



LABORATORY ASSISTANT CERTIFICATE PROGRAM & PHLEBOTOMY SKILLS SET

STUDENT HANDBOOK



Pierpont Community and Technical College
School of Health Careers
Laboratory Assistant Program
Phlebotomy Advanced Skills Set

Revised: June 2020

EQUAL OPPORTUNITY AFFIRMATIVE ACTION

Pierpont Community & Technical College is an Equal Opportunity-Affirmative Action institution and provides equal opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, religion, age, national origin, disability, or sexual orientation as identified and defined by law.

THE ADVANCED SKILL SET IN PHLEBOTOMY

PROGRAM PURPOSE

The Phlebotomy Advanced Skill Set courses provide students with the opportunity to attain the skills and education needed to work as phlebotomists. The Advanced Skills Set is part of the Laboratory Assistant Certificate in Applied Science. However, students may choose to only complete the skill set in phlebotomy.

ADMISSION

Admission standards must be met in order to be considered for entry into the Phlebotomy Skills Set program. Applicants may refer to the College catalogue for those admissions standards to the Phlebotomy Advanced Skill Set. Students must possess a high school or college GPA of 2.0 or greater.

CLINICAL AFFILIATES

The Phlebotomy Advanced Skill Set course HLCA 2205 is currently affiliated with several medical institutions where students obtain practical experience in blood drawing techniques. Students are required to have background clearances, submit health documentation and meet essential functions of the program before attending clinical placements. **A flagged criminal background alert may prohibit a student from receiving a clinical placement.**

PROGRAM REQUIREMENTS

As with the Laboratory Assistant program, to remain in and complete the Phlebotomy Advanced Skill Set, students must maintain an overall GPA of 2.0 and earn a grade of “C” or better in HLCA 1100 Medical Terminology, HLCA 1110 Basic Clinical and Laboratory Skills, HLCA 2205 Phlebotomy Practicum, HLCA 1170/1171 Human Anatomy and Physiology, and receive credit for HLCA 1101 Introduction to Health Careers.

READMISSION

Readmission to the Phlebotomy Advanced Skill Set will be determined on an individual basis. The decision will be made by the Laboratory Assistant Admissions committee on the basis of the student’s prior academic performance in the program, the student’s qualifications when compared to other applicants and the availability of space.

STUDENT LEARNING OUTCOMES

Upon successful completion of the Phlebotomy Advanced Skill Set, completers will be able to do the following: (a) meet the academic qualifications to sit for the exam to become a certified phlebotomist; (b) communicate verbally and nonverbally with patients, healthcare personnel and others in a professional manner, respecting the confidentiality of patient

results; and (c) exhibit conduct that reflects professional standards that are legal, ethical and safe.

MODEL SCHEDULE

FIRST SEMESTER	13cr.
HLCA 1100 Medical Terminology.....	3 cr.
HLCA 1101 Introduction to Health Careers Programs.....	1 cr.
HLCA 1110 Basic Clinical and Laboratory Skills Lab Skills	4 cr.
*HLCA 1170 Anatomy and Physiology	3 cr.
HLCA 2205 Phlebotomy Practicum	2 cr.

**Students seeking admission into an Associate degree program in the School of Health Careers are encouraged to complete HLCA 1171 (Human Anatomy and Physiology Laboratory) during the first semester also.*

OPPORTUNITIES

Phlebotomists are employed in a variety of settings, including hospitals, clinics and industry. Credits earned through the Phlebotomy Advanced Skill Set may be applied to the Laboratory Assistant certificate program, Health Sciences Associate Degree and/or another associate degree program in Pierpont Community and Technical College’s School of Health Sciences.

Following the successful completion of the courses above, students are eligible to sit for a national certification exam in phlebotomy through the National HealthCareer Association (NHA), administered on site at Pierpont Community & Technical College in December and May (and sometimes in June) or the American Medical Technology RPT exam. For more information about the certification, you may visit www.NHAnow.com or www.americanmedtech.org

THE LABORATORY ASSISTANT

The Laboratory Assistant works under the supervision of analysts, scientists, technologists or technicians in the physical, chemical, biological and medical sciences. Laboratory Assistants may perform a variety of tasks depending upon the type of agency for which they work. They may use computers and computer-interfaced equipment; perform quality assurance checks; collect and prepare samples for analysis; analyze specimens for waived testing; clean, maintain and set up equipment used in experiments or laboratory analyses; follow safety procedures; properly dispose of biological wastes; maintain laboratory supplies; perform routine mathematical calculations; or prepare chemical solutions, reagents and media.

THE LABORATORY ASSISTANT CERTIFICATE PROGRAM

The Laboratory Assistant (Certificate of Applied Science) Program at Pierpont Community & Technical College is a one-year (or two semester) certificate degree program designed to educate and prepare students for work in a laboratory under the supervision of a technologist, technician, analyst or scientist. Students in the program receive didactic instruction and laboratory training in basic and advanced laboratory skills, phlebotomy, technical report writing, mathematics, communication, basic anatomy and physiology, CPR (Basic Life Support) and safety procedures and computer concepts and applications.

PROGRAM GOALS AND OBJECTIVES

The objective of the Laboratory Assistant Certificate Program is to provide the student an opportunity to complete a course of study which incorporates both theoretical knowledge and technical skills needed for entry into the field of laboratory assistant or phlebotomist, and allows the student the option of continuing their education at the Associate (2 year) or Baccalaureate (4 year) level. During their time on campus the student will be given the chance to reach personal goals and achievements and will develop responsibility in the area of self, community, and society through scholarship and practice.

A successful graduate of the Laboratory Assistant program is expected to meet the program goals listed below.

Graduates are expected to:

- Demonstrate entry level competencies to enter the laboratory assistant or phlebotomy profession
- Attain basic skills in performing laboratory procedures, following quality control parameters and reporting results.
- Attain knowledge and skill for preparation to qualify for a phlebotomy certification examination.

- Attain cognitive knowledge of basic laboratory procedures, specimen processing and quality control parameters.
- Demonstrate multi-tasking skills and flexibility in adapting to new situations
- Communicate verbally and non-verbally with patients, health care professionals and others in an effective, appropriate, and capable manner, respecting the confidentiality of patient results.
- Exhibit conduct that reflects professional standards that are legal, ethical and safe.
- Recognize the need for continuing education and act upon that need as a function of growth and maintenance of professional competence.

