



## **Phlebotomy Program Information 2009-2010**

### **Introduction**

The Phlebotomy program is a two-quarter sequence of classes that prepares technicians for testing by the American Society of Clinical Pathologists (ASCP) and employment into the medical laboratory field. The two-quarter sequence of classes focuses on the knowledge and skills necessary to function as a member of the laboratory healthcare team in a variety of settings.

Phlebotomy classes are scheduled for two consecutive quarters. During the first quarter, lecture classes are normally held two afternoons per week. During the second quarter, students will complete 120 hours of supervised clinical experience in various medical facilities throughout the Tri-Cities area. These 120 clinic hours will be arranged by the instructor. Students will need to accommodate the hours of the facility in order to complete the clinical hours.

In order for students to successfully complete the Phlebotomy program coursework, they must achieve a 70 percent average or higher on the testing during the first quarter in order to continue in the second quarter for clinical coursework. Students that successfully complete both quarters will receive a Certificate of Completion from CBC with academic credit and will be prepared to test with the American Society of Clinical Pathologists (ASCP). This licensing examination is not included in student tuition or registration and is estimated at an additional \$100 expense to the students.

### **Admissions Process**

Students need to comply with the admissions process as identified within these application materials. Once review of the application materials is completed, a letter of acceptance will be mailed. Other documents, national background check and proof of immunizations, will be required. Students will be unable to register for Phlebotomy courses until they have received notification from the Health Sciences Division that they are approved for registration.

Applications and other required documentation must be submitted to the CBC Admissions or Health Sciences Division prior to the deadline of August 11, 2009. Application materials (last page) should be addressed to the following:

Columbia Basin College  
Admissions Office, MS-H4  
2600 N. 20th Ave.  
Pasco, WA 99301

For questions, contact Health Sciences Division at (509) 544-8300.



## **Phlebotomy Admissions Process 2009-2010**

The following minimum admissions requirements must be met for students applying to the Phlebotomy program:

1. Meet college admission criteria as stated in the College Catalog prior to applying for admission into the program.
2. Submit a high school transcript or GED certificate to the Admissions office.
3. Submit official transcripts from all previous college work.
4. Complete and submit an application to the Phlebotomy program to the Health Sciences Division office.
5. Submit one letter of reference with the Phlebotomy program application.
6. Students must have an ASSET or COMPASS score that places them into Math 83 or higher, Reading 99 or higher, and English 98 or higher.
7. Have completed a minimum of seven hours training on HIV/AIDS.
8. Be certified in Healthcare Provider CPR and First Aid from a recognized provider such as the American Heart Association.
9. Apply for admission prior to the deadline. Deadline for fall is August 11, 2009.
10. An admission committee will review the application to determine if the admission criteria has been met according to program procedure. Prior college coursework, letters of reference, prior experience in healthcare, and other factors may be used to prioritize applicants.
11. An interview may be conducted with candidates to finalize the application process.
12. The applicant will be notified by mail regarding his/her program admission status. Applicants who are not selected for admission to the program may reapply during the next application period.
13. Applicants who are selected must be able to show completion of required immunizations.
14. Applicants who are selected will be required to comply with national background check requirements prior to entering a clinical facility. The national background check is an additional expense to the student.

Please note the completion of the HIT 147 Medical Terminology course is no longer a prerequisite for the CBC Phlebotomy program. For 2009-2010, students who have completed the HIT 147 Medical Terminology course will get extra consideration during the application review for admission into the program.

For additional information or assistance related to these admission requirements, please contact the Health Sciences Division office at (509) 544-8300.

Columbia Basin College  
Health Sciences Division, MS-R2  
2600 N. 20th Ave.  
Pasco, WA 99301



## Phlebotomy General Information Prospective Students

Once students have been accepted into the program, the following information will be helpful to guide them through other requirements necessary to maintain enrollment.

