



WAUBONSEE

COMMUNITY COLLEGE



PHLEBOTOMY TECHNICIAN PROGRAM

Student Handbook

2017 - 2018

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Waubonsee Community College does not discriminate on the basis of race, color, religion, gender, sexual orientation, age, national origin, veteran’s status, marital status, disability or any other characteristic protected by law in its programs and activities. For more information on the college’s nondiscrimination policies, contact the Executive Director of Human Resources at (630) 466-7900, ext. 2367; Waubonsee Community College, Route 47 at Waubonsee Drive, Sugar Grove, IL 60554.

1.0 STATEMENT OF PROGRAM PHILOSOPHY

The Phlebotomy Certificate program faculty and administrators believe that phlebotomy serves an important function in the healthcare setting. As members of the healthcare team, phlebotomy technicians work together with physicians, nurses, and laboratory personnel in the performance of clinical procedures. The educational preparation of the phlebotomy technician to meet certification requirements is appropriately accomplished in the community college setting. The Phlebotomy Technician Certificate program is, therefore, an integral part of Waubonsee Community College, and its philosophy and mission are consistent with those of the college. A basic common goal of the phlebotomy technician program and college is to provide an opportunity for accessible, affordable, effective education which provides a foundation for professional development and lifelong learning.

2.0 PHLEBOTOMY TECHNICIAN CERTIFICATE CONTENT

The content is divided into the following 4 courses:

m COM 125 Communication Strategies for Healthcare Careers	2.0 sem hr
m* HIT 105 Medical Terms for HealthCare Occupations	1.0 sem hr
m PBT 105 Theoretical and Clinical Aspects of Phlebotomy	4.5 sem hr
m PBT 297 Phlebotomy Externship	1.5 sem hr

TOTAL SEMESTER HOURS FOR CERTIFICATE:

9.0 sem hr

All four courses (or equivalent) are required for this certificate. In addition, HIT105 and COM125 are prerequisite or corequisite requirements for PBT105. A student who has not met prereq/coreq requirements for entry into PBT105 will be administratively withdrawn from both PBT courses. The instructor also highly recommends that students complete BIO260, Human Structure and Function or BIO270, Anatomy and Physiology I and BIO272 Anatomy and Physiology II.

* A proficiency examination is available for HIT110 Medical Terminology, through the office of Health Professions and Public Service. Credit for HIT110 may be counted toward the requirements of the Phlebotomy Technician certificate.

3.0 PROGRAM OUTCOMES

Upon successful completion of this program, the student will be able to:

- Demonstrate skills learned in this program at entry level
- Apply principles of aseptic technique and infection control
- Prioritize and perform multiple tasks
- Assist laboratory personnel in routine specimen collection as a member of the healthcare team
- Employ standard precautions in the collection, processing and handling of specimens
- Provide instructions to patients in preparation for specimen collection
- Perform a minimum of 100 successful venipunctures in accordance with certification guidelines

4.0 CURRICULUM PLAN

4.1 PHLEBOTOMY TECHNICIAN CERTIFICATE OF ACHIEVEMENT (435A) MAJOR CODE

The Phlebotomy Technician Certificate program is designed to prepare persons to function as phlebotomists in medical offices, clinics, hospitals, laboratories and outpatient facilities. Graduates are eligible to take the national certification examination to become a Phlebotomy Technician, PBT (ASCP).

4.2 COURSE SEQUENCING

The Phlebotomy Technician Program certificate can be completed in one semester, with the student enrolling concurrently in each of the four (4) required courses in the major. A student who desires to complete the program on a part-time basis must complete COM 125 and HIT 105 prior to enrolling in the PBT prefix courses.

m COM 125 Communication Strategies for Healthcare Careers	2.0 sem hr
m HIT 105 Medical Terms for HealthCare Occupations	1.0 sem hr
m PBT 105 Theoretical and Clinical Aspects of Phlebotomy	4.5 sem hr
m PBT 297 Phlebotomy Externship	1.5 sem hr

TOTAL HOURS 9.0 sem hr

5.0 PROGRAM ADMISSION PROCEDURES

Any student who is enrolling in a certificate program must have the following on file in Registration and Records prior to program completion:

- Waubensee Community College Student Information Form.
- Transcripts from other colleges or vocational schools attended.
- Record of any proficiency credit in prerequisite courses (CLEP administered test results).
- Documentation of current assessment testing with a minimum eighth grade reading level.

6.0 GENERAL COURSE CRITERIA

6.1 PASSING GRADE The student must receive a passing grade (minimum 75% or better) for each course in the Phlebotomy Technician major. A NON-PASSING GRADE WILL CONSTITUTE A FAILURE OF THE COURSE. Grades of D, F or W are not considered passing grades. All of the individual course criteria and requirements must be met or a grade will not be awarded. The student will be withdrawn if they do not pass midterm with 75 percent or higher and the final exam.

6.2 ATTENDANCE Absences, tardiness, late paperwork, and lack of participation may result in a lowering of the final grade and/or failure of the course. Absence from class prior to a test or failure to take a test at the designated time may incur a penalty, at the discretion of the instructor. A different test may be administered if a student is allowed to take a makeup test. The phlebotomy externship (PBT 297) has specific attendance policies (Sections 11.0, 20.0). Cell phones, pagers, and any other electronic devices must be turned off and out of sight during theory and clinical. Absolutely no cell phones, pagers, or electronic devices are allowed in the externship setting.

6.3 DEADLINES Assignments are due on the date indicated by the instructor to receive full credit. All assignments must be submitted to meet course requirements.

6.4 COURSE SPECIFIC POLICIES In addition, there may be course specific policies. The student is required to follow the criteria given by the course instructor.

6.5 GRADING The following will be used as a guideline for assigning grades:

91 - 100	A
82 - 90	B
75 - 81	C
70 - 74	D
Below 70	F

6.6 CLINICAL/LABORATORY EVALUATION When a student's performance in the clinical or laboratory setting is deemed unsatisfactory or unacceptable, the instructor/supervisor will promptly discuss any identified deficiencies with the student. This will be followed by a written evaluation of the deficiency using the Student/Faculty Conference form. The student will be informed of the objective criteria which need improvement, measures recommended to correct the deficit(s), and the student's current status in the course. The student will be given the opportunity to respond in writing on the Student/Faculty Conference form. The student is required to sign the form in acknowledgment of having been advised of the instructor's/supervisor's concerns. The Student/Faculty Conference form will become a part of the student's record.

7.0 STUDENT GRIEVANCE(S) AND/OR GRADE APPEAL(S)

The student grievance procedure, and/or grade appeal procedure is delineated in the Waubensee Community College Student Handbook.

8.0 HEALTH REQUIREMENTS FOR CLINICAL/LABORATORY EXPERIENCES

8.1 PRE-ENTRANCE MEDICAL FORM A pre-entrance medical form (Appendix A) must be completed by the student and the student's licensed physician/primary healthcare provider and submitted to your instructor prior to the fourth week of PBT105 (8 week section), or the seventh week of PBT105 (16 week section). The pre-entrance medical form shall include a 2-step tuberculosis test and proof of current immunizations or record of immunity. (Tuberculosis test 8.2.1). The Physical/Emotional Health Summary examination must have been completed within the last year. In compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), information related to a student's health and medical status is confidential and cannot be released except to agents of the college (e.g., clinical sites) when in the best interest of the student and any patients/clients the student may have direct contact with during the clinical experience.