To meet the goals listed above students must be able to:

- Obtain information in the classroom setting and outside of class using lecture material, textbooks, computer-based and video formats.
- Produce acceptable written responses to assignments in the lecture and laboratory setting while adhering to timelines.
- Complete small group and individual assignments during required class time.
- Prepare reagents, operate laboratory equipment and instruments, and perform manual and automated laboratory tests, following written and verbal directions, and manipulating mathematical equations when necessary.
- Obtain successful and accurate collections of patient specimens using appropriate guidelines and techniques for venipuncture and fingersticks; including correct collection protocol, tube selection and proper patient etiquette.
- Maintain a satisfactory attendance record for class, laboratory and clinical practicum assignments, suitable for the workforce.
- Effectively transfer and receive information using oral, written and computer transmission; developing skills necessary for fax, phone, computer/LIS and face-to-face communication.
- Verify patient orders and information for correctness.
- Identify patient specimens and supplies necessary to complete basic laboratory tests.
- Follow standard operating procedures to perform and interpret quality control checks, and accurately report patient results while recognizing pre-analytic, analytic and post-analytic error.

ADMISSION PROCEDURES

A new cohort of Laboratory Assistant students is selected to begin studies each academic fall and spring semester. Applications are accepted in the semester prior to the cohort start date and students are accepted until the class is full. Currently to be admitted to the program, applicants must contact the program director and meet the following criteria:

1. *Meet the general admission requirements of Pierpont Community and Technical College.*
2. *Have a high school GPA and, if applicable, a college GPA of 2.00 or better.*

DISABILITY GUIDELINES AND ESSENTIAL FUNCTIONS

As required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, certain accommodations are provided for those students whose disabilities may affect their pursuit of a college education. These students must contact the Coordinator for Students with Disabilities, who is located in the Office of Disability Services, if those services are desired.

All applicants are expected to meet the following nonacademic criteria (essential functions) in order to participate in the LABA Program and at the workplace:

Visual Observation

The Laboratory Assistant student must possess visual acuity sufficient to allow each of the following:

1. Differentiation of colors and color changes during the performance of laboratory procedures.
2. Differentiation and identification of specimens using microscopic examination.
3. Reading of laboratory instrument technical procedure manuals, standard operating procedures, specimen labels and other pertinent materials for patient care and professional practice.

Motor Function

The Laboratory Assistant student must possess motor functions sufficient to permit each of the following:

1. Lift and handle typical hand-held laboratory equipment and tools.
2. Manipulate laboratory instruments and equipment in a manner consistent with standards of medical laboratory practice.
3. Maneuver in small places.

Communication Skills

The Laboratory Assistant student must possess communications skills sufficient to permit:

1. Verbal and nonverbal skills adequate for transmitting to and receiving information from clients and workplace personnel.

Behavioral and Social Attributes

The Laboratory Assistant student must exhibit behavioral and social attributes that are acceptable in the College and workplace including:

1. Possessing the emotional health required for full utilization of the applicant's intellectual abilities.
2. Exercising good judgment in the workplace.
3. Completing work responsibilities promptly.
4. Functioning effectively under stress.
5. Adapting to a changing work environment and displaying flexibility.
6. Displaying integrity, compassion, concern for others, interest and motivation.

More specifically, all applicants are expected to meet the following nonacademic criteria (essential functions) in order to understand the demands required to be successful as a student/graduate of the LABA program and in professional practice:

Essential Observational Requirements for the Clinical Laboratory Practice

The Laboratory Assistant student must be able to:

- observe laboratory demonstrations in which biologicals (i.e., body fluids, culture materials, tissue sections, and cellular specimens) are tested for their biochemical, hematological, immunological, microbiological, and histochemical components.
- characterize the color, odor, clarity, and viscosity of biologicals, reagents, or chemical reaction products.
- employ a clinical grade binocular microscope to discriminate among fine structural and color (hue, shading and intensity) differences of microscopic specimens.
- read and comprehend text, numbers, and graphs displayed in print and on a video monitor.

Essential Movement Requirements for the Clinical Laboratory Sciences

The Laboratory Assistant student must be able to:

- move freely and safely about a laboratory.
- reach laboratory bench tops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture.
- travel to numerous clinical laboratory sites for practical experience.
- perform moderately taxing continuous physical work, often requiring prolonged sitting, over several hours.
- maneuver phlebotomy and culture acquisition equipment to safely collect valid laboratory specimens from patients.
- control laboratory equipment (i.e., pipettes, inoculating loops, test tubes) and adjust instruments to perform laboratory procedures.
- use an electronic keyboard (i.e., 101-key IBM computer keyboard) in order to operate laboratory instruments, and to calculate results, record, evaluate, and transmit laboratory information.

Essential Intellectual Requirements for the Clinical Laboratory Sciences

The Laboratory Assistant student must:

- possess these intellectual skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis comparison, self-expression, and criticism.
- be able to exercise sufficient judgment to recognize and correct performance deviations.

Essential Communication Requirements for the Clinical Laboratory Sciences

The Laboratory Assistant student must be able to:

- read and comprehend technical and professional materials (i.e., textbooks, magazine and journal articles, handbooks, and instruction manuals).
- follow verbal and written instructions in order to correctly and independently perform laboratory test procedures.
- clearly instruct patients prior to specimen collections.
- effectively, confidentially, and sensitively converse with patients regarding laboratory tests.
- communicate with faculty members, fellow students, staff and other health care professionals verbally and in a recorded format (writing, typing, graphics, or telecommunication).
- independently prepare papers, prepare laboratory reports and take paper, computer and laboratory practical examinations.

Essential Behavioral Requirements for the Clinical Laboratory Sciences

The Laboratory Assistant student must:

- be able to manage the use of time and be able to systematize actions in order to complete professional and technical tasks within realistic constraints.
- possess the emotional health necessary to effectively employ intellect and exercise appropriate judgment.
- be able to provide professional and technical services while experiencing the stresses of task-related uncertainty (i.e., ambiguous test ordering, ambivalent test interpretation), emergent demands (i.e., stat test orders), and a distracting environment (i.e., high noise levels, crowding, complex visual stimuli).
- be flexible and creative and adapt to professional and technical change.
- recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals.
- adapt to working with unpleasant biologicals.
- support and promote the activities of fellow students and of health care professionals. Promotion of peers helps furnish a team approach to learning, task completion, problem solving and patient care.
- be honest, compassionate, ethical and responsible. The student must be forthright about errors and uncertainty. The student must be able to critically evaluate his/her own performance, accept constructive criticism, and look for ways to improve (i.e., participate in enriched educational activities). The student must be able to evaluate the performance of fellow students and tactfully offer constructive comments.

Reference: Fritisma, G.A., Fiorella, B.J., and Murphy, M., **Essential Requirements for Clinical Laboratory Science**, Clinical Laboratory Science, Vol. 9, No. 1, Jan/Feb 1996, p. 40-43.

Employment Qualifiers:

1. Students must be free from contagious diseases and chemical dependence.
2. Students must specifically demonstrate that they are immune to rubella and varicella viruses and do not have active tuberculosis.
3. Students must demonstrate immunity to hepatitis B virus surface antigen.
4. Students must be able to perform all functions and tasks required of a laboratory assistant

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

The College offers opportunities for earning course credit by examination through the College Level Examination Program (CLEP). Eligibility for CLEP examinations is open to all persons and not dependent upon enrollment in PIERPONT C&TC. Laboratory Assistant students may be especially interested in taking CLEP Examinations to receive course credit for English 1104.

