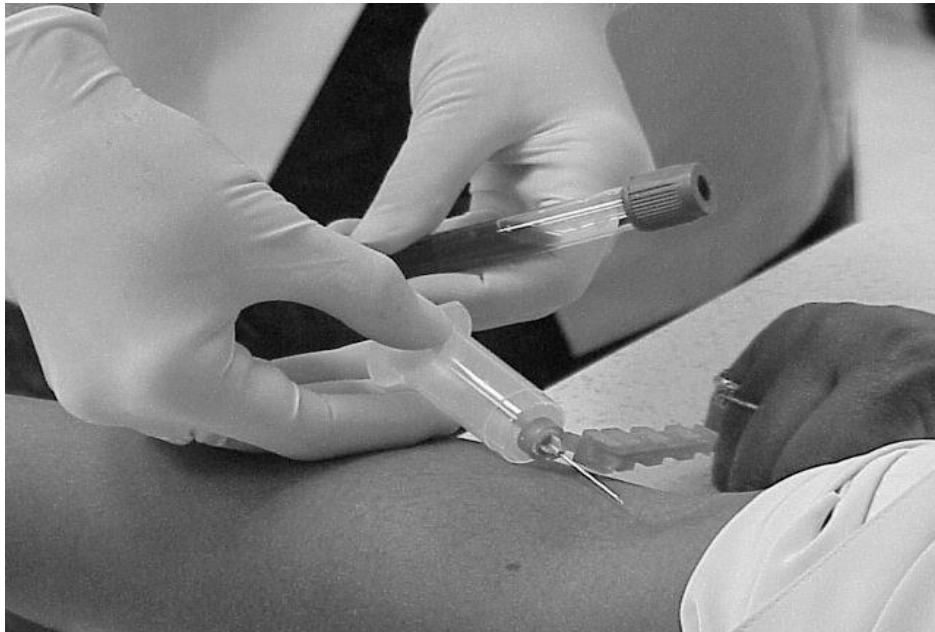


# VIRGINIA WESTERN

*School of Health Professions*

*Phlebotomy*

*-Career Studies Certificate Program-*



*Supplemental Student Handbook*  
**2024-2025**

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## PHLEBOTOMY Career Studies Certificate

**PROGRAM MISSION:** This certificate is designed to train personnel who collect and process blood and other samples for medical laboratory analysis.

### **PROGRAM GOALS:**

- 1 Prepare technical personnel capable of performance in venipuncture and dermal puncture collection, handling, and processing.
- 2 Instill in students the principles of ethical conduct and a sense of concerned patient care.
- 3 Provide students with the ability to follow written and verbal instructions, organize work, transfer information from one situation to another, demonstrate problem-solving skills, and communicate effectively with patients and members of the health care delivery team.
- 4 Provide students with the skills necessary to continue professional growth through lifelong learning.
- 5 Provide students with the knowledge and skills necessary to pass certification examinations.

### **PREADMISSION REQUIREMENTS**

The following requirements must be met to apply for admission into the PBT CSC program:

- Completed VWCC college application on file
- Student must be eighteen years of age or older by the time clinical rotations (MDL 190) begins!

### **Program Admission**

There is no formal application process for the CSC Phlebotomy Program. Students can directly register for all Phlebotomy Program Courses. **However, enrollment in the program is capped at 15 students per semester.** When 15 students have registered in the semester classes, any subsequent students who attempt to register will be placed on a wait list for the semester. If spaces in the classes open due to student withdrawal from the program, then waitlisted students will be allowed to register for program courses on a first come first served basis. If the program is full, you can ask VWCC New Student Advising to make sure you are placed on the waitlist.

### **Non-Discriminatory Practices**

Virginia Western Community College is committed to providing opportunities for all applicants and employees, as well as fostering a culture of inclusion, diversity, and mutual respect.

Virginia Western Community College is committed to diversity and is an Equal Opportunity/Affirmative Action Institution.

The college does not discriminate in employment on the basis on race, color, sex, gender identity, sexual orientation, religion, military service and/or veteran status, caregiver status, national origin, genetic information, current/past/potential pregnancy, childbirth, lactation, political affiliation,

age, hair, hair texture, hair type, protective hair styles (such as braids, locks and twists), child birth and related medical conditions, and persons with or perceived to have disability; or any other basis prohibited by state law relating to discrimination in employment.

The college complies with the non-discrimination directives in the Virginia Public Procurement Act, Title VII of the Civil Rights Act of 1964 as amended, Title 29 Labor, Chapter XIV Equal Employment Opportunity Commission, Part 1608, the Civil Rights Act of 1991, and other applicable federal and state laws. The college also complies with the Uniformed Services Employment & Re-employment Rights Act. Further, the college is committed to complying with the Governor's Executive Order Number One (current year) as declared by the sitting governor.

This policy shall be followed for recruitment, selection, promotion, transfer, demotion, role changes, compensation, benefits, layoff, training programs, purchasing, accessibility and job accommodation without regard to the individual's status protected by law.

The college will reasonably accommodate qualified individuals with disabilities whenever the individual is otherwise qualified to safely perform all essential functions of the position.

Any person employed by Virginia Western Community College who fails to comply with this policy will be subject to disciplinary action.

