations regarding workplace safety <ol style="list-style-type: none"> <li>Occupational Safety and Health Administration</li> <li>National Institute for Occupational Safety and Health</li> </ol>	
			2. Adhere to regulations regarding operational standards <ol style="list-style-type: none"> <li>The Joint Commission</li> <li>Clinical and Laboratory Standards Institute</li> <li>Center for Disease Control</li> </ol>	
			3. Adhere to HIPAA regulations regarding protected health information.	
			4. Adhere to scope of practice and comply with ethical standards	

		applicable to the practice of phlebotomy.
		5. Perform quality control for laboratory equipment e.g... <ol style="list-style-type: none"> <li>a. Maintain logs for equipment inspection</li> <li>b. Reporting and troubleshooting equipment issues</li> </ol>
		6. Perform quality control for CLIA-waived tests e.g... <ol style="list-style-type: none"> <li>a. Machine calibration</li> <li>b. Test controls</li> <li>c. Storage controls</li> </ol>
		7. Identify and dispose of sharps and biohazards according to Bloodborne Pathogens Standard
		8. Follow exposure control plans in the event of occupational exposure.
		9. Follow transmission based precautions e.g... <ol style="list-style-type: none"> <li>a. Airborne</li> <li>b. Droplet</li> <li>c. Contact</li> </ol>
		10. Follow standard precautions regarding personal protective equipment e.g... <ol style="list-style-type: none"> <li>a. Gloves</li> <li>b. Gowns</li> <li>c. Masks</li> <li>d. Shoe covers</li> <li>e. Respirators</li> </ol>
		11. Use aseptic and infection control techniques throughout the phlebotomy process.
		12. Follow hand hygiene guidelines to prevent the spread of infections.
		13. Initiate first aid and CPR when necessary
		14. Comply with documentation and reporting requirements.
<b>Patient Preparation</b>		1. Introduce yourself to the patient and provide information, such as: <ol style="list-style-type: none"> <li>a. Name</li> <li>b. Title</li> <li>c. Department.</li> </ol>
		2. Positively identify the patient based on specific identifiers while following HIPAA guidelines.
		3. Receive implied, informed, or expressed consent from the patient

			4. Review and clarify the requisition form
			5. Verify patient compliance with testing requirements e.g... <ul style="list-style-type: none"> <li>a. Fasting</li> <li>b. Medication</li> <li>c. Basal state)</li> </ul> 5.1. Proceed accordingly based on compliance
			6. Interview patients to identify special considerations that may impact collections e.g... <ul style="list-style-type: none"> <li>a. Allergies</li> <li>b. Medications</li> <li>c. Recent surgeries</li> <li>d. History of fainting</li> </ul> 6.1. Proceed accordingly based on special considerations
			7. Explain the phlebotomy procedure to be performed to the patient
			8. Position the patient to maximize comfort and safety, and optimize specimen collection.
			9. Determine site for specimen collection, based on the Clinical and Laboratory Standards Institute standards, to minimize patient risk and optimize outcome.
			10. Instruct patients on collection of non-blood specimens e.g... <ul style="list-style-type: none"> <li>a. Stool</li> <li>b. Urine</li> <li>c. Semen</li> <li>d. Sputum</li> </ul>
<b>Routine Blood Collections</b>			1. Select and assemble equipment (e.g., evacuated tube system, syringe, winged collection set) needed for blood collection(s).
			2. Verify quality of equipment e.g... <ul style="list-style-type: none"> <li>a. Sterility</li> <li>b. Expiration date</li> <li>c. Manufacturer's defects</li> </ul>
			3. Follow standard tourniquet application and removal procedures.
			4. Select final site through observation and palpation, for specimen collection.
			5. Apply antiseptic agent to blood collection site.
			6. Anchor below venipuncture site.

		7. Insert venipuncture device.
		8. Follow the order of draw when performing venipuncture.
		9. Ensure patient safety throughout the collection by identifying problematic patient signs and symptoms e.g... <ul style="list-style-type: none"> <li>a. Syncope</li> <li>b. Diaphoresis</li> <li>c. Nausea</li> <li>d. Seizure</li> </ul>
		10. Recognize and respond to potential complications resulting from procedure e.g.. <ul style="list-style-type: none"> <li>a. Lack of blood flow</li> <li>b. Hematoma</li> <li>c. Petechiae</li> <li>d. Nerve pain</li> </ul>
		11. Remove venipuncture device.
		12. Invert evacuated tubes with additives according to procedural guidelines.
		13. Perform dermal puncture for capillary collection based on patient age and condition
		14. Follow order of draw when performing capillary collection.
		15. Label all specimens.
		16. Perform post-procedural patient care.
<b>Special Collections</b>		1. Prepare peripheral blood smears.
		2. Perform blood culture collections.
		3. Assist other healthcare professionals with specimen collection.
		4. Collect blood samples for inborn errors of metabolism e.g.. <ul style="list-style-type: none"> <li>a. PKU</li> <li>b. Galactosemia</li> </ul>
		5. Perform phlebotomy for blood donations.
		6. Calculate volume requirements in patients who are at higher risk to avoid causing iatrogenic anemia. e.g..

			<ul style="list-style-type: none"> <li>a. Pediatric</li> <li>b. Geriatric .</li> </ul>
			7. Perform non-blood specimen collection e.g.. <ul style="list-style-type: none"> <li>a. Throat cultures</li> <li>b. Nasal swab</li> <li>c. Wound cultures</li> </ul>
<b>Processing</b>			1. Prepare specimens for testing or transport e.g.. <ul style="list-style-type: none"> <li>a. Centrifuging</li> <li>b. Aliquoting</li> <li>c. Freezing or refrigeration</li> </ul>
			2. Maintain integrity of specimens based on handling requirements e.g.. <ul style="list-style-type: none"> <li>a. Temperature</li> <li>b. Light</li> <li>c. Time</li> </ul>
			3. Adhere to chain of custody guidelines when required e.g.. <ul style="list-style-type: none"> <li>a. Forensic studies</li> <li>b. Blood alcohol</li> <li>c. Drug screen</li> </ul>
			4. Coordinate communication between non-laboratory personnel for processing and collection.
			5. Input and retrieve specimen data using available laboratory information systems.
			6. Recognize and report critical values for point of care testing.
			7. Distribute laboratory results to ordering providers.