Phlebotomy/Specimen Processing Programs Student Handbook
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DISCLAIMER

Even though this student handbook intends to reflect current Westmoreland County Community College policies and guidelines of the Phlebotomy/Specimen Processing Program, students should be aware that additions and/or changes to such policies and guidelines may have been implemented after the publication of this material.

Instructors reserve the right to modify course content and evaluation procedures, as they deem necessary. Likewise, they reserve the right to alter, amend, or otherwise modify program policies or guidelines. The student will be given a copy of the revised policy/guideline after adequate notification of the change.
INTRODUCTION

Welcome to the Westmoreland County Community College Phlebotomy/Specimen Processing Programs.

The Phlebotomy/Specimen Processing Program prepares the graduate to function as a phlebotomist in a hospital or non-acute healthcare setting (ex. clinic, lab, or skilled-nursing facility). The processing education is to prepare the graduate to function as a laboratory specimen processor (laboratory aid) in a clinical laboratory setting.

Admission to the program is limited by the availability of clinical sites. A separate application is required. Students with previous credit or noncredit phlebotomy certificates and documented two years of clinical experience may apply to test out of the phlebotomy specific courses.

The Phlebotomy Only option is for those students who desire to be a phlebotomist only and not to learn the laboratory specimen processing skills.

The next semester will be very rigorous and demanding for you. You must complete all education requirements, the theory presented in the Phlebotomy/Specimen Processing courses, and apply this new knowledge in the clinical setting. The Phlebotomy/Specimen Processing Programs require homework assignments that must be completed outside the classroom.

The student handbook is designed to answer many of your questions regarding the clinical and didactic portions of your education.

Please read this handbook. When you are finished, please sign the acknowledgement and return it to the program director.
PHLEBOTOMY/SPECIMEN PROCESSING PROGRAMS

PROGRAM DESCRIPTION, ADMISSION PROCEDURES, AND REQUIREMENTS

Program Description, Purpose, Mission, and Goals

Program Description

The Phlebotomy/Specimen Processing Program prepares the graduate to function as a phlebotomist in a hospital or non-acute healthcare setting (ex. clinic, lab, or skilled-nursing facility). The processing education is to prepare the graduate to function as a laboratory specimen processor (laboratory aid) in a clinical laboratory setting.

Students who successfully complete all requirements of the program are eligible to apply to take a national registry exam for phlebotomy.

Purpose

The Phlebotomy/Specimen Processing Program provides students with a complete educational experience for those who wish to become health-care providers. The Phlebotomy/Specimen Processing Program provides each student opportunities to learn and develop competence in patient care, communication skills, critical thinking, and technical skills that will permit the student to become a phlebotomist and/or specimen processor. Integrated educational activities include lecture, laboratory activities, simulation, case studies, and hands-on clinical training.

Program Mission

The mission of the WCCC Phlebotomy/Specimen Processing Program is to prepare phlebotomy/processing students who excel in the knowledge, skill, and professionalism required by employers and the medical community. The Phlebotomy/Specimen Processing program provides each student opportunities to learn and develop competence in patient care, which includes:

- Communications skills
- Critical thinking
- Technical skills which adapt to every changing technologies
- Necessary computation skills
- Information literacy skills appropriate to the discipline and professional development
- Therapeutic interpersonal skills
- Personal skills that enhance healthy lifestyles, academic integrity and acceptable professional behavior
- Skills necessary to perform in the healthcare environment at various levels.

Phlebotomy Student Handbook 2015
Program Goals

The goals of the Phlebotomy/Specimen Processing Program are to produce graduates who will:

- Demonstrate competencies in the knowledge, skills, and behaviors required of an entry-level Phlebotomy/processing student.
- Practice health and safety policies and procedures necessary to the establishment of a safe working environment.
- Display effective oral, written, and technical communication skills.
- Show a commitment to professional growth, development, and life-long learning.
- Develop community and ethical knowledge while providing health care services to diverse populations.
- Be prepared to be employed successfully.

CAREER OPPORTUNITIES

Students completing this program will be qualified to enter the work world as an entry-level phlebotomist and/or specimen processor. Phlebotomy/processing students may find employment opportunities with physician offices, clinics, hospitals, and stand-alone health maintenance organizations.

COMPETENCY PROFILE

This curriculum is designed to prepare students to:

- Provide Phlebotomy/Specimen Processing services within a health care setting for a diverse patient population with an awareness of cultural diversity within the community
- Collect, transport, handle, and process laboratory specimens for analysis
- Demonstrate professional conduct, stress management, and interpersonal and communication skills with patients, the public, peers, and other health care personnel
- Display an understanding of requisitioning and the legal implications of their work environment
- Provide appropriate life-support measures for medical emergencies that may be encountered in a Phlebotomy/Specimen Processing setting
- Respect patient confidentiality and follow HIPAA guidelines
- Recognize and act upon individual needs for continuing education as a function of growth and maintenance of professional competence
PHLEBOTOMY/SPECIMEN PROCESSING PROGRAMS

SPECIAL ADMISSION AND SELECTION CRITERIA

Since this program requires a clinical placement, enrollment is selective and enrollment is limited by the clinical placement necessary to complete the Phlebotomy/Specimen Processing course requirements. Clinical site preference is not guaranteed.

Specific criteria for admission and selection are listed below:

- Applicants must be graduates of an accredited secondary school program or hold a GED equivalency certificate prior to selection. Evidence of proficiency in keyboarding and word processing are program prerequisites. This requirement can be met by successfully completing OFT 100 and OFT 110 Document Processing I.

- Applicants must complete and submit a WCCC Application for Admission and an Allied Health Programs Application to the Admissions Office by January 5 prior to the fall semester or May 15 for the spring semester for which enrollment is anticipated to be guaranteed consideration. Since this program requires a supervised clinical placement, enrollment may be limited. Applicants who are selected will be scheduled for a group interview with the program director prior to program enrollment.

- Applicants who have completed credit courses must have a 2.0 GPA. Only courses necessary to meet the Phlebotomy/Specimen Processing program requirements are considered when calculating GPA. If the GPA is less than 2.0, one or more of the courses can be repeated in order to meet this requirement by the deadline date. The student must maintain a 2.0 GPA in order to progress in the program.

- Applicants who are accepted must have successfully completed CPR/Basic Life Support for Health Care Providers Annual Certification prior to program enrollment.

- Applicants who are accepted must submit satisfactory results from pre-entrance physical, dental, hearing, and eye examinations obtained at the applicant’s expense. Specific information regarding the examination will be provided to selected applicants.

- Applicants who are accepted must purchase student liability insurance coverage upon program enrollment.

- Applicants must provide evidence of Pennsylvania State Police Request for Criminal Record Check (SP4-164) and Pennsylvania Child Abuse History Clearance (CY-113) at the candidate’s expense. Any child abuse record results in denial of admission to the Phlebotomy/Specimen Processing program. Any felony conviction results in denial of admission to the Phlebotomy/Specimen Processing program. Any misdemeanor will be evaluated based on the nature of the offense, length of time since the offense, and explanatory...
PHLEBOTOMY/SPECIMEN PROCESSING PROGRAMS

letter/materials submitted by applicant. (Any punishment over one year indicates a felony according to federal sentencing guidelines.) If an applicant has not established residency in the state of Pennsylvania for more than one year, they will need to submit FBI Cards for School Employees (FD-258)

• Students are required to have negative urine drug screen 10 days before PHB 101 and their practicum experience (PHB 110 or PHB 111). It is the student's responsibility to pay for the screening exam.

PLEASE NOTE: Admission decisions consider three factors, which contribute to the overall admission score:

- GPA, completion of prerequisite courses, previous work experience, and pattern of success in courses already taken.

- Admission to the Phlebotomy/Specimen Processing programs is competitive and there are a limited number of seats.

Child Abuse Clearance

• Any record results in denial of admission to the PHB/SP program.

Criminal Record Check

• Any felony conviction may result in denial of admission to the PHB/SP program.
• Any misdemeanor will be individually evaluated.