ADVANCED STANDING AND PLACEMENT

Advanced Standing and credit in English and foreign language is available through the college. The Registrar determines student eligibility for advanced standing, which is based upon high school records and scores on the ACT. Further information for on advanced standing and placement can be obtained from the Registrar's Office.

WITHDRAWAL FROM THE PROGRAM

Students considering withdrawing from the Laboratory Assistant Program for any reason should schedule an appointment for an exit interview with their advisor to discuss appropriate procedures. It is the responsibility of the student to follow the official college policy for withdrawal. This is important for any student who may decide to reapply to Laboratory Assistant Program or return to the college in the future.

GRADE POINT AVERAGE (GPA) AND PROGRAM DISMISSAL

To remain in and graduate from the Laboratory Assistant program, students must maintain an overall GPA of 2.0 and earn a grade of "C" or better in HLCA 1100 Medical Terminology; HLCA 1110 Basic Clinical & Laboratory Skills; HLCA 2205 Phlebotomy Practicum; HLCA 1170 Anatomy and Physiology; HLCA 1171 Human Anatomy & Physiology Laboratory; ENGL 1104 Written English I; English 1109 Technical Report Writing OR English 1108 Written English II; LABA 2206 Advanced Lab Skills Theory; LABA 2207 Advanced Lab Skills; and HLCA 1101. GPA's are reviewed each semester. Failure to meet any of these requirements will result in dismissal from the Laboratory Assistant program. Students who have been dismissed for academic reasons may reapply to the LABA program. See the Withdrawal and Readmission policies in this Handbook for more information. Following the appropriate procedures is very important if a dismissed student is considering reapplication to the program.

OTHER PROGRAM DISMISSAL

Students may be dismissed from the program for a number of reasons, including but not limited to: dismissal from a clinical site for unprofessional behavior, engaging in repeated occurrences of unsafe behavior in a student laboratory, violating patient/student's protected health information, academic dishonesty, cheating, or creating (making up) laboratory data.

READMISSION

Readmission to the Laboratory Assistant Program will be determined on an individual basis. The decision will be made by the Laboratory Assistant program coordinator on the basis of the student's prior academic performance in the program, the student's qualifications when compared to the other applicants, and the availability of space. All admission requirements must be met for readmission. Students who must withdraw from the program due to unsatisfactory academic performance are generally only readmitted once.

READMISSION AFTER HIATUS

Students who (voluntarily or involuntarily) withdraw from the program AND seek readmission AND three-or-more years has lapsed since the successful completion of HLCA 1110 will be required to retake HLCA 1110. Standards of practice change; students are expected to be up-to-date on current standards of practice. Additionally, when students are readmitted, they are expected to fulfill/update the student clinical requirements (i.e., proof of immunity).

ELECTIVES

Students may choose to register for elective courses in addition to those required in the Laboratory Assistant curriculum. Those students interested in pursuing one of the Health Careers programs at PIERPONT C&TC should consult the college catalog and discuss these options with their advisor prior to registration. Advisors may make suggestions of elective courses for students.

ADVISORY SYSTEM

Each Laboratory Assistant student will be assigned a faculty advisor who is faculty in one of the Health Careers programs at PIERPONT C&TC. The primary role of the advisor is to assist the student in selecting appropriate classes to meet the program requirements.

The advisor assists advisees in selecting courses needed to meet program requirements. However, it is the responsibility of each student to schedule an appointment with his/her advisor prior to the pre-registration period. Health Careers faculty are available for student

advising and maintain regular office hours. These hours are posted outside the office door of each faculty member.

Although it is not necessary for students to have an appointment with their faculty advisor during posted office hours, prior scheduling of any meetings requiring more than a few minutes of time is highly recommended. Scheduling an appointment will ensure that the student has adequate time to meet with his/her advisor and circumvent problems that might occur when more than one student desires a conference at the same time.

EMPLOYMENT AND CAREER OPPORTUNITIES

After successful completion of the program, graduates may go directly into the workforce or apply for admission into one of the associate degree health careers programs or transfer to a baccalaureate degree program. Laboratory Assistant graduates are employed in a variety of settings, including hospitals, clinics, research facilities, industry, federal and state agencies. Those graduates who are admitted into one of the competitive associate degree health careers programs at PIERPONT C&TC depending on the major can complete 13-19 hours of credit that may be applied to their specific field of study.

GRADING SYSTEM

Letter Grades

Letter grades for the courses HLCA 1110, LABA 2206, LABA 2207 and HLCA 2205 (including lecture and laboratory sessions) are determined according to the following scale:

A.....	93 to 100 Percent
B.....	84 to 93 Percent
C.....	75 to 83 Percent
D.....	70 to 74 Percent
F.....	Below 70 Percent

Grades are based upon periodic quizzes, examinations, and assignments stated in each course syllabus. Students are reminded that to successfully complete the Laboratory Assistant program, they need to earn a “C” or better in all HLCA and LABA classes. Moreover, to receive their skills set or Certificate of Applied Science degree, students must earn an overall GPA ≥ 2.00 .

ACADEMIC DISHONESTY POLICY

Academic dishonesty is defined to include, but is not limited to, any of the following:

1. Plagiarism is defined in terms of proscribed acts. Students are expected to understand that such practices constitute academic dishonesty regardless of motive. Those who deny deceitful intent, claim not to have known that the act constituted plagiarism, or maintain that what they did was inadvertent are nevertheless subject to penalties when plagiarism has been confirmed. Plagiarism includes, but is not limited to, submitting, without appropriate acknowledgment, a report, notebook, speech, outline, theme, thesis, dissertation, or other written, electronic, visual, or oral material that has been copied in whole or in part from the work of others, whether such source is published or not, including, but not limited to, another individual's academic composition, compilation, or other product, or commercially prepared paper.

2. Cheating and dishonest practices in connection with examinations, quizzes, papers, and projects, include, but are not limited to:

- a. Obtaining help from another student during any graded assignment (including but not limited to examinations, quizzes, and on-line assignments).
- b. Knowingly giving help to another student during any graded assignment (including but not limited to examinations, quizzes, and on-line assignments), taking an examination or doing academic work for another student, or providing one's own work for another student to copy and submit as his or her own.
- c. The unauthorized use of notes, books, or other sources of information (including cell phones) during examinations.
- d. Obtaining an examination or any part thereof without authorization.