8.2 IMMUNIZATIONS/RECORD OF IMMUNITY

8.2.1 Tuberculosis test. Documentation of freedom from active TB is required by an initial 2-step TB test followed by annual testing as recommended by State of Illinois guidelines. A student who requires greater than one (1) year to complete the Phlebotomy Technician (PBT) courses may be required to have TB retesting, as recommended by State of Illinois guidelines. Any TB testing must be completed and the report submitted to the dean's office or the student will not be allowed to attend any clinical course component.

- 8.2.2 **Tuberculosis policy.** A student with a positive tuberculosis test must provide: 1) signed documentation of freedom from active tuberculosis, and 2) permission to enter the clinical area from a licensed primary health care provider. In accordance with State of Illinois guidelines, the student will be required to provide appropriate documentation of continued freedom from active tuberculosis on an annual basis. In addition, the student is responsible for seeking care upon reoccurrence of probable signs and symptoms of active tuberculosis (Changes in Health Status 9.3).
- 8.2.3 **Rubella titer.** Either documentation of immunity, regardless of age and/or gender, **OR** documentation of vaccination is **required**. (MMR)
- 8.2.4 **Rubeola.** Documentation of immunity is **required** of students born after 1957.
- 8.2.5 **Mumps.** Either documentation of immunity, regardless of age and/or gender, **OR** documentation of vaccination is required. (MMR)
- 8.2.6 **Chicken Pox –Varicella Zoster.** Either documentation of immunity, regardless of age and/or gender, **OR** documentation of vaccination is **required**.
- 8.2.7 **Hepatitis B.** Documentation of immunity (via titer) is **required**. If titer is negative, documentation from a licensed health care provider that the Hepatitis B series is in process **is required**, since phlebotomy technician students will have direct exposure to or contact with blood, as well as other body fluids.
- 8.2.8 **Tetanus/diphtheria.** Documentation of current immunization is **required**.
- 8.2.9 **Poliomyelitis.** Documentation of immunization is **recommended** if not previously vaccinated.
- 8.2.10 **Influenza (seasonal).** Documentation of current immunization is **required**.

NOTE: Immunizations that are 10 years and older will require blood titers and/or booster shots to be completed in order to document that the student is still immune.

8.3 CHANGES IN HEALTH STATUS The phlebotomy technician faculty and administration reserve the right to request a physical or mental examination following a change in health status from the initial program admission medical record. A student who has had surgery, childbirth, extended illness, newly diagnosed or chronic illness, or an accident must obtain signed consent from a licensed physician/primary healthcare provider to attend the clinical component of PBT 297 Phlebotomy Technician Externship **without restrictions**. A student taking prescribed medications should refer to Section 8.5, Use of Prescribed Medication. **NOTE: It is the responsibility of the student to report changes in health status and provide official documentation that the student can enter the clinical site and participate without restrictions. It is possible that changes in the student's health status may negatively affect the student, members of the healthcare team, and patient/client health. Any student that experiences a change in health status and does not follow the reporting/documentation policy outlined in this paragraph may be withdrawn or dismissed from the course and or program, as outlined under 14.0 Physical or Emotional Jeopardy.**

8.4 PREGNANCY A student who is pregnant must provide signed consent from her primary health care provider to attend **without restrictions**, any phlebotomy technician (PBT) course with a clinical component (PBT 105 Theoretical and Clinical Aspects of Phlebotomy, PBT 297 Phlebotomy Externship). This documentation should be submitted to the dean for Health Professions and Public Service as soon as the student receives confirmation of pregnancy from her health care provider. The student should also submit to the dean expected date of confinement (delivery date).

8.5 USE OF PRESCRIBED MEDICATIONS It is the student's responsibility to discuss with the student's licensed primary health care provider whether a medically prescribed drug may affect clinical performance. A student must report the use of such drugs or other substances which may impair clinical performance to the instructor. Failure to report the use of such drugs or substances or failure to provide proper evidence of medical authorization for use may result in the student's termination from the program. Proper evidence of medical authorization is a note signed by the physician stating that the student may participate in the program **without restrictions** and that the medication will not interfere in the student's performance.

8.6 CRIMINAL BACKGROUND CHECK Due to requirements of our clinical/externship partner organization, a criminal background check will be required upon admission to the phlebotomy program. (For more information, see HEALTH CARE WORKER BACKGROUND CHECK ACT [225 ILCS46] <http://www.idph.state.il.us/rulesregs/77-955proposed.pdf>) If a misdemeanor or felony record exists, and depending on the degree of that record, a student could be restricted from entering the clinical site. If a student is restricted from entering the clinical site, and cannot meet the program requirements, the student will have to withdraw from the course and program.

Students who present with a criminal record may be asked to discuss that criminal record with a clinical facility/agency for approval before attending that clinical experience, externship or practicum.

8.7 DRUG SCREENING In order to comply with clinical agency requirements, Waubonsee Community College phlebotomy students must submit to a mandatory drug screening (initial, random, and reasonable suspicion). Students must show proof of a negative 10 panel drug screen.

All drug screens include tests for amphetamines, benzoylecgonin-cocaine metabolites, marijuana metabolites, opiates and phencyclidines, barbiturates, benzodiazepines, methadone, methaqualone, and propoxyphene. Students who present with positive results without documentation of medical necessity will not be allowed to continue in the program.

The student may apply for readmission and/or re-entry after one year pending evidence of subsequent treatment, counseling and negative drug screen. Refusal by a student to submit to testing will result in that student's dismissal from the program.

Instructions for completion of the drug screening process will be supplied by Waubonsee Community College.

9.0 BLS (CPR) CERTIFICATION

It is the student's responsibility to take a Basic Life Support (BLS) for Healthcare Providers course from the American Heart Association and present evidence verifying current certification by the sixth week of the 8-week section of the PBT 105 Theoretical and Clinical Aspects of Phlebotomy course, or by the eighth week of the 16-week section of the PBT 105, Theoretical and Clinical Aspects of Phlebotomy course. **A student will not be allowed to enter any clinical or laboratory site without current BLS certification—no exceptions. ONLINE BLS CERTIFICATION IS NOT ACCEPTABLE.**

10.0 HEALTH AND LIABILITY INSURANCE

10.1 HEALTH INSURANCE Each student is required to carry a personal health insurance policy. The student is responsible for individual medical expenses, whether due to an injury at clinical or on campus, an illness requiring treatment, or a test or procedure required by the college and/or the health care facility. A student who is injured during a clinical experience is responsible for personal health care costs.

Proof of health insurance is due by the fourth week of the eight week PBT105 Theoretical and Clinical Aspects of Phlebotomy course, or by the seventh week of the 16-week PBT 105 Theoretical and Clinical Aspects of Phlebotomy course.

The Affordable Care Act's individual mandate says all legal residents of the United States have to have health insurance or pay a tax penalty called the individual shared responsibility payment. This tax penalty is a percentage of your income tax and is paid when you file your taxes for the year you were uninsured. The penalty is pro-rated if you were only uninsured for part of the year.

10.2 LIABILITY INSURANCE A student in the phlebotomy technician program is covered by the college's professional liability insurance policy once tuition and fees for a course have been paid. If an incident occurs during externship, it is the student's responsibility to notify the instructor immediately. The student is also required to obtain a copy of the incident report and submit it to the instructor.

11.0 ATTENDANCE

11.1 CLINICAL/LABORATORY LATENESS Consistent attendance is required to demonstrate adequate performance. The student is expected to be on time and to attend all theory, clinical and laboratory experiences. If a student is unable to attend clinical/laboratory or will be late, proper notification must be made to the course instructor and clinical agency in advance. Failure to make proper notification will result in penalties. If a student is tardy to the clinical agency without prior notification, the clinical instructor and/or supervisor has the option of not permitting the student to participate in the day's experience, which may result in an absence. In addition, if a student is late, it will count as ½ absence (2 lates equal one absence).

