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Caldwell Community College and Technical Institute

PHLEBOTOMY

In this packet, you will find information about our *Phlebotomy Program* including cost, requirements, and details on how to prepare for your new career.

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HEALTH SERVICES OVERVIEW

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Welcome to Health Services here at Caldwell Community College & Technical Institute! You are embarking on a path leading to a rewarding career, congratulations!

Students seeking a career in the Health Services such as Phlebotomy should possess the following qualities to be successful:

- The emotional maturity and stability to approach highly stressful human situations in a calm and rational manner
- The ability to make clinical judgement using critical thinking skills
- The ability to adhere to ethical standards of conduct, as well as applicable state and federal laws
- The ability to provide effective written, oral, and nonverbal communication with clients, their families, colleagues, health care providers, and the public.
- Students should be dependable, goal-oriented, and ready-to-learn as these classes are fast-paced.

Aptitude for this work includes good physical stamina, endurance and body conditions that would not be adversely affected. Examples of the physical demands associated with health services include, but are not limited to the following:

- Strength and Endurance - Frequently
- Standing, Walking, Sitting, Lifting, Carrying, Pushing, Pulling
- Balance and Coordination - Frequently
- Stooping, Kneeling, Reaching, Manual Dexterity and Tactile Sensitivity
- Communication - Frequently
- Talking, Hearing, Seeing, Communicating verbally and in writing

Should you need accommodations for any of these factors due to a physical disability please contact Disability Services.

STUDENTS ARE REQUIRED TO BE IN UNIFORM ON THE FIRST DAY OF CLASS AND EACH DAY OF CLASS AND CLINICAL.

Internet and Computer Access

Each of these classes utilize Moodle, the college 's online learning system, in a variety of ways. You will need to have access to an internet connection and a device such as a computer, laptop, Chromebook, or tablet. The college does have a limited number of Chromebooks available to students on a first-come-first-served basis through the college library. You may learn more by emailing "Chromebook Loan" to <https://www.cccti.edu/library> .

PHLEBOTOMY COURSE

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The Phlebotomy course prepares the student to draw blood specimens from patients / clients for analysis. Upon successful completion of class/lab/clinical, the student will receive a certificate and be prepared to sit for the American Society of Phlebotomy Technicians (ASPT) national certification examination. Please read this entire packet carefully and complete all required documentation prior to the attending the first day of Phlebotomy class.

Educational Pathway Example:

Phlebotomy > Medical Laboratory Assistant > Medical Technologist > Pathologist

Estimated Hourly Earnings:

According to the Bureau of Labor Statistics website (www.bls.gov) the most current national hourly wage range is \$14.63 - \$21.68 and the average annual wage is \$30,430 - \$45,090 for full-time employment. *May 2021.

Employment Opportunities:

- Doctor's Offices
- Nursing Homes
- Laboratories (such as Lab Corp, Quest, Solstice, Fast Test Labs, etc.)
- Health Departments
- Hospitals
- Hospice
- Blood Mobiles
- Clinics

FAQs:

- Will classmates draw blood from each other?
 - Yes, students must interact with classmates by drawing blood specimens from each other.
- Is there a state or national examination?
 - Yes, upon successful completion of class/lab and clinical components, the student is eligible to sit for the national certification examination through the American Society of Phlebotomy Technicians (ASPT).
 - Completers are not required to have national certification in order to practice as a phlebotomist in North Carolina, however, it is highly recommended and most employers now require it.
- What website can I go to for additional information?
 - American Society of Phlebotomy Technicians at www.aspt.org
- Is testing available at CCC&TI?
 - Yes, scheduled test dates are available through ASPT on the Caldwell Community College & Technical Institute campus.

For additional information contact:

- www.cccti.edu > Attending CCC&TI > Corporate and Continuing Education, OR
- E-mail mcalhoun@cccti.edu

PHLEBOTOMY
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COURSE COMPLETION

Upon successful completion of class/lab/and clinical the student will receive a certificate and be prepared to apply to sit for the American Society of Phlebotomy Technicians (ASPT) national certification examination.