#### **PROGRAM FACULTY**

<b>NAME</b>	<b>TITLE</b>	<b>PHONE</b>	<b>E-MAIL</b>
Crystal M. Davis	Program Head	540-857-7211	cdavis@viriniawestern.edu
Leisa Snidow	Instructor	540-857-6073	lsnidow@viriniawestern.edu
Allison Wilkerson	Adjunct Instructor		awilkerson@viriniawestern.edu

#### **PROGRAM STRUCTURE**

- The career studies certificate must be completed in one semester (16 weeks).
- Important dates are listed each semester in the printed and online schedule of classes. It is the responsibility of the student to be aware of registration dates, add/drop period, and graduation application deadlines.
- To receive the Career Studies Certificate, you must have completed all required courses and submit the graduation application by the established deadline.
- In addition to receiving the VWCC CSC, graduates are **eligible** to sit for national certifying exams. You will be given national examination information at the end of the semester. Application for any certification exam and paying any fees is the student's responsibility.

The phlebotomy coursework includes MDL 105 (first eight-week on-campus lecture/lab course), MDL 106 (second eight-week lecture/lab course), and MDL 190 (coordinated internship at an assigned lab site during the second eight weeks). To complete the Career Studies Certificate, students must also complete Medical Terminology (HIM 111), Ethics for Health Care Personnel (HLT 145), and Cardiopulmonary Resuscitation (HLT 105 or equivalent). If the student desires to have previous courses taken elsewhere evaluated for transfer credit, they must submit an **official**

transcript (a copy of CPR card for HLT 105) and a course syllabus to the advisor no later than 1 week prior to beginning classes.

Students must receive a grade of “C” or better in both the lecture and the laboratory components of the MDL 105 course to progress into MDL 106. If a student does not receive a grade of “C” or better in MDL 105, immediate withdrawal from the second eight-week courses (MDL 106 and MDL 190) should insure a refund, if completed **before the published “drop” deadline**. The student may drop themselves or request assistance from appropriate college staff. A student who has received a grade lower than “C” in MDL 105 or MDL 106, may not re-enroll in the Phlebotomy CSC program.

Cheating will never be tolerated. Evidence of cheating while on campus or misconduct in the clinical practice course will result in immediate failure of the course and prevent the student from further enrollment in any MDL course. Should an incident occur students may follow the appeals procedure provided in the VWCC Student Handbook.

### **CURRICULUM**

HLT 105 Cardiopulmonary Resuscitation .....	1
HLT 145 Ethics for Health Care Personnel .....	2
HIM 111 Medical Terminology I .....	3
MDL 105 Phlebotomy* .....	3
MDL 106 Clinical Phlebotomy <sup>Δ</sup> .....	4
MDL 190 Coordinated Internship <sup>Δ</sup> .....	3
Total Credits/Semester .....	16

\*1st 8 weeks in Fall and Spring; 1st 5 weeks in Summer

<sup>Δ</sup>2nd 8 weeks in Fall and Spring; 2nd 5 weeks in Summer

- HLT 145 and HIM 111 are 16-week courses (Fall and Spring) or 10-week courses (Summer); HLT 105 is a one-day course (usually Saturdays)

### **ESSENTIAL FUNCTIONS**

Essential Functions are the nonacademic requirements of the program that a student must be able to master to participate successfully in the profession.

1. **Communication:** Ability to interact with others in English, both verbally and in legible written form.
2. **Hearing:** Ability to gather information aurally or to adapt.
3. **Interaction:** Ability to interact with individuals or groups from a range of social, cultural, emotional, and intellectual backgrounds.
4. **Mobility:** Ability to move from room to room, and to maneuver in small places e.g., around instruments, between beds, benches, etc. Ability to stand for long periods of time.
5. **Motor skills:** Ability to perform with gloved hands, the gross and fine motor skills to turn dials; move switches; process specimens; assemble blood collection equipment; tie tourniquet; perform blood collection techniques in smooth motion.

6. **Problem solving:** Ability to make clinical judgments about patients, instruments, and data.
7. **Self-care:** Ability to present a professional appearance as a representative of the laboratory and maintain own health and safety on the job.
8. **Olfaction:** Sufficient olfactory sense to maintain patients' and environment safety.
9. **Temperament:** Ability to work in a high-stress work environment and interact with patients and other health care workers in a professional manner.
10. **Vision:** Ability to accurately perform and assess laboratory equipment and procedures and to assess patients.

### **CAREER ENTRY COMPETENCIES**

1. Successfully perform a **minimum of 100 unaided blood collections** according to CLSI Standards, using the following methods:
  - By venipuncture; using a vacutainer and correct technique; and making no more than two attempts.
  - By venipuncture, using a syringe and correct technique; and making no more than two attempts.
  - By dermal puncture and obtaining the necessary amount of specimen.
2. Demonstrate the ability to communicate effectively with patients and members of the health care delivery team, verbal, written, and through information systems.
3. Demonstrate an understanding of professional ethics, standards of practice and the ability to follow instructions and accept direction.
4. Always maintain appropriate safety practices according to OSHA guidelines.
5. Demonstrate an understanding of basic functions of the body systems and the most common laboratory tests associated with each system.

