PHLEBOTOMY PROGRAM

STUDENT HANDBOOK

AUGUST 2014 – AUGUST 2015
TABLE OF CONTENTS

Section 1: Program Overview
CSCC Mission Statement ........................ ........................................... 2
Phlebotomy Program Overview ................................................................. 3
Phlebotomy Program Mission Statement .................................................. 3
Phlebotomy Program Goals and Outcomes ............................................... 3
Phlebotomy Program Faculty and Staff ...................................................... 4
Phlebotomy Advisory Committee ............................................................... 4

Section 2: Phlebotomy Program Ethics
Code of Ethics ......................................................................................... 6
Pledge to the Profession ........................................................................... 6

Section 3: Academics
Plan of Study ............................................................................................. 8
Program Admission Requirements ......................................................... 9
Advising, Career, and Counseling Services ............................................ 9
Student Support Services ........................................................................ 10
Program Essential Functions .................................................................... 10

Section 4: Dress Code and Attire
Personal Appearance and Grooming ..................................................... 12
General Attire .......................................................................................... 13
Classroom and Lab Attire ......................................................................... 13
Clinical Attire .......................................................................................... 13

Section 5: Attendance and Participation
Participation/Attendance .......................................................................... 15
Classroom and Lab Attendance ............................................................... 15
Conduct in the CSCC Classroom/Lab ...................................................... 16
Clinical Attendance .................................................................................. 16
Conduct in the Clinical Experience .......................................................... 17

Section 6: Program Policies
Student Guidelines .................................................................................... 19
Student Rights .......................................................................................... 19
Student Responsibilities ............................................................................ 19
Progression in the Program ...................................................................... 19
Progress Reports ....................................................................................... 20
Grading Procedures .................................................................................. 20
Grade Grievance Policy ............................................................................ 21
Problem Resolution ................................................................................... 21
Academic Behavior and Misconduct/Program Dismissal ......................... 21
Reinstatement Petition ............................................................................. 21
Course Evaluations ................................................................................... 22
Program Evaluations ............................................................................... 22
Professional Behaviors Evaluation .......................................................... 22
Course Syllabus ......................................................................................... 23
Student Progress Reports ......................................................................... 23
SECTION 1: PROGRAM OVERVIEW
CSCC Mission
To educate and inspire, providing our students with the opportunity to achieve their goals.

CSCC VISION
Columbus state community college is central ohio’s front door to higher education and a leader in advancing our region’s prosperity.

CSCC VALUES
- **Student success**: we welcome and engage all students in creating individualized, accessible and mutually accountable pathways that allow them to pursue their goals.

- **Inclusion**: we reflect the demographics of central ohio, and we leverage the college’s rich diversity for the benefit of our local and global communities.

- **Quality**: we expect excellence and accountability in ourselves and our students.

- **Innovation**: we embrace bold ideas and an entrepreneurial spirit, and we are responsive to the changing needs of students, employers, and other stakeholders.

- **Learning**: we are a community of teachers and learners who believe that fulfilling lives are grounded in self-awareness and continuous learning.

- **Partnership**: we recognize that more can be accomplished collaboratively than individually, and we seek like-minded partners to advance our shared goals.

- **Stewardship**: we are careful and thoughtful stewards of the resources entrusted to us.

- **Leadership**: we lead by action and example to help our community pursue opportunities and address the challenges of the 21st century.
Phlebotomy Program Overview
The Phlebotomy certificate program is part of the Multi-Competency Health Technology, within the Career and Technical Services Division at Columbus State Community College. The two-semester program provides a course sequence with objectives and experiences which fulfill the eligibility requirements of national agencies which certify phlebotomists.

The program is comprised of a two semester, two course sequence which includes MULT 1950, Phlebotomy; and MULT 2950, Phlebotomy Practicum II. In MULT 1950, students are taught the theory and practice of phlebotomy. Students are placed in an outpatient clinical setting where they complete 60 hours of clinical experience. During MULT 2950, Phlebotomy Practicum II, students are placed in an in-patient clinical setting, to complete 40 hours to meet the program requirements. The total number of unaided successful blood collections that must be documented is a minimum of 100 unaided successful draws. In MULT 1950 they complete a minimum of 60 unaided successful blood collections and 40 unaided successful blood collections during MULT 2950.

Program Mission Statement
The mission of the Phlebotomy program is to provide learning experiences that prepare students to demonstrate the skills and behaviors congruent with those of professional phlebotomists.

Program Goals
The goals of the Phlebotomy program are to:
1. Provide a base of theory and practice that is appropriate to develop entry level skills as a phlebotomist.
2. Provide a program with ongoing review so that approval guidelines are maintained.
3. Demonstrate support of the College mission and goals.
4. Support the profession by preparing graduates who are competent in the skill of phlebotomy, and as members of the health care team.
5. Prepare graduates to successfully complete a national certification exam.

Program Outcomes
When students have successfully completed the two semester Phlebotomy program, they should be able to:
1. Demonstrate proficiency in all areas of phlebotomy related to pre-analytical processes of laboratory testing, recognizing and adhering to infection control and safety policies and procedures.
2. Demonstrate the theoretical knowledge needed to assure the quality of phlebotomy processes through appropriate quality control methods, thus contributing to the accuracy of laboratory test results.
3. Exhibit the professional attitudes and behaviors that are necessary for gaining and maintaining the confidence of the health care community.
4. Meet requirements to take a national certifying examination for Phlebotomy Technicians.
Program Faculty and Staff
The Phlebotomy program faculty and staff are responsible for designing and delivering the educational experience for the students. This includes development of course descriptions, objectives, and learning activities. The guidelines followed are developed, in part, by the advice of the program’s advisory committee which is comprised of professionals in the clinical affiliates.

Dean, Health and Human Services Division
Thomas Habegger, Ph D.
(614) 287-5422
thabegge@cscc.edu

Chairperson, Allied Health Professions:
Connie Grossman, Ph D., R.D.H
(614) 287-5645
cgrossma@cscc.edu

Program Coordinator:
MaryEllen Tancred, Ph D., MLS (ASCP)cm, SHcm
Assistant Professor
(614) 287-5099
mtancred@cscc.edu

Fulltime Faculty/Clinical Coordinator
Tywan Banks, M.Ed., MLT, PBT (ASCP)
Instructor
(614)287-2319
tbanks@cscc.edu

Phlebotomy Advisory Committee
Direction and guidance for the program is achieved through the Phlebotomy Program Advisory Committee. This committee recommends policies and procedures, helps to modify the curriculum, identifies program goals, strengths and weaknesses, and determines methods of program improvement. The committee usually meets once a year and includes the following members:

Tom Habegger, PhD
Dean, Health and Human Services Division
Connie Grossman, PhD, RDH
Chairperson of Allied Health Professions
Jodi Bendick
Ohio State University Hospitals
Melinda Carter
Mt Carmel Medical Center
Christina Cardosi
Riverside Methodist Hospital
JoLynn Franz
Mt. Carmel Medical Center
Margaret Goshay
Doctors Hospital
Cathy Hargrove
Fairfield Medical Center
Chris Kent
Mt. Carmel Medical Center
Susan McClain
Grant Medical Center
Jill Perry
Fairfield Medical Center
Karen Robinson
Ohio Health Outpatient Facilities
Cyndee See
Mt Carmel Medical Center
SECTION 2: PHLEBOTOMY PROGRAM ETHICS
Code of Ethics
The health care profession relies on the knowledge, skills, honesty, and integrity of trained competent professionals. The Phlebotomy profession demands careful attention to detail, accuracy, and precision.

Phlebotomists must assume responsibility for the quality for their work and our employers rely on our program to produce ethical healthcare workers.

The Code of Ethics of the American Society for Clinical Laboratory Science (ASCLS) sets forth the principles and standards by which clinical laboratory professionals practice their profession.

I. Duty to the Patient
Clinical laboratory professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining individual competence in judgment and performance and striving to safeguard the patient from incompetent or illegal practice by others. Clinical laboratory professionals maintain high standards of practice. They exercise sound judgment in establishing, performing and evaluating laboratory testing. Clinical laboratory professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to other health care professionals about the services they provide.

II. Duty to Colleagues and the Profession
Clinical laboratory professionals uphold and maintain the dignity and respect of our profession and strive to maintain a reputation of honesty, integrity and reliability. They contribute to the advancement of the profession by improving the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession. Clinical laboratory professionals actively strive to establish cooperative and respectful working relationships with other health care professionals with the primary objective of ensuring a high standard of care for the patients they serve.

III. Duty to Society
As practitioners of an autonomous profession, clinical laboratory professionals have the responsibility to contribute from their sphere of professional competence to the general well-being of the community. Clinical laboratory professionals comply with relevant laws and regulations pertaining to the practice of clinical laboratory science and actively seek, within the dictates of their consciences, to change those which do not meet the high standards of care and practice to which the profession is committed.

Pledge to the Profession
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
- Uphold and maintain the dignity and respect of our profession
- Seek to establish cooperative and respectful working relationships with other health professionals
- Contribute to the general well-being of the community.

I will actively demonstrate my commitment to these responsibilities throughout my professional life.
SECTION 3: ACADEMICS
# Plan of Study

## Allied Health Professions
### Phlebotomy Certificate

<table>
<thead>
<tr>
<th></th>
<th>FIRST SEMESTER</th>
<th></th>
<th>SECOND SEMESTER</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CAREER AND TECHNICAL</strong></td>
<td><strong>PROGRAMS</strong></td>
<td><strong>CR</strong></td>
<td><strong>G/T/B</strong></td>
<td><strong>CR</strong></td>
</tr>
<tr>
<td>Effective Autumn Semester 2013</td>
<td></td>
<td>3.5</td>
<td>T</td>
<td>1</td>
</tr>
</tbody>
</table>

**TOTAL**

<table>
<thead>
<tr>
<th></th>
<th>THIRD SEMESTER</th>
<th></th>
<th>FOURTH SEMESTER</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CAREER AND TECHNICAL</strong></td>
<td><strong>PROGRAMS</strong></td>
<td><strong>CR</strong></td>
<td><strong>G/T/B</strong></td>
<td><strong>CR</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>6</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

**TOTAL**

**CERTIFICATE REQUIREMENTS**

<table>
<thead>
<tr>
<th></th>
<th>TOTAL CERTIFICATE CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4.5</td>
</tr>
</tbody>
</table>

*A minimum grade of "C" or higher is required.

**A minimum grade of "S" is required.

Admission criteria:
- Placement into ENGL 1100.
- MULT 1010 or HMT 1121 with a "C" or higher.
- Current health record requirements.
- Background check.
- Drug screening.
Program Admission Requirements
Below are the things that need to be accomplished in order to be accepted into the Phlebotomy Program at CSCC.

- Complete a High School diploma or GED
- Apply and get accepted to Columbus State Community College
- Attend a mandatory Phlebotomy Information Session
- MULT 1010 Medical Terminology or HIMT 1121 with a grade “C” or higher
- Placement into ENGL 1100, or credit for ENGL 1090 Language Development
- Completion of a Phlebotomy Health Record
- Fingerprinting for background investigation must be complete prior to registration for MULT 1950. This is done at the student’s expense. The result of the background investigation will determine the student’s continuation in the program.
  - To enhance the safety of the CSCC community, all applicants are responsible for informing the college of any of his or her prior felony convictions or and any prior convictions involving violence, harm to others, or weapons in any state or country upon application to the college, including plea bargains. The college may deny admission based on the nature and circumstances of the crime.
  - Admitted students are required to self-report any felony conviction or conviction involving violence, harm to others, or weapons in any state or country subsequent to application (including plea bargains) to the Office of Student Conduct in writing before registration begins for the term following the conviction or guilty plea. The college may deny continued enrollment based upon the nature and circumstances of the crime.
- Drug screening is done at the student’s expense and should not be completed until after the student has successful registered for MULT 1950. Please refer to Appendix O for this policy and procedure.
- Each student must meet the non-academic essential functions, listed on the next page. If problems arise during the program due to failure to meet these essential functions, the student may be removed from the program.

Advising, Career, and Counseling Services
Your program advisor for Phlebotomy related questions will be Tywan Banks, Phlebotomy Clinical Coordinator. He can be reached by phone at (614) 287-2319 or by email at tbanks@cscc.edu. The college’s Enrollment Services Division utilizes Advising Services to assist students with academic, career, and personal choices. They can be reached by the information listed in the chart below:

<table>
<thead>
<tr>
<th>Resource</th>
<th>Location</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Counseling</td>
<td>Aquinas Hall 116</td>
<td>614.287.2668</td>
</tr>
<tr>
<td>Career Counseling</td>
<td>Nestor Hall 108</td>
<td>614.287.2782</td>
</tr>
<tr>
<td>Personal Counseling</td>
<td>Nestor Hall 010</td>
<td>614.287.2818</td>
</tr>
</tbody>
</table>

Student Support Services
- Library Services – ERC
  You will have access to the Educational Resource Center at the stated hours. This is identified as Columbus Hall, “CO”, on the campus map. Additionally, there are many online resources available through the college library website. Some of the resources include the catalog system and research databases that include access to many periodicals. Additional reference materials can be made available by contacting the CSCC Faculty.