SPECIAL INSTRUCTIONS:

- Student must provide instructor a correct personal e-mail address and cell phone number. Students must update this information if changes are made.
- Students must contact Disability Services at 828-726-2716 on or before the first day of class if you have a disability and need special accommodations. Students must provide the instructor in writing of any accommodations that they are eligible to receive.
- Sponsored students should contact their WIOA advisor to get instructions for payment of the ASPT Exam.

LEARNING OUTCOMES

- Recognize the importance of specimen collection in the overall patient care system
- Recognize the responsibilities of other laboratory and health care personnel, interacting with them showing respect for their jobs and patient care.
- Achieve proficiency in collecting, transporting, and handling blood specimens for analysis.
- Apply learned principles of new techniques and procedures relative to phlebotomy.
- Demonstrate basic level competencies in phlebotomy.

ATTENDANCE

- This is a 160 hour-seated class and each student is expected to attend class/lab/clinical for the entire required hours.
- If possible, notify your instructor in the event that an emergency happens and you must miss class/lab/clinical prior to the beginning of your assigned class/lab/clinical time.
- If student has an emergency and misses any time during clinical, the student is responsible for notifying his/her contact at the clinical site, making arrangements for make-up and then notifying the Phlebotomy Instructor.
- Students are expected to be ready to start class at the class assigned start time and remain for the entire class time.
- Adhere to break time(s) as set by Instructor.
- It is the student's responsibility to get with the instructor to make-up any missed work (book, laboratory, skills, exams, etc.)

COURSE GRADING SYSTEM

In order for a student to pass the phlebotomy course and be eligible to apply to sit for the American Society of Phlebotomy Technicians (ASPT) exam, the student must:

- Successfully complete Phlebotomy Course (including CPR for Health Care Professionals)
- Maintain an 80% didactic (theory/classroom) score (includes exams, quizzes, lab demonstrations, audiovisuals, etc.)
- Successfully complete 50 venipunctures and 25 capillaries during class/lab.
- Successfully complete 50 venipunctures during clinical
- Turn in completed Phlebotomy Clinical Log to instructor within 4 days (this includes weekend days) of completing phlebotomy clinical rotation.
- Meet attendance requirements for class/lab and clinical

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DRESS CODE

- Dress in the appropriate attire required in class/lab/and clinical. (CCC&TI ID badge, pewter gray scrubs with CCC&TI patch pinned to right chest, black closed-toe non-skid shoes, and black or gray socks.) Uniforms should be laundered, pressed, and in good repair and appropriate in length (not dragging the floor, no rips or tears, etc.)
- Keep fingernails short, clean, and with clear polish only
- Keep hair up off the collar at all times during lab and clinical
- Practice good personal hygiene and be free from body odor and to avoid strong perfumes or colognes
- Do not wear ring(s) with a set that is able to scratch or rip skin
- No tongue, nasal or other body jewelry (except a single pair of stud earrings) are allowed
- Tattoos must be covered up while in the clinical setting.

SPECIAL CONSIDERATIONS FOR CLINICAL SETTING

- Students will not disclose confidential information about the college, its employees, its students or any patient(s) or resident(s) at any clinical site(s). Violation of confidentiality may result in immediate dismissal from the program.
- Students will abide by all the policies of CCC&TI and all the policies of the clinical facility assigned.
- Students will adhere to parking regulations at clinical sites.
- Students will maintain all patient dignity and ensure all patient rights are honored.
- Students will communicate appropriately and effectively with patients/residents, patient's families, their instructor, fellow classmates and other care team professionals in the clinical setting.

CLASSROOM ETIQUETTE & STUDENT HANDBOOK

Students are expected to adhere to all college policies and procedures outlined in the CCC&TI Student Handbook and College Catalog which are available on the college's website or in Student Services. These policies and procedures include information regarding the student code of conduct, grievance procedures, disciplinary procedures, academic integrity, and emergency preparedness procedures.