### **PRE-CLINICAL STUDENT RESPONSIBILITIES**

To allow you into a clinical laboratory, PBT clinical affiliates require certain documentation to be in the student's file. It is the student's responsibility to obtain and/or provide sufficient information as instructed to the program director. You should make copies of any medical information for your own personal records before submitting (this documentation will be destroyed upon program completion). **Students WILL NOT be allowed in clinical practice without proper verification.** The following documentation will be necessary.

1. **Essential Functions.** Read and indicate if Essential Functions can be met. (See Forms)
2. **Immunization Records**, specifically **Hepatitis B** (blood borne pathogen).
3. **TST:** Skin test (or blood test) for tuberculosis; must be current/updated annually.
4. Current **CPR for Healthcare Providers**. (If you have a current healthcare CPR card, you must present a copy of this card to the Instructor or Program Head before the start of

clinical rotations. If you have an expired card, you must get re-certified. Failure to produce a valid CPR card will result in the student not being able to start the clinical rotations.) **You cannot start clinical rotations without a valid current CPR card! If you complete HLT 105 CPR during the semester please bring your certification card to one of the instructors, or you will not be allowed to graduate!**

5. **Criminal Background Check and Urine Drug Screening.** To be paid by the student (~100.00)

**NOTE:** Any student who presents a background check or drug screen that has been flagged must resolve this issue with the agency who conducted the search. Unresolved issues presented in the criminal background check or drug screen will result in dismissal from the program. The website to register for background check/drug screen is <https://www.castlebranch.com/>. **Use the code VI71 for VWCC students.**

**You must have a background check/drug screen, be CPR certified, and receive immunizations before you start clinical rotations! Start your background check the first week of classes!**

#### **CLINICAL PRACTICE (THERE ARE NO EVENING OR WEEKEND ROTATIONS)**

The program is affiliated with a variety of hospitals and clinics throughout the Southwestern Virginia region. The program does guarantee students a clinical site; it **cannot guarantee a specific site location**. **Students must have a reliable means of transportation to any clinical site to which they are assigned and accept that travel time could be an hour or more each way. You must provide your own transportation to clinical sites!**

Students are reminded that the clinical personnel are contributing their time to instruct students. The primary function of the clinical employee is to provide quality patient service. The personnel providing and supervising clinical instruction must be treated with respect at all times. Students must understand they will train with a variety of instructors and will see many different techniques. They should learn to accept constructive suggestions and utilize the varied experience to develop acceptable techniques within the OSHA & CLSI guidelines that are most successful for them.

#### **CLINICAL TRAINING SCHEDULE**

- Clinical training schedules are arranged to provide maximum exposure for students. You must arrive at your assigned facility and be prepared to begin by your designated time (8:00 a.m.). Some outpatient clinical sites may not open until 9:00 a.m. Students should check with their clinical site supervisor to confirm what time they need to be on site. Hours may not match those published on your school class schedule. **Students may not alter their training schedule or change clinical sites or times with other students! Any change must first be approved by the program head.**
- During the second eight weeks of the semester, students will spend two days (Monday-Tuesday or Thursday-Friday) from 8:00 am to 4:00 pm) on site at their assigned affiliate

performing phlebotomy and other appropriate tasks as assigned to complete the required contact hours.

- Students should make their clinical practice a priority. The student will not attend clinical when the college is officially closed for a holiday or inclement weather. **The exception to this rule is that students will be required to attend clinicals during the week of spring break in the Spring Semester.** If the college is closed due to inclement weather (day classes cancelled), the student should contact their clinical site and inform them that they will not be on site that day due to college closure.

### **PROFESSIONALISM**

Regular attendance and on-time arrival are desirable characteristics of an employee. Attendance is **required** at all scheduled on campus and clinical assignments. Students must arrive at their clinical sites on time properly attired and ready to work. **When you are in the clinical facilities, please remember to not comment on any social media platform (Facebook, Instagram, Twitter, etc.) about your experiences or the employees at the facility.** Remember, other people including your supervisors and instructors can see your social media comments. If you are found to be guilty of doing this, you will be removed from the clinical site. **If there are no alternative sites available, you will fail the MDL 190 course, and will not be allowed to complete the program.** Also remember that your clinical supervisors will be watching your job performance. **Acting in an unprofessional manner at the clinical site or disparaging a clinical site on social media will guarantee that you will not be offered a job at that facility or any associated facilities in that hospital's network (HCA or Carilion)!** If you have grievances talk to your Program Head or your clinical supervisor, or both. **Remember, your clinical rotation is effectively an 8-week job interview!**

### **CLINICAL ATTENDANCE / EVALUATION**

If a student is unable to attend a scheduled clinical rotation, he/she must contact the clinical site prior to 8 a.m. if RMH or if an outpatient site, as soon as the site opens that day. If a student cannot attend a scheduled clinical day because of illness, they must inform the site supervisor and the Phlebotomy Program Head on that day. **Under no circumstances will unexcused clinical absences be allowed!** The first unexcused absence will result in a **one letter grade penalty** in MDL 190. After the second unexcused absence, the student will be terminated from the Phlebotomy Program.