11.2 CLINICAL/LABORATORY ABSENCES A predetermined number of clinical/laboratory days is required for the following courses: PBT 105 Theoretical and Clinical Aspects of Phlebotomy, PBT 297 Phlebotomy Externship. Absences may be detrimental to demonstration of satisfactory performance by the student. Since each course setting and content is different, specific attendance and notification policies are set forth in each course syllabus. The student must conform to the policies determined by the course instructor. Clinical attendance is mandatory. Absences in PBT 297 must be made up. Make up time is at the discretion of the clinical site as they have time due to multiple students and schools and is not always available.

The following excused absences will be recorded but not counted toward a student's grade if official documentation is produced within the first two class sessions following the absence: 1) court dates, 2) funeral of immediate family member/significant other, 3) emergency medical care or hospitalization of the student (not regular appointments), 4) emergency medical care or hospitalization of the student's minor child or ward (not regular appointments), and 5) military obligations (reviewed on an individual basis).

11.3 MISSED INFORMATION/EXAMINATION The student is responsible for obtaining missed information, announcements and for submitting any papers due. The ability for a student to make-up a missed examination is at the discretion of the course instructor and will require arrangements to be made prior to the missed exam date. Failure to make prior arrangements may result in the lowering of the test grade by one grade.

12.0 PERSONAL AND PROFESSIONAL LEGAL, MORAL AND ETHICAL BEHAVIORS

A student enrolled in the phlebotomy technician program is expected to display conduct in accordance to the legal, moral and ethical standards of the healthcare field and the community:

- Each student is accountable for individual behavior and is expected to act in a responsible, mature manner that reflects the qualities of honesty, integrity, courtesy, reliability, and responsible interpersonal skills. Profanity, derogatory comments, and emotional responses which inhibit learning or effective functioning will not be permitted, and may result in a lowering of a course grade. Such conduct may be referred to the Waubensee Student Conduct Board for consideration.
- Student behavior must not interfere with agency/staff/faculty relationships.
- Honesty is expected of all phlebotomy technician students both in the classroom and clinical/laboratory setting. Acts of lying, cheating, plagiarism, forgery, alteration and/or falsification of clinical/laboratory documents, written work, or academic records could lead to lowering of course grade, failure of a course and/or possible dismissal from the program. Such conduct is in violation of the Waubensee Code of Student Conduct as described in the WCC Student Handbook, and will be referred to the Waubensee Student Conduct Board for consideration

13.0 USE OF CHEMICAL SUBSTANCES IN THE CLINICAL AGENCY

Per the Waubensee Community College Student Handbook, "Students at Waubensee Community College are expected to demonstrate qualities of morality, honesty, civility, honor and respect. Behavior which violates these standards for which discipline may be imposed includes, but is not limited to...the use, possession or distribution of a narcotic or other chemical substance....; the use, possession or distribution of alcoholic beverages...as well as public intoxication while on college premises, off-campus instructional sites or at college-sponsored or supervised functions."

Use of the above mentioned substances by the phlebotomy technology student in the clinical setting is prohibited. Any student who places a patient in either physical or emotional jeopardy due to the use of undocumented (including medications required by student's healthcare provider) chemical substances in the clinical setting will be immediately removed from the clinical setting, and will be subject to the conditions described in 14.0 Physical or Emotional Jeopardy.

14.0 PHYSICAL OR EMOTIONAL JEOPARDY

A student who places a patient or patients in either emotional or physical jeopardy may be dismissed from the clinical site, and possibly dismissed from the course and/or the phlebotomy technician program. Physical or emotional jeopardy is described as, but not limited to (either intentional or non-intentional): causing patient(s) harm or injury, placing patient(s) at risk for harm or injury, causing a patient emotional distress, disregard for patient(s) safety, placing patient's physical or emotional health in jeopardy for own personal advancement or gain (e.g., falsifying documents, not reporting medication errors/incidents, failure to report patient status to instructor/supervisor). Student incidents involving placing patients in physical or emotional jeopardy may be submitted to the Dean for Student Development and the Waubensee Student Conduct Board for consideration.

15.0 CONFIDENTIALITY

The student must act to protect confidentiality in all situations. In compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), information related to patients, health team members, or agency related incidences will be discussed with the instructor and/or the proper health care member in appropriate surroundings only. The student will not discuss these issues with other patients, friends, family, or in public places.

The student will refer to patients and staff by initials only on written work or while relating clinical/laboratory experiences in the classroom setting, and will exercise caution as to the location and disposition of clinical data. **A student cannot, under any circumstances, photocopy or electronically reproduce any portion of a patient's chart or personal records for use outside the clinical agency.**

16.0 STUDENT RESPONSIBILITIES/EXPECTATIONS IN THE CLINICAL AGENCY SETTING

Waubensee Community College's Health Professions and Public Service division acknowledges its responsibility to educate its students while maintaining the public trust. The rights, responsibilities, and conduct of all students are described in the WCC Student Handbook.

The phlebotomy technician student has additional responsibilities as a member of the health care team to ensure the emotional and physical safety of patients during the educational process.

- The student must come to the clinical agency demonstrating preparation to perform in a safe and responsible manner including following standard precautions and OSHA isolation technique.
- The student will perform skills/tasks **only** when an instructor (or assigned supervisor) is present in the assigned agency during scheduled times for the following courses: PBT 105 Theoretical and Clinical Aspects of Phlebotomy, PBT 297 Phlebotomy Externship. **Under no circumstances is a student to assume the role of student phlebotomist when in the agency at times other than during assigned course time(s).**
- When so directed by the instructor, the student may perform skills/tasks/procedures in the presence (or under the direction) of an assigned agent of the instructor or supervisor.
- The student is responsible to seek the assistance of the instructor/supervisor in the clinical agency before proceeding with new, unfamiliar, or uncertain skills/tasks/procedures.
- The student is to follow policies, procedures, and student affiliation guidelines of the clinical/laboratory/medical agencies.
- If a student is tardy for clinical/laboratory/medical experiences without prior notification to the instructor and the agency, the clinical/laboratory/medical instructor/supervisor has the option of not permitting that student to participate in clinical/laboratory/medical activities for the day and/or dismissing the student for the clinical/laboratory/medical agency (Section 11.1).
- Notification of absence from clinical/laboratory/medical experiences must be made **directly to the instructor and agency** (Section 11.1). Failure to notify both the instructor and the agency in a timely fashion could result in dismissal from the program.
- Notification of schedule changes in the clinical/laboratory/medical experiences (including schedule changes) must be made directly to the instructor and agency (Section 11.1).
- The student must be physically and emotionally capable of effective, safe performance. If the instructor/supervisor determines that a student's behavior or performance places a patient at risk for physical or psychological injury on any clinical/laboratory/medical day, then that student will be dismissed from the area (Section 14.0 Physical or Emotional Jeopardy).
- The student may be removed from the learning setting if the student's continued

presence disrupts the learning process for other students.

- Absolutely no cell phones, pagers, or other electronic devices are allowed in the externship settings.

Any violation of these established standards may result in the immediate removal from the clinical/laboratory/medical setting and/or the course. In addition, the student's actions may be subject to review by the Waubensee Community College Student Conduct Board.

17.0 STUDENT RESPONSIBILITY TO REPORT

It is the responsibility of any student who observes or has direct knowledge of another student in a condition which impairs the ability to perform clinical/laboratory/medical duties, or poses a hazard to the safety and welfare of others, to promptly report the incident to the instructor. If an incident occurs at the externship site, the student will bring a copy of the incident report to the instructor.