COMPUTER USAGE POLICY

At times, this class may meet in the computer lab in order to utilize the equipment in the lab. During the times the class meets in the computer lab, students are NOT ALLOWED to:

- Check personal email (unless related to job search or resume completion)
- Access Facebook, Myspace, Twitter, etc.
- Access any website other than what the instructors permits
- Any student caught misusing the computers or visiting sites that are not permitted, will be asked to leave the class. Students are expected to adhere to the Computer Usage Policy outlined in the Students Handbook.

USE OF ELECTRONIC DEVICES

- Cell phones and other electronic devices are not permitted in the classroom, laboratory, or clinical settings.
- Students may not share any class/college information on social media. This includes photos of classmates and instructors.
- Students should abstain from posting any embarrassing, threatening, or harassing statements on any social media platform. Remember, future employers may check social media prior to hiring potential employees.

SAFETY

All students in this course will comply with all general safety rules, which apply to the type of activity in progress in each class. Violations of course safety rules could result in grade penalties and/or other appropriate disciplinary action such as dismissal from the course.

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CLASS PARTICIPATION & STUDENT EXPECTATION POLICY

Caldwell Community College and Technical Institute challenges students to be learners who assume responsibility for being a part of a community of scholars. Student's presence and participation in the classroom is an important component of this challenge. Furthermore, as a part of its mission, CCC&TI offers an education that prepares students for professional employment. Each student is encouraged to develop a professional work ethic that reflects responsibility, initiative, and teamwork.

- Suspected use of alcohol, illegal drugs or being under the influence of drugs which impacts a student's ability to function in a normal capacity will be addressed by and is subject to class dismissal per college policy.
- Students must bring required materials and equipment to each class/lab/clinical session.
- The use of profanity and tobacco products in the class/lab/clinical setting is prohibited.
- Students must maintain proper, professional, and respectful conduct/behavior in the classroom/lab/clinical settings. Disruptive, disrespectful, or insubordinate behavior is prohibited.
- Cheating, copying or sharing information (questions) on any exam, test, or quiz will result in a grade of zero (0) for that exam, test or quiz and the student will be referred to Student Services.
- Any open displays of prejudice, harassment, or discriminate against any person or persons because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation or national origin will not be tolerated and appropriate action will be taken.
- Students will work towards performing all skills correctly and safely in the class/lab/clinical setting. It is the student's responsibility to ask for guidance from the instructor in all situations that the student is not trained to handle and in all situations in which the student feels uncertain of his / her abilities.
- Students are to dress in the appropriate attire (scrubs).
- Student is expected to act responsibly and take the consequences for his/her action or inaction as appropriate.
- Cell phones will be turned off during class time and stored in backpacks and/or pocketbooks during class and lab time. You may check your phone during breaks.
- If you must use your phone, quietly exit the room. Over use of this could result in being asked to leave the class for the rest of the day.
- Cell phones are **NOT** permitted in the laboratory and clinical settings.
- Only share **YOUR** personal information on social media. Do not share photos of classmates and instructors, clinical sites, clients, or staff.
- Abstain from posting any embarrassing, threatening, or harassing statements on any social media.
Remember future employers check social media prior to hiring potential employees.
- Food and drinks are not permitted in the classroom.

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SUPPLIES AND THE BOOKSTORE REFUND POLICY

The Bookstore does not recommend buying **any** Continuing Education class materials early. You may find out you don't need or want to take the course, or the schedule may conflict with other classes. An instructor may be swapped out in your course, and use different course materials. If you buy your course document too early, it may not be compatible with the class you are enrolled in. Sometimes courses are delayed due to lack of students enrolled. The Bookstore does not want you to get stuck with a course material that you don't need. When in doubt, wait to make a purchase.