The clinical sites will be visited by the program head on a monthly basis. The clinical instructor will evaluate students during and at the end of the rotation. Evaluations are discussed weekly. A grade of "F" in the MDL 190 course will result in termination from the program. A grade of "F" will be assigned for any report of tardiness or unprofessionalism.

**The student who performs above and beyond expectations in the clinical environment has a much better chance at obtaining employment in the field. Even though 100 successful blood draws are required for completion of MDL 190, it is strongly encouraged that the student obtains as many successful blood draws as possible. This will reflect very positively on the student!**

### **CLINICAL SITE AFFILIATES**

The following affiliates support the CSC PBT program for the MDL 190 clinical coordinated internships. We are always enhancing our affiliate support. **The list is subject to change.**

<b>Facility Name</b>	<b>Address</b>		<b>phone number</b>	<b>Contact</b>
<b>Carilion Roanoke Memorial Hospital</b>	1906 Belleview Ave, Roanoke, VA 24014		540-981-8387, opt 3	Wendy Mills
<b>Carilion Franklin Memorial Hospital</b>	390 South Main Street, Rocky Mount, VA 24151		540-484-8586	Elizabeth Boyd
<b>Carilion New River Valley Medical Center</b>	2900 Lamb Circle, Christiansburg, VA 24073		540-731-2829 (lab)	Karen Armentrout
<b>Lewis Gale - Salem</b>	1900 Electric Road, Salem, VA 24153		540-776-4768	Brianna O'Brien
<b>Lewis Gale Montgomery Regional Hospital</b>	3700 S. Main St, Blacksburg, VA 24060		540-953-5460	Jennifer Tazzell
<b>LabCorp</b>	1900 Electric Road, Salem, VA 24153	Medical Office Building East	540-400-3736	Laura Mitchell

## Virginia Western Community College - School of Health Professions

### **STUDENT ASSUMPTION OF RISK**

The Phlebotomy Program at Virginia Western Community College meets OSHA regulations in providing for their students enrolled in these programs:

- Personal Protective Equipment
- Medical Safety Devices
- Comprehensive Instruction on Laboratory Safety
- Comprehensive Instruction on Collection Techniques yielding a quality blood sample utilizing structured safety protocols.
- Comprehensive Instruction on Bloodborne Pathogens

However, there still exists a risk for needle stick exposure. In the event of an exposure occurrence:

1. Immediately report exposure to faculty.
2. The faculty member will initiate a VWCC Student/Visitor Incident Report.
3. The student who is the source of the exposure will be excused from class and agrees to seek immediate medical attention for testing, at their own expense, following the testing recommendations below.
4. Test results must be completed within a twenty-four hour period.

Excerpted from: U.S. Public Health Service Guidelines for the Management of Occupational Exposures to HBV, HCV, and HIV and Recommendations for Post exposure Prophylaxis. Centers for Disease Control and Prevention; 07/02/2001. The complete twenty-seven-page report is available online at: [www.cdc.gov/mmwr/preview/mmwrhtml/rr5011a1.htm](http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5011a1.htm).

#### **Evaluation of known occupational exposure sources:**

- Direct virus assays for routine screening of source patients are not recommended. Consider using a rapid HIV antibody test.
- If the source person is not infected with a bloodborne pathogen, baseline testing or further follow-up of the exposed person is not necessary.

Results will remain confidential between faculty and the parties involved. Any positive result will require additional medical attention, which may include counseling and Post-exposure Prophylaxis (PEP).

### **SAFETY**

1. Students will be exposed to potentially hazardous materials in these courses. Specimens with potential to spread infectious diseases and potentially toxic chemicals will be handled. Students will be informed of these hazards and the proper methods for safely handling them.
2. Most accidents can be prevented by careful adherence to the rules of laboratory safety. Following OSHA guidelines is mandatory. Students are expected to become thoroughly familiar with all safety regulations presented to them and to follow these rules at the college and at the clinical practice.
3. Any accident or injury occurring while you are a student assigned to a clinical affiliate must be reported to the laboratory supervisor immediately, and to the Program Head at (540) 857-7211. If he is not available, leave a message and a phone number where you can be reached. A college incident form needs to be initiated for documentation. The affiliate can provide medical care, however, please be reminded, you will have to pay the costs as you are not an employee.
4. Hospitals can provide emergency treatment for any incident occurring while you are scheduled in a rotation, however, please be reminded that you will be charged for this service, as you are not an employee of the hospital.
5. In addition to documentation of your immunization records, we also highly recommend that you have a baseline HIV test for your own personal records.

### **PERSONAL LIABILITY**

1. Students are covered by the college's liability policy, however; students may also choose to carry his/her individual personal liability insurance policy.
2. Liability insurance does not cover deliberate negligent acts of a student during a clinical assignment.
3. Students are allowed to perform patient work **only while being supervised**. Although students are encouraged to help with the work in their assigned on-site training, they are not to take the place of a paid employee. Students may be employed by a clinical affiliate outside of class hours.

### **INSURANCE**

Students should carry personal health insurance. VWCC will cover students at the clinical sites for malpractice insurance **only**.

