

**Introduction**

The phlebotomy curriculum is a two-course sequence which prepares individuals with the knowledge, skills, and abilities necessary to function as a member of a laboratory healthcare team in a variety of settings.

This training fulfills the Washington State Department of Health (DOH) requirements necessary to be certified as a healthcare professional in a category of Medical Assistant-Phlebotomist.

Details are available [online](#).

Phlebotomy training is a two-course sequence. In the first course held winter quarter, Phlebotomy 100 (PHLEB 100), students must achieve a 75 percent average or better on testing as well as pass the required lab skills competencies to continue into the second course, Phlebotomy 101 clinical spring practicum held spring quarter.

Malpractice fees are mandatory for all Health Science students and will be added to the registration fees.

**Applicants are required to attach a current American Heart Association BLS Provider CPR Card to the application.**

Once admitted into the program, each student will be responsible for providing the following requirements:

- Program specific immunization records (details provided with admission into the program).
- Satisfactory criminal history background check using a college-approved vendor. Criminal history background information is required of all Health Science students. Information obtained will be considered in determining student eligibility to complete clinical coursework. Inability to participate in clinical experiences due to the information obtained from the background check may result in the student's inability to satisfactorily complete the Phlebotomy program requirements. Any infraction while enrolled in the Phlebotomy program should be self-reported to your instructor or the Dean. Questions regarding this policy should be directed to the Dean for Health Sciences at (509) 544-8310.

After review of applications, applicants will be emailed a letter informing them of their status. More information can be obtained from the Health Sciences office at (509) 544-8300.

Completed Program applications and attachments can be scanned & emailed to [healthsciences@columbiabasin.edu](mailto:healthsciences@columbiabasin.edu) or can be mailed and postmarked no later than the due date to:

**Columbia Basin College  
Health Sciences Division  
Attn: Carolene Hall, MS-R2  
2600 North 20th Ave., Pasco, WA 99301**

Applications are due October 27, 2023.

For additional assistance, please contact the Health Science Center during office hours at (509) 544-8300

## **Licensing and Certification**

Washington State Department of Health (DOH) has adopted new codes for healthcare licensing. Effective July 1, 2013, a new category of Medical Assistant-Phlebotomist requires fees of \$145 with your official College transcript listing Phlebotomy courses with passing grades to be included with your DOH application to license.

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

## **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 the correct handling and packaging of those collections. They will also learn the proper handling of all collection devices and 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

**Minimum Entrance Requirements for the Phlebotomy Program**

- A. Meet college admission criteria as stated in the College Catalog prior to applying for application into the program.
- B. Complete the CBC Phlebotomy Application and submit with the following documents:
  - A copy of your current American Heart Association BLS Provider CPR card
  - A one-page, double-spaced, typed essay explaining why you are interested in becoming a phlebotomist and what impact you hope to make in your community with this education
  - One letter of reference describing your professional character

The application committee will review each application to confirm the admission criteria is complete. Prior work experience as well as prior college course work may help to prioritize applicants as there are usually twice as many candidates as seats available. Applicants will be notified by email regarding admission status. Applicants who are not accepted may reapply during the next application year.

**\*\*** You may be eligible for financial assistance through the Integrated Basic Education and Skills Training (I-BEST) program. The CASAS exam is used to determine student eligibility for I-BEST. Eligible students enrolled in I-BEST benefit from attending a Special Studies class where they will receive additional educational support to review classroom instruction, prepare for the exams, and strengthen basic skills while taking the Phlebotomy training. For more information about the I-BEST program, go to [columbiabasin.edu/ibest](http://columbiabasin.edu/ibest).

**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. Washington State Department of Health licensing requirement states applicants must have the ability to read, write, and converse in the English language.
- B. There are definitive due dates for the submission of immunizations and the background search through Castle Branch, a college approved vendor. Failure to submit information by the due date may result in withdrawal from the program.
- C. Student study requirements have been found to be a minimum of three hours per week for each scheduled theory credit hour.
- D. After acceptance, students are required to submit a national criminal history search, and upload immunization records using the College-approved vendor. All students must provide results of a yearly tuberculin (TB) skin test by the due date listed and comply with all program and College policies, and evidence of currency of required immunizations.
- E. All students must successfully complete required courses with a 75 percent or higher to remain enrolled in the Phlebotomy course sequence.
- F. Attendance is vitally important to successfully complete the Phlebotomy certificate. Students must adhere to the attendance policy.
- G. Scholarships and loans may be available through the Financial Aid office, Workforce Education Center, or Opportunity Grant. For more information, contact that office and review the Columbia Basin College website ([columbiabasin.edu](http://columbiabasin.edu)).
- H. All students should have accident/health insurance. If you do not have an insurance policy, one can be obtained through the following website: <https://4studenthealth.relationinsurance.com/>
- I. All students are required to have malpractice insurance. This insurance will be included with tuition at the time of registration.

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.

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](http://online.onetcenter.org))*

### Demographic Information

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

### Prerequisites for Admissions

#### American Heart

#### Association

BLS Provider CPR card  
(Attach copy)

☐ Yes ☐ No

Provider

Date completed

Do you have previous  
experience in healthcare?

☐ Yes ☐ No

Position and Location

Have you attached a letter  
of reference?