Urine Drug Screen at Applicant’s Expense

• A positive drug screen may result in denial of admission to the PHB/SP program or continuation in the PHB/SP program.
• The Program reserves the right to require random drug screens while the student is enrolled.
FINAL ADMISSION CRITERIA

Accepted applicants will be required to attend a mandatory information session and orientation session as the final step in the admission process. Specific information regarding the following additional program requirements will be provided to applicants at that time.

These include:

- Complete physical examination, lab studies, proof of immunizations, and urine drug screen
- Current CPR-Basic Life Support for Health Care Providers Certification required
- Evidence of a student’s liability insurance policy
- All of the above must be submitted to the PHB/SP program by due date or program acceptance will be withdrawn
- It should be noted that due to changes in clinical agency requirements Finger Printing is also a mandatory requirement

⚠️ It should be noted that at times criteria and requirements may change due to modifications that take place in various agencies and other external rules and regulations of the program and clinical sites. At times these are not known at the time of admission to the program.
PHLEBOTOMY/SPECIMEN PROCESSING PROGRAMS

ESSENTIAL COGNITIVE, PHYSICAL, AND BEHAVIORAL FUNCTIONS

PHB/SP students must be able to meet the following physical and mental abilities for successful completion of the PHB/SP program:

Functional abilities are physical, mental and attitudes needed to practice safely, with or without accommodations. Accommodations must be first evaluated and documented by a behaviors physician and then evaluated by the college’s counselor for special populations and individual healthcare programs.

- Move freely to observe and assess patients
- Full manual dexterity of upper extremities, including neck and shoulders, and unrestricted movement of both upper and lower extremities in order to position to complete tasks
- Lift and support at least 75 pounds
- Visually able to perform tasks safely
- Hear sounds of spoken word and verbal communications
- Demonstrate tactile ability to assess blood draw procedures
- Ability to speak to patients and communicate essential directions
- Write in legible manner and be able to document concise information
- Exercise proper judgment and insight
- Ability to complete task after verbal or written instructions
- Ability to demonstrate new procedures in clinical application
- Demonstrate respect, honesty and integrity at all times
- Demonstrate privacy and confidentiality at all times
- Ability to perform gross and fine motor skills in order to complete procedures
- Ability to adapt to changing environmental/stress and deal with the unexpected
- Perform multiple responsibilities concurrently
- Establish rapport with patients and coworkers
- Effectively and accurately speak on telephone and convey information through writing and verbal manner
- Able to follow directions from others
- Demonstrate math skills to calculate within metric system

Students will be removed from the program if a health, cognitive, psychomotor, or behavioral condition significantly limits the student from performing the routine functions of a PHB/SP student and/or present a danger to the safety and health of patients and/or agency staff.

After starting the Phlebotomy/Specimen Processing program, students shall immediately notify the program director, if any of these stated functions change. An evaluation may occur to determine if students are able to continue in the program.
### PHLEBOTOMY/SPECIMEN PROCESSING CERTIFICATE REQUIREMENTS

**WESTMORELAND COUNTY COMMUNITY COLLEGE**  
HEALTH PROFESSIONS DIVISION

**Phlebotomy/Specimen Processing Certificate**

**Phlebotomy/Specimen Processing Program of Studies**

**Pre Req:** ALH-122 Medical Terminology – 3 credits

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<td>PHB 105</td>
<td>Specimen Processing</td>
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<td>PHB 110</td>
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<td>OFT 110</td>
<td>Document Processing I</td>
<td>3</td>
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**Phlebotomy Only Certificate**

**Phlebotomy Only Program of Studies**

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POLICIES AND GUIDELINES OVERVIEW

Students enrolled in the Westmoreland County Community College Phlebotomy/Specimen Processing Program will be responsible for observing college rules and regulations as stated in the current College Catalog & Student Handbook, and the Phlebotomy/Specimen Processing Program Student Handbook. In addition, the clinical affiliates used by the program each have their own rules and regulations that the student is expected to follow. Clinical affiliates, while located away from the college campus, are considered an integral part of the program for student clinical assignments. Each student will rotate through various clinical affiliates during their time in the Phlebotomy/Specimen Processing Program.

The policies and guidelines stated in this handbook represent a contractual agreement between this Community College and the Phlebotomy/Specimen Processing student for the duration the student is enrolled in the Phlebotomy/Specimen Processing Program. Failure to comply with the policies and guidelines in this handbook will result in dismissal from the Phlebotomy/Specimen Processing Program. Each student will sign a Student Handbook Acknowledgement form confirming that the handbook has been read. All policies and guidelines will be followed during the training period. In addition, students will sign the Grounds for Dismissal from the Westmoreland County Community College Phlebotomy/Specimen Processing Program Acknowledgement form. If the student refuses to sign either statement of acknowledgement, he/she will be required to withdraw from the program.
I understand that all students accepted into the clinical component of the program must undergo a Pennsylvania Child Abuse History Clearance, State Police Criminal Record Check, and FBI Fingerprinting Check. No student will be admitted or retained in the program with a disqualifying criminal history or child abuse clearance.

Any felony conviction may result in denial of admission to the PHLEBOTOMY/SPECIMEN PROCESSING Program. Any misdemeanor will be individually evaluated. Conviction of a felonious act may result in the inability to be employed.

As an applicant to this program or student in this program, I acknowledge that I have read and understand the essential qualifications. I acknowledge that I am capable of performing the abilities and skills outlined for this program with or without reasonable accommodation and understand that my status as a student in this program depends on my continued ability to successfully demonstrate these abilities and skills. I understand that if I am no longer able to meet these essential qualifications I will immediately notify the program director.

I understand that all students accepted into the clinical component of the program must undergo a drug and alcohol screen annually at the laboratory specified by the program on or before the stated deadline. This lab is used to protect the integrity of the results being reported. The test is at the cost of the student. No student will be admitted or retained in the program with a disqualifying result or failure to meet the specified deadline.

I understand that students accepted into the clinical component of the program may perform procedures, which may expose them to blood borne pathogens and potentially hazardous materials. I understand that the learning process for phlebotomy includes invasive skills practiced within the classroom.

I understand that students accepted into the clinical component of the program are required to have a complete physical exam and required immunizations.

My Signature below indicates that I am aware of the additional PHLEBOTOMY/SPECIMEN PROCESSING Program requirements.

In addition, I am responsible for all material enclosed in this packet.

Signature ___________________ Date ________________

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Admission to the Phlebotomy/Specimen Processing Program requires the applicant to submit information regarding criminal conviction and/or crimes of moral turpitude. Upon initial acceptance into the program, a criminal record check and child abuse history must be obtained at the applicant’s expense. Individuals who are residents of Pennsylvania for less than one year must submit a current FBI clearance. These records must be submitted to the Phlebotomy/Specimen Processing Program within two weeks of the date of notification of initial program acceptance. Admission is conditional pending receipt and evaluation of the background information to determine whether there is any conviction which may bar the student from admission to the Phlebotomy/Specimen Processing program.

PENNSYLVANIA CHILD ABUSE HISTORY

All Allied Health students attending clinical in hospitals, doctors’ offices, clinics, childcare systems, etc., must complete the FBI fingerprinting via Pennsylvania Department of Public Welfare Cogent System and submit the results to the Program Director by deadline given.

Employment with a significant likelihood of regular contact with children - an individual applying to engage in an occupation with a significant likelihood of regular contact with children, in the form of care, guidance, supervision or training. Such persons include social service workers, hospital personnel, mental health professionals, members of the clergy, counselors, librarians and doctors.

HEALTH REQUIREMENTS

URINE DRUG SCREEN POLICY/FORM

A Urine Drug Screen will be required as a part of the Preliminary and Subsequent Health Requirements. So that the urine drug screen report is in the Division Office on or before the first day of the semester, the specimen will need to be collected no later than the 7th day before the first day of the semester. The report of the drug screen must be dated within (10) days of the first day of the semester and submitted to the Director of Phlebotomy/Specimen Processing on or before the first day of class. Failure to meet this due date for submission of the Urine Drug Screen report will result in cancellation of all Phlebotomist courses.