Bookstore Refund Policies

- Cash & Credit: 14 days from date of purchase with receipt.
- Check: Wait 7 days for check to clear the bank, 7 days after that to refund with receipt.
- WIOA, Sponsorships, and Scholarships: Two days from date of purchase with receipt. You must have prior approval from the business office to return items. Items must still be in resalable condition.

RESOURCES AVAILABLE

- The **Learning Resource Center** has a collection including many books, journals, and videos/DVDs relating to our course work this semester. We may periodically show videos /DVDs from the collection in class. Students will also find the LRC resources invaluable to the researched assignments produced for this class. It is located in E-Building on the Caldwell campus and W-460 on the Watauga campus.
- **The Writing Center** is a resource where all CCC&TI students can receive assistance from trained writing consultants with any type of writing at any stage of the writing process. The Writing Center also provides resources for all your writing needs in the Writing Center and via on line at <http://www.cccti.edu/writingcenter/>. On the Caldwell campus please contact Writing Center Coordinator Laura Benton at 828.726.2722 with any questions or come by the center. On the Watauga Campus please call Martin Moore at 828.297.3811 x5292 or stop by the center.
- The **Academic Support Center** offers free tutoring to students in a variety of subjects. Students are advised to use the ASC early and often during the semester. Stop by the ASC for the tutoring schedule or make an appointment by calling 828.726.2725. The Academic Support Center can help with Moodle questions, some technology support, such as submitting assignments in Moodle, study guides for placement tests, and so much more.
- **Disability Services**
Students enrolled in any program or offering at CCC&TI who plan to request accommodations as a result of a disability should contact Disability Services as early as possible each semester.

Go to cccti.edu homepage, scroll to bottom, link is listed on the left side of webpage

Caldwell Community College and Technical Institute is dedicated to equality of opportunity for its staff and students. CCC&TI does not discriminate against race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. veteran.

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SPONSORSHIP

If you are receiving financial assistance or sponsorship through an external partner such as WIOA or scholarship, you will need documentation from the partner stating what expenses they are covering. This will be placed on your account through our Business Office.

WIOA, Sponsorships and Scholarships:

1. You or the WIOA office must deliver your voucher to the business office prior to your bookstore visit.
2. You *may* charge your books **two (2)** business days before the class starts.
3. Bookstore employees normally have to call the business office while you are in the store in order for your money to be put in your account.
4. Credit cards: Visa or MasterCard cardholder must be present with photo ID. Bookstore cannot take someone else's card unless they are in the store and provide photo ID.
5. Checks: You may use someone else's check, but a bookstore employee must write your driver's license number on the check.

Other Financial Aid Resources:

- CCC&TI Continuing Education Scholarships www.cccti.edu/ContinuingED/ScholarshipsCE.asp
- College Foundation of North Carolina www.cfnc.org/pay/pay.jsp
- CashCourse www.cashcourse.org

OTHER SERVICES

Caldwell Community College and Technical Institute cares about its students and their financial stability. It is our goal to assist students in their effort to maintain or reach financial wellness. Students are provided with opportunities to engage in financial wellness activities regarding their fiscal responsibility throughout their college career. The Financial Aid and Counseling and Advising Departments work jointly to offer free financial wellness activities to students in the form of workshops, first year experience courses, live financial literacy presentations, and student debt fact sheets. To find out more about financial literacy, money management, scholarship and loan programs, use the following on-line resources or contact student services at 828-726-2713