18.0 DRESS CODE/GROOMING

Student apparel and grooming must conform to health, sanitation, and safety standards. The students is required to follow the dress code set forth herein, in the clinical/laboratory/medical setting:

- Waubensee Community College name badge is **required** and must be visible.
- Red scrub tops are **required**. A plain white or plain black tee shirt may be worn under the scrub top for warmth.
- Black scrub pants are **required**. Hemlines should remain between the upper heels of the student's shoes and no greater than 3 inches above the tops of shoes. Inappropriate attire includes: jeans or jean-styled pants, stretch pants or leggings, ribbed or corduroy materials, cropped or capri-style pants, and/or shorts.
- White or black socks are **required** and must reach above the ankle.
- Underwear are **required**. **Thong style underwear are not acceptable**.
- A lab coat to knees is **required** to be worn over the uniform as provided by the clinical agency. **Scrub jackets and knit cuffs on sleeves are not acceptable**.
- Uniforms are to be clean and free of stains and wrinkles. A plain white or black t-shirt under scrub top for warmth, short or long sleeve.
- Solid black or white leather or vinyl professional shoes, or athletic shoes (no colored soles) are **required**. No canvas shoes, webbing/netting/mesh, or cut-out areas in leather or vinyl, no clogs or open back shoes (OSHA standard). Shoes must be clean and polished with clean shoelaces (if appropriate). Shoes should be reserved for clinical/laboratory/medical use only.
- The only **visible** body piercing that is acceptable is for earrings. Ornamental tongue piercing, facial piercing, or other visible body piercing is **unprofessional** and **unacceptable**. If the ears are pierced, only small stud (post) earrings may be worn with no greater than 2 earrings per ear. No hoop or dangle-style earrings. Plain wedding ring bands can be worn in the clinical/laboratory/medical setting. Wedding or other rings with pronged settings or stones can injure patients and are a source of contamination. Other jewelry such as necklaces or bracelets (with the exception of Medical Alert necklace/bracelet) that do not conform to reasonable health, sanitation and safety standards shall not be worn during clinical/laboratory/medical experiences.
- A watch with a second hand is **required**.
- Hair must be pulled back and/or arranged off the collar. Neon colored hair is **unprofessional** and **unacceptable**. Elaborate hair ornaments (large bows, multiple decorative barrettes or combs) are not to be worn with the student uniform. A student is to be clean shaven, or if a beard or mustache is worn, it must be neat, clean and well trimmed.
- Fingernails are to be short, clean, and neatly manicured. Artificial nails are not permitted in the clinical/laboratory/medical area. Nail polish is not permitted.

- Excellent personal hygiene practices are **required**
- Students should not wear perfume or aftershave in the clinical setting.
- Smoking, chewing gum or tobacco is unacceptable behavior in the clinical/laboratory/medical environment. There is to be no tobacco use of any kind at either the college or clinical/laboratory/medical facilities.

Failure to comply with the dress code may result in dismissal from the clinical/laboratory/medical area, a conference with the instructor/supervisor, and/or a lowering of the course grade.

If a conflict exists between the above standards and an agency's dress code, the Phlebotomy Technician program dress code shall apply. Exceptions to the dress code may be made with the prior written approval of the dean for Health Professions and Public Service.

19.0 TRANSPORTATION TO CLINICAL/LABORATORY/MEDICAL AGENCY AND PARKING

19.1 TRAVELING The student is responsible for transportation to and from clinical/laboratory/medical agencies. Sites may be located anywhere from 9 miles to 50 miles from the college.

19.2 INJURY EN ROUTE TO AGENCY Neither the college nor agency is responsible for any personal injury or injury to property which may occur while a student is traveling to or from clinical/laboratory/medical experiences.

19.3 PARKING The student is subject to the parking regulations established by the agencies and is not considered to be part of the staff of the facility.

20.0 EXTERNSHIP GRADE CRITERIA

The following criteria are utilized in the determination of a student's grade for PBT 297 Phlebotomy Externship:

Attendance	20%	200 points
Professionalism	15%	150 points
Communication	15%	150 points
Skill Competency/Technique	50%	<u>500 points</u>
		1000 points total

20.1 ATTENDANCE A minimum of 100, 60-minute clock hours (120 contact hours) are required in the clinical/laboratory/medical agency for PBT 297. 2 points will be awarded for each hour (60 minute hours/200 points maximum) of attendance. In addition, the course requirement includes mandatory attendance at four (4) on-campus seminar sessions. One seminar is scheduled the start of the externship experience. **NOTE: Any student who does not attend the mandatory seminars will be withdrawn from the course- NO EXCEPTIONS.** The student must make schedule adjustments with the externship site and work schedule. Student can miss one seminar if the time conflicts with their externship hours. Instructor must be notified by student.

20.2 STUDENT EXTERN/SUPERVISOR/COURSE INSTRUCTOR AGREEMENT Following the first scheduled PBT 297 seminar, each student is required to meet with the site supervisor to determine the student's work schedule. Both student extern and site supervisor must schedule working hours per program guidelines. Every effort should be made to schedule the externship experience during the supervisor's (or designate) hours, and must adhere to the WCC Academic Calendar. The original agreement (Appendix D) must be signed by both student extern and site supervisor, and returned to the course

instructor by the 2nd seminar. Copies of the original will then be given to the student and site supervisor, with one copy retained by the instructor. The student is required to adhere to all policies and procedures outlined in this handbook and in the PBT 297 course syllabus. The instructor will assign externship sites. Flexibility is essential. Early morning hours are best for this experience. Some facilities require 8 hour shifts, consecutive days starting as early as 4:00am, and may allow students on Saturdays.

20.3 PROFESSIONALISM A student must adhere to certain standards of professional behavior required of all individuals working in the healthcare setting. These behaviors include (but are not limited to): genuine interest in assisting and serving the public; accountability for one's actions; honesty; integrity; maintaining client/agency confidentiality; concern for personal and public safety; ability to actively participate in a team atmosphere; and performing at a high level of ability and skill. Professional behaviors are also defined in Sections 12.0 through 18.0.

20.4 COMMUNICATION Communication skills are required in both client/patient interaction and in all other areas of the workplace. The phlebotomist serves as the connection between the client/patient and laboratory area. Clear communication, including verbal, nonverbal and written documentation is required to ensure the accuracy and proper analysis of collected specimens. Each student phlebotomist is required to establish lines of communication between client/patient, supervisor, agency staff, and the instructor. Failure to utilize and maintain proper communication skills may result in compromised client/patient safety, as well as impair working relationships with other members of the healthcare team.

20.5 SKILL COMPETENCY/TECHNIQUE The student is required to perform phlebotomy skills and techniques acquired in PBT 105 at a level necessary to maintain client/patient safety. This includes (but is not limited to) achieving the minimum venipuncture requirement. Inability to achieve the minimum requirement for venipuncture, and/or practicing skills/techniques in a manner that jeopardizes either client/patient safety or agency/college relationships may result in withdrawal of failure of the course (see Sections 11 through 17). Each site supervisor provides feedback on the student's performance (Appendix E), with the student's final evaluation and grade issued by the course instructor. This grade will include information based on the instructor's observation of the student during a visit to the externship site.

21.0 CERTIFICATION REQUIREMENTS-VENIPUNCTURE LOG

In order to be eligible for certification, the student must demonstrate 100 successful *unassisted* venipunctures. The student will be responsible for maintaining a log in which each successful technique is documented (Appendix G). The student will keep a running tally of each successful venipuncture, along with official verification by the instructor/agency supervisor. Only those venipuncture that are documented and verified by the instructor/supervisor will be considered valid and applicable toward meeting certification requirements. The instructor/supervisor will only verify successful venipunctures.