- Disability Services
  Columbus State does not discriminate on the basis of disability in admissions, access to or participation in its programs or activities. Requests for reasonable accommodations for a documented disability should be made to the course instructor and to the Office of Disability Services, located in Eibling Hall, Room 101.
Program Essential Functions
In addition to the academic requirements of the program, students who are successful in the program and profession must be able to meet the following requirements, with or without reasonable accommodations.

Vision
The student must be able to:
- Read a patient’s identification on an ID bracelet
- Read information found on a laboratory requisition
- Differentiate colors of conventional blood collection tubes
- Read information on a computer screen
- Read procedures and other necessary information in laboratory manuals and package inserts
- Read information on product packaging

Hearing
The student must be able to hear the following:
- Patient’s speaking
- Equipment and alarms
- Telephone
- Co-workers

Tactile ability and manipulative skill
The student must be able to:
- Discriminate veins from other structures that are not veins
- Identify the location and character of veins
- Perform venipunctures and capillary punctures smoothly enough with coordinated manipulative dexterity so as not to injure the patient

Communication
The student must be able to:
- Speak standard English so as to be understood
- Understand standard English
- Provide clear verbal directions to patients and coworkers in standard English
- Follow verbal and written directions in standard English
- Accurately read any printed information required for the job.

Motor Function
The student must be able to:
- Move freely in the laboratory, patient care areas, elevator, and stairway
- Use both hands simultaneously
- Lift at least 25 pounds
- Demonstrate fine motor skills
- Reach and bend wherever necessary, up or down, to perform job tasks

Mental and Emotional
The student must be able to:
- Be flexible
- Work in stressful situations while maintaining composure
- Be adaptable to unpleasant situations common in a clinical setting
- Prioritize tasks to ensure completion of assigned work
- Provide service to and interact with patients of diverse age, gender, sexual orientation, race, religion, nationality, physical or mental condition
SECTION 4: DRESS CODE AND ATTIRE
Personal Appearance and Grooming

HANDS:
- Smooth, clean and free of hangnails
- No artificial nails
- Hold the palms of your hands toward you, no fingernails should be seen over the fingers
- Clear nail polish only/no colored nail polish

HAIR:
- Natural hair color
- Hair must not dangle in the field of operation at any time during lab or at clinical
- No excessive hair accessories including hair feathers
- Clean, neatly groomed, pulled back away from face at all times
- Hair longer than shoulder length must be worn up and secured back
- Bangs must be no longer than the eyebrows and must not restrict your field of vision
- Gentleman: Facial hair shall be clean, neatly trimmed, and well maintained

JEWELRY:
- No excessive jewelry (i.e., dangling earrings, large hoops)
- Earrings limited to one earring per ear lobe
- No necklaces
- Rings limited to wedding band or engagement ring
- No tattoos or body ornaments, unless covered
- No facial or tongue piercing

ATTIRE:
- Scrubs must be neatly pressed and buttoned; stain free
- Flat shoes, no open toes shoes, no sandals
- Shoes with a leather toe, no mesh toes, covered back, no clogs, athletic shoe acceptable
  - (Professional shoe manufacturers: examples are Dansko, Nursemate)
- Socks to cover the ankle in coordinating color of scrub bottoms
- No sweaters over scrubs
- Undergarments must be worn
- Clean T-shirts may be worn under scrubs, tucked in
- Conservative use of makeup and cologne
- Daily bathing required
- No Smoking – prohibited during lab, clinical sessions and classes
- Good oral hygiene required
- Gloves and lab coats must be worn during lab
**General Attire**
Proper dress is necessary to maintain the image of the profession and the CSCC Phlebotomy Program. It is for this reason that guidelines for appearance must be established. Faculty have the right to require that students be dismissed from class, lab or the clinical rotation until acceptable dress is attained.

**Classroom and Lab Attire**
Students are required to wear solid color scrubs in both lecture and lab. CSCC Student ID must be worn on the right side of the scrub top. You can get a CSCC ID at Public Safety located in Delaware Hall.

- **Scrub Top** - Solid color, must be sized to fit. A T-shirt may be worn under the scrub top. Long sleeved T-shirts are permitted during cold weather.

- **Scrub Bottom** - Solid color, must be size to fit. The distance of 1” from the floor to the hem of the pants is required.

- Students who are not dressed in proper attire may not be permitted to participate in lab or be sent home from the clinical site.

**Clinical Experience Attire**
Students are required to wear specific scrub colors at certain clinical sites. This information will be made available to each student so you can have time to comply.
SECTION 5: ATTENDANCE AND PARTICIPATION
Participation/Attendance
Students are expected to prepare and attend all learning activities. Regular attendance is a significant factor that promotes success in college work. Specific attendance policies for the program will be listed in the course syllabi. Classroom participation is an integral part of the Phlebotomy Program and attendance records are kept to determine class participation.

Habitual tardiness and frequent absences are disruptive to the educational process and place an unfair burden on faculty and fellow students within the learning environment. This is also can produce an unsafe working environment. Learning activities are carefully planned for the student’s benefit. As a matter of respect to fellow students and instructors, please be on time for all classes.

Tardiness, especially after laboratory or lecture instructions have been given, may constitute dismissal from that particular class. At the discretion of the program director and course instructor, extended or frequent absences may result in the student’s dismissal from the course. Absences and tardiness may result in deduction of points from the student’s grade as stated in the specific course syllabi. A student missing more than 20% of the graded assessments for the course will result in a failing grade for the course. In addition, missing more than 20% of graded assessments will be considered “non-attendance” when documenting attendance for college reporting of Financial Aid.

Classroom and Lab Attendance Requirements
Attendance to all lecture and lab courses in the Phlebotomy Program is mandatory. Accepting a seat in the Phlebotomy Program requires a firm commitment to be present in all classes. Students are required to participate in all aspects of the courses.

- Attendance will be taken in all courses. Regular attendance is an important part of the educational process and considered part of a student’s academic performance. Failure to attend class may adversely affect a student’s grade or standing in the program.
- Prompt arrival to class is expected of all students. Late arrival is disrespectful to faculty and students.
- Student arrival more than ten minutes after the time that class is scheduled to begin will be considered an absence for the class period.
- There are no make-up opportunities for lab or lecture courses.
- All vacations, work conferences or military duty (when possible) must be scheduled during semester breaks.
- In the event that a class/lab must be missed, it is the student’s responsibility to communicate with the faculty. The responsibility of missed instruction falls upon the student to learn and missed assignments must be completed as determined by the faculty.
- If unable to participate in lab or clinical activities, documentation must be presented to the instructor.
- The student must provide documentation to the Faculty, in writing, verifying the reason for the absence immediately upon return.
- A student missing more than one unexcused lecture or laboratory experience will be given a grade deduction per the syllabus. Written verification of absence must be submitted to the faculty upon return to class.
Conduct in the CSCC Student Classroom/Lab

Student conduct shall support the standards, values and safe practices established by CLSI, NAACLS, and CSCC Phlebotomy Program. Students have a responsibility to the following:

- Professional behavior is expected at all times, including, but not limited to: punctuality, attentiveness, patience, respect and cooperation. Do not give the perception of unprofessional attitudes or behavior. Perception is reality!
- Attendance in lecture and laboratory are necessary components of the learning process. If you must be absent from any class, it is your responsibility to obtain any announcements made during your absence. It is recommended that you check with a classmate to get these announcements. You have more control of the learning outcome by your own contribution to the process!
- Adherence to the professional behavior standards outlined in Appendix I
- Adhere to dress code requirements for both class and lab.
- No head phones or other electronic devices (i.e. cell phones, mp3 players, etc) are permitted. Please store these away in your book bag!
- Speaking negatively about other students in the course, or criticizing techniques used by program faculty will result in a verbal warning. If this persists a written warning will be issued and become a part of the student’s record. This can result in your removal from the program.
- No gum chewing
- Come to class prepared with the necessary materials to be successful in the class.
- **Remember:** The Phlebotomy Program reserves the right to recommend the withdrawal of a student who appears academically, clinically, and/or personally unable to fulfill the professional responsibilities of the program.

Clinical Attendance Requirements

Attendance at all clinical sessions is required. If an emergency arises that prevents you from attending, notify the clinical supervisor and CSCC Faculty of an absence or lateness. Failure to notify may result in your removal from the program. You are also required to notify the CSCC Faculty whenever you need to leave the clinical facility because of an emergency. Do it at the earliest possible time. Plan to schedule any appointments around your assigned clinical experience. There are no “vacation” days. It is your responsibility to document who you have notified in case of absence. You will need to follow the facility’s protocol for reporting off or late. You will be scheduled for, in most cases, an 8 ½ hours shift. You are not to request to arrive earlier and leave earlier than your assigned shift. You are not to determine your schedule. Doing so can result in your removal from the program. In case of absence or lateness the student should:

- Contact the Phlebotomy Clinical Coordinator at 287-2319 and email at tbanks@csccc.edu at least two hours before the clinic session is scheduled to begin. In the event that a student reaches voice mail, please leave a message and within your email reference the voice message so you don’t have to re-state the situation/scenario.
- The student must also contact their clinical site to report the absence of the clinical session.
- The student must make arrangements with the site to make-up the absence after talking with the Phlebotomy Clinical Coordinator and submission of documentation for the absence.
- Every two times a student is late for a clinic session will count as one missed session. If a student misses more than 1 session, the student’s clinical rotation can be terminated and another placement will not be made.
- Written documentation of the absence must be provided to the Phlebotomy Clinical Coordinator.
Conduct in the Clinical Experience

- Professional behavior is expected at all times, including, but not limited to: punctuality, attentiveness, patience, respect and cooperation.
- Do not give the clinical staff the perception of unprofessional attitudes or behavior. Perception is reality!
- No head phones or other electronic devices are permitted. Please store these away and turn off!
- The program dress code requirements applies to the clinical experience.
- When you are not collecting specimens from patients or otherwise engaged in some patient or other educational activity, be aware of what you are doing to fill your time. Acceptable activities would include reading procedure manuals for your facility; reading your textbook, preparing for class, etc. Ask the staff if you can assist them with other duties during the downtime.
- Unacceptable activities include, for example, talking on the phone, texting, playing games, accessing social media, idle chit-chat, writing letters, reading leisure magazines, etc. Reading of professional journals is acceptable.
- If the staff authorizes you to use the computer, it must be only for phlebotomy related activities.
- Speaking negatively about, or criticizing techniques practiced by clinical facility staff will result in a written warning which will become part of the student's record. This may also result in your removal from the facility.
- No gum chewing
- Bring a small notebook with you, so that when you have questions, you can write the answers in the notebook so that you do not have to repeat the question!
- **Remember:** this clinical experience should be approached as a long interview! If you show that you are a capable person with motivation and integrity, you have a greater chance of being hired by your facility if the option arises.
SECTION 6: PROGRAM POLICIES
Student Guidelines
It is your responsibility to become familiar with all college policies regarding appropriate conduct as well as your rights and responsibilities while you are a student at Columbus State Community College. This information can be found in the current College Catalog and the CSCC Student Handbook. This is available through the CSCC website at http://www.cscc.edu/services/studenthandbook/ in Admissions, and in Advising Services.

Student Rights
As a CSCC Phlebotomy student you have the right to:
• Be treated fairly and equitably without regard to race, color, religion, sex, sexual orientation, nationality, age, or disability.
• Expect safe working conditions in the learning environment.
• Know about policies and procedures of the Phlebotomy program and CSCC.
• Expect that all records, including health information, will be kept confidential.
• Receive course syllabi which contains course goals and evaluation policies.
• A student who seeks justice for what he/she perceives to be any unfair treatment by an instructor should follow the college grievance procedure. A description of student rights, grievance procedure and appeals is detailed in the CSCC Student Handbook, and the College Catalog.

Student Responsibilities:
As a CSCC Phlebotomy student, you have the following responsibilities. You agree to:
• Conduct yourself in a professional manner with integrity. This includes demonstrating punctuality, attentiveness, patience, respect, and cooperation with all instructors and fellow students.
• Demonstrate a responsible attitude toward your work and others by acting in the best interest of the college.
• Be knowledgeable about and abide by CSCC and Phlebotomy Program policies and procedures.
• Meet with your instructor or advisor regarding any academic concerns.
• Not represent someone else’s work as your own.
• Practice safety precautions at all times.
• Dress appropriately and professionally for all classes and clinical experience.

Progression in the Program for MULT 1950
A student must achieve a final letter grade of “C” or greater in MULT 1950 to progress within the Phlebotomy Program. Additionally, students are required to complete 60 hours of an out-patient clinical experience with a minimum of 60 successful unaided blood collections for this course. The MULT 1950 course syllabus details the requirements for achievement of a grade of “C” or greater in the course.