3. Forgery, misrepresentation, or fraud includes, but is not limited to:

- a. Forging or altering, or causing to be altered, the record of any grade in a grade book or other educational record.
- b. Use of documents or instruments of identification with intent to defraud.
- c. Knowingly presenting false data or intentionally misrepresenting one's records for personal gain.
- d. Knowingly furnishing the results of research projects or experiments for the inclusion in another's work without proper citation.
- e. Knowingly furnishing false statements in any academic proceeding.

Process to Initiate a Charge of Academic Dishonesty

To initiate and process a charge of academic dishonesty, including plagiarism, cheating, and academic fraud, and/or to begin the process of issuing sanctions/punishment, the instructor must do the following:

1. Notify the student in writing of the charge and the penalty and schedule a conference within five academic days of discovering the infraction.
2. Meet with the student to discuss the issue, to present evidence, to review all relevant materials, to give the student opportunity for rebuttal, and to complete the Notification of Academic Misconduct (NAM) form as soon as possible but no longer than five academic days following the discovery of the violation.
3. Responsibility/Resolution

a. If the student accepts responsibility for both the charge and the sanctions, he or she signs the misconduct form and the case is closed. Within five academic days of resolution of the case, faculty should make three copies of the NAM form: one for the student, one for faculty records, and one for the Office of the Provost.

b. If the student does not accept responsibility as charged, he or she may appeal to the Dean of the program. If the student and chair reach a resolution, the chair should make three copies of the NAM form: one for the student, one for departmental records, and one for the Office of Provost. These copies should be distributed within five academic days of resolution of the case.

c. If the student and the chair do not reach a resolution, the student may appeal to the Student Conduct Board. This appeal must be initiated within five academic days of the student's meeting with the Dean.

d. If the student appeals to the Student Conduct Board, the assigned panel will examine the case, and a decision will be reached.

e. If the student disagrees with the decision of the Student Conduct Board, he or she may appeal to the Provost, whose decision is final.

ATTENDANCE POLICY

The School of Health Careers adopted the following Attendance Policy: *Students are required to attend all class meetings as defined in the course syllabus. Students missing 10% of the class meetings will receive a written warning. Students missing 20% or greater will be asked to withdraw from the course or earn a final grade of "F".*

- **Students are expected to attend all classes, including lectures and student laboratory sessions.** Attendance is an important component of professionalism and is necessary for successful completion of a course of study and is an integral part of a student's educational experience. The attendance policy for each course in the MLT curriculum is also included in the course syllabus. Policies may, however, be revised at the beginning of each semester. **If an absence is necessary:**
- The student must discuss the absence with the instructor **before** the next scheduled class.
- Cancellation of classes at Pierpont C&TC campuses due to weather or other emergencies will not be counted as an absence.
- **The student is responsible for any information, assignments and work missed.** The instructor is not required to provide makeup lectures, quizzes, demonstrations, field trips, assignments or laboratory sessions.
- In order to be excused from an examination or quiz, the student must speak to the instructor **prior** to the scheduled examination.
- Make up examinations must be completed by the next class meeting after the scheduled exam.

- Work and assignments missed (including quizzes) due to absences or tardies will receive a grade of zero (0).
- **In the Laboratory Assistant program, 3 tardies constitute 1 absence in any course.** What constitutes “tardy” will be defined in the syllabus for the course.
- Student absences in clinical practicum courses may not exceed 20% of the total time in each practicum. Absences in the clinical setting will be dealt with on a case by case with students making up the time they have missed in consultation with the clinical education coordinator and the clinical site.
 - Students will not be scheduled for practicum assignments during holidays scheduled by Pierpont CTC without written, student consent. Students may, however, find it necessary and convenient to schedule any make up days with clinical affiliates during holiday breaks or between semesters.
 - Any make up days must be scheduled with the approval and convenience of the clinical affiliates and with prior notification given to the Clinical Education Coordinator.
 - Cancellation of classes due to weather or other emergency situations that affect only the Pierpont C&TC campus is ***not*** considered an excused absence for students scheduled at clinical affiliates. Students are expected to report to their clinical assignments as usual but should use their own judgment regarding attendance during these times.
 - Students are required to complete HLCA 2205, Phlebotomy Practicum for both the Advanced Skills Set in Phlebotomy and the Laboratory Assistant Certificate. HLCA 2205 is usually scheduled in two 7 hour blocks per week to accommodate the students’ clinical experience. Students are strongly encouraged to keep the scheduled class meeting time for HLCA 2205 available for clinicals. However, if students need to schedule alternate times, this is to be done in consultation with the clinical education coordinator. Occasionally, students may be required to report to their assigned affiliate at a different time or to extend their quitting time beyond what is normally scheduled in order to complete all competencies.

CLASSROOM CONDUCT

Class Participation

All students are expected to constructively participate in all class activities. In general, constructive participation means those acts or activities that contribute to the educational program of the class. Constructive participation includes, but is not limited to:

- Offering constructive comments
- Asking questions that enhance class progress
- Requesting clarification when clarification is needed

Non-constructive behavior includes but is not limited to the following:

- Sleeping
- Reading or using computer to view non-class material
- Talking to other students during instruction
- Creating disturbances that distract themselves and others from the class activity
- Making or receiving calls on cell phones

Class Arrival and Departure

Students are expected to arrive in class in a timely manner. Except for serious reasons beyond their control, students should remain (actively) in class for the entire class period. If you have serious or important reason (medical, family) for an early exit from class, see instructor before the event. Walking out of a class in session is a distraction and disrupts your own learning. Medical, legal, or academic appointments (if at all possible) should be made during non-class times.

Conduct During Class

All students should conduct themselves such that their own learning and the learning of other students is enhanced. Students should exhibit no behavior that would detract from this goal.

- No student should attend class under the influence of alcohol or illegal drugs.
- Students should bring textbooks, notebooks, and writing materials to all classes unless notified by the instructor.
- Weapons, radios, beepers (unless required), or other items not appropriate for instruction should not be brought to class.
- Unless prior permission is given, children and other visitors are not to be brought to class.
- Cellular phones should be turned off during class time and clinical training and may not be used to calculate results needed for classroom work or exams. In case of emergency where student may need to be contacted during class the student is to notify the instructor in advance so that a plan of action can be determined.

STUDY HABITS

Most collegiate courses require more work outside of the classroom in the form of independent review of material, reports, library research, etc., than high school. Therefore, students carrying a full load of college courses will generally find that they must devote more time to studying, completing assignments and preparing for classes than they were accustomed to in high school in order to maintain the same GPA.

Class work occupies a great deal of time. In addition, extracurricular activities are also an important part of the collegiate learning experience. A proper balance between curricular and

extracurricular activities should be established. A successful student learns to establish a definite schedule for study time and activities and works according to that schedule. Managing time effectively will allow each student to take full advantage of opportunities available through both class work and extracurricular activities.