In addition, in order to be eligible for certification, the student must have documentation of completing 100 clock hours (120 contact hours) at the externship site. The student will be responsible for maintaining a time log (Appendix D) which must have the externship supervisor's initials for each day the student attended as well as the signature of any supervisor who provided initials on the daily time log. The 30 minute lunch period does not count towards the 100 working hours.

Any student who does not complete the minimum requirements for certification may elect to repeat PBT 297 Phlebotomy Externship (one repeat) until certification requirements are met. However, a student who elects to repeat PBT 297 is required to meet all course requirements, including attendance, irregardless of the number of venipunctures needed to meet certification requirements. Venipuncture log totals from the first attempt may be carried over to the repeated course, and the combined totals submitted as meeting certification requirements.

Students who do not meet the minimum venipuncture requirements may still be eligible for certification within five years following completion of the WCC Phlebotomy Certificate program. However, documentation/verification of the requisite skills would become the responsibility of the certificate holder and current/future employer. Graduates of the program (who have not met minimum requirements for venipunctures) would be responsible for submitting an application and proof of the minimum venipuncture requirements to the American Society of Clinical Pathology (ASCP), per ASCP requirements.

22.0 GUIDELINES FOR VENIPUNCTURES/SKIN PUNCTURES UNDER CONTROLLED CLASSROOM SETTING AND IN THE CLINICAL AGENCY

A student enrolled in PBT 105 Theoretical and Clinical Aspects of Phlebotomy will be required to perform venipunctures and skin punctures on other students enrolled in the class, and on patients/clients during the PBT 297 Phlebotomy Externship. The instructor/assigned supervisor and each student must follow specific guidelines for these procedures:

Skin Punctures (Classroom Setting):

- No more than two (2) students may perform skin punctures at one time **under the direct supervision of the instructor**. The student **cannot perform** this technique outside of the controlled classroom setting (e.g., practice on friends/family members). **NOTE: Any student who has been found to perform this technique outside of the course/program guidelines will be immediately withdrawn failing from the program.**
- The student will perform skin punctures only on students enrolled in the PBT 105 course after demonstrating successful competency of the technique on lab models/simulations with the instructor.
- The student will perform no less than five (5),
- The student will follow Standard Precautions in the performance of the technique
- Successful classroom skin punctures may be documented on the student log toward meeting PBT(ASCP) certification requirements

Skin Punctures (Clinical Agency):

- The student may perform skin punctures in the clinical agency under the direct supervision of the assigned supervisor.
- After successful demonstration of the technique, subsequent skin punctures may be performed independently **at the discretion of the assigned supervisor**. **NOTE: the student may have one or more supervisors assigned during the externship experience. It is the responsibility of the student to demonstrate successful mastery of the technique for each supervisor, if required.**

Venipunctures (Classroom Setting):

- No more than one (1) student may perform venipuncture at one time **under the direct supervision of the instructor**. The student **cannot perform** this technique outside of the controlled classroom setting (e.g., practice on friends/family members). **NOTE: Any student who has been found to perform this technique outside of the course/program guidelines will be immediately withdrawn failing from the program. In addition, any student found taking supplies from the classroom will be asked to leave and reported to the Student Conduct Board.**
- The student will perform venipunctures only on students enrolled in the PBT 105 course after demonstrating successful competency of the technique on lab models/simulations with the instructor.
- The student will perform no less than twelve (12) and no greater than sixteen (16) total venipunctures
- The student will follow Standard Precautions in the performance of the technique
- Successful classroom venipunctures may be documented on the student log toward meeting PBT(ASCP) certification requirements

Venipunctures (Clinical Agency):

- The student may perform venipunctures in the clinical agency under the direct supervision of the assigned supervisor. After successful demonstration of the technique, subsequent venipunctures may be performed independently at the discretion of the assigned supervisor. **NOTE:** the student may have one or more supervisors assigned during the externship experience. It is the responsibility of the student to demonstrate successful mastery of the technique as required by the site.

23.0 APPLYING FOR THE PBT(ASCP) CERTIFICATION EXAMINATION

It is the responsibility of the student to make application for the PBT (ASCP) Certification examination to become a certified phlebotomy technician. Students can download the information booklet and apply online at the following Web address:

www.ascp.org/certification

There are 2 routes that a student may make application.

- **ROUTE 2** If you have completed the Waubensee Community College Phlebotomy Technician certificate with a minimum of 100 successful venipunctures and 100 clock hours (120 contact hours) at the externship site, you are eligible to apply under Route 2. On the certification application under Step 6: Clinical Laboratory Program Information, check the box:

Structured Phlebotomy (Route 2)

You will need to submit a Phlebotomy Structured Training Documentation Form, and a Letter of Authenticity signed by the program director.

- **ROUTE 3** If you did not complete 100 venipunctures while enrolled in the program, you are still eligible to take the certification examination. You must have completed one year full time acceptable experience as a phlebotomy technician in an accredited laboratory within the last five years. This experience must include venipunctures, skin punctures and orientation in a full service laboratory. (Full time experience is considered 35 hours/week).

For this route, you do not need the venipuncture verification form nor official transcript from Waubensee. On the application under Step 8: Employment Information, you will need to document total employment experience in the clinical laboratory.

Application Deadlines, Dates of Examination Administration, and Application Fees are provided on the ASCP Board of Registry Web site.

www.ascp.org/certification

24.0 APPENDICES

Must be signed the first day at the externship site.

Appendix A

**WAUBONSEE COMMUNITY COLLEGE
PBT 297 Phlebotomy Externship
Student Extern/Supervisor/Course Instructor Agreement**

Student: _____

Course Instructor: _____

Agency: _____

Agency Supervisor: _____

Dates of Experience: **From** _____ **To** _____

Waubonsee Community College requires a student enrolled in the Phlebotomy Technician program to complete an externship that consists of a minimum of 100 clock hours (120 contact hours) at an approved health care provider office, clinic, or hospital affiliated in-patient or out-patient setting. The student will not receive monies or other compensation for this experience.

Extern hours are to be scheduled by the supervisor in consultation with the student and instructor. Student hours should be approximately 30 hours week, excluding breaks. No student should be scheduled for greater than 48 hours per week, nor less than 6 hours per day. Externship experiences cannot be scheduled for dates that Waubonsee classes do not meet (e.g., holidays, scheduled breaks, etc.). The student is responsible for maintaining a record of clinical hours. The supervisor must sign this record for the student's daily experience at the agency. Lunch, dinner or other breaks cannot be counted toward the course requirement of 100 clock hours (120 contact hours).

The student is required to be at the agency for each scheduled date and time. Students are required to contact both the agency and the course instructor if unable to attend as scheduled. The student must meet the minimum number of hours required, and missed days may be made up at the discretion of the instructor, supervisor and agency availability. Excessive tardiness and/or absences may result in failure or withdrawal from the course.

Supervisor responsibilities:

The agency supervisor will be responsible for the following:

1. Provide the student with an orientation to the agency, including the laboratory.
2. Provide the student with learning activities to meet the course objectives when possible. The student should observe procedures prior to performing them. Once the supervisor is able to evaluate the student's ability to perform a particular skill or activity, the student should be allowed to perform procedures independently or with supervision as appropriate.
3. Assign an alternative supervisor for the student when the primary supervisor is unavailable.
4. Communicate the student's progress, or lack thereof, to the course instructor on a scheduled basis.
5. Encourage feedback on the student's abilities from any agency staff member who has observed the student's participation.
6. Provide verbal and/or written feedback to the student regarding the student's ability to perform skills, level of professionalism, motivation, attendance and interpersonal relationships with staff and patients.