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Phlebotomy Course Costs	
Registration	\$180.00
Campus Access Fee	1.00
Student Accident Insurance	1.00
CPR Card	5.00
Malpractice Insurance	16.00
Sub-Total	\$203.00
College ID (Take correct change) Hudson – Bldg. E LRC; Watauga Bldg. W460 LRC	2.50
Sub-Total	\$ 2.50
Required Purchases	
Estimated Costs (varies per supplier)	
One (1) set of Pewter Gray scrubs	\$ 60.00
One (1) pair of closed-toe, closed-heel, non-skid, black shoes. Cloth shoes are not recommended	30.00
One (1) pair of black or gray socks or hose	10.00
Seven-Panel Employment Drug Screen – Must be within 6 months of clinical dates	52.00
Non-Certified Criminal Background Check – Must be within 6 months of clinical dates – Clerk of Court's Office	2.50
Small Notepad (fit in scrub pocket)	2.00
Two (2) Ink Pens – must be black ink	3.00
Sub-total Estimated Costs	\$ 159.50
ASPT Exam	\$ 90.00
TOTAL COSTS (less discretionary spending)	\$ 455.00

Note: No textbook is required for this class.

Prices are subject to change.

For scrubs and shoes, you might want to visit Outfitters in Hudson, Boone Drug on Deerfield, or Dancy's Shoes in Boone.

The College Bookstore has other medical-related items in addition to note-taking supplies.

**PHLEBOTOMY REGISTRATION REQUIREMENTS
(PBT-3022)**

All of the items listed below MUST BE TAKEN WITH YOU ON THE FIRST DAY OF CLASS.

- ___ **1. Copy of Photo ID** (government issued; current, name must match social security card)
- ___ **2. Copy of Social Security Card** (signed; name must match photo ID, and cannot be laminated)
- ___ **3. Immunization /Health Record Form** (Printout from county health dept. or your physician's office)
 - DPT (3-5 doses)
 - Tetanus Booster or Tdap within past 10 years
 - Measles, Mumps, Rubella (MMR) (2 doses/ positive blood titer)
 - Influenza (flu) (1 dose annually during flu season)
 - Varicella (chicken pox) (2 doses or blood titer= \geq 1.09)
 - Tuberculin Skin Test (TST) – TWO STEP- current, negative, or documentation of (negative) chest x-ray
 - Hepatitis B - (3 shots **OR** Positive Hepatitis B titer **OR** Declination)
- ___ **4. Signed Hepatitis B / Declination form**
- ___ **5. Signed Health Services Lab/Clinical Guidelines for Exposure Incidents form**
- ___ **6. Signed Covid Vaccine Clinical Acknowledgement form**
- ___ **7. Copy of High School Diploma OR High School Equivalency OR College Transcript**
- ___ **8. Copy of Seven-Panel Employment Drug Screen**
(Must be within the six months of clinical date, may have drawn at Lab Corp, Quest, or other independent lab or your physician's office. No chain-of-custody required. Take this form with you to the appointment should they have a question about the type of p)
- ___ **9. Copy of Non-Certified Criminal Background Check** (must be within the six months of clinical date)

For questions regarding immunizations, the student should contact his/her healthcare provider for his/her recommendation of need, based upon age, health concerns and current CDC guidelines. If there are special considerations, the provider must document the need on letterhead or office stamp for validation.

Caldwell Community College & Technical Institute Immunization Health Record for Health Services

(PBT-3022)

You may use this form to verify you have all the required immunizations for your program.
A copy of your immunization record must be attached if you use this form to report your immunizations.

Last Name	First Name	Middle Name	Date of Birth (M/D/Y)	ID or SS#
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Name of Vaccine	Received Date #1	Date #2	Date #3	OR Positive Titer
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<i>MMR Vaccine (2): (Measles, Mumps, Rubella)</i>	#1 _____	#2 _____	N/A	_____
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<i>Hepatitis B Vaccine (3):</i>	#1 _____	#2 _____	#3 _____	_____
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Or Hepatitis B Declination: Date: _____

<i>Varicella Vaccine (2):</i>	#1 _____	#2 _____	N/A	_____
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<i>Tetanus/Tdap (3-5):</i>	#1 _____	#2 _____	#3 _____	#4 _____
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#5 _____	<i>Tetanus Booster (1 within the past 10years): #1 _____</i>
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<i>TB Skin Test (current/negative): #1 _____</i>	#2 _____
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Or Negative Chest X-Ray: Date: _____