### **APPEARANCE/DRESS CODE**

Students must wear closed toed shoes (no sandals!) for on-campus MDL classes. At the clinical site, students must always wear a nametag (college photo ID) visible and **black** scrubs. A **Phlebotomy Program Patch** is to be sewn on **left** upper sleeve of scrub top (long sleeve shirts may be worn underneath scrub top). The patch can be purchased in the VWCC bookstore. Clean (preferably white) tennis shoes or leather shoes (no crocs) are to be worn in the clinical site. Mesh tennis shoes are not allowed! Shoes should be comfortable as you will be on your feet for extended periods of time! Lab coats and/or gowns will be provided by the affiliate for use during clinical training if necessary.

- **NO:**
  - No dangling jewelry
  - No visible skin piercing
  - No earrings on men
  - No multi-colored hair
  - No hats
- **YES:**
  - Scrubs clean and neatly pressed
  - One pair of stud earrings is acceptable for women
  - Modest make-up

### **PERSONAL HYGIENE**

- Shower/bathe daily
- Clean, neat hair
- Long hair tied back away from face
- Brush teeth for fresh breath
- Nails clean and trimmed
- No acrylic nails
- No colored polish
- No heavy cologne or perfume
- Facial hair clean and trimmed

### **CONDUCT / DISMISSAL FROM CLINICAL PRACTICE**

Clinical affiliates reserve the right to dismiss students from a clinical assignment. Primary reasons for dismissal include:

- Acting in a manner which endangers the safety of patients or staff.
- Failure to properly identify patients.
- Incorrectly labeling or identifying specimens.
- Falsifying information.
- Using supplies, equipment, or patient information in an unethical manner.
- Substance abuse.
- Lack of motivation and/or indifference to the learning environment.
- Unexcused absences and tardiness.
- Insubordination.
- Non-compliance of HIPAA and or OSHA regulations.

### **IMPROPER CONDUCT PROGRAM POLICY**

<b>OFFENSES</b>	<b>MAXIMUM PENALTY 1st OFFENSE</b>	<b>MAXIMUM PENALTY 2nd OFFENSE</b>
Unexcused Absence	Written warning	Dismissal
Unexcused Tardiness	Written warning	Dismissal
Smoking/vaping on clinical premises	Dismissal	
Noncompliance with dress code/personal hygiene	Written warning	Dismissal
Unprofessional behavior such as using social media to vent your grievances about a clinical site	Dismissal	
Poor attitude, lack of motivation/indifference	Dismissal	
Use of abusive or obscene language	Dismissal	
Rudeness to patients	Dismissal	
Threatening or fighting with an employee, patient, or visitor	Dismissal	
Falsifying Records	Dismissal	
Insubordination, refusal to comply with reasonable instructions from an authorized supervisor	Dismissal	
Leaks of privileged information and confidentiality HIPAA	Dismissal	

Report for being on duty while intoxicated	Dismissal	
Consuming intoxicants or unprescribed drugs on clinical affiliate premises	Dismissal	
Acting in a manner that endangers patients/staff	Dismissal	
Incorrect identification of patients or labeling of specimens	Dismissal	

### **Computerized Course Components and VCCS Email Expectations**

The VWCC PBT program uses several computerized course components in our curriculum, including but are not limited to:

- **Canvas**

The program utilizes the Canvas Learning System as a learning portal to provide all MDL course documents, lecture notes, assignments, and other communications to students outside of traditional class hours. Students are expected to access Canvas on a regular basis to download lectures, presentations, and other materials associated with the PBT courses. Please see the Canvas Information handout for specific details. Canvas can be accessed through your MyVWCC sign-in page: <https://identity.my.vccs.edu/idp/AuthnEngine#/authn>

- **VCCS Student Email**

VCCS has established email as a primary vehicle for official communication with students. An official VCCS Gmail email address has been established and assigned by the VCCS and the colleges for each registered student, and current faculty and staff member. All communications sent via email will be sent to this address. Faculty members will use the official VCCS Gmail email address to communicate with a student registered in their classes and administrative units will correspond with students via this address.

The VCCS expects that students will receive and read email in a timely manner. Students are expected to maintain their accounts and check their email periodically so that new mail will be properly received and read. A student's failure to receive and read official college communications delivered to their Google email address in a timely manner does not absolve that student from knowing and complying with the content of such communications.

### **Electronic cheating**

The VWCC student handbook statement concerning cheating and academic dishonesty also applies to the online and computerized components of all PBT courses. The PBT faculty has ZERO tolerance for academic dishonesty in any aspect of the educational process. Students caught cheating or appear to be cheating will be subject to dismissal from the program.

## **American Society for Clinical Laboratory Science (ASCLS)** **Code of Ethics**

**Preamble** 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 the 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 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.**

# VIRGINIA WESTERN

## VWCC Phlebotomy CSC Program Documentation Checklist

The following forms must be signed and maintained in your student file by the program director:

- \_\_\_\_\_ Phlebotomy Handbook reviewed - Receipt and Acceptance of Responsibility
- \_\_\_\_\_ Assumption of Risk
- \_\_\_\_\_ Essential Functions
- \_\_\_\_\_ Honor Code
- \_\_\_\_\_ Electronic Device Usage Policy

The following items must be completed with documentation provided by the student as instructed. A confidential student file will be maintained by the program while you are enrolled in the program. Verifications must be submitted by March 1 for spring and October 1 for fall.