Each student should determine how much time he or she needs to devote to study as well as the best time of day and the best place for study and adjust his/her study time to that time of day. Most students who are academically successful:

- Apply themselves to the job of being a student
- Don't allow extracurricular activities to become more important than class work
- Have good study habits:
 - Take notes, spend time looking at class material, read texts and review objectives every day; budget time properly; allot enough time to adequately study class material
- Have control of personal problems
- Focus on course objectives and material emphasized by instructor
- Have an adequate educational background
- Seek out available campus tutorial, disability and personal services when needed

UNIFORM AND PROFESSIONAL ATTIRE

Proper attire must be worn at all times during student laboratory sessions. Full length, buttoned laboratory coats are required for all student laboratory sessions on campus. Shoes must be acid resistant, e.g., leather, closed-toed; sandals are not permitted in the student laboratories. If the shoes have laces, they must be tied. Dangling jewelry, unsecured long hair on both men and women and excessively long beards on the male students are considered a potential hazard in the laboratory and are prohibited in the student laboratory sessions.

For your protection and the protection of others, laboratory coats are **not** to be worn outside the student laboratories. Safety precautions require beards and mustaches to be closely trimmed, long hair to be secured and appropriate biohazard protective gloves to be worn when handling specimens. Students failing to adhere to these policies will not be permitted in the student laboratories on campus but will be dismissed from class until appropriate attire is secured. Students are responsible for purchasing lab coats for classes. **Laboratory coats may be available through the bookstore and purchased with financial aid. Students are responsible for the acquisition of their own laboratory coats. Laboratory coats are required before the student can start any laboratory session.** Gloves and face shields will be provided.

HEALTH INSURANCE

PIERPONT C&TC does not provide individual health or accident insurance. Therefore, students should be covered by a health insurance policy before entering the Lab Assistant program. Students are responsible for any expenses incurred as a result of illness or accidents in any aspect of the program, including clinical facilities. Students without health insurance will sign a waiver.

SAFETY STANDARDS

Students will be instructed in safety procedures and techniques appropriate for work in a variety of laboratory settings. These procedures follow national guidelines published by the Occupational Safety and Health Administration (OSHA), the Centers for Disease Control and Prevention (CDC) and the Environmental Protection Agency (EPA).

REPORTING ACCIDENTS

Students are required to follow all safety precautions and practices as discussed by the instructors and included under “Safety Procedures Relating to Blood Borne Pathogens” in this handbook. All accidents must be reported to an instructor immediately. An incident report form will be filled out and placed in the student file. The form will include documentation on how to avoid future accidents.

HEPATITIS B VIRUS (HBV) SURFACE ANTIGEN VACCINES

Documentation of the receipt of the Hepatitis B Virus (HBV) surface antigen vaccine series or documentation demonstrating a Hepatitis B surface antibody titer sufficient for protection from HBV infection (CDC recommends the titer be tested 6 months after the third vaccine of the series) is required of all students entering the Laboratory Assistant Program. ***It is strongly recommended that students receive the second dose of the Hepatitis B vaccine series prior to the beginning of their first semester in the program. Students refusing the vaccine, those who have not yet begun the series, and those lacking a titer sufficient for protection from HBV must sign a waiver before beginning any laboratory work or attending the HLCA 2205 phlebotomy practicum.***

COSTS

In addition to tuition, fees and room and board expenses incurred by students Laboratory Assistant students should anticipate incurring additional costs.

Some of the expenses that you and your family may incur include:

- Textbooks and Student Laboratory Manuals
- Campus printing costs

- HLCA and LABA course fees
- Laboratory Coats and attire
- Health Physical including required vaccinations, titers and tests
- Transportation to Phlebotomy practicum sites
- Snacks or meals while Phlebotomy practicum
- Background check for Phlebotomy practicum
- Additional tests such as drug screening for certain clinical sites
- MyClinical Exchange subscription for several clinical sites
- CPR Training
- Name Tags
- Certification Exams
- Licensure

LIABILITY COVERAGE

Pierpont C&TC is covered by WV BRIM liability insurance for students during the clinical training portion of the HLCA 2205 phlebotomy practicum course. Coverage includes \$1,000,000 for each occurrence. The College covers the complete cost of the insurance for the student. This insurance does not apply when students are engaged in activities other than those sponsored by the Laboratory Assistant Program or the College.

PROGRAM COURSE DESCRIPTIONS

HLCA 1101 Introduction to Health Careers Programs

one hour

This course is designed to introduce students to the health careers degree and certificate programs offered at Pierpont CTC. A case study approach may be used to examine various fields in health careers. This course will cover requirements and prerequisites, necessary skills and qualities for successful program completion, and provide individualized exposure to selected occupations. This course can be used as an elective.

HLCA 1110 Basic Clinical and Laboratory Skills

four hours

This course in the theory and practice of basic laboratory and clinical skills is designed to provide the student with entry level knowledge needed to pursue a career path as a laboratory assistant and/or phlebotomy technician. Students are introduced to professionalism, the importance of consent and confidentiality, safety issues, CPR and vital signs, infection control and basic laboratory techniques including specimen collection and venipuncture. Prerequisite: Lab Assistant or Phlebotomy Skill Set major, 3 hours of lecture per week; 1 hour of lab.

LABA 2206 Advanced Lab Skills Theory

two hours

This course is designed to provide the student with knowledge in advanced laboratory skills in preparation for employment or further education. Ethical considerations of patient and client information and customer service will be explored. Patient specimen collection and processing, as well as coding and reporting of results and quality assurance and quality control of work completed will be stressed. Must have successfully completed or be currently enrolled in LABA 2207. Two hours lecture per week. PR: Successful completion of HLCA 1110 or approval of instructor.

LABA 2207 Advanced Lab Skills

one hour

This course is designed to provide the student with advanced laboratory experience and training in preparation for employment or further education. Ethical considerations of patient and client information and customer service will be explored. Patient specimen collection and processing, as well as coding and reporting of results and quality assurance and quality control of work completed will be stressed. Must have successfully completed or be currently enrolled in LABA 2206. Two hours of laboratory per week. PR: Successful completion of HLCA 1110 or approval of instructor. Co-requisite (CR): LABA 2206. Capstone Course

HLCA 2205 Phlebotomy Practicum

two hours

This course is designed to provide practical experience in blood collection techniques. Students will be placed in clinical facilities to practice the skills in specimen collection (i.e., venipuncture, capillary puncture) acquired in HLCA 1110. Students will be expected to

obtain up to 100 venipunctures and 10 capillary punctures at a clinical site and to complete at least 85 hours of clinical training. Scheduled hours may vary based on the site and will be scheduled in coordination with the clinical education coordinator. Online assessment and final exam. 85 hours minimum. PR: HLCA 1110. Lab Assistant major. Instructor approval required.