*Please Note: If test results are positive, your enrollment in Phlebotomy/Specimen Processing Program will be cancelled.

***It is strongly recommended that you arrange to have this done well in advance***
It is recommended that students be covered by health insurance at their own expense.

Routine health problems are the responsibility of the individual student.

If a student is injured or becomes seriously ill, while on clinical, they should be advised to seek medical assistance at a hospital emergency room, a medical unit, or a physician’s office. Whether the student is covered by health insurance or not, they are responsible for payment for all required health examinations, and/or any treatment for accidents or injuries incurred while in the clinical setting.

If a student is injured or becomes seriously ill while on campus, they should be advised to seek medical assistance at a hospital emergency room, a medical unit, or a physician’s office.

Procedure to follow in the event of accident or injury on campus:

1. When an ambulance seems necessary, call the College Switchboard, and ask the operator to call for an ambulance.
2. If an operator is unavailable, call 911.
   a. Be specific about what seems to be happening to the accident victim.
   b. Provide the exact campus location where the person is located.
   c. Stay with the injured person until help arrives.
3. The college assumes no responsibility for the medical treatment of students or for the costs incurred for treatment rendered.
4. Reports of accidents are to be filed with the Vice President of Administrative Services within 24 hours of the occurrence.

The Division Chair and/or a faculty member may request evidence of satisfactory results on a special health examination if there is reason to suggest that the health or safety of students/patients is threatened.

A medical examination, prior to the initial program enrollment must indicate satisfactory health status and include a complete physical examination with Serology, Urinalysis, PPD and immunizations. If the PPD, is, or has been positive, a chest x-ray may be required. A 13 Panel Urine Drug Screen is also required.
PHLEBOTOMY/SPECIMEN PROCESSING PROGRAMS

WESTMORELAND COUNTY COMMUNITY COLLEGE
DIVISION OF HEALTH PROFESSIONS
PHLEBOTOMY/SPECIMEN PROCESSING PROGRAMS
HEALTH REQUIREMENTS

As a Phlebotomy/Specimen Processing student, you will be caring for patients in a variety of health care facilities. The Westmoreland County Community College Phlebotomy/Specimen Processing Program has established a policy regarding the Health Requirements of the Program for your protection as well as that of others.

Students entering the Westmoreland County Community College Phlebotomy/Specimen Processing Program must meet certain Health Requirements upon enrollment. Any fee in connection with the examination is the responsibility of the student.

Westmoreland County Community College Phlebotomy/Specimen Processing Program has chosen Certified Background to manage their student background checks, immunization records and drug testing. You will be directed to place an order online, create a tracker account, and view the requirements listed below via certifiedbackground.com. You are required to upload, mail or fax your requirements to certifiedbackground.com after you have created your account. If you are not able to upload your requirements, you must print a fax/mail cover sheet from your certifiedbackground.com account and include it with the forms you are mailing/faxing. If you have any questions, please contact CertifiedBackground.com Student Support at 888-666-7788, Ext. 1 or customerservice@certifiedbackground.com

**The Preliminary Health Requirements must include:**

**Complete Physical Examination and:**

1. Serology (RPR)
2. Rubella Titre (if previously unprotected, proof of immunization is required)
3. Rubeola Titre (if previously unprotected, proof of immunization is required)
4. Varicella Titre (if previously unprotected, proof of immunization is required)
5. Two Step PPD* (Form attached)
   *If PPD is positive, full Chest X-ray is required.
6. Urine Drug Screen ordered via the Certified Background account

It is **required** that the applicant meets Center for Disease Control recommendations and is **immunized** against:

- Diphtheria
- Tetanus
- Pertussis
- Tdap
- Measles
- Mumps
- Rubella
- Varicella

Hepatitis B Vaccine is **required** unless contraindicated

Hepatitis B Surface Antibody Titre follows immunization

Influenza Vaccine is **required** to be given during the influenza season annually.
The Physical Examination may be scheduled with:
- a Licensed Physician (M.D. or D.O.) (Pennsylvania or West Virginia) – Your primary care physician
- a Physician’s Assistant (P.A.)
- a Certified Registered Nurse Practitioner
- Tri-County Occupational Medicine, Youngwood, PA (724) 925-6050

All completed forms from your examiner(s) must be uploaded to your by June 15 - FALL program; August 15, for SPRING program except for the Urine Drug Screen which will be done between Aug 12 – Aug 15, 20 for FALL program or Jan 7-Jan 10, for SPRING.
Any student who does not submit the completed Health Forms by this date, will not be permitted to attend classes or clinical, and the course registration will be canceled.
PHLEBOTOMY/SPECIMEN PROCESSING PROGRAMS

ACADEMIC POLICIES AND GUIDELINES

Academic Dishonesty

Please reference the College Catalog and Student Handbook for a complete list of dishonest behaviors that are not permitted, the faculty responsibilities, and the student appeal process. (See faculty member for appeal form)

Academic Evaluation

Grading Procedure

Students will receive letter grades and college credit for all classroom, laboratory, and clinical education activities.

The grading scale for all Phlebotomy/Specimen Processing designated courses is:

Percentage of possible points for each course

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<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>94-100</td>
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<tr>
<td>B</td>
<td>85-93</td>
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<tr>
<td>C</td>
<td>75-84</td>
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<tr>
<td>D</td>
<td>70-74</td>
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<tr>
<td>F</td>
<td>0-69</td>
</tr>
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A detailed grading guideline will be listed on the syllabus for each class.

Students who receive a grade less than a “C” for any PHB/SP, OFT, or ALH designated course must withdraw from the Phlebotomy/Specimen Processing Program.

Minimum GPA

Students must maintain a GPA of at least 2.0. Students who fail to maintain a GPA of 2.0 must withdrawal for the Phlebotomy/Specimen Processing Program.

Adjusting Examination Grades

Students should address inquiries or appeals regarding individual examination grades to the instructor responsible for teaching the content in question. This must be done within three days from the date the exam was given.

Students will have a mid-semester conference with the program faculty to assess student progress during that semester. Students are responsible to track their own performance. Therefore, students who believe they are having a problem should immediately seek assistance and counseling from the program faculty.
PHLEBOTOMY/SPECIMEN PROCESSING PROGRAMS

ATTENDANCE GUIDELINES

The Westmoreland County Community College Phlebotomy/Specimen Processing program faculty believes that anytime a student is not present for classroom, laboratory, or clinical activities, he/she is not receiving all the benefits the various educational activities have to offer. Consequently, full-time attendance is mandatory in all PHB/SP designated courses. At the same time, the Westmoreland County Community College Phlebotomy/Specimen Processing program faculty recognizes that students may need to miss class for various reasons. The following guidelines will be followed:

Clinical Site Attendance

Students are considered in attendance when they start and finish the day at the correct times. Clinical times are normally from 8:00am to 4:30pm. (8 hours clinical time and 0.5 hours lunch) There may be some variation for certain clinical sites and students will have some different scheduled times during the summer semester. On time for clinic means the student is in the office/department and fully ready to function.

Clinical Site Absence

Students may miss one clinical day per semester with no penalty. For each day missed after the first day, the student will be penalized 10% from his/her final point total for the course. Students are required to make up all missed clinical time. Students are responsible for making arrangements with the clinical instructor from the site where the student was absent to make up the missed time. Students are permitted to make up time in increments of no less than 4 hours at a time. Students will complete the clinical absence form and submit the form to the clinical coordinator or the program director. Students must complete any missed clinical time in the semester the time was missed. If assigned clinical time is not completed by the end of that semester, students will receive a failing grade for that clinical course. Students who receive a failing grade must withdraw from the Phlebotomy/Specimen Processing program. Students must notify the clinical site prior to their expected start time that they will be absent. In addition, students must also notify their clinical coordinator or the program director. Leaving a voice message for the program director is acceptable. Please call your clinical site first, and then contact the clinical coordinator or program director. Disciplinary actions will be taken by the program director if student fails to contact the clinical site, clinical coordinator or program director prior to their absence. (Please see contact information in appendix A)

Clinical Site Tardiness

Students are required to report to their assigned clinical site on time. Students one or more hour late will be considered absent. (See clinical site absence guidelines) Students are permitted one instance of being tardy per semester. For the second and subsequent incidences of tardiness, the student will be considered absent for that day. (See clinical site absence guidelines) Students are to notify the clinical site that they are going to be late.