☐ Yes ☐ No

Essay Completed

☐ Yes ☐ No

High School Diploma or  
GED

☐ Yes ☐ No

High school diploma or GED need to be completed by January 2024

Placement test, a CASAS  
test or class completion  
of Math, Reading, English  
requirements (If placement  
scores are at pre-college level  
you may be contacted by  
I-Best program)

☐ Yes ☐ No

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

# CBC STUDENT IMMUNIZATION GUIDELINES

Pregnant students should seek advice from their health care provider regarding their immunizations. If a student is unable to receive one or more of the following immunizations, the program director must be contacted before the program begins. **All titer results must be dated within one year of starting clinical rotations**

<b>REQUIRED IMMUNIZATIONS:</b>	
<b>Tuberculin (TB) Test</b>	<p><b>Initial TB Requirements</b></p> <p>A. Initial TB testing to be completed within one year prior to clinical start date</p> <p>B. Documentation of 2 two-step PPD (skin) test with negative results <b>OR</b></p> <p>C. Documentation of an IGRA (blood) test with negative results (either QuantiFERON or T-Spot test)</p> <p>D. If first time positive skin or blood test follow up with a healthcare provider to obtain a medical clearance letter to include chest x-ray results <b>OR</b></p> <p>E. If chronic (&gt;2) positive PPD skin or blood tests, provide documentation of two skin or one blood test readings, proof of chest x-ray documenting absence of TB, proof of medical treatment (if applicable) and TB questionnaire</p> <p><b>Annual TB Requirements - Testing is required annually; every 12 months.</b></p> <p><b>Also:</b></p> <p>A. If first test was positive the previous year, repeat the initial requirements, <b>OR</b></p> <p>B. If chronic (&gt;2) positive, a TB screening questionnaire must be filled out each year</p>
<b>Hepatitis B</b>	<p>A. Documentation of the 3-vaccine series completed at appropriate time intervals and postvaccination titer at 6-8 weeks after series completed. This titer must be an IgG Surface Antibody (also known as HBsAb).</p> <p>B. If negative titer showing no immunity after initial series, see your healthcare provider for recommendations.</p> <p>*A known non-responder to the vaccinations or a student declining a booster after showing no immunity, must sign a declination form before entering the clinical site.</p>
<b>Measles, Mumps, Rubella (MMR)</b>	<p><b>A.</b> Documentation of 2 doses of measles, mumps, and rubella virus vaccine <b>OR</b></p> <p><b>B.</b> Evidence of immunity with a positive titer</p> <p>Students born before 1957 must provide documentation of immunity (titer) and if no documentation is available, one dose of MMR is required.</p>
<b>Varicella Vaccine (Chicken Pox)</b>	<p><b>A.</b> Documentation of 2 vaccinations <b>OR</b></p> <p><b>B.</b> Evidence of immunity with a positive titer</p>
<b>Tetanus, Diphtheria &amp; Pertussis Toxoids Combined (Tdap)</b>	<p>A. Documentation of a one-time dose of Tdap, administered on or after 2006 and</p> <p>B. If greater than 10 years from dose of Tdap, a current dose of TD vaccine</p> <p>Note: To ensure continued protection against tetanus and diphtheria the CDC recommends a booster dose of Td administered every 10 years throughout life.</p>
<b>Influenza Seasonal Flu Vaccine</b>	<p>Provide proof of seasonal flu vaccination for the current flu season.</p> <p>Those students who are unable to receive the vaccine must sign a declination form and will follow their clinical facility's policy for wearing respiratory protection (mask) during influenza season.</p>
<b>COVID-19 Vaccine</b>	<p>Provide proof of COVID-19 vaccination. Documentation of completed vaccination series or single dose of US Emergency Use Authorized (EUA) COVID vaccine, or World Health Organization- approved vaccine series received outside of the US.</p>

\*Health care providers who have a high risk of occupational percutaneous or mucosal exposure to blood or body fluids, needle sticks, or exposure from lab testing materials should consider post vaccination follow-up. If their HBsAb titer is negative. Although the clinical facility may not require post vaccination follow up, discussion with your health care provider is warranted regarding your personal protection.

\*\*Subject to clinical facility policies, students may seek an exemption if they are unable to receive a COVID-19 vaccine due to legitimate medical reasons or sincerely held religious beliefs. Many clinical facilities do not allow exemptions, which may affect clinical program enrollment or completion. Clinical facilities may also require a booster. Contact the Health Science division for additional information.

The following is an estimate of common expenses for students.

	<b>Item</b>		<b>Cost Estimated</b>
1.	CBC Tuition Phlebotomy 100 is 44 hours	4 credits	\$1,500
	CBC Tuition Phlebotomy 101 is 120 clinical hours + 14 lab hours	5 credits	
2.	National background search and immunization tracker fee (by college-approved vendor)		\$150
	Drug Screen		\$45
3.	Scrub suit by first week from Uniforms Northwest		\$55 (approximate)
4.	Vaccinations (estimated) costs will vary depending upon the history you have available.		\$100 - \$400
5.	Textbooks (CBC Bookstore)		\$175 (approximate)
6.	CBC Clinical ID badge by 4th week (Admissions desk – 1 <sup>st</sup> -free)		\$3.50 replacement
7.	Shoes (not open toe, or clogs)		Variable
8.	Watch with second hand - Estimate		\$25
9.	1 small notebook (3")		Variable
10.	Black ink pens		Variable
11.	Washington State license requirements effective July 2013 Include your official college transcript with Phlebotomy grades		\$145

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 [webpage](#):

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

Columbia Basin College  
School of Health Sciences  
2600 North 20<sup>th</sup> Ave, MS-R2  
Pasco, WA 99301



Please respond to the following question in 250 words or less. Type your answer and attach a hard copy to the application.

Why are you interested in Phlebotomy and what impact do you hope to make in your community when you become a Phlebotomist?