LABORATORY ASSISTANT CURRICULUM

Model Schedule (2 semesters; 32 credit hours)

First Semester Coursescredit hr

ENGL 1104	Written English I	3 cr.
OFAD 1150	Computer Concepts and Applications.....	3 cr.
HLCA 1110	Basic Clinical and Laboratory Skills Lab Skills	4 cr.
HLCA 1170	Anatomy and Physiology	3 cr.
HLCA 1171	Anatomy and Physiology (Laboratory).....	1 cr.
HLCA 1100	Medical Terminology.....	3 cr.
HLCA 1101	Introduction to Health Careers Programs.....	1 cr.

18 cr.

Second Semester Coursescredit hr

ENGL 1108 or 1109	Written English II or Technical Report Writing	3 cr.
HLCA 1200	Health Assessment	3 cr.
LABA 2206	Advanced Lab Skills Theory.....	2 cr.
LABA 2207	Advanced Lab Skills	1 cr.
HLCA 1102 or	Pathophysiology	3 cr.
HLCA 2200	Interpretation of Diagnostic Data	
HLCA 2205	Phlebotomy Practicum	2 cr.

14 cr.

SUGGESTED ELECTIVES

CHEM 1101 or CHEM 1105

HLCA 1200

EMMS 1109

BIOL 1105 or BIOL 2205

MATH 1106 or higher

Students may also wish to work on the required, core health science course in the AAS in Health Sciences degree program.

Note: Students may be able to complete mathematics and English prerequisites the semester prior to their admission into the program. Contact the Program Coordinator for information.

PIERPONT COMMUNITY AND TECHNICAL COLLEGE
MLT & Laboratory Assistant Programs: Physical Examination Form

TO BE COMPLETED BY STUDENT:

Name: _____

(Last) (First) (Middle)

Age: _____ Sex (circle): M F Date of Birth: _____

Date of Examination: _____

Do you consider yourself in good health? _____

If not, what is your complaint? _____

Have you had, or do you now have?: (check yes or no)

	Yes	No		Yes	No
Scarlet fever			Mental disease		
Diphtheria			Paralysis		
Rheumatic fever			Epilepsy		
Measles			Kidney disease		
Mumps			Heart disease		
Chickenpox			Pneumonia		
Whooping cough			Tuberculosis		
Hay fever			Pleurisy		
Asthma			High blood pressure		
Allergies			Digestive trouble		
Diabetes			Shortness of breath		
Hernia			Running ears		
Appendicitis			Recent weight loss		
Fainting spells			Bone or joint disease		
Nervous disease			Knee disorder		
Deafness			Skin disease		
Acne			Family History of Tuberculosis		
Menstrual difficulties			Family History of Diabetes		
Drug Addiction			Family History of Mental disease		
Alcoholism			Family history of Heart Disease		
Any other serious illness	Yes	No	Describe		
Any operations	Yes	No	Describe		
Any broken bones	Yes	No	Describe		

Email completed form to: Sherri Craddock, MLS (ASCP), Clinical
 Coordinatorsherri.craddock@pierpont.edu

Health and Accident Insurance

Name of Company and ID number _____

Fairmont Address: _____ Phone: _____

Home Address: _____ Phone: _____

Parent or Guardian: _____ Phone: _____

Family Physician: _____

TO BE COMPLETED BY PHYSICIAN:

Height _____, Weight _____, Present BP _____, Pulse _____

	N	Abn.	Abnormalities below:
Teeth			
Eyes			
Ears			
Nose			
Tongue			
Throat			
Thyroid			
Tonsils			
Neck			
Glands			
Heart			
Lungs			
Breasts			
Abdomen			
Hernia			
Extremities			
Feet			
Knee jerk			
Skin			
Neurological			

Urine: SG _____ Protein _____ Glucose _____ Micro UA. _____

List allergies/reactions _____

OVER

PIERPONT COMMUNITY AND TECHNICAL COLLEGE

MLT & LABORATORY ASSISTANT PROGRAMS Supplemental Physical Examination Form

Students admitted to either the Medical Laboratory Technology or Laboratory Assistant Program must have this supplemental form executed by a physician. The form is to be submitted in addition to the physical examination form on the reverse side. The information on all health forms will be released to the Medical Laboratory Technology and Laboratory Assistant Programs and relevant information necessary for clinical placement will be released to clinical affiliates to which you are assigned for training.

I. Required Prior to Admission

Name	Date of Vaccination or Illness	Results
1 PPD (2-step)	_____	_____
2 Chest X-ray (if PPD Positive)	_____	_____
3 Varicella	_____	_____
<i>*Proof of IgG Varicella titer/immunity</i>	_____	_____
Tetanus Diphtheria Pertussis (TDaP)		
4 (Required within 10 years of admission to Program)	_____	_____
5 MMR		
<i>MMR Dose 1</i>	_____	_____
<i>MMR Dose 2</i>	_____	_____
<i>*Proof of Measles titer/immunity</i>	_____	_____
<i>*Proof of Mumps titer/immunity</i>	_____	_____
<i>*Proof of Rubella titer/immunity</i>	_____	_____
6 Hepatitis B Surface Antigen		
<i>Dose 1</i>	_____	_____
<i>Dose 2</i>	_____	_____
<i>Dose 3</i>	_____	_____
7 Hepatitis B Surface Antibody Titer*	_____	_____
8 Urine Drug Screen	_____	_____
<i>(UDS should include at least the following analytes) :</i>	<i>Amphetamine</i>	_____
	<i>Barbiturates</i>	_____
	<i>Cannabinoids</i>	_____
	<i>Benzodiazepines</i>	_____
	<i>Cocaine</i>	_____
	<i>Opiates</i>	_____
	<i>Phencyclidine</i>	_____

**NOTE: Copies of results for all titers must be submitted.*

II. Please record/explain any of the following conditions: (a) speech defect; (b) hearing loss; (c) vision loss; or (d) orthopedic abnormality: _____

III. Are there any known physical or emotional condition which would interfere with completing a Health Career Program? If yes, please explain: _____

IV. Record any medications now being taken: _____
OTHER COMMENTS: _____

 Name of Student (Please print)

 Signature of Physician

 Date of Examination

HEPATITIS B VIRUS AND HIV VIRUS FORM

As a student entering the health care industry, it is essential that you be aware that you have chosen a program that has the potential to bring you in contact with blood borne pathogens such as Hepatitis B virus (HBV) and the Human Immunodeficiency virus (HIV). For this reason, PIERPONT C&TC, Center for Disease Control (CDC) and the Occupational Safety and Health Administration (OSHA) have developed safety programs to protect you against work-related exposure to blood borne pathogens.

Although you will receive extensive training on how to protect yourself and others against these viruses, as a student in the Laboratory Assistant Program, we want to provide you with essential information prior to beginning the program to emphasize the serious nature of your work and your responsibility to follow safety regulations. While it is our responsibility to inform you of these safety procedures, it is your responsibility to realize their importance and follow these safety rules without exception.