***Note: Nurse Aide I AND Massage Therapy require one-step TB Skin Test or current/negative CXR;
Phlebotomy requires two-step TB Skin Test or current/negative CXR***

Seasonal Influenza Vaccine (J): Date Received: _____

Or Documented Influenza Vaccine Contraindicated: Date: _____

(Reason Influenza Vaccine Contraindicated): Date: _____

<i>Covid-19 Vaccine (2):</i>	#1 _____	#2 _____	**Required for Clinic Sites
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**HEPATITIS B VACCINATION WAIVER OR
CONSENT WAIVER**

(PBT-3022)

I understand that close personal contact with individuals may increase my risk of acquiring the hepatitis B virus (HBV) infection.

By initialing and signing this form where appropriate, **I acknowledge that I have read the information provided regarding HBV and have had adequate opportunities to ask questions regarding the material, and I agree to its content.**

Select one statement below to initial and then print and sign your name, date this document and return to your instructor.

- _____ **I decline the hepatitis B vaccination at this time.**
Initials I understand that I continue to be at risk for contracting this disease but hold Caldwell Community College and Technical Institute harmless should I contract the disease. **Should I decide to receive the HBV vaccination series while participating in a health course through CCE, I will notify my instructor and clinical supervisor and will provide documentation** of the vaccine(s) when given.
- _____ **I have previously received the series.**
Initials I will present proof of immunization.
- _____ **I am currently receiving the series.**
Initials I will submit proof of immunization at the time received.
- _____ **I am immune to hepatitis B.**
Initials Antibody testing (titer) has revealed immunity.
- _____ **Hepatitis B vaccine is contraindicated for medical reasons.**
Initials I have attached medical documentation.

Student Name (print): _____

Student Signature: _____

Date: _____

**Caldwell Community College and Technical Institute
Health Services Lab/Clinical Guidelines for Exposure Incidents**

(PBT-3022)

Health Services students are at risk for exposure to blood and body fluids that may be contaminated with the Hepatitis B virus, the Hepatitis C virus, the Human Immunodeficiency virus (HIV) and other potentially harmful or contagious pathogens while in the lab and/or clinical setting. Information about bloodborne pathogens and how to protect oneself and others from exposure is taught before the student's first clinical experience. It is imperative that students always follow standard precautions when working with patients/clients in any type of lab and/or clinical setting. **In the event of exposure to blood or body fluids, it is the responsibility of the student to arrange and pay for initial and post-exposure medical follow-up and care.** Following exposure to blood or bodily fluids, the student should take the following steps immediately:

1. Clean area thoroughly depending on the area exposed.
 - a. Skin exposure with blood – wash the area with antimicrobial soap and water for at least 15 seconds.
 - b. Contaminated needle stick or contaminated puncture or cut with sharp object – wash the area with antimicrobial soap and water for at least 15 seconds.
 - c. Eye exposure – rinse/flush eye with 1000 mL of water, sterile saline, or eye irrigating solution for at least 15 minutes.
 - d. Mucus membranes (mouth or nose) – rinse/flush the area with water or sterile saline.
2. Report exposure to your lab/clinical instructor, preceptor/supervisor immediately after taking the above preventive measures. If lab/clinical instructor/preceptor/supervisor is not a CCC&TI faculty member, then report the exposure to the lab/clinical coordinator of the student's health services program. The lab/clinical coordinator will assist the student in completing a CCC&TI accident report.
3. Determine the nature of the exposure and determine if there was exposure to body fluids or blood. Assess the integrity of the skin exposed to body fluids or blood.
4. Follow the agency policy for occupational exposure, testing, or post-exposure medications as indicated. If the clinical agency does not provide baseline testing and/or prophylaxis the student will need to call their primary care provider immediately.
5. Further testing, medical follow-up, and post-exposure medications will be with the student's primary care physician or local health department at the student's expense.