- A. All students are encouraged to have accident/health insurance. A student injury and sickness insurance plan is available to purchase. Forms are available from the campus Cashier's office.
- B. All students are required to have malpractice insurance. The policy will be added to the course fees at the time of registration.
- C. All students must have a **current Healthcare Providers CPR card including adults, children, and infants and a current First Aid card** for the duration of enrollment in the Phlebotomy program. Cards must be provided through approved and recognized training providers such as the American Heart Association.
- D. Proof of Seven-hour HIV-AIDS Blood-borne Pathogens training certificate.
- E. Attendance is vitally important to successfully completing the Phlebotomy program. Students must adhere to the attendance policy to continue enrollment in the Phlebotomy program.
- F. Students will have regularly scheduled class and campus laboratory sessions during the first half of the Phlebotomy program. During the remainder of the program, students will be required to attend clinical sessions requiring eight-hour clinical days. Clinical sessions will be scheduled as clinical space is available. Students need to be flexible during the clinical sessions to accommodate the clinical schedule.

### **Submitting your Application (last page)**

Please return your application to the following address:

Admissions Office, MS-H4  
Columbia Basin College  
2600 N. 20th Ave.  
Pasco, WA 99301

If you have questions, please contact the Health Sciences Division office at (509) 544-8300.



## Student Health Record Guidelines CBC Health Sciences Division Effective August 1, 2008

*Pregnant students should seek advice from their healthcare provider regarding their immunizations. Waivers may need to be signed.*

### **CPR**

Documentation of current CPR certification (copy of card) must be on file by the first day of class in the fall quarter. CPR card must indicate that it is for healthcare providers and include CPR for adults, children, and infants as well as training on the automatic external defibrillator. (American Heart Association Healthcare Provider Card). It is the responsibility of the individual student to attain and maintain certification and re-certification while enrolled in any Health Sciences Division program.

### **Certified Background Check**

Before registration to any Health Sciences Division course, students must purchase a background check through CertifiedBackground.com. The results of the background check are posted to the CertifiedBackground.com website in a secure, tamper-proof environment where the student has access and by permission provides viewing access to the organization. Students must repeat background checks if they have been out of a Health Sciences program for more than one quarter.

### **Required Immunizations:**

#### **Tuberculin Test (PPD)**

A two-step process is required for compliance with clinical facilities. This two-step method includes the following:

1. Obtain TB skin test #1.
2. Have test #1 read.
3. Obtain TB test #2 with 2-3 weeks of first test.
4. Have test #2 read.
5. Provide documentation of two tests to Columbia Basin College.

If at any time the PPD is positive, the student must go to the Benton County Public Health Department for follow up. The student will need to provide documentation of their visit from the Health Department. The TB test is to be repeated yearly from date of last (2nd) test.

\* If currently in a position that requires yearly TB testing and you receive your next test before the 12 month (1 year) deadline, it will be considered completion of the two-step method.

#### **Hepatitis B (HBV)**

Documentation that the HBV vaccine series has been initiated prior to entry of any Health Sciences program or documentation of the completed vaccine series (3 injections). If no documentation is available and the student states they have received the series, the student will sign a Verification of Immunization form, and will be required to obtain a titer and follow up with an HBV booster if results are non-immune. Further follow-up may be required but will be reviewed on an individual basis.

#### **Tetanus, Diphtheria, and Pertussis (Td/Tdap)**

Documentation for a Tdap immunization prior to entering any Health Sciences program. Those with a documented Td immunization within the past 2 years are exempt from obtaining the Tdap, but must provide documentation of their Td.

#### **Measles, Mumps, and Rubella (MMR)**

Students born in or after 1957 must provide documentation of:

- administration of two doses of live measles, mumps, and rubella virus vaccine or
- laboratory evidence of immunity (MMR titer)

Students born before 1957 must provide documentation of immunity (titer) and if no documentation is available, one dose of MMR is required.

#### **Varicella Vaccine (Chicken Pox)**

Documentation of disease history or immunizations. Students who are relying on history will sign a Verification of Disease form. Students who are unsure of their history must obtain laboratory evidence of immunity (varicella titer) or provide proof of two doses of varicella vaccine, separated by 4-8 weeks.