Phlebotomy Student Handbook 2015
Leaving Clinical Site Early

Students are not permitted to leave their assigned clinical site early. When a student leaves their assigned clinical site early they must report off to the clinical instructor or their designee. Failure to do so will result in a failing grade for that semester of clinical. **Students who receive a failing grade must withdraw from the Phlebotomy/Specimen Processing program.** In addition, when a student leaves early they must notify their clinical coordinator or the program director. Students will be considered absent for the amount of time missed when leaving early. (See clinical site absence guidelines)

Classroom/Laboratory Attendance

Students are considered in attendance when they start and finish the class at the correct times. Classroom/Laboratory schedules for each class are available in the schedule of classes.

Classroom/Laboratory Absence

In the event of an absence, students are responsible for obtaining missed information from another student. Students who miss tests or quizzes are required to make the test/quiz upon their first day back to class. The test will be different than the one administered to the rest of the class. If an assignment is not submitted on the due date, the student will lose 5 points for every day it is late. Students not submitting assignments on time due to absence must submit the assignment on the first day back to class, the student will lose 5 points for every day it is late. Students may not take more than one makeup quizzes and/or tests per course.

**LAB ATTENDANCE IS MANDATORY.** Any absence of lab days must be documented by a physician or other official. The student will have one opportunity to request to make-up lab skills. A percentage lab grade of 76% or below will result in failure of the course, regardless of the overall calculated grade (class and lab combined). In this situation, the final course grade will be recorded as a "D" grade even if the classroom percentage was above 76%. **The student must achieve a final grade of C in this course to progress in the Phlebotomy/Specimen Processing Program.**

Classroom/Laboratory Tardiness and/or Leaving Early

**Punctual attendance is expected for all class sessions.** Students may be tardy/leave early for class one time per semester. **Each subsequent time a student is tardy/leave early he/she will be penalized 1% from their final grade for each incident.** Students are responsible for notifying the instructor of absence and for obtaining any missed classroom material on their own from a fellow classmate.

**Tardiness is unacceptable!**

Phlebotomy Student Handbook 2015
CHAIN OF COMMAND

Students should be aware that there is a proper chain of command when addressing policies/guidelines, personal issues in the classroom and/or clinic. Students should speak with the instructor (classroom or clinical) first. If the issue is not resolved, the student should then speak with the Clinical Coordinator. (If it is a clinical issue) If the issue is still not resolved, the student should then speak with the Program Director. Please remember the proper steps to expedite the appeals process.

Clinical Instructor → Clinical Coordinator → Program Faculty → Program Director
PHLEBOTOMY/SPECIMEN PROCESSING PROGRAMS

COUNSELING AND GUIDANCE

The counseling program includes personal, professional, and academic counseling. Each student in the Phlebotomy/Specimen Processing program is assigned a Phlebotomy/Specimen Processing faculty member who serves as his/her advisor and academic counselor throughout the program.

Advisors provide students with technical assistance and guidance necessary to plan the course work for the program.

While the role of the advisor focuses on academic planning, it also involves a relationship that assists in his/her adjustment to the college. The advising process is focused around the advisor’s assessment of the student’s specific academic needs and should facilitate his/her personal growth and development and attainment of educational goals.

Faculty, clinical instructors, or students can initiate academic counseling. However, during registration periods, the student is expected to make an appointment with his/her advisor in order to reassess the student’s educational goals, academic progress to date, and to plan the next semester’s schedule of work.

Faculty members are available for advising during regularly scheduled registration periods, during posted office hours, or by appointment. When assistance is required to solve a student’s problem, appropriate referrals are made to a counselor in the student development center or for tutorial services in the learning assistance center.

The Phlebotomy/Specimen Processing Program faculties strive to prepare students to become entry-level technologists by the time of graduation. Unfortunately, there may be occasions when a faculty member and/or Clinical Instructor must counsel the student for behaviors, work ethics, team work, attitude, absenteeism/tardiness, grades, competency levels, and professionalism to name a few. If the faculty and/or Clinical Instructor feel the student is not functioning at the level expected, a counseling session will be held with the student. This allows the student to be fully aware of any issues that are causing the faculty and/or clinical site to be concerned. The counseling session does not necessarily mean the student is in danger of being dismissed from the Phlebotomy/Specimen Processing Program. However, it should alert the student that if actions are not corrected, further issues could arise that would require further disciplinary actions. The faculty member and/or the Clinical Instructor should fill out a Counseling Form. The issue should then be discussed with the student making sure that the issue is completely understood by the student. The student should write down his/her plan of action to correct the issue. The student will then sign the form and receive a copy. During this initial counseling session a follow up session will be scheduled to assess the student’s compliance with his/her corrective action plan. The Counseling Form will then be placed in the student’s clinical file.

Students who fail to correct the inappropriate behavior(s) identified during counseling, may be dismissed from the Phlebotomy/Specimen Processing Program.
DRESS CODE

A dress code is required for identification of the student phlebotomy/processing student, patient safety, patient comfort, and infection control. Students will wear appropriate attire at all times in the clinical setting. Student's personal appearance must be neat and clean. Lack of personal hygiene will not be tolerated. Students are responsible for purchasing and maintaining their own uniforms. Students must wear school-sanctioned scrubs. Students will wear a name badge while in the clinical setting. The following guidelines will be enforced for student and patient safety.

The following guidelines will be enforced:

Jewelry

- One matched earring set per ear lobe are acceptable
  - Earrings must be plain posts only
- One watch with a second hand and/or medical bracelet
- One ring
- Necklaces and other bracelets are not permitted, this is a safety precaution
- Tongue rings and any other facial jewelry is not permitted

Tattoos

- Must be covered at all times in the clinical setting

Fingernails

- **Acrylic nails are not permitted, this is an infection control policy**
- Must not extend beyond the length of the finger
- Must be kept clean
- Nail polish is not permitted
- French manicures are not permitted

Hair

- Hair should be dry, clean and not in the face
- Shoulder length or longer hair must be tied back and worn off the collar.
  - Long hair hanging loose is a fire hazard and is likely to become contaminated.
  - Only functional, non-decorative barrettes are permitted
- Facial hair should be shaved in order to accommodate facial PHB/SP
- Hair color of an unnatural tone is not permitted (green, blue, purple, pink, etc.)
Perfume/After Shave/ Cosmetics

- Perfume and after shave is not permitted; sick patients may find the odor offensive
- Cosmetics may be used in moderation

Footwear

- Shoes must be all white
- Leather (acid resistant) nursing shoes or leather tennis shoes with a closed toe and heel are required. No mesh in the upper part of the shoe.
- Footwear should be cleaned and polished
- Shoes must be laced, tied, clean and in good condition
- Fabric shoes, high top tennis shoes, boots, sandals, patent leather, Clogs, Crocs, jellies and open-toed/open-heeled shoes are not permitted
- White socks or white knee high stockings should be worn with the uniform

Uniforms

Uniforms can be purchased after the program orientation. Students are not permitted to participate in laboratory or clinical activities unless they are wearing the correct uniform. Students not wearing the correct uniform will be sent home and marked absent for the day.

The correct uniform is:
1. School sanctioned scrubs
2. Proper foot wear
3. Name badge

A plain white crew neck shirt, white turtleneck, or white long sleeved shirt may be worn under the scrub top. The shirt must not display any logos or decals.