(over)

Student responsibilities:

1. The student is held accountable to the policies and procedures outlined in the Waubonsee Community College student handbook, Phlebotomy Technician program student handbook, and the PBT 297 Phlebotomy Externship course syllabus.
2. The student is also held accountable to all agency staff policies and procedures, as well as those responsibilities outlined in the agency's job description for the Phlebotomist.
3. The student will adhere to the agency's confidentiality policy, and will maintain strict confidentiality for the facilities patients and staff.

Course instructor responsibilities:

1. The instructor will be available to discuss issues regarding the student extern with agency staff and administrators, as needed.
2. The instructor will communicate with the student's assigned supervisor on a scheduled basis, to be determined between instructor and supervisor.
3. The instructor will perform a minimum of one (1) site visit during the semester to observe the student in the phlebotomy extern role.
4. The instructor will perform a final student evaluation, utilizing feedback and documentation from the assigned supervisor, and will confer the student's grade for the course.

Reason for termination of externship agreement between agency and student:

The agency has the right to terminate the experience of any student whose performance, behavior, skills, attendance, punctuality, breach of confidentiality, professional image or attitude is in violation of the agency's policies and procedures. The agency must notify both the course instructor and dean for Health Professions and Public Service prior to student's dismissal from the agency, and provide documentation to support the termination of the agency/student agreement.

Health and liability insurance:

As federally mandated, each student is required to carry a personal health insurance policy. The student is responsible for individual medical expenses, whether due to an injury/illness en route to or during the assigned externship experience at the agency. Each student enrolled in the Phlebotomy Technician program has completed a pre-entrance medical record, including proof of current immunizations or record of immunity, prior to entry into the clinical/laboratory setting. This record is kept on file with the office of the dean for Health Professions and Public Service.

A student enrolled in the Phlebotomy Technician program is covered by the Waubonsee Community College professional liability insurance policy once tuition and fees for the course have been paid.

I have read and accept this externship agreement, and I understand all the conditions and responsibilities of my role in the externship agreement:

Clinical supervisor _____

Student extern _____

Course Instructor _____

Date _____

PHLEBOTOMY TECHNICIAN STUDENT'S HOURS

STUDENT NAME: _____

FACILITY: _____

(Supervisor please initial each box when completed to certify actual hours worked and signature below)

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
WEEK 1	Hrs.	Hrs.	Hrs.	Hrs.	Hrs.	Hrs.	Hrs.
WEEK 2	Hrs.	Hrs.	Hrs.	Hrs.	Hrs.	Hrs.	Hrs.
WEEK 3	Hrs.	Hrs.	Hrs.	Hrs.	Hrs.	Hrs.	Hrs.
WEEK 4	Hrs.	Hrs.	Hrs.	Hrs.	Hrs.	Hrs.	Hrs.
WEEK 5	Hrs.	Hrs.	Hrs.	Hrs.	Hrs.	Hrs.	Hrs.
WEEK 6	Hrs.	Hrs.	Hrs.	Hrs.	Hrs.	Hrs.	Hrs.
WEEK 7	Hrs.	Hrs.	Hrs.	Hrs.	Hrs.	Hrs.	Hrs.
WEEK 8	Hrs.	Hrs.	Hrs.	Hrs.	Hrs.	Hrs.	Hrs.

Supervisor _____ Supervisor _____ Student _____

Supervisor _____ Supervisor _____

WAUBONSEE COMMUNITY COLLEGE
 PBT 297 Phlebotomy Externship Performance
 Evaluation

Agency: _____

Student Name: _____

Dates of Experience: From _____ To _____

Please evaluate the student's level of performance and ability during the externship experience. Using the scale provided below, mark the appropriate skill, activity or quality as observed. The course instructor is responsible for determining the student's final grade. It is possible that time limitations may prohibit the student from accomplishing each skill or activity on the list. If this occurs, indicate by writing N/A or Not Accomplished on the last day of the student's experience, initial and date. This should also be documented under "Comments."

	Fails to Meet Expectations	Below Average	Average	Above Average	Exceeds Expectations
Communication Skills					
Telephone Etiquette					
Patient/Staff Interaction					
Patient instruction					
Safety Procedures					
Universal Precautions					
Specimen Documentation					
Specimen Transport					
Phlebotomy Techniques/Skills					
Knowledge of Circulatory A & P					
Assembles blood collection equipment					
UA/Body Fluid Collection					
Specimen Handling/Labeling					
Special Procedures (List Below)					

WAUBONSEE COMMUNITY COLLEGE
PBT 297 Phlebotomy Externship
Performance Evaluation (Continued)

Agency: _____

Student Name: _____

Dates of Experience: From _____ To _____

	Fails to Meet Expectations	Below Average	Average	Above Average	Exceeds Expectations
Professional Behavior					
Attendance					
Promptness					
Flexibility					
Motivation					
Appearance					

Comments: _____

Supervisor Signature: _____

Date: _____

**Waubonsee Community College
Phlebotomy Technician Program
Student/Faculty/Agency Supervisor Conference Form**

Student _____ Clinical/Lab
Date(s) _____

Agency _____

Description of student action/skill/technique that does not meet course objectives/outcome criteria:

Plan for improvement:

Student Status:

Faculty Signature: _____ Date _____

Student Signature: _____ Date _____

I understand that my signature does not imply agreement, but is required as evidence that my instructor or agency supervisor has discussed the identified deficiencies with me, as well as my current status in the program.

Student comments:

**WAUBONSEE COMMUNITY COLLEGE PHLEBOTOMY TECHNICIAN
CERTIFICATE PROGRAM
VENIPUNCTURE/SKIN PUNCTURE VALIDATION**

I verify that _____
(Print Student Name)

has met the minimum 100 successful unassisted venipunctures
per ASCP requirements while enrolled in the Phlebotomy Technician Certificate program at Waubonsee Community
College. I served as the program instructor for the
_____ semester, during which time this student was enrolled. A copy of the student's completed
phlebotomy log is attached.

Name

Signature

Date

Waubonsee Community College Phlebotomy Technician Certificate Program To-Do List

Congratulations and welcome to Waubonsee Community College's Phlebotomy Technician Certificate Program!!

Enclosed in this packet are forms dealing with health and safety issues. Based upon the requirements of the Illinois Department of Public Health and our clinical agencies, you must provide evidence of health, immunizations, and CPR Certification. Complete and **return these forms to your instructor by the fourth week of PBT105 (8-week session), or the seventh week of PBT105 (16-week session).** You will also be required to complete a Criminal Background Check and a drug screen prior to beginning your externship. More information regarding this clinical agency requirement will be handed out during your class.

Use the following checklist to ensure completion of all requirements. You will not be allowed to begin externship without the official WCC uniform and having the following forms on file with your instructor.

To Do	Checklist For Student Use
	Complete and Submit to YOUR INSTRUCTOR by deadlines.
	Certification card from American Heart Association Basic Life Support for Health Care Providers (CPR) ONLINE BLS TRAINING WILL NOT BE ACCEPTED
	Documentation of Health Insurance Coverage
	Form A: Release of Information <i>(to be completed by student)</i>
	Form B: Admission Health Summary Form <i>(to be completed by student)</i>
	Admission Health Summary page 3 <i>(to be completed by Health Care Provider- Health Care Provider Signature Required)</i>
	Immunization and Safety Records page 4 <i>(to be completed by Health Care Provider-Health Care Provider Initials Required)</i>
	Immunization and Safety Records page 5 <i>(to be completed by Health Care Provider-Health Care Provider Initials Required)</i>
	Student Release and Pre-Entrance Medical Clearance Form
	Pregnancy Medical Clearance <i>(optional – to be completed only if student is pregnant)</i>

Waubonsee Community College Phlebotomy Technician Certificate Program Form A: Release of Information

Please Print Legibly

Student Last Name MI	First	Social Security Number / /
Address (Street and Mailing)		Date of Birth (MM / DD / YYYY)
City	State	Zip Code
Phone Number ()	Email Address	
Emergency Contact/Relationship	Phone # 1 Phone # 2	Anticipated Program Start Date
		Gender (Circle) F M
		Ethnicity

Waubonsee Community College does not discriminate on the basis of race, color, religion, gender, sexual orientation, age, national origin, veteran's status, marital status, disability or any other characteristic protected by law in its programs and activities. For more information on the college's nondiscrimination policies, contact the Executive Director of Human Resources at (630) 466-7900, ext. 2367; Waubonsee Community College, Route 47 at Waubonsee Dr., Sugar Grove, IL 60554-9454

Release of Information

I, _____, authorize _____
Name of Student Health Care Provider
to release information related to my medical and immunization records to Waubonsee Community College.