If a student does not complete MULT 1950 with a “C” or better, he or she will be allowed to re-enroll in MULT 1950 for a second attempt until the student has sat out for a year from the end of the semester of the first attempt. Once the year has elapsed the student will need to complete a re-entry petition form with the Program Director. It is not guaranteed that a student will be accepted back into the program but a decision will be made on a case by case scenario. If the student doesn’t receive a “C” or better after the second attempt of MULT 1950, the student IS NOT eligible to re-enroll in the program. A conference will be held with the student, faculty advisor, program director, and/or chairperson to discuss possible career options.

If a student is removed or dropped from MULT 1950 due to disciplinary action he or she can complete a re-instatement petition form (APPENDIX R) with the Program Director after two years from the end of the semester of the first attempt. It is not guaranteed that a student will be accepted back into the program.
If the clinical requirements for MULT 1950, 60 clinical hours and 60 successful blood collections are not met, an incomplete (“I”) will be awarded. In this situation, students may not register for MULT 2950 until the clinical requirements for MULT 1950 are complete and be subjected to a late registration fee per the college. When course requirements for MULT 1950 have been completed, the “I” will be changed to the earned grade. If the student is eligible to move on in the program and there is a clinical site available the student will be able to proceed forward into MULT 2950 after the “incomplete” is removed. There could be a late registration fee that could apply to the cost of the course per the college.

**Progression in the Program for MULT 2950**

After successful completion of MULT 1950 (with a letter grade of “C” or better), the student may continue into MULT 2950, Phlebotomy Practicum II. There are no guarantees that all students who earn a “C” or better in MULT 1950 will be able to continue to MULT 2950.

Successful completion of MULT 2950 is achieved by completing minimum of 40 clinical hours and 40 successful unaided blood collections within an in-patient clinical setting. In addition, students must successfully complete homework activities, a final exam, successful final clinical evaluation, and submission of all log sheets to earn a satisfactory grade to pass. The grade for MULT 2950 is assigned as an “S” (satisfactory) for successful completion or “U” (unsatisfactory) if a student doesn’t successfully complete. The MULT 2950 course syllabus details the requirements for achievement of a satisfactory grade in the course.

If the clinical requirements aren’t met in MULT 2950, an “I” will be given and a date of completion will be determined for the student to finish the clinical experience. Once the course is completed successfully, the “I” will be changed to the earned grade.

If a student is removed from the clinical experience in MULT 2950, he or she will not be placed in another facility. See “Termination and Removal from Clinical Experience” for procedures regarding this situation.

Successful completion of MULT 1950 and 2950 fulfills the eligibility requirements for taking the national certification exam through American Society for Clinical Pathology (ASCP). However, completion of a certification exam is not required for successful program completion. If a student does not pass MULT 2950, he or she will be required to start the program from the beginning.

**Progress Reports**

The college has a midterm progress reporting system. In addition, progress reports that are customized for MULT 1950 will be distributed to students after the midterm exam by the course instructor. This report details all assignment, quiz and the midterm scores that are current at the time the report is generated. The student may also check current grades on Blackboard at any time. It is the student’s responsibility to check the grades posted to verify that these accurately reflect grades earned on all assessments. In MULT 2950, grades are posted on Blackboard and can be viewed by students at anytime. Progress in the clinical experience is monitored weekly by the clinical coordinator, and a mid-clinical evaluation is also utilized. See **Appendix E**.

**Grading Procedures**

At the beginning of each of the two semesters in the Phlebotomy program, students will receive a course syllabus outlining the requirements for passing. Grades in MULT 1950 are awarded as “A”, “B”, “C”, “D”, “E” or “I” (Incomplete). In MULT 2950, students receive an “S” (Satisfactory), “U” (Unsatisfactory), or an “I”. Students have six weeks into the following semester to remove any incompletes.
Grade Grievance Policy
See the CSCC College Student Handbook for most current policy. The college handbook contains all policies and procedures for which the student is responsible. These handbooks are available through student services. It is also available online at http://www.cscc.edu/services/studenthandbook/.

Problem Resolution
If a student has a complaint or problem that is not addressed by the Grade Grievance procedure above, the appropriate order of college personnel to discuss this problem is, in this order: Instructor, Allied Health Professions Chairperson and/or Program Coordinator, Dean.

Academic Behavior and Misconduct / Program Dismissal
Program dismissal will result from failure of any technical course or academic behavior and misconduct as outlined in the Academic Behavior and Misconduct of the Policy and Procedures Manual.

The Phlebotomy Program Curriculum is designed for students’ to take the program courses in sequence. Students that withdraw or are dismissed will not be allowed to take courses out of sequence. Failure of any two technical courses will result in permanent dismissal without opportunity for reinstatement.

A student that is academically unsuccessful will be allowed to apply for reinstatement one time. A student that has been reaccepted and is not successful or has to withdraw from any course will be dismissed without opportunity to reapply to the Phlebotomy Program. A student that is dismissed for Academic Behavior and Misconduct will not be allowed to reapply to the Phlebotomy Program.

Any student who withdraws from the program in good standing must petition for re-admittance and must meet and complete all current requirements of the program at the time of readmission, including a background check. Only one readmission is allowed.

Withdrawal from the Phlebotomy Program
If a student chooses to withdraw from any course or from the program for any reason, the student should follow the withdrawal procedure outlined in the College Catalog and notify the Phlebotomy Program full-time faculty in writing. A return of any program materials is expected at that time.

Reinstatement
A student who has one time withdrawn or been dismissed due to academic performance from the Phlebotomy Program may apply in writing for reinstatement, within a two-year period of last attendance. After two years, a student must submit a complete application to be considered for admission through the normal application process. Any student who is re-admitted after two years from the original start date is expected to begin at the first semester, No exceptions.
Reinstatement is a privilege, and not a right. Therefore, submission of a petition for reinstatement does not guarantee reinstatement to the program. A Phlebotomy Admissions Committee will convene to act on all properly submitted reinstatement requests. Students will be notified in writing of the Committee’s decision.

The student must apply in writing and include the following:

- The date of reinstatement request
- The last semester/year attended
- Statement of reason for withdrawal or dismissal
- Statement of the reasons why the student feels they should be reinstated into the program explaining rationale for future success explained
- Any other information to be considered (no personal or professional recommendation letters of any kind will be accepted)

Any individual who seeks reinstatement must maintain all of the program requirements including all GPA requirements during the entire waiting period. Reinstatement to the program may depend on specific circumstances and is subject to the student meeting certain conditions as specified by the full-time faculty. Such conditions include, but are not necessarily limited to, the following:

Eligibility for reinstatement does not guarantee reinstatement at a particular time. If a student is granted reinstatement privileges, reinstatement will be permitted on a space available basis. A student who is reinstated becomes subject to all current program policies in effect at the time of reinstatement, rather than those policies in effect at the time of their initial admission to the program.

**Course Evaluations**

In MULT 1950, six quizzes, one midterm, and one final examination are administered. These are evaluations of the student’s proficiency in the cognitive domain. Also in MULT 1950, there is a final evaluation of the student’s ability to perform a venipuncture and capillary puncture. These integrate and evaluate the student’s proficiency in the cognitive and psychomotor domains. See Appendixes A and B for samples. A Professional Behaviors evaluation will also be completed in MULT 1950. See Appendix I for an example. MULT 2950 assessments include homework activities, discussion board assignment(s), clinical paperwork, and a final exam.

**Program Evaluations**

Each student will complete these program evaluations at designated points.

- Course Instructor Evaluation: MULT 1950
- Post Graduate Survey: six months following completion of the program

**Professional Behaviors Evaluation**

A professional behaviors evaluation will also be completed for each student in MULT 1950. This evaluation is intended to be used, as are all evaluation tools, as a constructive mechanism for you. A student must ‘meet expectations’ for a satisfactory Professional Behaviors evaluation to pass MULT 1950 with a “C” or better. This evaluation will become a part of your file once it has been reviewed. See Appendix G for a sample.
Course Syllabus
On or before the first day that class meets, the student will receive a course syllabus containing the following information:

- Course description, course goals, instructional methods, and units of instruction
- Required textbooks, methods of evaluation, special course requirements
- Specific course objectives per the course the student is enrolled in

Student Progress Reports
Students will be informed of their lecture and laboratory progress via department and college midterm progress report policies. Students may access their grades via Blackboard, the course management system that CSCC uses to deliver all courses. A conference to discuss a student’s progress in the course may be scheduled at the faculty’s or student’s request.

A lack of performance in the class, campus laboratory, and/or clinical practicum will result in a conference between the course instructor and the student. The student will be given a written consultation that identifies the deficiencies and prescribed requirements for improvement within a specified time frame.
SECTION 7: CLINICAL POLICIES
Clinical Practicum
During both MULT 1950 and 2950, you will be placed at one of the clinical facilities for your clinical experience. This phase of your training provides the opportunity to put into practice, in a genuine clinical setting, the theory and skills which have been learned in the simulated environment on-campus. Because this is an authentic clinical setting, and you are working and interacting with patients and employees of the clinical facility, this component of your education must be treated with extreme care and respect. CSCC must conform to the availability of the clinical affiliate in terms of the number of students in their facilities and the days and shifts which are available for student placement. Therefore, the information listed below will be used in placing students for the clinical experience.

Clinical Affiliates
The following clinical affiliates are currently associated with the Phlebotomy Program. However, this listing does not provide the guarantee that each will be available to you for your clinical experience. Some facilities listed provide only out-patient experiences, some provide only in-patient experiences but some provide both.

- Mount Carmel Medical Center
- Mount Carmel East Hospital
- Mount Carmel St. Ann’s Hospital
- Mount Carmel Health Outreach facilities
- Riverside Methodist Hospital
- Dublin Methodist Hospital
- Grant Medical Center
- Ohio Health Outpatient facilities
- Fairfield Medical Center (Lancaster)
- Memorial Hospital of Union County (Marysville)
- The Ohio State University

Clinical Placement
All students in MULT 1950 who have successfully completed the necessary competencies, course assignments, successful mid-semester progress report, and professional behaviors evaluation will qualify for assignment to a clinical affiliate for a clinical practicum. Students who successfully complete MULT 1950 and have an updated health record on file in Health Record Office will qualify to receive an assignment to a clinical affiliate for MULT 2950. However, if there aren’t enough clinical sites to assign to the students eligible for MULT 2950 then we will follow the ‘Clinical Placement’ process listed below:

1. All students enrolled in MULT 1950 will have the opportunity to identify the days on which he/she has available to attend the clinical facility. **This experience will take place one day per week Monday through Friday during the daytime. Priority in clinical assignment will be given based upon registration order.** The faculty will determine, after communicating with the contacts at the clinical sites, the most appropriate days and hours available.

2. Not all facilities are within Columbus, some being located in surrounding counties. Refer to the list of affiliates above. Every effort will be made to place students in a facility of their choice, but there is no guarantee that you will be placed at the facility of choice or even in Columbus. By signing the handbook acknowledgement form (last page of this document), you are accepting that you may be placed outside of Columbus. It is your responsibility to provide reliable transportation, regardless of the location of your placement.

3. It is also important for students to treat this clinical experience as a job. Absences and the lack of punctuality are not a favorable reflection on you and your work habits. These will negatively impact your ability to secure a position upon program completion.
4. Clinical placements in MULT 2950 may be limited. There are no guarantees that you will be placed for this second semester experience. This is the procedure that will be followed for placement in MULT 2950:

a. Students will be placed based upon their class ranking in MULT 1950 (total points earned at the time that clinical assignments are made). The grade of “C” or better is required in MULT 1950 to continue into MULT 2950.

b. Students not placed immediately following the completion of MULT 1950 can contact the Phlebotomy Clinical Coordinator via email prior to the scheduling of the next MULT 2950 course to request a clinical placement. Current students completing MULT 1950 will have priority over students who completed MULT 1950 at an earlier time. There is no guarantee that a past student will be granted a clinical placement.

NOTE: Past students will have one year from the end of the semester of the first attempt to move on in the Phlebotomy Program before having to start over and retake MULT 1950.

c. Once a placement is determined, a student cannot not request a change unless you have been told by the Clinical Coordinator that another position is available. Only under extraordinary circumstances will a request for change be considered.

d. Communicating with another clinical facility, for purposes of obtaining a clinical placement will result in your removal from the program. Doing so places an unfair burden on the clinical facilities that are already extending themselves to the CSCC Phlebotomy program.

Clinical Experience Policies and Procedures
While you are a student in the clinical facility, it is your responsibility to follow all applicable policies and procedures of the clinical facility in which you are placed. You are expected to perform at the expected level as determined by the clinical supervisor. Failure to do so will result in your removal. This will subsequently result in the requirement for you to withdraw from the course, if the removal occurs prior to the college deadline for course withdrawal.

Because the clinical experience is a privilege extended to the college and you by the clinical affiliate, there are policies that must be followed. If in-appropriate behavior occurs, or if policies are not followed, the student will be removed. The facility has the right to ask for the removal of a student. The college is required, by contract, to respect this request for removal. The following is a list of these policies. See Appendix L, Student Clinical Agreement.