- \_\_\_\_\_ Hepatitis B series – (Hepatitis B declination, if deemed medically necessary)  
Students who have had the vaccine series previously will provide immunization record. Those who have begun the series in preparation for this program will provide current verification of shots while in program.
- \_\_\_\_\_ TST (skin test or blood test for tuberculosis) must be current (if **TST is positive a chest x-ray is required**)
- \_\_\_\_\_ Current CPR for Health Care Providers

**The following must be initiated by the accepted student with the agency approved by VWCC by the end of the 1st week of classes. The Program Head is authorized to verify student compliance.**

- \_\_\_\_\_ Criminal Background Check
- \_\_\_\_\_ Urine Drug Screen
- \_\_\_\_\_ Lewis Gale Hospital Clinical Packet

**Note:** All classroom material covered pertaining to **Safety, HIPAA Training, and Bloodborne Pathogens Training** must be completed satisfactorily prior to coordinated internship.

# VIRGINIA WESTERN

## SCHOOL OF HEALTH PROFESSIONS Phlebotomy Career Studies Certificate Program

This program supplemental handbook has been reviewed and updated for use by:

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
Crystal M. Davis, M.S. MLS(ASCP)BB  
Phlebotomy Program Head

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
Martha Sullivan, M.S.  
Dean, School of Health Professions

Rev. 9/04/2025

**Reminder: The following must be completed before you begin clinical rotations:**

1. Immunization Records, specifically **Hepatitis B** (blood borne pathogen).
2. **Tuberculin Skin Test (or Blood Test)**
3. Current CPR for Healthcare Providers. **You cannot start clinical rotations without a valid current CPR card! If you complete HLT 105 CPR during the semester please bring your certification card to one of the instructors, or you will not be allowed to graduate!**
4. **Criminal Background Check and Urine Drug Screening.**

The website to register for background check/drug screen is <https://www.castlebranch.com/>. **Use the code VI71 for VWCC students.**

5. **Lewis Gale Hospital Clinical Packet:** Lewis Gale Hospital requires that a preclinical packet be filled out and submitted 3 weeks before the start of clinical rotations. Leisa Snidow will be coordinating filling out and submitted this paperwork. There is an online component to this packet, so make sure that you complete this packet ASAP after the start of classes!

6. **Medical marijuana:** Medical marijuana (cannabis oil, CBD, THCA or cannabis treatments and medications that utilize chemicals present in marijuana) is legal for holders of an MMJ card (Cannabis prescribed by a physician), however medical marijuana use is **prohibited at all clinical sites! Carilion Healthcare and HCA Healthcare both have a zero-tolerance policy for any form of medical marijuana, even for carriers of a medical marijuana card and a physician's prescription!** There unfortunately are no exceptions to this rule. Healthcare facilities have the right to ban the use of these drugs by hospital employees or clinical students. If you test positive for marijuana in any form, your drug screen will be flagged, and you will not be allowed to go to your clinical rotations. **You will then not be able to complete MDL 190 and cannot complete the program!**

# VIRGINIA WESTERN

## SCHOOL OF HEALTH PROFESSIONS

### RECEIPT AND ACCEPTANCE OF RESPONSIBILITY

This Student Handbook has been established to assist you in successful completion of the Phlebotomy Technician program. You are expected to become thoroughly familiar with this handbook and to keep it available for ready reference.

If you have any difficulty understanding anything in this document, please consult the Program Head.

By signing this statement, I acknowledge receipt of the Phlebotomy Technician Student Handbook and accept my responsibility to observe the policies and procedures outlined within.

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SIGNATURE OF STUDENT

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DATE

(This form will be retained in your file)

## Virginia Western Community College

### ASSUMPTION OF RISK FORM

I agree that as a participant in the Phlebotomy Careers Studies Certificate program, and any courses with the MDL prefix associated with Virginia Western Community College (the "College") scheduled for: Start Date \_\_\_\_\_ to End Date: \_\_\_\_\_, I am responsible for my own behavior and well-being. I accept this condition of participation, and I acknowledge that I have been informed of the general nature of the risks involved in this activity, including, but not limited to: Swelling; Bruising; Soreness; Syncope; Nerve Damage; Needlestick Exposure.

The Handbook is provided as a guide to ensure you understand the academic and conduct expectations the PBT CSC program has for you during your enrollment in the program.

There is no mutuality between you and the Program concerning it, and thus your reliance upon the information contained within it when making academic decisions does not constitute, and should not be construed as, a contract with the program. The program reserves the right to make changes to this handbook at any time, unilaterally and without notice; however, students will not be held responsible for any associated conduct expectations contained in such changes until notified of them.

1. *Virginia Western Community College and its faculty assume no responsibility for accidents involving property damage, loss or theft, or bodily injury sustained or caused by students in pursuit of the Phlebotomy Program curriculum requirements.*

2. *Phlebotomy Students have responsibility for their personal actions when in contact with patients, even though they are not yet registered. Students are legally and financially responsible if another person is injured or suffers loss as a result of their negligence.*

In case an emergency situation arises, please contact \_\_\_\_\_ (name) at \_\_\_\_\_ (Phone number).

I acknowledge that I have read and fully understand this document. I further acknowledge that I am accepting these personal risks and conditions of my own free will.

