# 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 Componnt | 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 |

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|---|---|---|---|
| **NHA003** | Certification Exam Review and Certification Exam | 3 | |
| **NHA004** | Career Development | 2 | |
| | TOTALS | 190 | 50 |

## ***PHLEBOTOMY PROGRAM COURSE OUTLINE***

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|---|---|
| Phlebotomy:<br>○ Phlebotomy procedures and tubes<br>○ Skin puncture<br>○ Other blood drawing methods<br>○ Complications/special population<br>○ Specimen handling | Course Hours<br><br>40 |
| Laboratory Skills:<br>○ Specimen handling<br>○ Laboratory measurements<br>○ Microbiology<br>○ Chemistry Department | 20 |
| Medical Terminology/Anatomy and Physiology | 3 |
| OSHA/Infection Control:<br>○ Asepsis<br>○ Infection Control<br>○ Safety in the lab<br>○ Laboratory Hazards | 3 |
| Medical Law and Ethics:<br>○ Documentation<br>○ HIPAA Compliance | 3 |
| NHA002 Externship | 16 |
| NHA003 Certification Review and Certification Exam | 3 |
| NHA004 Career Development | 2 |
| **TOTALS** | 90 |

***TOTAL PROGRAM HOURS =*** ***330***