1. You are responsible for your own health insurance. Should anything occur during your clinical experience that would require medical attention, you are financially responsible for all associated costs.

2. Attendance: If an emergency arises that prevents you from attending, any time that is missed must be made up. This will likely result in the continuation of the course into the following semester. In this event, an Incomplete (“I”) will be awarded for the course in which it occurs. Under most circumstances, failure to notify the clinical supervisor and CSCC Faculty of an absence or lateness will result in your removal. You are also required to notify the CSCC Faculty whenever you need to leave the clinical facility because of an emergency. Do so at the earliest possible time. Plan to schedule any appointments around your assigned clinical experience. There are no “vacation” days. It is your responsibility to document who you have notified in case of absence. You will need to follow the facility’s protocol for reporting off or late.

You will be scheduled for, in most cases, an 8 ½ hours shift. You are not to request to arrive earlier and leave earlier than your assigned shift. You are not to determine your schedule. Doing so can result in your removal from the program.
3. During **inclement weather** that would prevent safe traveling, you will follow the college policy. Refer to the college website, [www.cscc.edu](http://www.cscc.edu) for more information. Students who reside or attend clinicals in areas which fall under a Level III Weather Emergency should not attempt to drive to Columbus State or the clinical facility even if the college remains open. Consult your course syllabus for information on the makeup of missed laboratories and clinical days. It is the student's responsibility to keep up with reading and other assignments when a scheduled class does not meet, whatever the reason.

4. As the primary business of the clinical facility is to care for patients, any practice by you in the clinical facility that leads to concerns by a patient or staff with whom you work will be brought to the attention of the clinical supervisor and clinical coordinator for further action. This may result in your removal.

5. **Dress**: you are responsible for dressing professionally during your attendance at the clinical site and in the student classroom and laboratory.

   Guidelines include the following:
   - Scrubs are acceptable for both the classroom and clinical facility. Some clinical facilities require or restrict the color and style of scrubs. You may be asked to wear a specific color or style for the clinical experience.
   - You may be required to provide your own lab coat. A disposable lab coat will be provided by the program if necessary. If this is the case in your facility, it is your responsibility to ask for one in class.
   - You must be groomed so that you are free of all offensive odors. This includes body odor, cologne, and smoke, to name a few. Daily bathing is required.
   - Clean shoes that cover the entire foot, worn with socks or stockings is a requirement. (No open-toed shoes, 'crocs', or sandals). Some facilities regulate the type of tennis shoes that may be worn.
   - Piercings: no facial piercing or any studs (ex: face, eyebrow, nose, or tongue) or other facial jewelry may be worn – these must be removed.
   - Jewelry: no excessive jewelry including multiple necklaces, rings or bracelets. Abide by the restrictions of the facility. Only 1 pair of small earrings is permitted.
   - Fingernails: no acrylic nails or nails longer than ¼" are permitted. This is for safety reasons. **Do not** ask your supervisor about this. Only clear nail polish is permitted.
   - Clothing must be clean, pressed and odor free. If you arrive at your clinical facility smelling of tobacco smoke or any other offensive odor, you will be asked to leave, and a make-up time will be arranged at the convenience of the clinical facility.
   - As most health care facilities are designated smoke-free environments, smoking is prohibited during clinical experience hours.
   - Hair: Must be clean, smoke free, neat and pulled back away from your face so as not to hang into the patient’s space while collecting blood. No extreme hairstyles or **unnatural** hair color is permitted. Bangs must not be longer than eyebrows. No excessive accessories permitted. Males: facial hair must be clean and neatly trimmed.
   - Tattoos must be **covered**.
   - Gloves and lab coats must be worn during all phlebotomy procedures.

6. Identification badges are required (worn above the waist) so that you may be identified by patients and staff as a student. Some facilities require students to purchase the facility ID; for others, the student ID is acceptable. This may be obtained through Public Safety.
Clinical Evaluations

- Mid-Clinical Evaluation. See Appendix E.
- Final Clinical Evaluations will be completed by the clinical instructor at the end of MULT 1950 & 2950. See Appendix F for a sample of the clinical evaluation for MULT 1950 and Appendix G for a sample of the clinical evaluation for MULT 2950. These will be returned to the program clinical coordinator and held in the student’s permanent file. A satisfactory clinical evaluation is required to successfully complete MULT 1950 with a “C”, and MULT 2950 with an “S” or Satisfactory. An ‘unsatisfactory’ clinical evaluation in MULT 1950 and 2950 is defined in the ‘summary assessment’ section of the clinical evaluations.

- Clinical Log Sheet will be completed by the student which indicates the weekly hours of the clinical experience and the number of phlebotomy procedures performed. This is also verified with a signature by the authorized individual in your clinical facility. See Appendix H for a sample. This log sheet, used in both clinical experiences, is to be returned to the clinical coordinator and kept in the student’s file. This log sheet must be completed legibly and in ink before submitting to the CSCC Faculty. These should be turned in weekly. Make a copy for your own records before submitting.

- A Site Evaluation will be completed in MULT 1950 and 2950 at the end of the clinical experience. This is the student’s opportunity to evaluate their clinical experience so that improvements can be made. These anonymous evaluations are returned to the clinical facilities for their feedback. See Appendix K.

Termination and Removal from Clinical Experience and/or Program

The following list, although not a comprehensive one, identifies situations for which you may be removed. This decision will be determined by the Program Director, CSCC Clinical Coordinator, Department Chair, and/or the Clinical Supervisor.

- Non-compliance with any policies identified above
- Perception or proof of alcohol or drug consumption prior to arrival at the clinical facility
- Non-compliance with facility policies and procedures
- Unsafe practices
- Non-compliance with absence notification procedures
- Non-compliance with HIPAA Privacy Standards or the ASCLS Code of Ethics
- Falsification of log sheets
- Not performing up to the standards of the clinical facility*
- Uncooperative or unprofessional behavior – as perceived by clinical or CSCC Clinical Coordinator
- Absence or tardiness for 2 days without proper documentation (even though you may have contacted the clinical site and CSCC Clinical Coordinator)
- Overstepping the boundaries of a student

*This includes, but is not limited to the determination that you are not showing a gradual improvement in skill or understanding of the essential knowledge according to the clinical faculty. Columbus State faculty relies on the professional judgment of the clinical faculty to make these decisions regarding removal.

If your clinical experience is terminated or terminated from the program, you are required to officially withdraw from the course if this has happened prior to the withdrawal date set by the college. A second placement will not be made.
If termination occurs in MULT 1950, you must sit out for a period of 2 years before petitioning with the Program Director, CSCC Clinical Coordinator, and/or Department Chairperson to re-enroll. A student may only be allowed to re-enroll in MULT 1950 after a petition for re-entry is approved.

If termination occurs in MULT 2950, another placement will not be made. You will receive an “unsatisfactory” grade for the course and the student may not re-enter the program.

**Log Sheets**
The log sheets are required to document eligibility for the national certification exams. These detail the number of hours and successful blood collections obtained while in the clinical experience. Log sheets completed in ink and signed by authorized individuals are to be turned in weekly to the CSCC Faculty and kept on file. Authorized individuals will vary from site to site, but may include the supervisor or the mentor with whom you are working. Before turning in, be sure to make a copy for your own records. This information must be documented by the CSCC Faculty prior to the course grade assignment at the end of the semester. See Appendix H.

**Service Work Policy**
Students are not permitted to take the place of qualified staff during their clinical experience. Students are permitted to perform procedures only when supervised by qualified staff. Service work by students in clinical settings outside of regular academic hours must be non-compulsory. If the student is an employee of the site in some other capacity, work performed during paid hours cannot be used toward meeting clinical/practicum academic objectives.
Clinical Practicum Student Contract
Clinical experiences in the Phlebotomy Program at Columbus State are held at facilities that college has formed clinical agreements. These agreements provide the student with clinical instruction and practice to prepare them for employment. At the same time, these agreements provide the protection of the clinical affiliate and their clients. The college therefore requires that students agree to follow guidelines that conform to these agreements by signing the “Clinical Practicum Student Agreement” See Appendix P.

The clinical affiliate and/or the college has the right to terminate the clinical experience at any time for lack of attendance, tardiness, unethical or inappropriate behavior, poor attitude, lack of personal hygiene, failure of students to meet their performance standards or failure to follow their policies. The academic faculty, program director, and chairperson will meet to determine if a second placement in a subsequent term is appropriate or if the student should be dismissed from the Phlebotomy Program.

If any conflicts or problems arise while the student is in a clinical rotation, he/she is encouraged to bring them to the attention of the CSCC faculty liaison or clinical supervisor so that it can be resolved.

Clinical Confidentiality Agreement
Students enrolled in the clinical practicum will receive and be required to sign an agreement to respect patient confidentiality form Appendix Q.

Student Evaluation of Clinical Experience
Each student will have the opportunity to evaluate each rotation and are encouraged to discuss the clinical experience and make suggestions which may be of value to future interns.

CERTIFICATION EXAMS
Upon successful completion of the Phlebotomy Program, the student will be eligible to take certification exams to become a certified phlebotomist. However, passing a certification examination is not a prerequisite for being awarded a certificate of completion by CSCC. The agencies and contact information where more information can be obtained regarding eligibility, application, and procedural information are:

American Society for Clinical Pathology/Board of Registry (ASCP)
33 W. Monroe Street
Chicago, IL 60603
Phone: (312) 541 – 4999 Email: www.ascp.org/Board-of-Certification

School code (034105) for application for the ASCP certification exam (Route 1 eligibility):

American Society of Phlebotomy Technicians (ASPT)
P.O. Box 1831
Hickory, NC 28603
Phone: (828) 294-0078
http://www.aspt.org/
Section 8: Health Related Program Risks and Guidelines
Health Risk and Exposure
Students may be exposed to many types of communicable diseases in the clinical environment. These diseases aren’t limited to Hepatitis A, B, C, or D; HIV/AIDS, TB, Measles, Mumps, Rubella, Chicken Pox, etc.…

ALL students are required to have appropriate immunizations to enroll in the Phlebotomy Program and kept up to date after they are admitted to the program. Additionally, although all precautions are taken to minimize exposure and risk, there is always a slight possibility that precaution may fail or that a student may accidentally expose him/herself. All students interested in health-related programs of study must be aware of this slight, but real potential. All students are strongly encouraged to maintain personal health insurance.

Health Record Requirements
Before registration for MULT 1950 and 2950, a completed health record is required to be on file in the CSCC Health Records Office. Failure to update your health record for MULT 2950 can lead to you inability to continue in the program. The can include the following but refer to the health record office to get the most current information:

- Health history
- Physical exam
- Hepatitis B vaccination
- MMR immunization
- 2 step TB test
- Varicella: titer or history of immunization or history of the disease

This record must be on file in the College Health Records Office, located on the first floor of Union Hall and their contact number is (614) 287-2450.

Bloodborne Pathogen Exposure Incident Protocol
If a needlestick injury occurs during phlebotomy procedures and the student is exposed to another person’s blood, the source is not required to disclose their HIV or HBV status but according to Ohio law, the source must submit to blood testing. If there is a significant exposure, current CDC guidelines will be followed at the student’s expense. The student is strongly encouraged to carry health insurance to help cover these costs.

The College Health Records office will maintain records of incidents of injury to students including, but not limited to, needle sticks. See Appendix J for a sample of the CSCC Assessment of Bloodborne Pathogen Exposure Report form. The student is also required to contact public safety and complete an incident report form. This applies to such incidents which occur on campus and in the clinical facility.

Access to Healthcare Services for Accidents and Injuries
If necessary, Public Safety will contact the emergency squad. For life threatening emergencies, contact Emergency 911 by dialing 9-911 from any campus phone. During clinical experiences, you may access the emergency room facilities closest to the clinical affiliate that you are attending, if you are not placed in a hospital setting. If any injuries do occur on campus, report this to your instructor. An Incident Report will be filed. The student is financially responsible for any costs associated with services provided following injuries on campus or in the clinical facility. Therefore, all students are advised to carry their own health insurance.
Student Exposure Incidents Occurring at CSCC in Student Labs:

1. Universal precautions require that all blood and body fluid exposures be treated as though they are contagious:
   a. **Needle stick/Sharps Exposures:** Immediately cleanse the needlestick/Sharps wound with soap and water and cover the wound with a bandage or gauze.
   b. **Mucous Membrane Exposure to Bloodborne Pathogens:** Flush the exposed mucous membrane with water or sterile saline for 10 minutes. Use an eye-wash station to flush exposures to the eyes.

2. An exposed student will directly notify his/her instructor of the exposure after cleansing the exposed area.

3. The exposed student will obtain the “CSCC Assessment of Blood and Body Fluid Exposure” form from their Instructor Appendix J. The completed report must be signed by both the exposed student and their Instructor, and then forwarded to the Health and Records Department.