Lab coats (warm-up jacket) must be worn in the clinical area at all times. The lab coat MUST be clean and well pressed. This is part of the WCCC Medical Assistant uniform. The lab coat MUST be completely buttoned during laboratory classes.

Scrub pants must be no closer to the floor than one inch.

**NOTE:** The faculty member or site supervisor has the authority to deny access to the student’s experience if the dress code is not followed. The student will be considered absent for that day.

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PHLEBOTOMY/SPECIMEN PROCESSING PROGRAMS

HOLIDAYS AND VACATIONS

Phlebotomy/Specimen Processing students are committed to 3 consecutive months of full-time education. Within this time, students are eligible for holidays recognized by the college and vacation time during semester breaks. The student should consult the academic calendar that is published in the College Catalog and Student Handbook for the dates of recognized holidays and semester breaks. Vacation time should not be scheduled during the academic semesters.

LABORATORY GUIDELINES

The laboratory is designed to simulate a patient care area. While in the lab, students are required to wear the approved clinical attire. Clinical attire includes following the dress code for clinical settings. Food and drink are not permitted in the laboratory. Coats, book bags, purses, and cell phones are not permitted in the laboratory. Students may rent a locker in science hall for their possessions. Lockers can be rented from the student activities center. The cost is $10 for the semester. The price includes a lock. When the lock is returned at the end of the semester, the student receives a $7 refund.

PROFESSIONAL ORGANIZATIONS

Phlebotomy/Specimen Processing students are encouraged to join professional organizations. Student annual dues are at a reduced rate to facilitate membership and participation. Students can download a membership application at www.amt1.com or students can see a faculty member for an application. Student members may retain their student membership for one additional dues year after their graduation date if they do not choose active or associate status. Student members must apply for membership prior to graduation.

Student Membership

Not only does being a student member of a national certification agency look good on your resume, but it also provides you the opportunity to obtain valuable student membership benefits, which include:

- Student membership pin
- Access to Career Connection - AMT’s job bank exclusively geared toward the allied health professions
- Ability to apply for and win various technical writing awards and scholarships
- Subscription to the biannual AMT student newsletter
- Discounted registration for the AMT annual meeting
- Voucher for a free specialty certification patch after you pass the AMT exam
PHLEBOTOMY/SPECIMEN PROCESSING PROGRAMS

Qualifications for Student Membership

Applicant must be a student enrolled in a course of study that could lead to certification in one of AMT's certification specialties (MT, MLT, DA, MA, CMAS, PT). Student must also be enrolled in a:

1. College or university program accredited by a regional accrediting commission that results in an associate or baccalaureate degree.
2. Vocational school program accredited by an independent agency that meets eligibility requirements for AMT certification.
3. Training program in Armed Forces that meets requirements for AMT Certification.

Student Membership Application (Download at www.amt1.com)

If you have any questions, please call AMT: 847-823-5169 ext. 226

Student Societies

AMT encourages schools to form AMT student chapters. Student chapters can be started for any allied health program for which AMT offers certification. A student society is an excellent way for students to network, get to know one another, and to learn teambuilding and leadership skills. It also encourages students and faculty to work together on programs, meetings and special events for the community. The skills a student learns from either leading a society, being in charge of a fundraiser or activity and working together in a group will be invaluable to his/her chosen career.

Since most allied health programs are 1-2 years in length, student societies should be formed immediately at the start of the program. It is also recommended that if a school has more than one type of allied health program, a single society be formed that is inclusive of all specialties. A school or group of students may decide to hold different events by program, but one society is recommended.

Requirements:

- At least one planning meeting
- At least one meeting that includes an educational program
- At least one community project (e.g., blood pressure screening, assisting with health fairs, bloodmobiles, etc.)

Guidelines and Forms for Forming a Student Society (Download www.amt1.com)

If you have any questions, please call AMT: 847-823-5169 ext. 226
PHLEBOTOMY/SPECIMEN PROCESSING PROGRAMS

PHLEBOTOMY CERTIFICATION INFORMATION

There are several routes to obtain certification from ASCP (http://www.ascp.org/certification). The route that best fits WCCC Phlebotomy and Specimen Processing students is Route 2, which states:

ROUTE 2: High school graduation (or equivalent), AND completion of an acceptable two-part formal structured phlebotomy program in the U.S., Canada or an accredited laboratory within the last five years. This two-part program, to be arranged by the program director, must consist of: 40 clock hours of classroom training, including anatomy and physiology of the circulatory system, specimen collection, specimen processing and handling, and laboratory operations (e.g. safety, quality control, etc.), AND 100 clock hours of clinical training and orientation in an accredited laboratory with a minimum performance of 100 successful unaided blood collections including venipunctures and skin punctures.

READMISSION

Students who are dismissed from the program for academic reasons or withdraw for personnel reasons may be eligible to re-enter the program the following academic year provided:

1. They must re-apply for admission to the program.
2. They must meet the pre-admission requirements for that year. If admission requirements have changed, they must meet the new requirements.
3. They must submit to a drug screen prior to attending clinical sites.
4. They must be current with their annual health physical, PPD, and CPR certification.
5. Their academic record is sufficient to warrant reentry.
6. There is sufficient clinical space to accommodate the student, when they return.

Students dismissed from the program for reasons other than academic or voluntary withdrawal are not eligible for readmission. Students can only be re-admitted to the program one time.

CONTINUING AFTER BREAK IN CLASS SEQUENCE

Students wishing to continue with the practicum experience with a one semester break:

1. They must meet the pre-admission requirements. If admission requirements have changed, they must meet the new requirements.
2. They must submit to a drug screen prior to attending clinical sites.
3. They must be current with their annual health physical, PPD, and CPR certification.
4. If there is a break from the initial training until the practicum experience, the student must retake and pass the practical final exam. The student may need remediation before being assigned to a practicum site for PHB 110 or PHB 111.
SEVERE WEATHER

Occasionally the college closes or delays classes because of severe weather conditions. The President of the college, or his representative, will determine if the college is to close and when the time missed will be made up. Class cancellations and college closing due to inclement weather or other emergency conditions will be announced on area radio and television stations and the internet. Information on specific radio and television stations, web sites, and alternate routes to the campus will be distributed as well as published in the Grapevine each semester. As road conditions vary widely during inclement weather, students are advised to use their own judgment in deciding whether to attend classes or clinical assignments.

IF NO ANNOUNCEMENT IS MADE, THE SCHOOL WILL OPERATE ON THE NORMAL SCHEDULE.

In the event that students are not able to verify a school closing prior to 7:00 a.m., they are encouraged to use their judgment in determining whether to drive in the existing conditions. If a student decides not to attempt to meet a class or clinical rotation time, he/she must notify the appropriate instructor according to the published attendance policies.

If school is open after the student's decision and proper contacts are made, the student's absence will not be considered excused. If school is closed, students need not contact the instructor and should not report to class or clinic.

If the college is open but announces a delay in classes, the delay should be based upon the 8:00 a.m. hour. For example, if a two (2) hour delay is announced, students should report to the 10:00 a.m. class or rotation at 10:00 a.m. The college will schedule make-up time for the missed 8:00 and 9:00 classes at a later date. If a student feels that he/she cannot meet the delayed time then the instructor/Clinical Coordinator should be notified according to the attendance policies.

Clinical Instructors ARE NOT ALLOWED to determine whether the student(s) rotating through his/her site will be released early during bad weather. If the student(s) chooses to leave, the student(s) WILL BE signed out for the actual time he/she left. The time will be documented accurately and any penalties will be administered according to the Phlebotomy/Specimen Processing Program’s policies and guidelines. If the student is attending a clinical site that closes due to bad weather, he/she will not be penalized for the missed time.