\_\_\_\_\_ I represent that I am 18 years of age or older and legally capable of entering into this agreement.

By signing this statement, I acknowledge I have received and read the MLT and/or PBT Student Handbook and accept my responsibility to observe the policies and procedures outlined within.

\_\_\_\_\_  
Participant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

**PHLEBOTOMY**  
**VWCC Career Studies Certificate**

**ESSENTIAL FUNCTIONS**

Essential Functions are the nonacademic requirements of the program that a student must be able to master to participate successfully in the profession.

1. **Communication:** Ability to interact with others in English, both verbally and in legible written form.
2. **Hearing:** Ability to gather information aurally or to adapt.
3. **Interaction:** Ability to interact with individuals or groups from a range of social, cultural, emotional, and intellectual backgrounds.
4. **Mobility:** Ability to move from room to room, and to maneuver in small places e.g. around instruments, between beds, benches, etc. Ability to stand for long periods of time.
5. **Motor skills:** Ability to perform with gloved hands, the gross and fine motor skills to: turn dials; move switches; process specimens; assemble blood collection equipment; tie tourniquet; perform blood collection techniques in smooth motion.
6. **Problem solving:** Ability to make clinical judgments about patients, instruments and data.
7. **Self-care:** Ability to present a professional appearance as a representative of the laboratory, and maintain own health and safety on the job.
8. **Olfaction:** Sufficient olfactory sense to maintain patients' and environment safety.
9. **Temperament:** Ability to work in a high-stress work environment and interact with patients and other health care workers.
10. **Vision:** Ability to accurately perform and assess laboratory equipment and procedures and to assess patients.

I have read the above and agree that I can meet these functions.

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SIGNATURE OF STUDENT

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DATE

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PRINTED NAME OF STUDENT

(This form will be retained in your file)

**SCHOOL OF HEALTH PROFESSIONS****HONOR CODE**

To prepare students for the high ethical standards of the Health Professions, the College expects absolute academic integrity both in the classroom and in clinical practice. Therefore, acts of cheating; attempted cheating; plagiarism; lying; stealing of papers purchased or written by others; or the failure to report an occurrence of academic dishonesty or any violation of this honor code may subject you to the College's disciplinary procedures as defined in the VWCC Student Handbook.

I have read the above and agree to follow the Honor Code.

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SIGNATURE OF STUDENT

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DATE

(This form will be retained in your file)

### **Policy for Use of Electronic Devices in the Classroom and Clinical Environment**

Technology use in the classroom is intended to enhance the learning environment for all students, and any use of technology that degrades the learning environment, promotes academic dishonesty or illegal activities is prohibited.

- 1) **Classroom disruptions:** The use of electronic devices such as cell phones, texting devices and smartphones is a disruption in the classroom or clinical site. Disrupting the classroom is a violation of the VWCC student handbook rules. The instructor will remove anyone from the class who continues to use such devices in the classroom.
- 2) **Cell Phones / Smartphones:** The use of cell phones or smartphones is prohibited in the classroom or clinical site. All phones should be turned off or put in vibrate mode. If the student needs to receive or make an emergency call, the instructor must be notified by the student to gain permission to leave the classroom. If the student is in a clinical setting, a clinical supervisor should give permission to allow the student to place or receive a call. Text messaging is not permitted in the classroom or clinical site, no exceptions! Students who create any disturbance with cell phones or text messaging, will be asked to leave the classroom.
- 3) **Laptop computers / tablets:** Using laptop computers in the classroom is allowed, if the laptop is used for classroom work only. Inappropriate use of a laptop computer during class time includes, but is not limited to, instant messaging, gaming, accessing social media sites, and internet surfing during class time. Laptops are not permitted in clinic.
- 4) **Social Media Sites:** Accessing social media sites during class or clinical time is prohibited. Course materials should not be posted to social media sites, as this is violation of FERPA laws.
- 5) **Electronic devices and academic dishonesty:** The VWCC Student Handbook statement concerning cheating and academic dishonesty also applies to the use of electronic devices in all courses. Students who are found to be using electronic devices during a test will be given a grade of "0" for that test and a grade of "F" for that course. The student may appeal this decision in front of the student discipline committee, as per the VWCC Student Handbook. The faculty has ZERO tolerance for academic dishonesty in any aspect of the educational process. Students caught cheating, or who are giving the appearance of cheating, will be subject to dismissal from the program.

#### **Examples include, but are not limited to:**

- Sharing, borrowing, copying, photographing, videoing, or posting lecture materials, answers, or answer keys.
- Using the internet during class to find answers or any other test-related information. Any attempt to access the internet or other resources during a test will be considered cheating.
- Using social media sites for unauthorized posting of course material.
- Using an electronic device during clinical time inappropriately. HIPAA laws prohibit using electronic devices around protected patient information areas.

# VIRGINIA WESTERN

## ELECTRONIC DEVICE USAGE POLICY

### RECEIPT AND ACCEPTANCE

By signing this statement, I acknowledge receipt of the Electronic Device Usage policy and accept my responsibility to observe the policies outlined within.