4. Per CSCC policy¹, the Instructor must contact the CSCC Police for assessment of the exposure incident.

5. Any exposure to bloodborne pathogens requires the student to report immediately to a hospital emergency room or an urgent care facility for post exposure evaluation. Post-exposure prophylaxis for HIV, HBV, and HCV, when medically indicated, must be offered to the exposed worker (student). Post-exposure follow-up must include counseling the worker (student) about the possible implications of the exposure and his or her infection status, including the results and interpretation of all tests and how to protect personal contacts. The follow-up must also include evaluation of reported illnesses that may be related to the exposure.²

6. Faculty and students are not required to be tested for HIV or disclose their HIV status. However, if a patient, instructor or student is exposed to another’s blood via accidental needle stick, that student (or source of the needlestick) has a moral obligation to be tested for HIV or hepatitis.

7. Any expenses associated with an exposure incident are the responsibility of the student. Therefore it is highly recommended that all students in health technologies have personal health insurance.

Student Exposure Incidents Occurring at a Clinical Facility:

1. The student is to notify his or her clinical instructor and immediately take appropriate preventive measures including:
   a. **Needlestick/Sharps Exposures:** Immediately cleanse the needlestick/Sharps wound with soap and water and cover the wound with a bandage or gauze.
   b. **Mucous Membrane Exposure to Bloodborne Pathogens:** Flush the exposed mucous membrane with water or sterile saline for 10 minutes. Use an eye-wash station to flush exposures to the eyes.

2. The student is required to follow the facility’s protocol for reporting, evaluation and treatment of a bloodborne pathogen exposure.

3. The exposed student will notify the CSCC Health Records Office about the exposure incident within 24 hours, and complete/return the “CSCC Assessment of Bloodborne Pathogen Exposure” form to the CSCC Health Records office. Failure to report the exposure incident may result in disciplinary action.

4. Any expenses associated with an exposure incident are the responsibility of the student. Therefore it is highly recommended that all students in health technologies have personal health insurance.
Health Insurance
Situations which would require that students seek medical care (ex.: needlestick injury) can become quite costly. Therefore, students are strongly encouraged to carry health insurance, and it is the student’s responsibility to obtain this coverage as the college does not provide this benefit. Also, you may be required to show proof of health insurance.

Liability Insurance
Professional liability insurance is a clinical affiliate and department requirement. The college will provide this insurance as a part of the student’s laboratory fees.
Section 9: COLLEGE POLICIES
FERPA
Family Educational Rights and Privacy Act of 1974 as Amended

Written consent must be obtained from students for the release of education records or information. The consent statement shall specify which records are to be released, the reason for release, and to whom they are released. Columbus State Community College in all good faith, will not release non-directory information to individuals and organizations outside of the College without the student’s written permission, except when required by law. Social Security numbers are never released.

Only Directory Information that is considered public information may be released. Those include name, address, telephone, program of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, enrollment status, degrees, awards received and most previous education agency or institution attended.

Academic Honesty and Integrity
Columbus State Community College has a high standard of conduct for members of its college community, including students. Consistent with the educational mission of the College, Columbus State Community College students are expected to perform all work honestly, maintain prescribed academic standards, and respect the property and rights of others. Issues in academic integrity include, but are not limited to, cheating on examinations, forging of faculty signatures, plagiarism of any academic or laboratory assignment, inappropriate behavior and acts of dishonesty. Penalties for academic and behavior misconduct may result in dismissal from the Phlebotomy Program or from the college.

Please see College Policy and Procedure Manual for full disclosure of Student Conduct, Academic and Behavior Misconduct. Columbus State Community College Policy and Procedures Manual Policy states that inappropriate behavior (behaving unethically) of students enrolled in clinical training is defined as academic and behavior misconduct. Columbus State Community College Policy and Procedures Manual Policy states that Columbus State Community College students are expected to perform all work honestly and maintain prescribed academic standards. This includes any activity, on or off campus, which negatively impacts the college. Per policy the behaviors enumerated in Academic Conduct Policies may result in penalties up to and including dismissal from the program or college.

Drug Use and Alcohol Abuse
Columbus State values the health and safety of its students and employees, and therefore supports local, state, and federal laws concerning illegal drugs. College Policy Student Code of Conduct, prohibits “the use, distribution, or possession of illegal drugs or alcohol on campus or off campus at college-sponsored events.”

Students who unlawfully possess, use, or distribute illegal drugs or alcohol will be in violation of college policy, and will be subject to disciplinary action, as outlined in the Policy and Procedures Manual. Students could also be subject to arrest and prosecution under applicable local, state, or federal laws.

Columbus State is committed to providing students and employees with drug and alcohol education, counseling, and referral for treatment rehabilitation. The college’s Coordinator of Mental Health and Drug Prevention Counseling Services can provide resources and assistance to individuals who use drugs or alcohol, and to others whose lives are affected by family members or friends who are users. In the Central Ohio area there are numerous agencies that can provide help for you or for someone you know who uses drugs. The drug prevention professionals in Counseling and Advising Services can help you choose a local agency that meets your needs, or can answer specific questions you might have.
Harassment
Columbus State Community College believes that all students should be able to work and learn in an environment free of all discrimination and any form of harassment. To help ensure that students are not subjected to illegal harassment, and in order to create a comfortable work and learning environment, the college strongly opposes and prohibits any offensive physical, written, spoken, or nonverbal conduct as defined and otherwise prohibited by state and federal law. Policies and procedures for harassment, sexual harassment, and sexual misconduct are stated in college Policy Manual. For more information, or if you or someone you know is being harassed, you should contact the college’s EEO officer. In emergency cases or after business hours, immediately contact the Columbus State Police Department, Delaware Hall 047, 614/287-2525.

Columbus State Police Department
The mission of the Columbus State Police Department is to work with all members of the campus community to preserve life, maintain human rights, protect property, and promote individual responsibility and fulfill community commitments. The mission of the Columbus State Police Department is to enhance the quality of life and educational environment on campus by working cooperatively with the students, staff, faculty and public within the framework of the constitution to enforce the laws, college policies, preserve the peace, reduce fear, and provide for a safe environment. Go to Columbus State Police Department Home Page for further information: http://www.csc.edu/PublicSafety/index.htm

Student Code of Conduct
As an enrolled student at Columbus State Community College, you have agreed to abide by the Student Code of Conduct as outlined in the Policy and Procedure Manual (on website at http://www2.cscc.edu/about/policy). Students should familiarize themselves with the student code. Faculty at Columbus State expects students to exhibit high standards of academic integrity. Any confirmed incidence of Academic or Behavior Misconduct, including plagiarism and other forms of cheating will be treated seriously and in accordance with College Policy and Procedure.
**APPENDIX A**
**MULT 1950 FINAL VENIPUNCTURE PRACTICE PRACTICAL**

**NAME:**

Successful completion of a venipuncture will be determined by satisfactorily performing each step described below and successful collection of a variety of vacuum tubes. All steps must be performed to the satisfaction of your instructor. This practical is worth 100 points.

<table>
<thead>
<tr>
<th>Date</th>
<th>Patient Name</th>
<th>Fasting</th>
<th>Allergy</th>
<th>DOB</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Procedure</td>
<td>Possible Points</td>
<td>Points Earned</td>
<td>Comment</td>
</tr>
<tr>
<td></td>
<td>Phlebotomist was dressed professionally and washes hands in presence of patient</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reviews test requisition and selects correct tubes to collect in.</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gather all supplies for blood draw:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Gloves</td>
<td></td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Lab coat</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Vacuum tubes or special collection tubes, with extras of each.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>[Note: Verify that the tubes have not surpassed the expiration date.]</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Needle</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5. Adapter for vacuum system, or syringe</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6. Alcohol prep pads</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>7. 2x2 gauze pads</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>8. Tourniquet</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9. Adhesive bandage or paper tape</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10. Permanent marker or pen</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>11. Approved Sharps Biohazard Container</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Greets the patient and introduces self to patient. State purpose and explain what you intend to do. Be sure to reassure the patient.</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Properly identified the patient by having he/she state and spell full legal name and state DOB.</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Verified patient has no allergies, is not on blood thinners, and inquires of the last time the patient has eaten. Note any medications the patient is taking.</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assemble and position equipment. Position supplies comfortably within reach without crossing over or under yourself or patient.</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Position the client. Comfortably position the patient so that their arm is straight and pointed in a slightly downward direction for safety and comfort. Ask the patient which arm do they prefer.</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Apply the tourniquet. Correctly applies the tourniquet 3-4 inches above the site</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>NOTE: Shouldn't leave on for more than a 1 minute total.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Select the vein. Observes arms for most prominent vein by palpitating to determine size, depth, and direction.</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cleanse the site. Clean the site by rubbing the alcohol prep pad in concentric circles. Do not puncture a site which is wet with alcohol, Do not blow on the site, Do not wipe the alcohol with an unsterile gauze, Do not touch the site after cleaning</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Procedure</td>
<td>Possible Points</td>
<td>Points Earned</td>
<td>Comment</td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>----------------</td>
<td>--------------</td>
<td>---------</td>
<td></td>
</tr>
<tr>
<td>Properly anchor the vein. Anchors the vein below draw site without retouching site. Alerts patient of stick.</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insert the needle. Insert the needle at an angle less than 30° with the bevel up, following the direction of the vein. Securely rest your hand which is holding the vacuum assembly on the patient’s arm. Be sure that the needle does not move. DOES NOT PROBE or SWITCH HANDS</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Obains Blood. Successful in obtaining all blood needed for the collection. Circle which attempt and point value earned on this collection. NOTE: 2 attempt maximum allowed per CLSI guideline.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Successful in obtaining blood on the First attempt</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Successful in obtaining blood on the Second attempt</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not successful in obtaining blood within 2 attempts</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fill the vacuum tubes. Follow the correct order of draw. Gently invert additive tubes at least 1 to 3 times as they are collected. Once all tubes are collected invert tubes an additional 5 to 8 times.</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Release the tourniquet. Once there is evidence that blood was obtained, release the tourniquet. (This should be within 1 minute.) Pull the looped free end downward.</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Withdraw the needle. Remove the last filled tube from the tube holder. Place gauze, withdraw the needle and safely activate the needle safety device. Have patient immediately apply pressure with a clean gauze pad to the puncture site.</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Needle Disposal. Immediately dispose of needle and adapter or syringe in a sharps biohazard container.</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Label the tubes. Ensure additive tubes have been properly mixed. Clearly label each tube with the patient’s name, date of birth, date, time of collection and your initials with a permanent marker/pen.</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Examine the patient’s arm for bleeding. Performed 2-point check for bleeding and/or hematoma formation. Apply a bandage, if needed, a pressure bandage.</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clean up. Remove all contaminated items into a biohazard container. Put back any unused supplies and discard appropriate items into the regular trash.</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NOTE: Wipe down the work station with a 10% bleach solution if needed.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thank the patient. Thanked the patient and instructed him/her to not lift anything for the next 15 – 20 minutes.</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wash your hands. Properly remove gloves and discard in the appropriate container. Follow the proper handwashing technique.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:
# APPENDIX B

## MULT 1950 Phlebotomy Capillary Practice Practical

Name: [ ]

Attempt: [ ]

<table>
<thead>
<tr>
<th>Date:</th>
<th>Patient’s Name</th>
</tr>
</thead>
</table>

### Procedure | Possible points | Points Earned | Comments |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Phlebotomist was dressed professionally and washes hands in presence of patient</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Reviews test requisition and selects correct capillary tubes to collect in</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Gathers the proper equipment (Tourniquet, Alcohol pad, Gauze, puncture device, Bandaid, heat pack if necessary)</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Introduced self to patient and state purpose</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Verified patient has no allergies, is not on blood thinners, and ask last time patient has eaten</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Properly identified the patient by having he/she state and spell full legal name and Date of birth</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Properly record patient info on requisition</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Puts on gloves and selects an ideal finger on the patient’s non-dominant hand</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Cleanses the site with 70% isopropyl alcohol pad and allows to air dry</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Removes the puncture device safety and hold the patient’s finger firm with one hand and with the other hand position the puncture device perpendicular to the whorls of the finger.</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Notify patient of the imminent puncture.</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Safely activate puncture device and discard in sharps container immediately after use.</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Wipe away the first drop with clean gauze</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Hold the puncture site in a downward position and massage down on the finger while avoiding “milking” the site.</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Collect the remaining drops of blood by touching the tip of the collection device to the drop of blood to draw the sample into the tube until desired volume is reached.</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Check the box that applies:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collected required volume with 1 puncture</td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collected the required volume with 2 punctures</td>
<td>7.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unsuccessful in collecting required volume</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** If required volume isn’t achieve within two punctures the capillary stick will be consider unsuccessful.*

| 17. Seal and label your collection tube with the appropriate patient information based on requisition. | 4 | |
| 18. Have the patient apply pressure to the site with a clean gauze | 1 | |
| 19. Check patient’s puncture site to ensure bleeding has stopped before applying bandage. | 1 | |
| 20. Thank the patient and instruct them to avoid using the finger/hand for at least the next 15 – 20 minutes. | 1 | |
| 21. Clean up area, removes gloves, and washes hands | 1 | |