NOTE: The College may be closed for reasons other than severe weather. Students should report to clinical, if the college is closed for problems such as utility outages or issues that do not affect the ability to travel to assigned clinical sites.
PHLEBOTOMY/SPECIMEN PROCESSING SAFETY/PROTECTION GUIDELINES

Phlebotomy/Specimen Processing students are required to be aware of safety standards and guidelines when working in the lab on campus or at any of the clinical affiliates. All Phlebotomy/Specimen Processing students enrolled in Westmoreland County Community College Phlebotomy/Specimen Processing Program should be aware of protective measures for themselves, patients, family members and any other medical staff. Federal Health and Safety Guidelines For Phlebotomy/processing students are:

a) Standard Precautions Issued By Centers for Disease Control and Prevention (CDC), United States Public Health Department, Atlanta, Georgia, Issued in 1996 to augment and synthesize universal precautions and techniques known as body substance isolation (BSI). Standard precautions contain measures intended to protect all health care providers, patients, and visitors from infectious diseases.

b) Transmission-based Precautions By CDC, Designed to reduce the risk of airborne, droplet, and contact transmission of pathogens. These are used in addition to standard precautions and are intended for specific categories of patients.

c) Universal Blood and Body Fluid Precautions (Universal Precautions) By CDC, Released in 1985 to assist health care providers to greatly reduce the risk of contracting or transmitting infectious diseases, particularly AIDS and hepatitis B.

d) Clinical Laboratory Amendments of 1988 (CLIA '88) By Health Care Financing Administration (HCFA), United States Department of Health and Human Services (HHS), Safeguards the public by regulating all testing of specimens taken from the body!

e) Occupational Safety and Health Administration (OSHA) Guidelines By OSHA, United States Department of Labor, Requires employers to ensure employee safety in regard to occupational exposure to potentially harmful substances!

IMMEDIATELY NOTIFY CLINICAL SITE SUPERVISOR IF THERE ARE ANY SAFETY CONCERNS
Clinical sites associated with the Westmoreland County Community College Phlebotomy/Specimen Processing Program reserve the right to remove or refuse admission to students who are involved in any behavior that is considered unprofessional, unethical, or not conducive to appropriate patient care. Any student removed from or denied admission to a clinical site may be immediately dismissed from the Phlebotomy/Specimen Processing Program. Students not adhering to the following guidelines may be removed from the Phlebotomy/Specimen Processing Program. The published guidelines below are meant to guide the student in deciding appropriate conduct for a student phlebotomy/processing student.

**Students will report to their assigned clinical site**

- On time and ready to begin at the designated start time
- In an alert/attentive condition
- In the proper WCCC Phlebotomy/Specimen Processing uniform complete with student ID badge
  - Unless a different uniform is specified by the clinical site

**During clinical time, students are not permitted to**

- Sleep
- Sit or stand around in clinic not engaging in constructive activities
- Use drugs or alcohol before or during clinical
- Be in possession of drugs or alcohol while in a clinical site
- Chew gum in the clinical setting

**Proper student clinical behavior**

**Students will not**

- Refuse an assignment from the clinical instructor or their designate commensurate with the student’s abilities
- Receive help from a fellow student or phlebotomy/processing student while attempting a competency on a procedure
- Perform exams or a procedure not ordered by a physician and/or not included in standard operating procedure for that clinical site.
- Leave a procedure before it is completed
- Identify the wrong patient
- Perform the wrong procedure on a patient
- Pick and choose which procedures to perform
PHLEBOTOMY/SPECIMEN PROCESSING PROGRAMS

Students will demonstrate professionalism during clinical
Students are not permitted to

- Use electronic games during clinical hours
- Use clinical site computers for anything other than patient care
- Use cell phones in the clinical setting other than the designated lunch period
- Discuss the possibility of employment with management during clinical hours
- Use clinical site telephone for personal business
- Use derogatory language or profanity
- Take smoke breaks at times other than the designated lunch period
- Leave the clinical site for meals
- Leave early or come back late from a designated break
- Steal from the clinical site
- Alter or falsify clinical site documents
- Observe patient data that is not relevant to your patient duties
- Leave their assigned location within the clinical site without permission from the clinical instructor or staff (You will not leave the department unless you have permission)
- Talk about other student’s performance, quality of work, and attendance to clinical site employees, fellow students, or faculty members

Students will demonstrate appropriate patient care
Students are not permitted to

- Not identify patients properly using multiple identifiers such as but not limited to armband, social security number, birth date, and other approved methods of the clinical site (Follow the clinical site’s protocol of patient identification)
- Mistreat patients physically, verbally, or act in a inconsiderate manner towards a patient’s feeling or needs
- Not provide assistance to patients who may need but not limited to pillows, blankets, bedpan, urinal, emesis basin, etc.
- Leave a patient who is screaming in pain, vomiting, having incontinence issues, etc.
- Expose patients who are not properly covered with a sheet or towel

Students are expected to follow all normal operating procedures of their clinical site.

Students will practice proper customer service and patient care at all times. Including but not limited to items such as:
- Address patients with proper surname
- Pet names like sweetie and honey are not permitted
- Explain procedures to patients
- Practice safe methods of transferring patients
- Answer any questions a patient may have to their satisfaction

Phlebotomy Student Handbook 2015
PHLEBOTOMY/SPECIMEN PROCESSING PROGRAMS

- Practice Universal Precautions at all times

Students who are guilty of violating any rules of the student code of conduct will receive counseling by the program faculty. Each violation will be dealt with by the program faculty according to the seriousness of the violation. Any of these violations can result in immediate and permanent removal from the Phlebotomy/Specimen Processing Program. In addition, students must follow the college wide code of student conduct published in the College Catalog and Student Hand Book under the student rights and responsibilities section.

Grounds for immediate dismissal from the Phlebotomy/Specimen Processing Program

1. Obtain a grade below a “C” in any Phlebotomy/Specimen Processing designated course
2. Insubordination to clinical site staff or any faculty
3. Academic dishonesty in any class, clinical site, or competency
4. Falsification of records
5. Violation of the PHB/SP code of ethics (see appendix B)
6. Conviction or known use or distribution or possession of a controlled substance or illegal drugs
7. Possession and/or use of alcohol before or during classroom or clinical site activities
8. If a student is refused entry to a clinical site for violations including but not limited to such things as poor performance, theft, or misconduct, will not be permitted to continue in the program. Students will not be reassigned to another clinical site.
STUDENT CPR CERTIFICATION

All students must have certification in C.P.R. A minimum ability of basic cardiac life support as defined by the American Heart Association (AHA) or the American Red Cross (ARC) is required.

Acceptable courses are CPR Basic Life Support for Health Care Providers (Course C).

The course must include demonstration and practice of one and two rescuer CPR, infant, and child resuscitation, and management of obstructed airway.

Certifications are valid for two years.

Students are responsible for submitting evidence of certification/recertification to the Phlebotomy/Specimen Processing Office by due date provided.

If you have certification for two years, you must make sure that you are valid for the entire year of training. If your certification expires earlier, you must take another class. **If your certification is invalid, you will not be permitted to attend clinical.** For each day missed, the student will be penalized 10% from his/her final point total for the course. **Students who receive a failing grade must withdraw from the Phlebotomy/Specimen Processing program.**
STUDENT EMPLOYMENT POLICY

Many students find it necessary to maintain a part-time job while enrolled in the Phlebotomy/Specimen Processing Program. Some students may be employed by the departments of our affiliates as technical aids or clerical staff. Students must realize that their first responsibility is to the satisfactory completion of their education. You cannot receive money for clinical time.

(You cannot get paid for clinical time!)

*Students will be required to inform the Program Director/Clinical Coordinator regarding employment at any of the Phlebotomy/Specimen Processing Program's clinical affiliates.

The following are guidelines for employment:

1. Student employment shall be on a voluntary basis and not a requirement of the institution.
2. It is expected that the student will continue to fulfill the requirements of the course.
3. No part of the student uniform may be worn while working.
4. The employment is a relationship between the student and the employer. Westmoreland County Community College Phlebotomy/Specimen Processing Program holds no responsibility between student and employer.
5. It is the student's responsibility and not the employer or program faculty to coordinate work and school schedules.
6. The program will not act as an intermediary between the student and the employer.
7. The student will not discuss possible employment with management during clinical hours.
8. Students must inform the Program Director/Clinical Coordinator immediately of a job obtained at any of the Phlebotomy/Specimen Processing Program’s clinical affiliates.
9. Employment is to take place only at times outside of scheduled college classes, and clinical education hours.
10. Students will not be excused early or granted excused absences from class or clinical in order to work.
11. Scheduled PAID working hours cannot be substituted for required clinical education hours.
12. Clinical competency evaluations may not be completed for credit during paid working hours.

