

**NASH COMMUNITY COLLEGE
PHLEBOTOMY PROGRAM
UPDATED FEB 2021**

**Fall Semester Application Deadline: July 31 for Fall semester;
November 30 for Spring semester (offered intermittently)**

Refer to **page 2** for the program's admission requirements and procedures.

*Please note: All application materials, including documents listed on page 10, must be submitted to Amber Greer, Phlebotomy Coordinator, prior to registration for this course.
(Contact Amber Greer at aagreer137@nashcc.edu or 252-451-8333)*

GENERAL INFORMATION

The **Continuing Education Phlebotomy program** is a certificate program that is completed in one semester. It consists of on-campus phlebotomy technology classes and off-site clinical experiences and leads to a Continuing Education Certificate in Phlebotomy. All classes are offered weekdays only. Course work includes specimen collection and handling, communication skills, and legal issues related to health care.

The on-campus theory class meets three mornings per week (M-W-F) during the first eight weeks of the semester. The clinical portion of the phlebotomy class begins on week nine and may follow a variety of schedules, depending upon the clinical facilities the student is assigned to. This enables each student to complete the theory and laboratory components of the program before the clinical component.

EXPOSURE RISK IN HEALTH CARE PROFESSIONS

Students are at risk for exposure to blood and body fluids that may be contaminated with the hepatitis B virus, hepatitis C virus, human immunodeficiency virus (HIV), and other potentially harmful or contagious pathogens while in the clinical setting. Information about blood borne pathogens and how to protect against associated risks of exposure will be taught before the student's first clinical experience. Education on blood borne pathogens and standard precautions may also be a part of the student's orientation to a clinical facility. It is important for students to always follow standard precautions to minimize the risk of exposure in a clinical setting.

CERTIFICATION AND CAREER OPPORTUNITIES

The Phlebotomy program prepares individuals to obtain blood and other specimens for the purpose of laboratory analysis. Graduates may qualify for employment in hospitals, clinics, physician's offices, and other healthcare settings. All graduates are required to register for the national certifying exam offered by the American Society of Clinical Pathologists.

CRIMINAL BACKGROUND AND DRUG SCREEN POLICY

Criminal background checks and drug screens are not required for admissions to the Health Sciences programs. However, students can expect to submit to criminal background checks (state and/or federal, which may also include fingerprint, sex offender index, social security verification, and health care fraud and abuse) and drug screens in order to meet regulatory criteria of facilities participating in the clinical education component of the Health Sciences program once admitted to the program. The Health Sciences faculty recognizes and is fully supportive of clinical facilities mandating criminal background checks and/or drug screens on students in the program.

If a clinical facility prohibits a Health Sciences student from participating at the facility based on the results of a criminal background check and/or drug screen, the student will be dismissed from the respective Health Sciences program. No alternative clinical experience will be arranged on behalf of the student, resulting in the inability of the student to meet the curriculum requirements of the program. Students are encouraged to follow due process procedures described in respective Health Sciences Program *Student Handbooks* should they feel ineligibility was determined as a result of false or inaccurate information.

Students can expect to absorb all costs related to criminal background checks and/or drug screens. Specific procedures will be provided to students in the Health Sciences program upon acceptance and enrollment.

CLINICAL EDUCATION EXPECTATIONS

The Phlebotomy Program requires clinical learning experiences. The clinical learning experience is unpaid and is designed to allow students the opportunity to apply the knowledge and skills in contracted medical facilities.

Scheduled hours and duration for each clinical experience will vary according to the facilities the student is assigned to, but must total 128 hours for Continuing Education students. Clinical hours may start as early as 4 am for some facilities and end as late as 5 pm for others. Students are usually scheduled for 8 hours per day. Any student wishing to work or take other classes outside of the Phlebotomy program would need to confer with their assigned clinical sites to assure availability for clinical hours.

A variety of facilities are utilized for clinical experiences. Travel to clinical facilities outside of Nash County is commonly required to satisfy the clinical education component in the Phlebotomy Program. Students accepted into the Phlebotomy Program can expect to incur additional cost for travel expenses. **RELIABLE TRANSPORTATION IS CRITICAL!**

Clinical Eligibility

Students are assigned to facilities that have a current clinical education agreement with the Health Sciences programs at Nash Community College. If an assigned clinical facility prohibits a student in a Health Sciences program from participating in or completing the clinical learning experience, no alternative clinical experience will be arranged on behalf of the student. This will result in the student being unable to meet the curriculum requirements of the Health Sciences program and, ultimately, being dismissed from the program. Examples (not inclusive) of situations which may lead to a clinical facility's decision to prohibit or terminate a student's clinical experience are:

1. Results of a background check or drug screen (including all forms listed in the Criminal Background Check and Drug Screen policy stated below);
2. Inability to demonstrate current HealthCare Provider CPR, physical examination, and immunizations (including annual influenza immunization)
3. Issues surrounding a student's previous employment at the facility;
4. Significant concerns or issues identified by representatives of the clinical facility relating to the unsafe, unethical, illegal, or generally unprofessional conduct of a student;
5. Non-adherence to the facility's personnel and dress code policies, which includes the appearance or visibility of body art and piercings.