Hepatitis B virus (HBV), previously called Serum Hepatitis, is the major infectious occupational health hazard in the health care industry. There are thousands of cases of HBV in the United States each year. Of these cases of hepatitis, some will result in death due to hepatitis related cirrhosis, liver cancer, fulminate hepatitis, not to mention thousands of hepatitis related hospitalizations. It has been estimated that 500-600 health care workers whose jobs entail exposure to blood are hospitalized annually with over 200 deaths.

A safe, immunogenic and effective vaccine to prevent Hepatitis B infection is available and recommended for all persons exposed to blood and body fluids during school training and while working in the profession. The vaccine is essential for your protection, and a series of three shots should be completed before starting your clinical practicum courses. If you choose not to obtain this vaccine, a formal statement must be signed stating your refusal of the vaccinations.

There is no vaccine against HIV at this time. However, if a vaccine becomes available while you are enrolled in this program, we will inform you of its availability. Although the risk of obtaining an HIV infection is very small, safety precautions must be followed in the laboratory. CDC and OSHA guidelines regarding the handling of blood and body fluids specimens will be covered in the curriculum.

If you have any questions or concerns, do not hesitate to contact your physician, program director or education coordinator. Otherwise, if you have carefully read the above information and understand its contents, please sign the statement below and turn it in to be filed.

As a student enrolled in HLCA 1110, LABA 2206, LABA 2207, HLCA 2205,

**I _____ (Print Student Name) on
_____ (Date), recognize that a potential exists for exposure to
serious disease producing blood borne pathogens. I recognize by obtaining the Hepatitis B
vaccination series and following established safety procedures that I am acting to protect myself
against work-related exposure to Hepatitis B virus and the Human Immunodeficiency virus.**

Student Signature _____

HBV VACCINE OR HBV SURFACE ANTIBODY TITER DECLINATION FORM

I understand that due to my educational exposure to human blood or other infectious materials, I may be at risk of acquiring a Hepatitis B viral (HBV) infection. I have been given information concerning the availability of the Hepatitis B vaccine and the risk I take by not choosing to be vaccinated. I decline to obtain the vaccine at this time. I understand that by declining to be vaccinated, I continue to be at risk for acquiring Hepatitis B, a serious disease, and that clinical affiliates may prohibit my training at their facility. If in the future I continue to have exposure to blood or other potentially infectious materials and I want to be vaccinated, I can receive information on the availability of the vaccine. During training if I contract HBV I will in no way hold Pierpont Community and Technical College, Fairmont State University, the School of Health Careers faculty or the clinical affiliates liable.

Please indicate your reason for declining the HBV vaccination series at this time, or declining an HBV surface antibody titer at least 6 months after your last vaccination. In addition, submit a physician signed statement for all medically related declinations such as previous HBV infection, previous vaccination series, and medical contraindications such as allergy, pregnancy, active infection or medication.

Reason for declination _____

Student name (print) _____

Student signature _____

Witness _____

Date _____

TETANUS, MMR OR VARICELLA VACCINE, TITER OR PROOF OF DISEASE DECLINATION FORM

I understand that the Laboratory Assistant program requires a tetanus booster within 10 years of admission to the program, and proof of MMR and varicella vaccination, titer or proof of disease. I decline to provide information or obtain the vaccines or titers at this time for one or more of the previously mentioned items. I understand that by declining to be vaccinated, or prove immunity or proof of disease the clinical affiliates may prohibit my training at their facility and I may jeopardize my health. If in the future I want to be vaccinated, I can receive information on the availability of the vaccine from my physician or submit to a titer test for rubella and varicella. During training if I contract tetanus, rubella, mumps, measles or a varicella infection, I will in no way hold Pierpont Community and Technical College, Fairmont State University, the School of Health Careers faculty or the clinical affiliates liable.

Please indicate which of the items you are declining and your reason for the declination. In addition, submit a physician signed statement for all medically related declinations.

ITEM [Circle item(s) declining]	REASON FOR DECLINATION
Tetanus	_____
MMR (Mumps, Measles, Rubella)	_____
Varicella	_____
(Student Name, Printed)	_____
Student signature	_____
Witness _____	Date _____

HEALTH AND SAFETY POLICY

Policy: Maintenance of personal health is the responsibility of every student enrolled in the School of Health Careers for the protection of the student, their patients and Pierpont Community & Technical College. Students must have the mental and physical ability to meet course outcomes and to render care with reasonable skill and safety to patients and self. Although every effort is made to accommodate students with medical issues, accommodation may not be possible in every situation.

Procedures:

1. It is the student's responsibility to advise faculty of any major status change in their health (physical, emotional, mental), medication, or condition that may interfere with the ability to participate in academic and clinical assignments.
2. The student may be/will be required to provide a Medical Release Form (Appendix A) signed by a qualified healthcare provider to certify that the challenges of classroom and clinical laboratory experience will not negatively affect the student's health or the safety of patients.
3. The healthcare provider may be/will be required to certify that the student is able to perform specific, specialized duties expected of a student in a respective program in addition to the general expectations listed on the Medical Release Form.
4. In the event of extended interruption of classroom or clinical activities due to hospitalization or health related circumstances the student will be required to provide an updated Medical Release Form (Appendix A) signed by a qualified healthcare provider.
5. The updated Medical Release Form must be received before the student may resume participation in classroom and/or clinical activities.
6. Absences related to any illness (physical, emotional, mental) or condition will follow the attendance policy for classroom and or clinical laboratory experience applicable to the student's health career program enrollment.
7. If certification of the ability to participate in a health career program is not provided by the student as required by this policy and procedure, participation in the health career program will be delayed.

HEALTH AND SAFETY POLICY

Medical Release Form

_____ has been under my care and is able to participate without restrictions and can provide direct patient care safely with regard to themselves and to their patients in the clinical setting as a student in the School of Health Careers at Pierpont Community & Technical College.

Healthcare Provider's Printed Name

Healthcare Provider's Signature

Date

HEALTH INSURANCE INFORMATION AND WAIVER

FORM

FSU and Pierpont CTC do not provide individual health or accident insurance. Therefore, students should be covered by a health insurance before entering the Laboratory Assistant Program. Students are responsible for any expenses incurred as a result of illness or accidents including those that might occur in student laboratories. Students are required to report all accidents which occur at the college. Treatment will be given based on college guidelines. Students and/or their family are responsible for any and all costs incurred. All students in the Lab Assistant Program will have placed in their student file an incident report form concerning any accidents which may occur.

If students do not have their own policy or are not covered by their parent's policy, Fairmont State College can provide them with information on obtaining health insurance. It is the student's responsibility to obtain insurance if he or she is not covered.

I have read and understand the Lab Assistant Program policy concerning accidents and health insurance.