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SIGNATURE OF STUDENT

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DATE

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PRINTED NAME OF STUDENT

(This form will be retained in your file)

**VWCC PHLEBOTOMY VENIPUNCTURE PROCEDURE EVALUATION**

Name\_\_\_\_\_ Date\_\_\_\_\_

**Rating System**

4 = Exceeds Standard

3 = Meets Standard

2 = Opportunity for Improvement

1 = Needs Much Improvement

0 = Unsatisfactory

**The 20 Steps of Phlebotomy**

1. Review and accession test request.
2. Approach, identify, and prepare patient.
3. Verify diet restrictions and latex sensitivity.
4. Sanitize hands.
5. Position patient, apply tourniquet, and ask patient to make a fist.
6. Select vein, release tourniquet, ask patient to open fist.
7. Clean and air-dry site.
8. Prepare equipment and put on gloves.
9. Reapply tourniquet, uncap and inspect needle.
10. Ask patient to remake a fist, anchor vein, and insert needle.
11. Establish blood flow, release tourniquet, and ask patient to open fist.
12. Fill, remove, and mix tubes in order of draw.
13. Place gauze, withdraw needle, activate safety feature and apply pressure.
14. Discard collection unit.
15. Label tubes.
16. Observe special handling instructions.
17. Check patient's arm and apply bandage.
18. Dispose of used and contaminated materials.
19. Thank patient, remove gloves, and sanitize Hands.
20. Transport specimen(s) to the lab.

## Phlebotomy Board Exam Information

There are 2 options for gaining a board certification in phlebotomy, although other options are available. There are 2 certification agencies that VWCC phlebotomy students use to gain their certification. **Please note that board certification is not a requirement for program graduation or employment as a phlebotomist.** The purpose of board certification is to prove to employers that you are qualified to function as a phlebotomist. Board certification may also give you an advantage when applying for a job over those who are not board certified. Some employers, especially in other states may require their phlebotomists to be board certified.

### The 2 certifying agencies used by VWCC Phlebotomy Students:

Note: **Students can take either test**, depending on where they choose to work as a phlebotomist. The NHA certification may not be recognized in all states; students wishing to relocate should check the requirements of the state and facility where they wish to gain employment. The ASCP certification is universally recognized. **The VWCC CSC Phlebotomy Program Faculty recommend that graduates of this program obtain the ASCP certification credential.**

#### 1. National Healthcareer Association (NHA) [www.NHAnow.com](http://www.NHAnow.com)

NHA offers certifications in many healthcare fields including phlebotomy. To become certified, you must pass the NHA Phlebotomy Board Exam. If you pass the exam, you will receive the Certified Phlebotomy Technician (CPT) credential from NHA. The exam costs \$120.00 as of summer, 2024. The exam consists of approximately 150 questions and covers all aspects of phlebotomy that were covered in MDL 105 and MDL 106. This is a **timed test**, and you will have about 1.5 minutes to answer each question.

You can register for the exam at the above website and NHA will tell you where to take the exam, usually at a Pearson Testing Center in the Roanoke Valley. The requirements to be eligible to take the exam include 30 successful live blood draws and 10 successful capillary blood draws. Most Roanoke clinical facilities will accept the NHA Phlebotomy Certification.

#### 2. American Society for Clinical Pathology (ASCP) [www.ascp.org](http://www.ascp.org)

The ASCP exam is considered to be the “gold standard” among certifying agencies. ASCP certifies all professions connected to Clinical Pathology and Clinical Medicine, including phlebotomists, medical laboratory technicians and technologists, histotechnologists, cytotechnologists, and clinical pathologists.

The ASCP Phlebotomy Board Exam will allow the person who passes the exam to hold the PBT(ASCP) certification credential. The recipient of the certification will be able to place the PBT(ASCP) notation after their name in professional correspondence.

To register for the ASCP PBT exam, you must go to the ASCP website ([www.ascp.org/content/board-of-certification/apply-now-check-status-update-info#](http://www.ascp.org/content/board-of-certification/apply-now-check-status-update-info#)) and follow the directions on the web page. You can also go to [www.ascp.org/content/board-of-certification/get-credentialed#](http://www.ascp.org/content/board-of-certification/get-credentialed#), and click on **Route 2** to register for the PBT exam. To complete your registration, you must download and fill out an approval form from the ASCP website. Place your personal information at the top of the form and send the form to the VWCC Phlebotomy Program Head and they will complete the remainder of the form verifying your clinical hours and

your successful blood draws. **To sit for the ASCP PBT exam, you must have 100 successful blood draws and 100 clock hours in a clinical setting.** The VWCC Program Head must also submit an attestation letter on VWCC letterhead to the ASCP stating that the candidate is qualified to sit for the exam. The cost of the ASCP PBT exam is \$140.00 as of summer, 2024. This ASCP credential may be required if the graduate of the program wishes to work in another state such as New York or California. The advantage to having this credential is that the graduate should have an advantage in applying for jobs in large medical centers and hospitals.

**As stated above, it is not a requirement that you sit for either board exam if you plan to work in Roanoke area facilities, however it is highly recommended that you take one of the above exams, especially if you plan to enroll in another health profession such as MLT, Nursing, or Radiography. All associate degree (and bachelor's degree) health professions programs require the graduate of the program to successfully pass a board exam before you are allowed to work in the field. The phlebotomy board exam will be very good practice for any health profession board exam.**