CONTINUING EDUCATION ADMISSION REQUIREMENTS

Documentation required to be considered for admission into the Phlebotomy Program is listed below. Applicants will be considered for admission only when ALL of these have been completed and all forms submitted to the Phlebotomy Coordinator. Requirements include:

1. An official high school transcript or copy of GED scores (submit to the Continuing Education Department or Phlebotomy Coordinator, Bldg B, Room 2114).
2. Demonstration of a TABE Reading score of 9 or greater or have completed or placed out of DRE 096.
3. Demonstration of a 2.000 cumulative quality point average.
4. A completed Phlebotomy Program application **by July 31 for consideration for admission to the fall semester; November 30 for the spring semester** (*attached*; submit to Amber Greer, Phlebotomy Coordinator, at aagreer137@nashc.edu or Bldg B, Room 2114)
5. Evidence of current Tetanus immunization (within 10 years).
6. Evidence of two MMR (Measles/Mumps/Rubella) immunizations, or immunity by positive blood titer lab report.
7. Evidence of current Tuberculin (TB) skin test (within one year).
8. Evidence of Hepatitis B immunization series (at least started) or immunity by positive blood titer lab report.
9. Varicella (chicken pox) series of two doses or immunity by positive blood titer lab report.
10. Evidence of current American Heart Association HealthCare Provider CPR certification (available through Nash CC Continuing Education)

Nash Community College does not unlawfully discriminate in offering equal access to its educational programs and activities or with respect to employment terms and conditions on the basis of an individual's race, color, national origin, sex, sexual orientation, gender, gender expression, gender identity, genetic information, disability, age, religion, or veteran status.

Phlebotomy (Continuing Education)

Fall / Spring (1 Semester)

MLA 3022

Phlebotomy Experience

240 Total Hours, classroom and clinical

ACADEMIC REGULATIONS

In addition to the general institutional academic policies described in the College catalog, the program adheres to the following standards:

1. In order for the Phlebotomy Experience course (MLA 3022) to be accepted toward the Continuing Education Certificate in Phlebotomy, the following minimum grades must be achieved:

Classroom portion of the course	80 % or greater
Clinical portion of the course	S (Satisfactory)

1. Students must maintain an 80% course average to maintain admission status into, as well as to remain in satisfactory academic standing for progression through, the Phlebotomy program.

2. Failure to maintain the above minimum grade is grounds for dismissal. Readmission into subsequent classes is not guaranteed. Specific readmission policies are available from the Phlebotomy Coordinator.

ESTIMATED PROGRAM COSTS

Fee Description	Cost
Registration/Continuing Education Tuition	\$180.00
CAPS and Insurance Fee	\$6.25
Health Sciences Universal Fee	\$10.00
ASCP Certification Exam Fee*	\$135.00
Total	\$331.25

*Registration for the national certification exam given by the American Society of Clinical Pathologists is a requirement of the program.

Students can expect to absorb all costs related to books and supplies as well as the cost of criminal background checks and drug screenings required in the Phlebotomy program. Costs of transportation and meals associated with clinical educational experiences are also the student's responsibility.

Please note this information is intended for estimated cost only and is subject to change without notice.

FACULTY ADVISOR

The faculty advisor for the Phlebotomy program is available to assist you in meeting your educational goals. The contact information below will assist you in scheduling an appointment.

Amber Greer, BS, CMA (AAMA) aagreer137@nashcc.edu 252-451-8333

INSURANCE

The college provides liability insurance for students involved in clinical education at no cost to the student. All students registered in curriculum classes are insured for accidental injuries which occur during college related activities.

PHLEBOTOMY PROGRAM OUTCOMES

	3-Year Average (7/2016 – 6/2019)
Program Completion	85%
Certification Pass Rate (of graduates who take the exam)	100%
Job Placement	75%

MISSION, GOALS AND GRADUATE OUTCOMES

Phlebotomy Program Mission

The Nash Community College (NCC) Phlebotomy Program prepares individuals with the knowledge and skills necessary related to obtaining blood and other specimens for the purpose of laboratory analysis. The NCC Phlebotomy Program mission is to provide education and training in the field of phlebotomy while maintaining high standards of instruction and service delivery. This is accomplished by providing theory and clinical experiences in a professional environment that is conducive to diverse learning needs of students.