Signature of Student Date

and

I, _____, authorize the Waubonsee Community College
Name of Student
Health Professions and Public Service Department to release information related to my medical, immunization, and criminal background records or other history to its clinical/externship partner organization. I hereby authorize the sharing of these records at any time after receipt of this authorization and throughout my academic career. I also agree that a facsimile ("fax") or photographic copy of this authorization shall be as valid as the original.

Signature of Student Date

Form B: Admission Health Summary (Completed by Student)

Please Print Legibly (To be completed by student)

Student Last Name	First	MI
Address (Street and Mailing)		
City	State	Zip Code
Phone Number ()	Date	

Student ID Number
Date of Birth (MM / DD / YYYY)
Anticipated Program Start Date
Gender (Circle) F M

Admission General Information:

1. Are you presently under a physician's care for any physical or mental health condition?
No _____ Yes _____ If yes, please describe

2. Do you suffer from any chronic condition (i.e. diabetes, asthma, hypertension, back pain, mood disorder, etc.) requiring a physician's care?
No _____ Yes _____ If yes, please describe

3. What medications do you take on a regular basis? Please list and state reason why.

Ongoing Health Throughout Phlebotomy Program:

1. When pregnancy is known to exist, the student will inform the Health Professions and Public Service Department and Instructor(s) of her condition and expected delivery date.
2. The student will inform the Health Professions and Public Service Department and instructor(s) of any significant change in health status throughout enrollment in the program.
3. The faculty reserves the right to request additional information or completion of an additional physical or mental health examination.

To the best of my knowledge, the physical and mental health, immunization, and CPR information supplied within this admission packet is correct. I do not currently have a communicable disease or health condition that would put myself or patient at risk.

Student Signature

Date

Form C: Admission Physical/Emotional Health Summary

(Completed by Health Care Provider)

Examination must be within one year prior to program entrance.

Please Print Legibly (To be completed by student)

Student Last Name	First	MI
Name of Health Care Provider	Professional Designation	
Health Care Provider Address (Street and Mailing)	City	State Zip Code
Health Care Provider Phone #	Fax #	
()		

To the Health Care Provider:

Please perform a complete health history and physical/emotional evaluation. Records of your findings should be available to the student later upon request. Please summarize your findings below, using additional pages as necessary.

Height	ft.	in.	Weight	lbs.	Blood Pressure	/
General Physical Appearance:						
Eyes:	Glasses: Yes		No		Contacts: Yes No	
Hearing Impairment?	Yes		No			
Ears & Nose:	Extremities:					
Mouth & Throat:	Skin:					
Neck:	Scars & Marks (Tattoos):					
Breast:	Genitalia:					
Lungs:	Pelvic (Optional):					
Heart:	Rectal (Optional):					
Abdomen:	Neurological:					
Hernia:	Mental/Emotional:					

Explain any organ loss or impairment: _____

Is activity restricted in any way? (i.e.. lifting restriction, manual dexterity, etc.) Yes ___ No ___

If Yes, please explain: _____

Is there anything you think the phlebotomy technician program should know about this individual's health status? (i.e. seizures, allergies, asthma, diabetes, mood disorder, etc.) Yes ___ No ___

If yes, please describe the nature of the problem, prescribed treatment, frequency of follow-up visits:

Is this student physically and emotionally capable of providing safe phlebotomy tech. care to the public?

Yes ___ No ___

Signature of Health Care Provider _____

Date _____

Form D: Immunization and Safety Records

Based upon the requirements of the Illinois Department of Public Health, as well as the *Immunization of Health-Care Workers: Recommendations of the Advisory Committee on Immunizations Practices (ACIP)* documentation of immunizations and TB testing are **required** as part of admission and ongoing enrollment within the phlebotomy program. The following information must be confirmed by a physician, nurse practitioner, physician's assistant, or other practitioner qualified to review your status. You may have to present written records to obtain his/her signature.

Please Print Legibly

Student Last Name	First	MI	
Name of Health Care Provider	Signature of Health Care Provider	Professional Designation	
Address (Street and Mailing)	City	State	Zip Code
Phone # ()	Fax #:		

Mandatory Immunizations (Attach Documentation)		
MMR – Measles/Mumps/Rubella (Regardless of Gender or Age)	Dates of Vaccines: #1 _____ #2 _____ <i>(two doses at least 28 days apart)</i> or Evidence of Immunity Date: _____ Mumps Antibody Titer <input type="checkbox"/> Immune <input type="checkbox"/> Non-Immune Date: _____ Rubella Antibody Titer <input type="checkbox"/> Immune <input type="checkbox"/> Non-Immune (If born before 1957, can be considered immune) Date: _____ Rubeola Antibody Titer <input type="checkbox"/> Immune <input type="checkbox"/> Non-Immune (If titer below immunity level, MMR must be re-administered)	HCP Initials
Chicken Pox - Varicella Zoster	Reliable History of Chicken Pox Date: _____ or Dates of Vaccines: #1 _____ #2 _____ <i>(two doses 4-8 weeks apart)</i> or Date: _____ Varicella Titer <input type="checkbox"/> Immune <input type="checkbox"/> Non-Immune (If titer below immunity level, VAR must be re-administered)	HCP Initials
Hepatitis B (Admission requires either a signed waiver or proof of first immunization. Subsequent proof of series completion must be submitted.)	Dates of Vaccine: #1 _____ #2 _____ #3 _____ <i>(two doses 4 weeks apart, third dose 5 months after second)</i> or Date: _____ Hepatitis B Titer <input type="checkbox"/> Immune <input type="checkbox"/> Non-Immune or Waiver (Form F) signed and attached : <input type="checkbox"/> Yes	HCP Initials
Tetanus and Diphtheria (every 10 years)	Date of Vaccine: _____	HCP Initials
Influenza (annually/seasonal)		HCP Initials

NOTE: IMMUNIZATIONS THAT ARE 10 YEARS AND OLDER WILL REQUIRE BLOOD TITERS AND/OR BOOSTER SHOTS TO BE COMPLETED IN ORDER TO DOCUMENT THAT THE STUDENT IS STILL IMMUNE.