**NOTE:** If the student doesn’t obtain a full collection for the draw, then the attempt will be considered an unsuccessful attempt. Only 2 attempts per draw are allowed per CLSI guideline.*

| TOTAL (50) | |

Instructor’s Comments:
Non-Graded Venipuncture Checklist

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Meets Skill</th>
<th>Does Not Meet Skill</th>
<th>N/A</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Phlebotomist was dressed professionally and washes hands in presence of patient</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Reviews test requisition and selects correct tubes to collect in.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Gathers the proper equipment (Tourniquet, Alcohol pad, Gauze, Needle and Hub, Bandaid, extra tubes)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Introduces self to patient and clearly states purpose to patient</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Verbally verifies patient has no allergies, is not on blood thinners, and ask last time patient has eaten to be documented on requisition</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Properly identified the patient; by having he/she state and spell full legal name and state DOB to be documented on requisition</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Puts on gloves and positions the patient for safety and comfort. Ask the patient which arm do they prefer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Correctly applies the tourniquet 3 -4 inches above the site</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Observes arms for most prominent vein by palpitating to determine size, depth, and needle gauge to use</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Cleanses the site in a circular motion and allows to air dry</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Positions equipment to easily access it during blood draw</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Anchors the vein below draw site without retouching site. Alerts patient of stick. Inserts needle into the vein at less than 30 degree angle with firm grip on holder and obtains blood</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Change each tube while maintaining proper needle depth and follows correct order of draw</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Invert tubes as they are drawn, when applicable</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Release tourniquet within one minute.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Place gauze, withdraw needle, safely activates safety device and dispose of needle in sharps container carefully. Have the patient apply pressure to the puncture site</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. Invert tubes 8-10x and label tubes with appropriate information in the presence of patient. (or convey verbally to the instructor, upon request)**</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. Performed 2-point check for bleeding and/or hematoma formation; bandaged when appropriate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19. Thanked the patient and provides clear instruction to not lift anything for the next 15 – 20 minutes.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20. Clean up area, removes gloves, and washes hands</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21. Correctly and completely fills out the requisition</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** If the student doesn’t obtain a full collection and earn 100% of the above steps, then the attempt will be considered an unsuccessful attempt. Only 2 attempts per draw are allowed per CLSI guideline. **No credit will be earned for these items if blood isn’t collected.**

Instructor’s Comments:
## APPENDIX D

ETS and Straight Needle Competency Check-Off

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Point Value</th>
<th>Your Score</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Phlebotomist was dressed professionally and washes hands in presence of patient</td>
<td>0.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Reviews test requisition and selects correct tubes to collect in.</td>
<td>0.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Gathers the proper equipment (Tourniquet, Alcohol pad, Gauze, Needle and Hub, Bandaid, extra tubes)</td>
<td>0.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Introduces self to patient and clearly states purpose to patient</td>
<td>0.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Verbally verifies patient has no allergies, is not on blood thinners, and ask last time patient has eaten to be documented on requisition</td>
<td>0.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Properly identified the patient; by having he/she state and spell full legal name and state DOB to be documented on requisition</td>
<td>0.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Puts on gloves and positions the patient for safety and comfort. Ask the patient which arm do they prefer</td>
<td>0.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Correctly applies the tourniquet 3-4 inches above the site</td>
<td>0.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Observes arms for most prominent vein by palpitating to determine size, depth, and needle gauge to use</td>
<td>0.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Cleanses the site in a circular motion and allows to air dry</td>
<td>0.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Positions equipment to easily access it during blood draw</td>
<td>0.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Anchors the vein below draw site without retouching site. Alerts patient of stick. Inserts needle into the vein at less than 30 degree angle with firm grip on holder and obtains blood</td>
<td>1.0 (2 tubes)</td>
<td>0.50 (1 tube)</td>
<td>0 (partial tube)</td>
</tr>
<tr>
<td>13. Change each tube while maintaining proper needle depth and follows correct order of draw</td>
<td>0.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Invert tubes as they are drawn, when applicable</td>
<td>0.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Release tourniquet within one minute.</td>
<td>0.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Place gauze, withdraw needle, safely activates safety device and dispose of needle in sharps container carefully. Have the patient apply pressure to the puncture site</td>
<td>0.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. Invert tubes 8-10x and label tubes with appropriate information from requisition in the presence of patient. (or clearly convey verbally to the instructor, upon request)**</td>
<td>0.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. Performed 2-point check for bleeding and/or hematoma formation; bandaged when appropriate</td>
<td>0.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19. Thanked the patient and provide clear instruction to not lift anything for the next 15 – 20 minutes.</td>
<td>0.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20. Clean up area, removes gloves, and washes hands</td>
<td>0.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21. Correctly and completely fills out the requisition</td>
<td>1.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** If the student doesn’t obtain a full collection and earn 75% of the points for the draw, then the attempt will be considered an unsuccessful attempt. Only 2 attempts per draw are allowed per CLSI guideline.

**no credit will be earned for these items if blood isn’t collected.

Instructor’s Comments:
Student Name ___________________________________________ Date ____________________

Facility ____________________________________________ Evaluator Name ______________________

This mid semester clinical evaluation is a means to provide the student with constructive feedback and, therefore, should be reviewed with, and signed by the student prior to returning to Columbus State. When this has been completed, please fax to Tywan Banks, CSCC Clinical Coordinator at 614-287-5144. This will become a part of their permanent student record.

**Directions:** Identify the frequency that the student meets the following characteristics by placing a checkmark in the appropriate space below. Provide any additional comments as necessary in the space below.

<table>
<thead>
<tr>
<th>CHARACTERISTIC</th>
<th>ALWAYS</th>
<th>MOST OF THE TIME</th>
<th>SOMETIMES</th>
<th>NEVER</th>
</tr>
</thead>
<tbody>
<tr>
<td>The student:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dresses professionally</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is punctual in attendance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is ready to begin at the start of the assigned shift</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is always visible (doesn’t ‘disappear’ or take unassigned breaks)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speaks only at appropriate times</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does not cross the line of a student</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is developing skill at the expected level</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is professional in interactions with patients</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is professional in interactions with staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Follows hospital and laboratory guidelines</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employs safe phlebotomy practices</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Additional comments:**

Student Signature ___________________________________________ Date ____________________

Evaluator Signature _________________________________________ Date ____________________

44
INSTRUCTIONS:
1. This evaluation is to be completed by the Clinical Instructor at the end of each course in the curriculum.
2. Based on the student's performance to date indicate your assessment by placing an “X” or a checkmark in the appropriate column as follows. This should be reviewed with the student prior to sending to the Phlebotomy Clinical Coordinator.
   - **4**: The student demonstrates these behaviors all the time.
   - **3**: The student demonstrates these behaviors most of the time (>50% of the time)
   - **2**: The student demonstrates these behaviors some of the time (25-50% of the time)
   - **1**: The student demonstrates these behaviors <25% of the time.

**An average minimum score of 3 is required for a satisfactory clinical evaluation to continue to MULT 1950.

3. Please comment on any concerns that you may have about the student's ability or performance.

<table>
<thead>
<tr>
<th>Phlebotomy Skills and Knowledge</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Student:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Follows standard operating procedure when collecting blood.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrates knowledge of collection requirements for commonly collected laboratory tests.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chooses venipuncture equipment that is appropriate for the patient and collection scenario.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knows the correct order of draw when questioned</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practices the correct order of draw.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can identify and resolve problems which may occur during blood collection.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Follows safety guidelines of the institution.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uses appropriate infection control procedures.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adheres to HIPAA guidelines.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uses acceptable patient identification procedures.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identifies tube additives accurately when questioned.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Professional Behaviors
The student:

Is punctual.

Is attentive to instruction and responds well to constructive criticism.

Has organizational skill consistent with the amount of training.

Has a level of speed that is consistent with the amount of training.

Displays interest in the profession.

Demonstrates professional appearance as outlined in the student handbook.

Demonstrates initiative.

Uses appropriate communication skills (verbal and nonverbal).

Please comment on any of the above as you feel necessary.

_________________________________________________________________

_________________________________________________________________

Summary Assessment:

_____ *Student competency level is not satisfactory.*

_____ Student will do adequate routine work as a phlebotomist.

_____ Student will be a good phlebotomist.

_____ Student will be an excellent phlebotomist.

* If the student does not demonstrate satisfactory performance and doesn’t earn an average minimum of “3” on the attributes evaluated above, he or she will be required to repeat MULT 1950.

How can this student improve his/her phlebotomy skill?

_________________________________________________________________

_________________________________________________________________

Would you hire this student? Or, if you are not responsible for hiring, would you want to work with this student as a peer? Yes or no. Please explain:

_________________________________________________________________

_________________________________________________________________

Do you believe that this student is prepared to continue in an inpatient phlebotomy experience? Please explain.

_________________________________________________________________

Student Signature_________________________ Date__________

Evaluator Signature________________________ Date__________
INSTRUCTIONS:
1. This evaluation is to be completed by the Clinical Instructor at the end of each course in the curriculum. Please review with and have the student sign before submitting.
2. Based on the student's performance to date indicate your assessment by placing an “X” or a checkmark in the appropriate column. This should be reviewed with the student prior to sending to the CSCC Clinical Coordinator.

4: The student demonstrates these behaviors all the time.
3: The student demonstrates these behaviors most of the time (>50% of the time)
2: The student demonstrates these behaviors some of the time (25-50% of the time)
1: The student demonstrates these behaviors <25% if the time.

**An average minimum score of 3 is required for a satisfactory clinical evaluation.
2. Please comment on any concerns that you may have about the student's ability or performance.

<table>
<thead>
<tr>
<th>CHARACTERISTIC</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phlebotomy Skills and Knowledge</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Student:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Follows standard operating procedure when collecting blood.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Demonstrates knowledge of collection requirements for commonly collected laboratory tests.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Chooses venipuncture equipment that is appropriate for the patient and collection scenario.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Knows the correct order of draw when questioned</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Practices the correct order of draw.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Can identify and resolve problems which may occur during blood collection.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Follows safety guidelines of the institution.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Uses appropriate infection control procedures.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Uses acceptable patient identification procedures.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Identifies tube additives accurately when questioned.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Can accurately collect blood specimens using special collection procedures for:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. glucose tolerance tests</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. blood cultures</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. compatibility testing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. other special procedures required in your facility*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*If applicable, identify these other special procedures.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Demonstrates knowledge of collection requirements and sources of error for the following special procedures:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. glucose tolerance tests</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. blood cultures</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. compatibility testing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. other special procedures required in your facility*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*If applicable, identify these other special procedures.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Professional Behaviors**

<table>
<thead>
<tr>
<th>The student:</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Is punctual.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Is attentive to instruction and responds well to constructive criticism.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Has organizational skill consistent with the amount of training.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Has a level of speed that is consistent with the amount of training.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Displays interest in the profession.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Demonstrates professional appearance as outlined in the student handbook.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Demonstrates initiative.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Uses appropriate communication skills (verbal and nonverbal).</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Additional Comments:**

____________________________________________________________________________________

____________________________________________________________________________________

**Summary Assessment:**

_____ *Student competency level is not satisfactory.*

_____ Student will do adequate routine work as a phlebotomist.

_____ Student will be a good phlebotomist.

_____ Student will be an excellent phlebotomist.

* If the student does not demonstrate satisfactory performance and doesn’t earn an average minimum of “3” on the attributes evaluated above, he or she will be required to repeat MULT 2950.

How can this student improve his/her phlebotomy skill?

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Would you hire this student, or, if you are not responsible for hiring, would you want to work with this student as a peer? Yes or no.