*Refer to Pennsylvania code 21.112. Student Employment
PHLEBOTOMY/SPECIMEN PROCESSING PROGRAMS

STUDENT EXPENSES

Aside from college tuition, there are several other items the student will be responsible for. Costs are approximations and are subject to change. They are as follows:

1. Clinical notebooks - approximately $5.00
2. Clinical Uniforms (pants and warmup jacket)- this is dependent on the number of sets of uniforms the student purchases
3. Transportation and parking fees (may be charged at some clinical sites)
4. Certified Background package $60
5. Criminal Record Check - $10.00
6. Child Abuse Clearance- $10.00 (+ $1.25 money order)
7. FBI Fingerprint screening - $27.50
8. Initial and subsequent health screening (Depends upon level of health insurance)
9. Immunizations if not up-to-date
10. Drug Screening - approximately $53.00
11. Books-check with book store for cost (Most books are used for more than one class)
12. Student Professional Liability Insurance- $41.00

- This list may not reflect all expenses incurred throughout the program.
PHLEBOTOMY/SPECIMEN PROCESSING PROGRAMS

STUDENT LABORATORY RULES

The following professional conduct rules apply to everyone in all the laboratory sessions:

1. Wash hands when entering and when leaving each laboratory.
2. Do not bring food or beverages into the laboratory at any time. No smoking in any laboratory, no gum, and do not manipulate contact lens in the lab.
3. Uniforms must be worn to all lab sessions and any PPE (personal protective equipment) necessary for the procedures to be performed, e.g. gloves, face shield.
4. Lab tables MUST be wiped with disinfectant before and after each laboratory work session.
5. All extra books, notebooks, etc, should be kept out of the working areas.
6. In the event of a spilled contaminated material, notify your instructor.
   a. On the desk or floor-flood area with bleach for 10 minutes.
   b. On clothing- wash with Lysol prior to rinsing.
   c. On hands- wash with large volumes of water and subsequently with 10% Clorox solution.
7. Know the location of the eyewash station and safety shower (if present) and know how to use them.
8. Locate the fire extinguisher- learn how and when to use them.
9. Learn the fire exit route from this room and find the location of the closest fire alarm.
10. Report all accidents to the instructor immediately.
11. Sharps and syringes are placed in special Sharps Containers.
12. Make use of any spare time while in the laboratory. This can be accomplished by checking for any additional work to be done, e.g. cleaning, dusting, and restocking.
13. Refrain from loud remarks in the laboratory.
14. Do not discuss irrelevant or personal situations during class time.
15. Be conscientious and thorough in your performance of laboratory tests.
16. Comply with the rules and regulations of the clinical site, i.e. Universal Precautions.
17. The maintenance of neat and clean workstations is the responsibility of whoever is working there.
18. When in doubt, ask the instructor.
PHLEBOTOMY/SPECIMEN PROCESSING PROGRAMS

STUDENT PROFESSIONAL LIABILITY INSURANCE

Students in the Phlebotomy/Specimen Processing Program must carry Professional Liability Insurance. A copy of the policy must be submitted to the Program Director by deadline given. Failure to provide documentation of required coverage will result in the student not being submitted to attend scheduled clinical laboratory experience.

Students are required to have a minimum of $1,000,000 per occurrence and minimum of $3,000,000 aggregate.

STUDENT RECORDS – ACCESS AND USE

No information shall be released from a student/graduate's record without written permission of the student/graduate. A copy of the signed waiver(s) will be maintained in the student/graduate’s record in the Phlebotomy/Specimen Processing Office.

STUDENT RECORDS - CURRENT

The Phlebotomy/Specimen Processing Program maintains a record of each student currently enrolled.

This record shall contain:

- Current Photograph (Inside cover of file)
- Student Data Sheet
- Certification for Graduation Worksheet
- Current WCCC Transcript
- All Correspondence related to Student
- Notations related to Counseling/Guidance Sessions
- Incident Reports until Graduation
- Copies of Add/Drop Forms/Withdrawal Forms
- Copies of High School Transcript and all other Educational Programs
- Admission Test Results
- Waiver for Release of Information
- Clinical Evaluation and Competencies Forms

The student may view the contents of the record by requesting, in writing, an appointment with the Phlebotomy/Specimen Processing Program Director.
PHLEBOTOMY/SPECIMEN PROCESSING PROGRAMS

STUDENT RECORDS - PERMANENT

The Phlebotomy/Specimen Processing program maintains a permanent record for each student. This record shall contain:

- Photograph (Inside cover of file)
- Student Data Sheet
- Certification for Graduation Worksheet
- Final WCCC Transcript
- Selected Correspondence related to Student
- Notations related to Counseling/Guidance Sessions
- Copies of Add/Drop Forms/Withdrawal Forms
- Copies of High School Transcript and all other Educational Programs
- Admission Test Results
- Waiver for Release of Information
- Clinical Evaluation Form, Anecdotal Forms, Competencies Forms, Incident Reports, & Student Self-Evaluation Form
- Commendations

The student may view the contents of the record by requesting, in writing, an appointment with the Phlebotomy/Specimen Processing Program Director.

APPENDIX A

Program Contact Information

Program Director
Mrs. Carole Zeglin
Office phone: 724-925-4140
E-mail zeglin@wccc.edu

Student Contact Information for Clinical Education Sites

Given individually to each student before PHB/SP 110 or PHB 111 (Practicum)
APPENDIX B

Code of Ethics for the Profession of Phlebotomy

Phlebotomists are some of the most visible people of the clinical laboratory; the “face of the lab”. As part of the health-care team, phlebotomists are held to the same code of ethics as other laboratory personnel.

Code of Ethics American Society for Clinical Pathology

As a clinical laboratory professional, I strive to:

Maintain and promote standards of excellence in performing and advancing the art and science of my profession;

Preserve the dignity and privacy of others;

Contribute to the general well-being of the community;

Uphold and maintain the dignity and respect of our profession;

Seek to establish cooperative and respectful working relationships with other health professionals;

I will actively demonstrate my commitment to these responsibilities throughout my professional life.
Westmoreland County Community College

PHLEBOTOMY/SPECIMEN PROCESSING PROGRAMS

Student Handbook Acknowledgement Form

This is to acknowledge that I have received a copy of the Westmoreland County Community College Phlebotomy/Specimen Processing Student Handbook. I have read the policies and practices contained in the manual. I agree to comply with them and I understand the program has the right to change policies and practices from time to time. I agree to abide by any changes made to these policies and practices.

Student Name Printed

Student Signature

Date
Grounds for Dismissal Acknowledgement Form

Listed below are reasons for immediate dismissal from the Phlebotomy/Specimen Processing Program at Westmoreland County Community College.

I understand I may be dismissed from the Phlebotomy/Specimen Processing Program at any time for violating any one of the reasons listed below.

1. Obtain a grade below a "C" in any Phlebotomy/Specimen Processing designated course
2. Insubordination to clinical site staff or any faculty
3. Academic dishonesty in any class, clinical site, or competency
4. Falsification of records
5. Violation of the Phlebotomy/Specimen Processing student code of ethics
6. Conviction or known use of or distribution or possession of a controlled substance or illegal drugs
7. Possession and/or use of alcohol before or during classroom or clinical site activities
8. If a student is refused entry to a clinical site for violations including but not limited to such things as poor performance, theft, or misconduct, will not be permitted to continue in the program. Students will not be reassigned to another clinical site.