Mandatory Tuberculosis Screening (Attach Documentation)			
<p>A mandatory baseline two-step Mantoux test is required for program admission.</p> <ul style="list-style-type: none"> A two-step requires two tuberculin injections repeated between 1-3 weeks. The two-step Mantoux test is required even if you have had BCG vaccination. The amount of induration must be measured in mm – “positive” or “negative” is not sufficient. 			
Date: #1 Mantoux injection	Date #1 Injection Read:	# 1 Injection Result in mm:	HCP Initials
Date: #2 Mantoux injection (7-21 days after the first injection)	Date #2 Injection Read:	# 2 Injection Result in mm:	HCP Initials
<p>After the two-step Mantoux test:</p> <ul style="list-style-type: none"> Persons who have a negative 2-step TB skin test - A one-step Mantoux will then be required and submitted annually. Persons who have a positive TB skin test - A chest x-ray will be required to ensure there is no active disease. (You may be advised to take medication to prevent the development of TB.) Persons who have a positive TB skin test and negative chest x-ray - A statement from your physician that you are free from active disease will be required and submitted annually. 			
Date of Chest x-ray:	Result (Attach copy of report):		HCP Initials
INH Prophylaxis: No () Yes () Duration:			HCP Initials

Safety Requirements (For Office Use Only)	
American Heart Association BLS for Health Care Providers (Every two years)	Date: _____ Date: _____
Criminal Background Check	Date: _____
Subsequent Annual TB or physical examination/symptom inquiry	Date: _____ Date: _____
TB Mask Fit Testing (N95 Respirator Mask)	Date: _____
Attendance at Lab Orientation Session	Date: _____

Students are required to keep copies of all certifications, medical test results and health forms.

WAUBONSEE COMMUNITY COLLEGE

Phlebotomy Program

Student Release of Information

I, _____ a student at Waubonsee Community College, grant
(PRINT NAME)

_____ permission to release health information on my behalf.
(PRINT HEALTHCARE PROVIDER NAME)

In consideration, therefore, I release Waubonsee Community College, its Board, agents and employees from any claims or actions that may arise.

(SIGNED)

(PRINT NAME)

(DATE)

Pre-Entrance Medical Clearance

_____ has identified you as their primary healthcare provider. This individual is
(NAME)
enrolled in the Phlebotomy Program at Waubonsee Community College. In order to participate in the program, students must be able to participate with NO RESTRICTIONS.

Signature: _____
(PRIMARY HEALTHCARE PROVIDER)

Date: _____

WAUBONSEE COMMUNITY COLLEGE

Phlebotomy Program

Student Release of Information

I, _____ a student at Waubonsee Community College, grant
(PRINT NAME)

_____ permission to release health information on my behalf.
(PRINT HEALTHCARE PROVIDER NAME)

In consideration, therefore, I release Waubonsee Community College, its Board, agents and employees from any claims or actions that may arise.

(SIGNED)

(PRINT NAME)

(DATE)

Pregnancy Medical Clearance

_____ has identified you as their primary healthcare provider. This individual is
(NAME)
enrolled in the Phlebotomy Program at Waubonsee Community College. In order to continue in the
Phlebotomy Program at Waubonsee Community College, this individual must be able to participate with
NO RESTRICTIONS.

Signature: _____
(PRIMARY HEALTHCARE PROVIDER)

Date: _____

WAUBONSEE COMMUNITY COLLEGE

Phlebotomy Program

Student Release of Information

I, _____ a student at Waubonsee Community College, grant
(PRINT NAME)

_____ permission to release health information on my behalf.
(PRINT HEALTHCARE PROVIDER NAME)

In consideration, therefore, I release Waubonsee Community College, its Board, agents and employees from any claims or actions that may arise.

(SIGNED)

(PRINT NAME)

(DATE)

Pre-Entrance Medical Clearance

_____ has identified you as their primary healthcare provider. This individual is
(NAME)
enrolled in the Phlebotomy Program at Waubonsee Community College. In order to participate in the program, students must be able to participate with NO RESTRICTIONS.

Signature: _____
(PRIMARY HEALTHCARE PROVIDER)

Date: _____

WAUBONSEE COMMUNITY COLLEGE

Health Professions and Public Service Functional Abilities: Health Programs

General Functional Abilities

These are essential functions for admission and continuance in health career programs. Participants in health programs must possess the following functional abilities in order to provide safe and effective patient care. Some health programs have additional unique functional requirements.

Motor Capability

1. Move from room to room and maneuver in small spaces.
2. Squat, crawl, bend/stoop, reach above shoulder level, use standing balance, and climb stairs.
3. Lift and carry up to 50 lbs., and exert up to 100 lbs. force or push/pull.
4. Use hands repetitively; use manual dexterity; sufficient fine motor function.
5. Must be able to walk and stand for extended periods of time.
6. Perform CPR.
7. Travel to and from academic and clinical sites.

Sensory Capability

1. Coordinate verbal and manual instruction.
2. Auditory ability sufficient to hear verbal communication from clients and members of the health team; includes ability to respond to emergency signals.
3. Discern soft sounds, such as those associated with taking a blood pressure.
4. Visual acuity to acquire information from documents such as charts, also tube colors.
5. Comfortable working in close physical proximity to patient.

Communication Ability

1. Communicate effectively in English with patients, families, and other health care providers, both verbally and in writing.
2. Effectively adapt communication for intended audience.
3. Interact; establish rapport with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds.
4. Assume the role of a health care team member.

5. Function effectively under supervision.
6. Sufficient command of the English language in order to retrieve information from lectures, textbooks, as well as understand medical terminology.
7. Skills include computer literacy.

Problem Solving Ability

1. Function effectively under stress.
2. Respond appropriately to emergencies.
3. Adhere to infection control procedures.
4. Demonstrate problem-solving skills in patient care. (Measure, calculate, reason, prioritize, and synthesize data.)
5. Use sound judgment and safety precautions.
6. Address problems or questions to the appropriate persons at the appropriate time.
7. Organize and prioritize job tasks.

Behavioral Skills and Professionalism

1. Follow policies and procedures required by academic and clinical settings.
2. Adheres to Waubensee Community College Plagiarism Statement.
3. Adheres to Waubensee Community College Code of Student Conduct.
4. Abides by the guidelines set forth in the Health Information Portability and Accountability Act (i.e., the national privacy act).

Unique Functional Abilities

Registered Nursing

Sensory Capability

- Visual ability sufficient to assess a patient and accurately prepare and administer medication.

Medical Assistant and Phlebotomy Programs

Motor Capability

- Hand, wrist, arm, elbow, shoulder, back, and neck health.
- Ability to provide medical assistant and phlebotomy care utilizing direct and peripheral vision.
- Fine and gross motor function to perform precise instrumentation procedures such as blood-drawing and injections.
- Wrist, hand and finger dexterity to perform fine motor function without tremor.

Sensory Capability

- Observe fine detail; discern variations in color, shape and texture.
- Discern sounds such as those associated with taking patient blood pressure.
- Must have excellent handwriting and grammar skills in English to document inpatient's charts and provide other written communications.

Communication Ability

- Must be able to communicate via telephone with insurance companies, patients, and managed care organizations.

Surgical Technology Program

Motor Capability

- Hand, wrist, arm, elbow, shoulder, back, and neck health.
- Ability to provide surgical care utilizing direct and peripheral vision.
- Fine and gross motor function to perform precise surgical instrumentation procedures.
- Wrist, hand and finger dexterity to perform fine motor function without tremor.

Sensory Capability

- Observe fine detail; discern variations in color, shape and texture.
- Discern sounds such as those associated with taking patient blood pressure.

Communication Ability

- Must be able to communicate via telephone with insurance companies, patients, and managed care organizations.

WAUBONSEE COMMUNITY COLLEGE

Phlebotomy Program Handbook

I, _____, received a copy of the Waubonsee Community College Phlebotomy Program handbook and understand that I am responsible for its contents. I also understand that the Phlebotomy program has specific requirements regarding absences and tardiness from both the theory and externship, as mandated by the Illinois Department of Public Health, as fully described in this handbook.

I have also received a copy of the course syllabus and I understand that I am responsible for its content. Due second class period.

Date: _____

Signature: _____

Student ID number: _____ (X Number)