Please explain:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Evaluator Signature______________________________________ Date: ____________

Student Signature______________________________________ Date: ____________

48
# APPENDIX H

## PHLEBOTOMY CLINICAL LOG SHEET

### STUDENT NAME ____________________________________________ COURSE ________________ SEMESTER _____

### CLINICAL FACILITY _______________________________________

**PLEASE COMPLETE ALL INFORMATION IN INK** above and totals below before submitting. Make a copy for your own records.

<table>
<thead>
<tr>
<th>PROCEDURE</th>
<th>NUMBER PERFORMED (TOTAL ATTEMPTED)</th>
<th>NEEDS PRACTICE (TOTAL MISSED)</th>
<th>SUCCESSFULLY OBTAINED BLOOD (‘NUMBER PERFORMED’ – ‘NEEDS PRACTICE’)</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>VENIPUNCTURE:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- By evacuated tube system &amp;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>straight needle</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- By Syringe &amp; straight needle</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- By Butterfly</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CAPILLARY Collections:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Adult</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Pediatric</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Heelstick – Neonatal</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OTHER: OF THE # OF PROCEDURES INDICATED ABOVE, HOW MANY WERE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>chain of custody, GTT, Blood</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cultures, Blood Bank, TDM</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL Successful Collections</strong></td>
<td>Do not write in this space</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL THIS WEEK**

(total successful)

- ____ hours
- ____ sticks

**CUMULATIVE TOTAL** (this is the total from last week’s cumulative total plus this week’s total)

- ____ hours
- ____ sticks

**INSTRUCTOR COMMENTS:**

---

**CLINICAL INSTRUCTOR SIGNATURE:** ___________________________ **Date:** __________

Please call me if the student should receive a needlestick injury at (614) 287-2319. They are also to inform the CSCC Public Safety Office of any injuries and complete the exposure incident report. If you need my help or need to immediately discuss a student’s performance, please call me at the same number.
# APPENDIX I

## PROFESSIONAL BEHAVIORS EVALUATION

<table>
<thead>
<tr>
<th>1 = Needs Improvement</th>
<th>2 = Meets Expectation*</th>
<th>3 = Exceeds Expectation</th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Ability to Follow Directions:</strong> Understands and listens to be able to achieve the basic goals for each day.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carefully follows written and/or verbal directions. Asks for clarification, if necessary. Adheres to safety guidelines. Requires minimal supervision beyond initial explanation. Follows procedures and established policies for the program.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2. Professionalism:</strong> The demonstration of behaviors, attitudes, words, and physical appearance representative of a professional. Competent, Respectful, and Considerate.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Follows the dress code as stated in handbook. Has a positive attitude and positive body language. Demonstrates appropriate customer service to fellow classmates and instructors. Shows confidence in what s/he is doing. Participates in class, asks pertinent questions, but doesn’t talk unnecessarily. Demonstrates trustworthiness, honesty, and follows program guidelines.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>3. Cooperation:</strong> A positive and helpful attitude. Maintains develops positive and collaborative working relationships.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Offers to help others at appropriate times. Is congenial and tactful. Works well with others. Responds to corrections and criticism without being quarrelsome and defensive. Values others’ input and feedback. Demonstrates respect and courtesy towards each other.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4. Written and Oral Communication:</strong> Demonstrates the ability to convey ideas and information effectively.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submits work that is legible and clearly written, and on time. Can clearly communicate ideas, both written and verbally, in language that is easily understood. Communicates in a manner that is respectful and professional with classmates and instructors. Listens carefully without interrupting to gain an understanding before asking questions. Refrains from using language that is offensive or inappropriate.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>5. Integrity:</strong> Leads by example; demonstrates honesty and consistency in action.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pays close attention to detail and accepts responsibility for own mistakes without making excuses or blaming others. Makes decisions based on common sense.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6. Accountability, Dependability and Commitment:</strong> Can be counted on to fulfill responsibilities while maintaining a good attendance record.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is on time to class and rarely is absent or tardy; reliable; turns in assignments and log sheets when due, without reminders. Persists through unexpected problems. Takes appropriate action when situations arise so that proper individuals are notified.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>7. Initiative:</strong> Shows interest in work, able to anticipate and complete tasks that need to be done. Makes suggestions on how to do things better. Independent, creative, and planful.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Without prompting, can begin and follow through with tasks. Recognizes and voluntarily carries out unassigned but necessary tasks. Able to gather adequate information about relevant lab procedures, assignments, and projects assigned in the program.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>8. Empathy/Patience &amp; Respect:</strong> Respectful, cooperative, and inclusive of others.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shows (verbally &amp; non-verbally) acceptance of, and sensitivity to others. Shows tolerance for students who may not adjust as easily to change and stress. Accepts responsibility for one’s own behavior in such areas as punctuality, politeness in group activities, is cooperative, and able to effectively express disagreements that end in a positive resolution. Is encouraging and motivating to others. Able to treat other people including those of different backgrounds, beliefs, and genders with fairness and respect.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>9. Flexibility:</strong> Ability to work through change and challenging problems or situations.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accepts and adjusts to logistical limitations and reasonable changes, while remaining compliant. Calmly approaches unexpected problems and stressful situations. Remains positive and upbeat when things deviate from what was expected.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>10. Organization:</strong> Establishes and manages priorities; efficiently uses time and resources appropriately.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Performs work in a neat, orderly manner. Able to identify important tasks to be accomplished and completed in a timely fashion using the appropriate protocol. Approaches new procedures and problem solving situations with minimal confusion and no need for extra help.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

**TOTAL**

Student Signature: ___________________________ Date ___________________
## APPENDIX J

CSCC Assessment of Bloodborne Pathogen Exposure

### REPORT OF NEEDLESTICK/PERCUTANEOUS INJURY OR EXPOSURE TO BLOOD OR OTHER BODY FLUIDS

<table>
<thead>
<tr>
<th>Print Name:</th>
<th>Cougar ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program or Department:</th>
<th>Date &amp; Time of Incident:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Instructor or Supervisor:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location: (Building/room or clinical site/unit):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description of occurrence (include body location, type of exposure):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type &amp; Brand of device involved in injury:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Check one:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Do not need to be evaluated</td>
</tr>
<tr>
<td>□ Evaluation by Health Care Provider (include name, date &amp; time)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of exposed individual:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of instructor or supervisor:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 1\textsuperscript{st} Faculty or person responsible should immediately assess exposed student for:

- □ An injury that punctured the skin (needle stick, cut, etc.)
- □ A splash to the eyes, nose, mouth, or broken skin
- □ A bite resulting in a break in the skin

If none of the boxes have been checked there is no risk for bloodborne pathogen exposure. Student should:

1. Wash intact skin with soap & water

### 2\textsuperscript{nd} If one or more of the above areas are checked, further assess for the following fluids or tissue involved in exposure:

- □ Blood
- □ Any fluid containing visible blood
- □ Potentially infectious fluid or tissue (vaginal secretions, cerebral spinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, amniotic fluid, semen)
- □ Direct contact with concentrated HIV, HBV, HCV virus
- □ Unknown whether needle or fluid contaminated

(Feces, nasal secretions, saliva, sputum, sweat, tears, urine, and vomitus are not considered potentially infectious unless they are visibly bloody: the risk for transmission of HIV infection from these fluids and material is low)

If none of the boxes have been checked there is no risk for bloodborne pathogen exposure. Student should:

1. Wash exposed skin site with soap and water or flush eyes, nose, or mouth area
2. Follow up with health care provider as needed
3. Submit Assessment of Bloodborne Pathogen Exposure form to the College Health Office.

### 3\textsuperscript{rd} If any of the above has been checked student should:

1. Immediately wash exposed skin site with soap and water or flush eyes, nose, & mouth for 15 minutes
2. Immediately be seen by a health care provider, urgent care, or local emergency room for further evaluation.
3. Submit Assessment of Bloodborne Pathogen Exposure form to the College Health Office.

If exposure occurs in an area outside of the College, student should follow the policy of the facility. The supervising faculty should be notified immediately and Assessment of Bloodborne Pathogen Exposure form completed and submitted to College Health Office.

Any expense occurred from either testing or treatments are the responsibility of the student.

References:
Centers for disease control and prevention. Updated U.S. Public Health Services guidelines for the management of occupational exposures to HIV and recommendations for post exposure prophylaxis. MMWR 2005; 54(No. RR-9).
Centers for disease control and prevention. Updated U.S. Public Health Services guidelines for the management of occupational exposures to HIV and recommendations for post exposure prophylaxis. MMWR 2001; 50(No. RR-11).
APPENDIX K

CLINICAL SITE EVALUATION
PHLEBOTOMY PROGRAM

STUDENT QUESTIONNAIRE FOR CLINICAL EXPERIENCE

Place an “X” in the box which most closely describes your experience in the following. Use the space provided for additional comments.

<table>
<thead>
<tr>
<th></th>
<th>Always</th>
<th>Usually</th>
<th>Sometimes</th>
<th>Seldom</th>
<th>Never</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did you clearly understand what was expected of you in the clinical site?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Was supervision by the clinical site always available to you in case you needed help in the middle of a procedure?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Was the clinical instructor responsive to your questions?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did you have enough opportunity to demonstrate your phlebotomy knowledge and skill?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Were the expectations of the clinical site appropriate for your level of training?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Was the communication by CSCC faculty sufficient to meet your needs?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If you had situations that you wanted to discuss, did you take advantage of opportunities when CSCC faculty visited, or in class, or by phone or email?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you answer anything less than ‘usually’, please clearly explain situations that this applies to.

General comments about your experience and suggestions for future students:

Clinical Site ___________________________________ Date ____________
APPENDIX L

STUDENT CLINICAL AGREEMENT PROCEDURES

Procedure for Absence from the Clinical Facility
I recognize that due to involvement of healthcare facilities and their clients in my training, I must abide by policies developed to maintain standards of service provided by those facilities.

If I am absent or tardy from a clinical facility, I will:
  a. Notify the clinical facility at least one half hour prior to the scheduled time of attendance and ask that the message be given to the appropriate supervisor. I will also document with whom a message is left. This information will be given to the program director.
  b. Notify the CSCC Clinical Coordinator at 614-287-2319 and provide the following information:
     • Name
     • Clinical facility
     • Reason for absence
     • Date of return
  c. Meet with my clinical supervisor upon my return to arrange an appropriate make-up time.
  d. Notify the CSCC Clinical Coordinator of make-up date(s)

Make-up Days
I understand that all days missed must be made up. I understand that I am responsible for contacting the CSCC Clinical Coordinator and the Clinical Supervisor when an absence is necessary. The arrangement for the make-up of this time is at the convenience and discretion of the clinical site. I understand that this may require me to officially withdraw from the course.

Punctuality
I understand that it is my responsibility to be in the clinical facility and prepared to begin at the assigned time. If I am late, according to the facility policy, on more than three occasions, the facility may ask for my removal and I will not be permitted to ask for a second placement.

Behavior and Attire in the Clinical Facilities
I will not behave in the clinical facility in any way which may disrupt patient care or the orderly conduct of business within the healthcare agency. I will follow all dress code policies as outlined in this handbook, and understand that in the clinical experience, as a student, I represent Columbus State Community College and the Phlebotomy Program. If I am inappropriately attired on any occasion, I will be asked to leave and return only at the next scheduled day of clinical experience. I agree to follow the guidelines set forth as outlined in “Clinical Experience Policies and Procedures”.

I have read, discussed, and had the opportunity to ask questions regarding statements in this agreement and agree to abide by these policies. I affirm this acceptance on the Phlebotomy Student Handbook Acknowledgement Form that I signed.
APPENDIX M
REFERENCE AUTHORIZATION

I authorize the following to serve as a reference for me for the purpose of verifying my qualifications to prospective employers without requiring further consent. I understand that in order to revoke this authorization, I must do so in writing and that such revocation shall not apply to information released prior to the date of revocation.

I understand that I am not required to complete and submit this form.

Name of person(s) acting as a reference for which I am authorizing consent.

__________________________________________________________________________

__________________________________________________________________________

Student Signature________________________________________________________ Date____________

Student Printed Name________________________________________________________
APPENDIX N
PHLEBOTOMY BLOOD DRAW CONSENT

I have enrolled in the Phlebotomy program at CSCC and I am aware of the importance of practice in developing quality phlebotomy skills which are performed as safely as possible.

In consideration of the educational opportunity being offered to me by Columbus State Community College, I hereby consent to allow students within this program to practice phlebotomy techniques, including venipunctures and capillary punctures on me in the presence of an instructor, just as I will practice these same techniques on other students in the program. I understand that there are risks, some of which are very rare, associated with phlebotomy which include, but are not limited to infection, bruising, and other potential damage to surrounding tissue. I accept these risks and agree to perform these skills as safely and professionally as possible.

I hereby agree to release and hold harmless Columbus State Community College, its officers, and staff from any and all liability arising out of or related to injuries that I may receive as a result of such phlebotomy practice. I affirm this acceptance on the Phlebotomy Student Handbook Acknowledgement Form.
APPENDIX O
DRUG SCREENING GUIDE

1. Rationale

Columbus State Community College (CSCC) has a campus-wide, zero-tolerance policy toward the abuse of all drugs; including alcohol. Under the scope of this guideline, successful eligibility for participation in the healthcare programs is established by a negative/normal drug screen as noted in the key definitions section.

2. Scope and Mission

It is the mission of CSCC to provide a safe environment for employees, students and visitors. A safe environment will be attained by management of situations involving drugs and alcohol regarding individuals who use or misuse any prescriptions or illegal substances.

