Phlebotomy Course Application

Course Information
Fall 2013

Introduction
The Phlebotomy Certificate is a two-course sequence of classes that prepares students for employment into the medical laboratory field. The 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.

The Fall 2013 Phlebotomy course sequence will be taught in 15 weeks, classes begin September 3, 2013. Accepted students will be working at twice the usual pace. Both Phlebotomy 100 (44 hours, 4 credits) and Phlebotomy 1001 (120 hours, 5 credits) need to be completed by enrolled students in order to pass this training. The 120 clinic hours will be arranged by the instructor. Students will need to accommodate the hours of the facility in order to complete these clinical hours. Students are assigned clinical hours at offices during normal working hours, typically between 7:00am and 6:00pm Monday through Friday. Students must be available to complete all required hours in order to pass the certificate requirements.

Students enrolled into phlebotomy training are required to complete all health history documentation and achieve a 70% average or higher in course lecture (Phlebotomy 100) before lab/clinical hours (Phlebotomy 1001) are allowed. Students that successfully complete the nine credits in Phlebotomy training will receive a Certificate of Completion from Columbia Basin College and a comment on their college transcript stating the certificate earned.

There will be a Phlebotomy course sequence offered during winter and spring quarter 2014. We will post a separate application for this training.

Licensing and Certification
Washington State Department of Health (DOH) has adopted new codes for healthcare licensing. Effective July 1, 2013, a new catagory of Medical Assistant-Phlebotomist requires fees of $115.00 to be included with your DOH application to license.

This course work may qualify the student to test with American Society of Clinical Pathologists (ASCP.org) as a Phlebotomy Technician. This process requires additional expense and documentation, details are available online.

Acceptance Process
The CBC Phlebotomy application is competitive with many applicants. Applicants will be mailed a notification letter. If Applicant is selected, there are due dates for submission of required health documentation and a background search by the college-approved vendor. Program expenses are listed on the last page of this package.

Program application with attachments must be submitted to the CBC Hawk Central or Health Science Center by the deadline. Address mail to the following:

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

or

Columbia Basin College
Health Science Center, MS-R2
2600 North 20th Ave.
Pasco, WA 99301

For questions, contact Health Science Center at (509) 544-8300.

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Admissions Process

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

Please submit the program application by the listed due date. Late applications will not be considered.

An admission committee will review the application to determine if the admission criteria has been met according to program procedure. Prior college coursework, Asset/Compass score placement, letters of reference, prior experience in healthcare, and other factors may be used to prioritize applicants.

An interview may be conducted with candidates to finalize the application process. There are usually twice as many candidates as seats available.

Applicants 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.

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

Phlebotomy Course Competencies and Expectations

Phlebotomists work in a variety of healthcare settings such as, hospitals, blood banks, doctor offices, or outpatient laboratories. Students are required to collect blood and other specimen types from patients for analysis or other medical purposes. Students will become proficient in the various blood collection methods using supplies such as tourniquets, needles, syringes, multi-sample systems, and correctly handling and packaging of sharps containers. Students will be required to follow all policies and procedures set forth by clinical agencies laboratory standards as well as College policies and protocol.

Students must establish a working knowledge of patient identification practices and HIPPA requirements. Phlebotomists will understand and navigate computer programs as related to their position. Students will exhibit the highest standard of professionalism when it comes to interacting with patients and every healthcare worker while in lecture, lab, and clinical hours.

Students will work with patients of various age spans and must be able to relate and alleviate fear of any procedure. The following is a brief list of some functions students are expected to perform while in the phlebotomy lecture, lab, or clinical setting:

* drawing of blood or access a vein on all patient demographics and ages
* process specimens that are collected and prepare these specimens for transportation
* provide clear instructions to patients about other collection techniques
* draw blood from patients; by finger stick from children and adults, by heel stick from infants
* knowledge to test for donor screening or rapid test results (Point of Care Testing)
* conduct interviews and take vital signs for donors at a blood bank

Phlebotomy Course Pre-requisites

Prospective Students

Minimum Entrance Requirements for the Phlebotomy Program

A. Meet college admission criteria as stated in the College Catalog prior to applying for admission into the program.

B. Students must have an ASSET/COMPASS score that places them into Math 83 or higher, English 98 or higher, and Reading 99 or higher.

C. Students must be able to pass a typing test with a minimum requirement of 25 wpm. Students must be able to demonstrate a basic understanding of computers.

D. Include a copy of your a current American Heart Association Healthcare Provider and a First Aid card.

E. Include copy of your documentation verifying seven hours of HIV/AIDS Bloodborne Pathogens training.

F. After acceptance, students are required to submit a national criminal history background check using the College-appproved vendor.

General Information for Accepted Students

Once students have been accepted into the program, the following information will be helpful to guide them with 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 or the Health Science Center office.

B. All students are required to have malpractice insurance, this is not accident/health insurance. The policy will be included with tuition at the time of registration.

C. Student study requirements have been found to be a minimum of three hours per week for each scheduled theory credit hour.

D. Scholarships and loans are available through the Financial Aid office. For more information, contact that office and review the Columbia Basin College website (columbiabasin.edu).

E. All Health Science students must have a current American Heart Association Healthcare provider and a first aid card for the duration of enrollment.