Phlebotomy Program Goal

To provide sound education resulting in:

- a) Competent graduates who could serve as quality employees for the health care community and who have a working knowledge of phlebotomy and health care at the entry level;
- b) Graduates who have been adequately equipped with the knowledge that will allow them to successfully pass national certification exams; and,
- c) A workforce to meet the needs of a growing health care community.

Phlebotomy Program Graduate Outcomes

Graduates of the Phlebotomy program at Nash Community College will be able to:

- 1.00 Demonstrate knowledge of the health care delivery system and medical terminology
- 2.00 Demonstrate knowledge of infection control and safety
- 3.00 Demonstrate basic understanding of the anatomy and physiology of body systems and anatomic terminology in order to relate major areas of the clinical laboratory to general pathologic conditions associated with the body systems
- 4.00 Demonstrate understanding of the importance of specimen collection and specimen integrity in the delivery of patient care.

- 5.00 Demonstrate knowledge of collection equipment, various types of additives used, special precautions necessary, and substances that can interfere in clinical analysis of blood constituents
- 6.00 Follow standard operating procedures to collect specimens via venipuncture and capillary (dermal) puncture.
- 7.00 Demonstrate understanding of requisitioning, specimen transport and specimen processing
- 8.00 Demonstrate understanding of quality assurance and quality control in phlebotomy
- 9.00 Communicate (verbally and nonverbally) effectively and appropriately in the workplace

TECHNICAL STANDARDS (ESSENTIAL FUNCTIONS) OF THE PHLEBOTOMY STUDENT

Students enrolled in the Phlebotomy Program at Nash Community College must demonstrate competence in various intellectual, physical, and social areas. The Americans with Disabilities Act (ADA) ensures qualified applicants to public institutions the ability to pursue program admissions, however, the applicant must meet essential requirements. All students admitted to the Phlebotomy Program will be held to the same standards with or without reasonable accommodations. The following functions are considered essential requirements for admission, retention and graduation in Nash Community College's Phlebotomy Program. The purpose of these functions is to ensure Phlebotomy students provide safe, competent, and timely care to patients requiring phlebotomy procedures.

Physical and Emotional Standards:

Phlebotomy students should possess and be able to demonstrate the following:

1. **Interpersonal Skills** – Interpersonal abilities sufficient to interact with individuals, families, and health care professionals from a variety of emotional, cultural and intellectual backgrounds. For example: the phlebotomy student shall establish rapport with patients/clients and the health care team members.
2. **Communication Skills** – Communication abilities sufficient for interaction with others in verbal and written form. For example: explain venipuncture procedure to patient/client.
3. **Cognitive Abilities:** - Ability to be oriented to time, place, and person; organize responsibilities, and make decisions. For example: recognize and report physical problems that occur when attempting venipuncture on a given patient/client.
4. **Mobility** – Physical abilities sufficient to move from room to room and maneuver in small spaces, stand and walk for extensive periods of time. For example: trips from laboratory to patients/clients rooms.
5. **Motor Skills** – Gross and fine motor abilities sufficient to provide safe phlebotomy procedures. For example: demonstrate proper needle insertion and withdrawal technique when performing venipunctures.
6. **Hearing** – Auditory ability sufficient to monitor health needs of patients/clients. For example: hear monitor alarms, emergency signals, patient/client requests.
7. **Visual** – Visual ability sufficient to perform safe phlebotomy procedures and for observation skills necessary in phlebotomist duties. For example: observe position of needle bevel; observe changes in specimen color.
8. **Tactile** – Tactile ability sufficient for collecting specimens. For example: identify by touch potential sites for venous and arterial punctures; distinguish between veins and other subcutaneous structures.

GUIDELINES FOR COMPLETING IMMUNIZATION RECORD

IMPORTANT – The immunization requirements must be met or you will not be allowed to attend the clinical education portion of the program.

You may submit immunization records on the attached form **OR** any other official record signed by a licensed provider. **Keep a copy for your records.**

Acceptable Records of Your Immunizations May be Obtained from Any of the Following:

(Be certain that your name date of birth, and ID Number appear on each sheet and that all forms are submitted together. The records must be in black ink and the dates of vaccine administration must include the month, day, and year.)