Student's Signature: _____

Date: _____

Student's Printed Name: _____



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COVID Vaccine Clinical Acknowledgment

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Health Services students who participate in clinical rotations are **required to meet all onboarding requirements** of the assigned clinical agency including submitting a record of their immunizations against communicable diseases.

In order to ensure the safety of their patients and staff, many healthcare facilities are now mandating that employees, school faculty and students who are entering their institutions document proof of vaccination for COVID. While Caldwell Community College and Technical Institute does not currently require COVID vaccination, Health Sciences students **maybe required** by the clinical sites to produce documentation of vaccination against COVID 19. **Failure to do so may result in a student being declined a clinical spot by the clinical agency.** It is the student's responsibility to request any medical or religious exemptions from the clinical agency.

By signing this form, I acknowledge that I understand that in order to participate in clinical education I may be required to document vaccination status against COVID. **Inability to complete clinical requirements for my program will result in failure to progress and dismissal from the program.**

Printed name of student

Student Signature

Date

**A SIGNED COPY OF THIS ACKNOWLEDGEMENT MUST BE ON FILE FOR ALL
PHLEBOTOMY STUDENTS
(PBT-3022)**

Criminal Background Checks/ Drug Screens

Clinical education is a vital component in the training of health sciences students. The college maintains a formal clinical affiliation agreement with each facility where students are sent for clinical instruction. Facilities are accredited by outside agencies such as the Joint Commission and must abide by their regulations. In the last ten years requirements that had previously been applied to employees only are now applied to students. These requirements may include health and immunization requirements, personal health insurance, mandatory HIPAA and OSHA training, criminal background checks and drug screens.

Not all facilities impose the same requirements, and these requirements may change with little or no notice. The college must comply with each facility's criteria. Students are required to maintain a satisfactory criminal background check and drug screen. Background checks and drug screens are at the student's expense. Students with unsatisfactory findings will not be allowed to participate in clinical components of the program. Inability to participate in the clinical component will result in failure of program progression and termination from the program. Any dispute concerning unsatisfactory background findings or drug screen will be between the student and the party providing the service. Background checks are to be completed before first day of class in Phlebotomy.

ANY of the following positive findings may cause the student to be ineligible for clinical:

- Any felony conviction
- Class A or A1 misdemeanor
- Listing on the national sex offender list and/or North Carolina sex offender list
- Listing by the Office of Inspector General (OIG) disbarring individual from participation in health care programs
- Any misdemeanor/felony conviction for sex offenses, violent crimes, robbery, assaults irrespective of when convicted
- Any misdemeanor/felony conviction for possession and/or trafficking of controlled or illegal substances within the last 5 years
- Any misdemeanor/felony conviction for embezzlement, larceny or related charges within the previous 7 years
- Release from a correctional institution subsequent to any misdemeanor/felony conviction within the past two (2) years, irrespective of when the conviction occurred.

NOTE: Many of the facilities scrutinize the student background checks themselves and may impose stricter standards. If a facility deems that a student must be excluded from their site, the student will be unable to progress to clinical and therefore, unable to complete the program.

I have read and understand the policy for required criminal background checks/drug screens as it relates to my eligibility for progression to clinical in the Phlebotomy program at CCC&TI. No guarantees have been made to me regarding clinical site(s), dates, times, etc. I hold my Instructor and CCC&TI harmless in all these matters.

Student Name (print)

Student Signature

Date

PHLEBOTOMY COURSE GUIDELINES/ SYLLABUS
PBT-3022

This certifies that I have read and been given the opportunity to discuss and understand the statements outlined in these Course Guidelines.

_ I understand I must complete all course requirements (attendance, grades, skill performance, clinical, and professional guidelines, etc.) to receive a Course Completion Certificate.

I also understand that I must notify my instructor if I cannot attend the Course Completion Ceremony. By signing below, I agree to abide by ALL the statements in the Phlebotomy Course Guidelines.

Student Name (print)

Student Signature

Date

Instructor Name (print)

Instructor Signature

Date