### **Recommended Vaccines:**

#### **Hepatitis A (HAV)**

A combination HBV and HAV vaccine (Twinrix) is now available. This vaccine is administered in a three-dose series.

#### **Influenza**

Influenza vaccine is highly recommended for all healthcare workers.

#### **Polio**

Students should have completed a primary series of polio vaccinations.

#### **Meningococcal**

Highly recommended.



## Phlebotomy Program Occupational Information

The following information has been provided to help applicants have a clear understanding of the variety of tasks associated with being a phlebotomist in the healthcare environment. The following materials have been provided by the United States Department of Labor Dictionary of Occupational Titles. The description provided may not be inclusive of all duties and responsibilities any individual employer may require of a person employed as a phlebotomist.

**Title:** Phlebotomist

**Code:** 079.364-022

**Description:** Draws blood from patients or donors in hospital, blood bank or similar facility for analysis or other medical purposes. Assembles equipment such as tourniquet, needles, disposable containers for needles, blood collection devices, gauze, cotton, and alcohol on work tray, according to requirements for specified tests or procedures. Verifies or records identity of patient or donor and converses with patient or donor to allay fear of procedure.

Applies tourniquet to arm, locates accessible vein, swabs puncture area with antiseptic, and inserts needle into vein to draw blood into collection tube or bag. Withdraws needle, applies treatment to puncture site, and labels and stores blood container for subsequent processing. May prick finger to draw blood. May conduct interviews, take vital signs, and draw and test blood samples to screen donors at blood bank.

GOE: 02.04.02 STRENGTH: L GED: R3 M2 L3 SVP: 3 DLU: 88

The following information has been provided to inform students of the variety of skills and abilities required of a phlebotomist.

### Skills

**Active Listening:** Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Speaking:** Talking to others to convey information effectively.

**Instructing:** Teaching others how to do something.

**Social Perceptiveness:** Being aware of others' reactions and understanding why they react as they do.

**Reading Comprehension:** Understanding written sentences and paragraphs in work-related documents.

**Active Learning:** Understanding the implications of new information for both current and future problem-solving and decision-making.

**Service Orientation:** Actively looking for ways to help people.

**Time Management:** Managing one's own time and the time of others.

**Learning Strategies:** Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

**Writing:** Communicating effectively in writing as appropriate for the needs of the audience.



## Phlebotomy Program Occupational Information

### Abilities

**Oral Comprehension:** The ability to listen to and understand information and ideas presented through spoken words and sentences.

**Oral Expression:** The ability to communicate information and ideas in speaking so others will understand.

**Speech Clarity:** The ability to speak clearly so others can understand you.

**Near Vision:** The ability to see details at close range (within a few feet of the observer).

**Information Ordering:** The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

**Problem Sensitivity:** The ability to tell when something is wrong or is likely to go wrong.

**Speech Recognition:** The ability to identify and understand the speech of another person.

**Written Comprehension:** The ability to read and understand information and ideas presented in writing.

**Written Expression:** The ability to communicate information and ideas in writing so others will understand.

**Deductive Reasoning:** The ability to apply general rules to specific problems to produce answers that make sense.

*Source: Occupational Information Network, O\*NET OnLine ([online.onetcenter.org](http://online.onetcenter.org))*



**Phlebotomy  
Program Application  
2009-2010  
Due by August 11, 2009**

**Demographic Information**

Last Name	First	Middle	Previous Name(s)	
Address		City	State	Zip
Phone	Alternative Phone	Birth Date	CBC Student ID Number	
High School Attended		Date Graduated	Location	

**Prerequisites for Admissions** *Attach Copy of Each*

Seven-Hour HIV/AIDS Certificate Completed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Provider	Date Provided
Health Provider CPR Card Completed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Provider	Date of Expiration
First Aid Card Completed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Provider	Date of Expiration
Do you have previous experience in healthcare?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Position and Location	
Have you attached a letter of reference?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		

**Financial Assistance**

Will financial assistance be necessary to complete the program?  Yes  No

(Note: Consideration for program acceptance is not based on any financial needs).

*I certify the above information is accurate and complete.*

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_