- High School Records – These may contain some, but not all of your immunization information. Contact Student Services for help if needed. **Your immunization records do not transfer automatically with transcripts. You must request a copy.**
- Personal Shot Records – Must be verified by a doctor's stamp or signature or by a clinic or health department stamp.
- Local Health Department
- Military Records or WHO (World Health Organization) Documents
- Previous College or University – **Your immunization records do not transfer automatically with transcripts. You must request a copy.**

IMMUNIZATION RECORD		(Please print in black ink) To be completed and signed by a physician or clinic. A complete immunization record from a physician or clinic may be attached to this form.			
				Personal ID# (PID)	
Last Name	First Name	Middle Name	Date of Birth (mo./day/year)	*Social Security #	
REQUIRED IMMUNIZATIONS		(#1)mo./day/year	(#2)mo./day/year	(#3)mo./day/year	(#4)mo./day/year
DTP or Td					
Td booster					
Polio					
MMR (after first birthday)					
MR (after first birthday)					
Measles (after first birthday)				**Disease Date	****Titer Date & Result
Mumps				*** (Disease Date NOT Accepted)	****Titer Date & Result
Rubella				*** (Disease Date NOT Accepted)	****Titer Date & Result
Hepatitis B series only <i>OR</i>					****Titer Date & Result
Hepatitis A/B combination series					
Varicella (chicken pox) series of two doses or immunity by positive blood titer				*** (Disease Date NOT Accepted)	****Titer Date & Result
Tuberculin (PPD) Test		Date read			
(within 12 months)		mm induration			
Chest x-ray, if positive PPD		Date			
		Results			
Treatment if Applicable		Date			

* Provision of Social Security number is voluntary, is requested solely for administrative convenience and record-keeping accuracy, and is requested only to provide a personal identifier for the internal records of this institution.

** Must repeat Rubeola (measles) vaccine if received even one day prior to 12 months of age. History of physician-diagnosed measles disease is acceptable, but must have a signed statement from the physician.

*** Only laboratory proof of immunity to rubella or mumps is acceptable if the vaccine is not taken. History of rubella or mumps disease, even from a physician, is not acceptable.

**** Attach Lab report

Signature or Clinic Stamp REQUIRED

Signature of Physician/Physician Assistant/Nurse Practitioner

Date

Print Name of Physician/Physician Assistant/Nurse Practitioner

Area Code/Phone Number

Office Address

City

State

Zip Code

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**PHLEBOTOMY
NASH COMMUNITY COLLEGE
Application to Apply for Admission to the Phlebotomy Program**

Date of Desired Entrance into the Phlebotomy Program: _____

Desired Registration Status: _____ Continuing Education

Name _____ Student ID # _____	
Address _____	
City _____	State _____ Zip _____ County _____
Phone: Home (_____) _____ Alternate (_____) _____	
Email Address _____ DOB _____	
Ethnic: <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Non-Hispanic/Latino	
Race: <input type="checkbox"/> American/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Hawaiian/Pacific Islander	
<input type="checkbox"/> White	
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Education Level:	
<input type="checkbox"/> Completed High School <input type="checkbox"/> OR Highest Grade Completed _____	<input type="checkbox"/> Bachelor's Degree
<input type="checkbox"/> Adult High School Diploma (AHSD)	<input type="checkbox"/> 1-Yr Vocational Diploma <input type="checkbox"/> Master's Degree or higher
<input type="checkbox"/> High School Equivalency (HSE)	<input type="checkbox"/> Associate Degree

Admissions Requirements

I am aware of the minimum admission requirements to the Phlebotomy program, and I understand I must meet these requirements to be considered for selection.

Signature

Date

Curriculum vs Continuing Education Status

I am aware that if I should choose the registration status of Continuing Education, I will earn a Continuing Education Certificate in Phlebotomy but will **NOT** earn transferable, curriculum level college credit.

Signature

Date

Criminal Background Checks and Drug Screens

I have read and understand the requirement for obtaining a criminal background check and drug screen in order to attend the clinical education portion of this program.

Initial _____

(For Nash CC Use Only)

High School Diploma or GED _____

Reading Level: DRE 096 _____ **OR** TABE \geq 9 _____

<u>Medical Information (must accompany application):</u>	<u>Date Rec'd by Nash CC:</u>	<u>Rec'd by:</u>
Tetanus Immunization (within 10 years)	_____	_____
MMR Immunization (born in 1957 or after—2 doses required)	_____	_____
TB Skin Test (current & satisfactory within 12 months)	_____	_____
Hepatitis B Immunization (3 doses required)	_____	_____
Varicella Immunization (2 doses required or positive titer)	_____	_____
Evidence of current HealthCare Provider CPR certification	_____	_____

Applicant _____ **has met the Admissions Requirements for the Continuing Education Phlebotomy Program.**

Signature _____ **Date** _____

(Phlebotomy Coordinator or Health Sciences Admissions Coordinator)

Nash Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities.

Cash Check Visa MasterCard Discover American Express

Registration Fee Amt. \$ _____

Print Card Holder Name _____

Card Holder Signature _____

Credit Card Number _____

Security Number on Back _____ Expiration Date: _____