Student Name Printed

Student Signature

Date
PHLEBOTOMY/SPECIMEN PROCESSING PROGRAMS

Phlebotomy/Specimen Processing Safety/Protection Guidelines
and Acknowledgement Form

Phlebotomy/Specimen Processing students are required to be aware of safety standards and
guidelines when working in the lab on campus or at any of the clinical affiliates. This form is
evidence that all Phlebotomy/Specimen Processing students enrolled in Westmoreland County
Community College Phlebotomy/Specimen Processing Program are aware of protective measures
for themselves, patients, family members and any other medical staff.

PHLEBOTOMY/SPECIMEN PROCESSING SAFETY/PROTECTION GUIDELINES

Phlebotomy/Specimen Processing students are required to be aware of safety standards and guidelines when
working in the lab on campus or at any of the clinical affiliates. All Phlebotomy/Specimen Processing
students enrolled in Westmoreland County Community College Phlebotomy/Specimen Processing Program
should be aware of protective measures for themselves, patients, family members and any other medical staff.
Federal Health and Safety Guidelines for Phlebotomy/processing students are:

a) Standard Precautions Issued By Centers for Disease Control and Prevention (CDC), United States Public
Health Department, Atlanta, Georgia, Issued in 1996 to augment and synthesize universal precautions and
techniques known as body substance isolation (BSI). Standard precautions contain measures intended to
protect all health care providers, patients, and visitors from infectious diseases.

b) Transmission-based Precautions By CDC, Designed to reduce the risk of airborne, droplet, and contact
transmission of pathogens. These are used in addition to standard precautions and are intended for specific
categories of patients.

c) Universal Blood and Body Fluid Precautions (Universal Precautions) By CDC, Released in 1985 to assist
health care providers to greatly reduce the risk of contracting or transmitting infectious diseases, particularly
AIDS and hepatitis B.

d) Clinical Laboratory Amendments of 1988 (CLIA '88) By Health Care Financing Administration (HCFA),
United States Department of Health and Human Services (HHS), Safeguards the public by regulating all
testing of specimens taken from the body.

e) Occupational Safety and Health Administration (OSHA) Guidelines By OSHA, United States Department
of Labor, Requires employers to ensure employee safety in regard to occupational exposure to potentially
harmful substances.

I have read the Phlebotomy/Specimen Processing Safety guidelines. I understand its content and
agree to abide by the guidelines set forth during my one-year period.

Student Signature

______________________________

Print Name

______________________________

Date

Phlebotomy Student Handbook 2015
Request for Appeal of Academic Dishonesty Form

A student charged with academic dishonesty under provisions of the Student Rights & Responsibilities may appeal the charge by completing this form and returning it to the office of the Division Chair within five (5) working days of the date of the notification letter.

A decision concerning this appeal will be made by the Division Chair and two division faculty.

________________________________________  ________________________________________
Student Name                                Social Security Number

________________________________________
Telephone

________________________________________
Major Program                               Academic Advisor

REASON FOR APPEAL

Please indicate below the reason you are appealing the charge of Academic Dishonesty. You may attach additional material to this form as necessary.

________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________

_________________________
Signature

_________________________
Date

Phlebotomy Student Handbook 2015
STUDENT NAME

Reasons for Conference

____ Excessive absences
____ Required competencies lacking
____ Attitudinal difficulties at clinical site and/or classroom
____ Grades in lecture and/or clinical sections
____ Other: ________________________________

Supporting Documentation

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Student Corrective Action Plan

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Attach additional pages as needed

Decisions

____ Review conferences scheduled on __________________________

____ Withdrawal from program student initiated

____ Withdrawal from program instructor initiated

____ Student may reapply to program

Comments

________________________________________________________________________
________________________________________________________________________

Program Director ____________________________________ Faculty Member

Student ______________________________ Date __________________________

Phlebotomy Student Handbook 2015
Westmoreland County Community College

PHLEBOTOMY/SPECIMEN PROCESSING PROGRAMS

STUDENT DATA SHEET

Any information you provide on this form is used for statistical and reporting purposes only and is not identifiable by individual.

It has no bearing on admission to Westmoreland County Community College or the Phlebotomy/Specimen Processing Program. The College does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability.

NAME ___________________________________________ Birth Date ________________

Age

(First) (Middle) (Maiden) (Married)

Address ____________________________________________

(City) (State) (Zip-code)

Home phone ( ) Work Phone ( ) Female □ Male □

Home E-mail address: ____________________________________________

Campus Cruiser E-mail: ____________________________________________

Social Security Number □□□□□-□□□□

Ethnic Group (Check (1) only): □ American Indian or Alaskan Native

□ Asian or Pacific Islander

□ Black, Non-Hispanic

□ Hispanic

□ White, other than Hispanic

□ Full-Time (12 Credits or more per semester)

□ Part-Time (less than 12 Credits per semester)

Age:

□ 25 & under

□ 26-30

□ 31-40

□ 41-50

□ 51-60

□ Older than 60

Financial Aid □ Yes □ No

Person to Notify in an Emergency:

Name ____________________________________________ Relationship ____________________________

Address ____________________________________________ Home Phone ____________________________

__________________________________________ Business Phone ____________________________

Phlebotomy Student Handbook 2015
PHLEBOTOMY/SPECIMEN PROCESSING PROGRAMS

VERIFICATION OF PRELIMINARY EDUCATION

Name ________________________________

Name of High School from which you graduated ______________________________________

City and State of High School ______________________________________________________

Month and Year of Graduation ______________________________________________________

OR

Number of Pennsylvania GED _______ Year Obtained _______

OR

Certificate of Preliminary Education Number _______ Year Obtained _______

REQUEST FOR TRANSFER OF CREDIT

COPIES OF ALL TRANSCRIPTS MUST BE PLACED ON FILE IN THE PHLEBOTOMY/SPECIMEN PROCESSING OFFICE
WITH A COPY OF THE APPROVED TRANSFER OF CREDIT

<table>
<thead>
<tr>
<th>School/College/University</th>
<th>Year(s) Attended</th>
<th>Major</th>
<th>Diploma/Degree Awarded</th>
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Please Check any Previous Degrees

☐ Doctorate
   Major __________________________

☐ Masters
   Major __________________________

☐ Bachelor
   Major __________________________

☐ Associate
   Major __________________________

Please Check Previous Education

Paramedic
   Yes ☐ No ☐ Respiratory Therapist

EMT
   Yes ☐ No ☐ Surgical Technician

Nursing Assistant
   Yes ☐ No ☐ Laboratory Technician

Phlebotomy/processing student
   Yes ☐ No ☐ Other ☐ (Please specify)

Have you served time in the Military? Yes ☐ No ☐ Corpsman? Yes ☐ No ☐

WORK EXPERIENCE: (Identify the inclusive dates for each work experience; begin with current or most recent employment)

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<tr>
<th>EMPLOYER</th>
<th>TYPE OF WORK</th>
<th>DATES OF EMPLOYMENT</th>
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Phlebotomy Student Handbook 2015
I hereby authorize release of my Health Records to all clinical sites as requested and for the Westmoreland County Community College School of Phlebotomy/Specimen Processing Director to discuss my health condition with physician for as long as I remain a student in the Westmoreland County Community College Phlebotomy/Specimen Processing Education Program.

PRINT STUDENT NAME

STUDENT’S SIGNATURE

STUDENT’S ID#

Student’s Address:

CITY STATE ZIP

PHONE

DATE
PHB 101 Final Lab Skills Competency Acknowledgement Form

I understand that I must pass the final lab skills competency at the end of PHB 101 to continue in the Phlebotomy/Specimen Processing Program. I understand that the competency must be completed in the time frame indicated on the competency test and with a minimum passing score of 75%. I understand that there is only one re-test. I understand that I have to re-take the final lab skills competency within one week. I understand that if I do not pass the lab skills competency, I will not progress in the program and if I choose, I may re-apply to the program the following year according to the Phlebotomy/Specimen Processing student catalog.

__________________________  ________________________
Student Name (Please Print)  Student

__________________________  ________________________
Signature                     Date