3. Key Definitions

a. Adulteration – The process of adding chemical substances to urine in order to change the result of the drug screens.

b. Confirmation Test – A test that is performed after a positive result on a screening sample.

c. Diluted Sample – A sample with a specific gravity below the acceptable level as defined by the laboratory that performs the testing.

d. Drug Screen – A drug screen is the laboratory testing performed on urine, blood, hair, or saliva/oral fluid samples, to determine the presence or absence of specified drugs or their metabolized traces. Drug screenings must be performed at a Columbus State Community College approved site.

e. Health Care Programs – All courses, certificate and degree programs where the student must participate as a member of the health/human services care team in an outside agency as part of the educational requirement.

f. Negative/Normal – Results of a drug screen that do not include adulteration of the sample, the presence of illegal substances, alcohol, or the abuse of prescription drugs.

g. Positive/Abnormal – Results of a drug screen that reveal use of an illegal substance, alcohol or a diluted or adulterated sample.

h. Prescription – A valid prescription issued to the student by a licensed healthcare provider authorized to issue such prescription and used for its intended purpose as prescribed before any expiration date.

i. Substance- Any drugs, other substances whether ingested, inhaled, injected (subcutaneously, or otherwise) that have known mind altering or function-altering effects, applicable to Schedule I through V of 21 C.F.R. Part 1308.
4. Drug Screening

All health care students will be tested to verify a negative/normal drug screen according to the timeline established in each program. Testing may occur prior to the student’s admission into a healthcare program. All drug screens will be conducted at the student’s expense. Drug screenings completed previously by other agencies or by the student’s employer will not be accepted. The student must have a drug screening performed at one of the approved laboratories and the results must be received directly by the college from the approved laboratory. Student’s drug screening results will be processed as follows:

a. **Adulterated Sample** – If a drug screening result is reported as adulterated by the laboratory, the student will not be placed at a clinical site for the healthcare program. If a negative drug screen is a condition of acceptance, the student will not be accepted into the program/course with an adulterated drug screening result.

b. **Dilutes** – If the drug screening result is reported as diluted, the student will be notified that he/she may be re-tested within 24 hours of notification of the diluted result. The re-testing is subject to the guide outlined in section 5b. The student is responsible for the cost of the re-test.

c. **Positive Illegal** – If a student has a positive drug screen he/she will not be allowed to participate in any clinically based healthcare program for a period of 24 months. After 24 months, should a student reapply to a clinically based program and re-test positive, that individual shall be permanently barred from all clinically based healthcare programs at CSCC.

d. **Positive Prescription** - Students testing positive for a prescription medication must have a valid prescription issued to the student by a licensed healthcare provider. Upon receipt of documentation of the prescription, the student’s positive drug screening result will be considered on a case by case basis.

e. **Negative/Normal** – Students whose drug screening result is negative/normal may be subject to re-testing if at any time there is reasonable suspicion of substance abuse. See section 5c of this guide.

5. Re-Testing

a. **Time Frame** – All students will be subject to re-testing prior to the beginning of the student’s clinical experience. If a period of greater than 24 months has elapsed, all students will be subject to testing of breath, saliva, urine, blood, and/or hair in accordance with this guideline. Individuals who re-test positive will not be allowed to continue in the healthcare program of the course or will be denied acceptance into a health professions program according to this guide within a 24 month period.
b. **Drug Test Failure** – If a student fails his/her initial drug test because of a diluted sample, he/she will have the option of re-testing within 24 hours of notification of the student. Students will be allowed to re-test one time.

c. **Reasonable Suspicion** – Any student displaying inappropriate behavior that causes a faculty member, professional preceptor, or administrator to have a reasonable suspicion that the behavior is due to a violation of this guide, will be required to re-test at the student’s expense. The professional who observed the behavior is to bring that behavior to the attention of the department chairperson and a consultation will take place with the Dean of Career and Technical Programs who will make the decision regarding re-testing. If the Dean of Career Technical Programs is not available, the Dean of Student Life may make that decision.

Such behavior or conduct includes but is not limited to the following:

- Observable phenomena such as direct observation of drug use or physical symptoms or manifestations of being under the influence of a drug.
- Any student exhibiting the above symptoms will be required to submit a health assessment at their expense. The results of the assessment should be reported the Department Chairperson within seven days.
- A student’s behavior has caused or contributed to an accident that resulted in injury requiring treatment by a licensed healthcare professional or substantial property damage, or
- A student is convicted by a court of an offense related to use of a drug, alcohol, or controlled substance.

6. **Confidentiality**

a. All test results will be handled on a confidential basis in accordance with all state and federal requirements.

b. All students will be required to sign an agreement as requested by the clinical affiliate authorizing the college to release information (i.e. drug screening results) to the clinical agency for the healthcare program.

c. Drug screening results will be sent directly to the CSCC Health Records Coordinator from the approved laboratory.

d. Release of information will be made directly to the college.
7. Tested Substances

Drug screening may include, but is not limited to testing for the following substances. This shall cover testing for the following listed substances such as:

a. Marijuana
b. Amphetamines
c. Cocaine
d. Opiates
e. Phencyclidine
f. Alcohol

Student Procedure

The student shall:

a. Pay the drug screening fee at the cashier’s office at Columbus State Community College. At the time of payment the student will receive a requisition and list of approved laboratory sites.

b. Take the requisition to one of the colleges approved laboratories, with a valid photo ID. If the student loses the requisition, the student will be required to pay another fee for a replacement requisition. The cost of the replacement requisition is the same as the drug screening fee. **Drug screening results will not be released over the telephone. The student may confirm the receipt of the drug screening results by contacting the Columbus State Community College Health Records Office.

Administrative Procedure

a. The approved laboratory will forward the drug screening results to the Columbus State Community College Health Records Office, Attn: Health Records Coordinator

b. A list of negative drug screening results will be forwarded to the program coordinator for the program for which the student is enrolled or wishing to be accepted.

c. The Health Records Coordinator will forward all positive results to the chairperson of the program for which the student is enrolled or that was listed on the drug screening requisition.

- The chairperson shall notify the student regarding the positive result and the re-testing guide outlined in section 5 of this guide.
- If the student is eligible to re-test with 24 hours of notification, the re-test will be forwarded to the chairperson.
- If a student has a positive drug screen he/she will not be allowed to participate in any clinically based healthcare program for a period of 24 months. After 24 months, should a student reapply to a clinically based program and re-test positive, that individual shall be permanently barred from all clinically based healthcare programs at CSCC.
I understand that as a requirement for enrollment in the CSCC health program, I must submit to a drug test at a designated laboratory, which will provide the result of the test to the designated college official. I understand that if the test result is anything other than negative/normal, I will be denied participation in the healthcare program pursuant to the Drug Screening Guide.

I further understand that I may be subject to drug tests while enrolled under certain circumstances described in the Guide. A drug test that is anything other than negative/normal or my refusal to submit to drug testing will result in dismissal from the program.

By signing this document I indicate that I have read, understand, and agree to adhere to the tenants outlined in this guide. Further, I understand that a negative/normal drug test is required for admission into the healthcare program.

I consent to the release of the drug test results to the designated college official. I also acknowledge that my results may be shared with the clinical agencies where I obtain clinical practice.

I affirm this acceptance on the Phlebotomy Student Handbook Acknowledgement Form.
APPENDIX P
CSCC Phlebotomy Program
Clinical Practicum Student Contract

Your role as a student is to do your best to learn all you can by actively participating in the clinical practicum and to correlate classroom knowledge with real world clinical experience. You are expected to further develop and/or strengthen your entry-level competencies. Due to the involvement of health care agencies and their clients in your training, you must observe rules developed to maintain standards of service provided by those agencies. You must not behave in a manner that might disrupt patient care or the orderly conduct of business within the health care facility.

I understand that in the clinical rotation I am a student of Columbus State and will project a positive image of the clinical affiliate, the Phlebotomy program, and Columbus State Community College. As a condition of participating at the clinical facility, I hereby agree to:

- Adhere to the clinical affiliate policies while on its premises
- Read and follow procedure manuals and policies of the clinical affiliate.
- Adhere to the dress code of the clinical affiliate and the CSCC Phlebotomy Program.
- Adhere to the attendance policy of the clinical affiliate and the CSCC Phlebotomy Program.
  - Inform the clinical affiliate and the Phlebotomy program faculty at least on half hour before my scheduled rotation time if I am absent
  - Make-up any material missed, if absent, at the convenience and discretion of the clinical affiliate. I understand that this may include extension of my clinical practicum.
- Arrive prepared to begin clinical responsibilities on or before the time required by the clinical affiliate. I understand that tardiness and absences will not be tolerated.
- Read and take responsibility for completing the clinical objectives in each rotation.
- Respect and preserve the confidential nature of all medical and personal information related to patients of the clinical facility. (Signed agreement)
- Adhere to professional standards as outlined in the profession’s Code of Ethics.
- Cooperate with clinical faculty and other health care workers to provide quality patient care in a timely manner.
- Ask appropriate questions, when necessary.
- Review course materials while in the clinical experience to prepare for each clinical placement.
- Bear financial responsibility of any cost for required medical treatment during the clinical experience due to illness, injury, or exposure. Report any exposure incidents to College Health Office ASAP.
- Adhere to this contract and also the regulations of CSCC as outlined in the Student handbook.

I have read, and understand the above information and agree to comply with the terms of this contract. I understand that the clinical affiliate and/or the college has the right to terminate the clinical experience at anytime for lack of attendance, tardiness, unethical or inappropriate behavior, poor attitude, lack of personal hygiene, failure of student to meet their performance standards or failure to follow their policies.

Signature: ______________________________________ Date: __________________

NOTE: If a student is an employee of the clinical affiliate, work performed during paid hours cannot be used toward meeting academic objectives.
APPENDIX Q
CSCC Phlebotomy Program Confidentiality Agreement

Confidential information includes but is not limited to: patient information, medical records, hospital information, physician information, and employee records that may be encountered in the course of the clinical practicum. Maintaining confidentiality means to share information only with healthcare professionals who have the “need to know” the information.

State and federal laws prohibit the unauthorized use and/or dissemination of patient medical information by health care personnel. Health care workers are entrusted to protect medical information about patients and obligated to not seek out information their job does not require. Civil and criminal penalties may be imposed to protect the patient’s right to privacy.

Below is a list, while not all-inclusive, of actions that may be considered breaches of patient confidentiality:

- Reading a patient’s chart for the sake of curiosity or other personal reasons.
- Conversations with other personnel, who do not have a need-to-know, about patients.
- Conversations with family and friends about patients.
- Attempting to seek out electronic or hard copy information (e.g. for a friend or family member) not required by my position.
- Virtually any disclosure of patient information to a third party without proper authorization or statutory right or obligation to do so.

I hereby reaffirm my pledge that I will not disclose, to anyone, any medical information about patients that I may acquire as a result of my clinical education, without patient to do so or as otherwise allowed by law. I understand that any attempt to seek out information, hard copy, electronic or verbal, not required by my position or any unauthorized disclosure or information, shall be cause for immediate disciplinary action, including removal from the clinical experience.

I understand that all questions of release of information are to be referred to an employee of the facility. Any time I am not sure of the proper action, I will withhold information until the release or question is resolved.

Further, I agree to hold harmless and protect Columbus State Community College, the clinical education facility and its shareholders against any and all claims for damages resulting from my unauthorized disclosure of patient information as herein-above provided.

Student name (Printed) ___________________________________________ Date________

Student Signature ______________________________________________ Date________

NOTE: Limit conversations regarding patient information to non-public areas to avoid visitors and/or patients from overhearing employee discussions.
APPENDIX R
Petition for Reinstatement into the Phlebotomy Program

Student Name: ___________________________  Student ID: ______________

Date of Reinstatement Request: _______________________________

Last Phlebotomy Semester/Year Attended: _______________

Statement of cause for withdrawal or dismissal:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Statement of reasons why you should be reinstated into the program (include changed behaviors that will improve chance for success):

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Plan for Success (if reinstated):

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Student Signature: _________________________  Date: _________________________

This form must be submitted to the Phlebotomy Clinical Coordinator. Please make a copy for yourself.
ACKNOWLEDGEMENT OF PHLEBOTOMY STUDENT HANDBOOK

I have received a copy of the Phlebotomy Program 2014 - 2015 Student Handbook. As a Phlebotomy student, I have read, understand, and had the opportunity to ask questions, and further, accept responsibility for the all content within it.

- I am aware of and accept the health and safety risks involved in this profession.
- I understand that I must comply with drug screening policies and procedures as defined and explained in the guidelines within this handbook.
- I agree to abide by all policies and Code of Ethics of the program.
- I am aware of clinical placement policies and procedures for both MULT 1950 and 2950.
- Continuation from MULT 1950 into MULT 2950 isn't guaranteed even if the student passes MULT 1950. See procedure within the Phlebotomy Student Handbook.
- I understand that neither CSCC nor the clinical affiliate will assume cost of treatment or care for injury or medical conditions occurring during my clinical or student laboratory experiences.
- I have read and can verify that I meet each of Phlebotomy Program Essential Functions, with or without reasonable accommodations.
- I understand that failure to abide by the policies and procedures contained within this handbook will be grounds for disciplinary action and dismissal from the Phlebotomy program.
- I understand that my social security number may be required by the clinical facility for their purposes and the college will only release this number when necessary.

Please date, sign, and print your name below and return to your instructor by the due date given.

Student Signature________________________________________ Date____________

Printed Name_________________________________________________________________________________