F. Once accepted to the Phlebotomy program, all students must provide results of a yearly tuberculin skin test by the due date listed and comply with all program and College policies, and evidence of currency of required immunizations. Any immunization titers or lab test results need to be submitted to the Health Science Center office.

G. All students must successfully complete required courses with a minimum 2.0 to remain enrolled in the Phlebotomy course sequence.

H. Attendance is vitally important to successfully complete the Phlebotomy certificate. Students must adhere to the attendance policy.

For additional information or assistance related to these entrance requirements, please contact the Health Science Center office.

Health Science Center, MS-R2
Columbia Basin College
2600 North 20th Avenue
Pasco, WA 99301
(509) 544-8300

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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 Stated 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.

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)

Phlebotomy Course Application

No Program Fee

Fall 2013 Application due by July 30th.

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 Bloodborne Pathogens Training Certificate completed ❑ Yes ❑ No

Provider | Date Provided

American Heart Association Healthcare Provider CPR/AED card for adult, child, and infant ❑ Yes ❑ No

Provider | Date of Expiration

First Aid Card Completed ❑ Yes ❑ No

Provider | Date of Expiration

Do you have previous experience in healthcare? ❑ Yes ❑ No

Position and Location

Have you attached a letter of reference? ❑ Yes ❑ 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. I agree to comply with program requirements before clinical hours will be allowed. I have read the course expectations and competencies and understand these criteria will determine my grade and if I will be able to attend clinical assignments. I understand that attendance is mandatory.

Applicant Signature | Date

Email Address

Columbia Basin College complies with the spirit and letter of state and federal laws, regulations and executive orders pertaining to civil rights, equal opportunity and affirmative action. CBC does not discriminate on the basis of sex, race, color, national origin, religion, age, marital status, physical, mental or sensory disability, sexual orientation or Vietnam veteran status in its educational programs or employment. Questions may be referred to Camilla Glatt, Vice President for Human Resources & Legal Affairs, (509) 542-5548.

Individuals with disabilities are encouraged to participate in all college sponsored events and programs. If you have a disability and require an accommodation, please contact the CBC Resource Center, (509) 542-4412, or TTY/TDD at 542-0400. This notice is available in alternative media by request.

Columbia Basin College

Accepted Student Health Record Guidelines
Health Science Center
Effective March 21, 2011

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 within designated time 3. Obtain TB test #2 within 2-3 weeks of first test 4. Have test #2 read within designated time 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 the date of the last (2nd) test. *If currently working in a position that requires yearly TB testing and you receive your annual TB test prior to the expiration date, you do not need to complete TB test #2. This meets the criteria for the two-step method. The Quantiferon TB Gold whole blood test is provided by many facilities. If you obtain this test, it will meet the requirements for the two-step TB testing and negates the need for the TB tine test.
HEPATITIS B (HBV)	Documentation that the HBV vaccine series has been initiated prior to entry of any Health Science program or documentation of the completed vaccine series (three 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.
MEASLES, MUMPS, AND RUBELLA (MMR)	Students born in or after 1957 must provide documentation of: a. administration of two doses of live measles, mumps, and rubella virus vaccine or b. 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.
TETANUS, DIPHTHERIA, AND PERTUSSIS TOXOIDS COMBINED (Tdap)	Documentation for a Tdap immunization prior to entering any Health Science program. Those with a documented Td immunization within the past two years are exempt from obtaining the Tdap, but must provide documentation of their Td. If >two years since the Td, you will be required to obtain a Tdap. The Tdap is good for 10 years.
INFLUENZA	Influenza vaccine is mandatory for all Health Science students. Those students who are unable to receive the vaccine need to fill out a waiver and follow the facility policy for wearing respiratory protection. Proof of immunization needs to be provided yearly before entering any clinical facility.
RECOMMENDED VACCINES:	
HEPATITIS A (HAV)	A combination HBV and HAV vaccine (Twinrix) is now available. This vaccine is administered in a three dose series.
POLIO	Students should have completed a primary series of polio vaccinations.
MENINGOCOCCAL	Meningococcal vaccine is highly recommended for all healthcare workers.

Pregnant students should seek advice from their healthcare provider regarding their immunizations.
Your note from attending nurse or doctor is required.

Columbia Basin College

2013 Estimated Phlebotomy Certificate Student Expenses

The following is an estimate of common expenses for students.

	Item		Cost Estimated
1.	CBC Tuition Phlebotomy 100 is 44 hours	4 credits	$1061.00 with possible increase.
	CBC Tuition Phlebotomy 100.1 is 120 hours	5 credits	
2.	National background search fee (by college-approved vendor)		$76.00 - $96.00
3.	Scrub suit by first week from CBC Bookstore		$30.00 (approximate)
4.	Vaccinations (estimated) costs will vary depending upon the history you have available.		$100 - $400
5.	Textbooks (CBC Bookstore)		$130.00 (approximate)
6.	CBC Clinical ID badge by 4th week (Admissions desk – 1st free)		$3.50 replacement
7.	Shoes (not open toe, or clogs)		Variable
8.	Watch with second hand		Variable
9.	1 small notebook (3")		Variable
10.	Black ink pens		Variable
11.	Washington State license requirements effective July 2013		$115.00

Course includes an additional fee for student medical malpractice insurance. Students need to confirm actual costs of quarterly tuition and fees for each quarter by using the CBC's Paying for College web page.

For additional information or assistance related to this information, please contact the Health Science Center at (509) 544-8300.

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