Student Name _____

Student Signature _____

Health Insurance Provider _____

Policy Number _____

Witness _____

OR

I have NO health insurance, but I have read and understand the Lab Assistant Program policy concerning health insurance and my responsibilities if an accident occurs.

Student Name (print) _____

Student Signature _____

Witness _____

SAFETY PROCEDURES RELATING TO BLOOD BORNE PATHOGENS

These procedures have been developed based on current universal precautions and medical information concerning blood borne pathogens. All students will be responsible for following appropriate safety procedures in the student laboratory sessions and the clinical affiliates.

1. The Laboratory Assistant Program requires that all students accepted into the program or accepted on the alternates list obtain adequate health insurance. Students are responsible for any medical fees incurred from laboratory accidents which occur on campus or at the affiliate.
2. All Laboratory Assistant students are required to be vaccinated for Hepatitis B prior to contact with human blood or other potentially infectious materials. Students refusing the vaccination must sign a copy of the *HBV Vaccine* or *HBV Surface Antibody Titer Declination Form*. The form will be placed into the student file.
3. Students will be provided with safety supplies including a table shield, face shields, appropriate gloves and pipette bulb. Students must purchase and provide laboratory coats. Costs and documentation for Hepatitis B Vaccinations, Hepatitis B antibody titer (6 months after the last shot), and adequate health insurance is also the responsibility of the student.
4. Sharp items such as needles, scalpels, and blades are considered potentially dangerous and should be handled with extreme.
5. Disposable syringes, needles, microscope slides, scalpel blades, broken glass and other sharp items must be placed in a sharps container for disposal. Needles must not be recapped, purposely broken, removed from a syringe, or removed by hand. All biohazard material must be placed in red biohazard bags or containers for disposal.
6. Standard precautions must be followed at all times when working with blood or any other body fluid or potentially infectious material. Appropriate gloves and lab coats must also be worn. A face or safety shield must be used when working with samples at the bench area or that are being centrifuged.
7. Shoes must be of leather, vinyl, or nonporous material and must be closed toed. Sandals are not permitted in the student laboratory or clinical affiliates.
8. Hands should be washed thoroughly and immediately if contaminated with a potentially infectious material.
9. Students with occupational exposures during student laboratory sessions at FSU/PIERPONT C&TC will report to and follow the guidelines of the Student Health Center.
10. Students who have been diagnosed as having AIDS (T4 count less than 200) cannot perform phlebotomy, but may attend class.
14. Students with AIDS have a greater risk from infection due to potential exposures in student laboratories. Students with AIDS will be counseled about risks associated with potential exposures.

I have read and understand the above policies.

Student's Signature

Date

ESSENTIAL FUNCTIONS SIGNATURE FORM

By signing this form, I acknowledge that I understand and meet the following non academic criteria in order to successfully participate in the Laboratory Assistant Program at Pierpont CTC:

- Communication abilities sufficient for interactions with others in verbal and written form, including transmitting to and receiving information from patients and hospital personnel
- Physical abilities sufficient to maneuver in small places.
- Gross and fine motor abilities sufficient to manipulate laboratory instruments and equipment.
- Visual ability sufficient to differentiate colors, to effectively operate a microscope and for observation
- Motor functions sufficient to permit performance of venipuncture, a full range of laboratory procedures and manipulation of clinical laboratory instruments and equipment
- Behavioral and social skills acceptable to the hospital setting.
- Good general health as evaluated by a physician and based upon an examination which includes a urinalysis, a current PPD test and a Hepatitis B Surface Antibody titer. (The titer is not necessary at this time for those students who plan to receive the Hepatitis B vaccine series. A titer is required 6 months following the last dose in the vaccine series. The physical examination must be completed prior to the first day of classes in the Fall)
- Received appropriate health care including, a Tetanus booster, MMR and varicella documentation or immunizations, and Hepatitis B virus vaccine series and/or appropriate antibody titers. (Those refusing the vaccines and/or titers as well as those who have not yet begun the HBV surface antigen vaccine series must sign a waiver).

Student name (Please Print)

Student signature

Date

ESSENTIAL FUNCTIONS ANNUAL UPDATE SIGNATURE FORM

The Laboratory Assistant Program takes pride in its health and safety program which follows national guidelines published by the Occupational Safety and Health Administration (OSHA), the Center for Disease Control (CDC), and the Environmental Protection Agency (EPA). Students admitted to the program must arrange for a physical examination and submit the completed health examination form to the Laboratory Assistant Program Director.

DISABILITY GUIDELINES

As required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, certain accommodations are provided for those students whose disabilities may affect their pursuit of a college education. These students must annually contact the Coordinator for Students with Disabilities, who is located in the Office of Disability Services, if those services are desired. It is the student's responsibility to share their accommodations needs letter with their instructors and clinical trainers by the first scheduled day of class each semester.

ESSENTIAL FUCTIONS

All accepted Laboratory Assistant students are expected to meet the following nonacademic criteria (essential functions) in order to understand and meet the demands required to be successful as a student/graduate of the LABA program and in professional practice. Failure to meet the essential functions will result in dismissal from the program. Students will sign this form each semester when they are registered for HLCA 1110, LABA 2206, LABA 2207, HLCA 1105 or HLCA 2205. Essential functions for acceptance into the LABA program and clinical practical experiences are included below:

The Laboratory Assistant student must have:

- Sufficient vision to effectively operate a microscope
- The ability to visually differentiate colors
- Motor functions sufficient to permit performance of venipuncture and manipulation of clinical laboratory instruments and equipment
- Communications skills adequate for transmitting to and receiving information from patients and hospital personnel
- Behavioral and social skills acceptable to the hospital setting
- Good general health as evaluated by a physician during a physical examination including a urinalysis, an RPR and a PPD test
- Appropriate documentation, vaccinations, or waivers for: a current tetanus toxoid, MMR, varicella, and Hepatitis B vaccine series. A rubella, varicella, and hepatitis surface antibody test demonstrating sufficient antibody titer may be submitted in lieu of the Hepatitis B vaccine series
- A drug screen may also be required by some of clinical affiliates
- A current CPR card
- Health insurance or a signed waiver

Essential Observational Requirements for the Clinical Laboratory Sciences

The Laboratory Assistant student must be able to:

- observe laboratory demonstrations in which biologicals (i.e., body fluids, culture materials, tissue sections, and cellular specimens) are tested for their biochemical, hematological, immunological, microbiological, and histochemical components.

- characterize the color, odor, clarity, and viscosity of biologicals, reagents, or chemical reaction products.
- employ a clinical grade binocular microscope to discriminate among fine structural and color (hue, shading and intensity) differences of microscopic specimens.
- read and comprehend text, numbers, and graphs displayed in print and on a video monitor.

Essential Movement Requirements for the Clinical Laboratory Sciences

The Laboratory Assistant student must be able to:

- move freely and safely about a laboratory.
- reach laboratory benchtops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture.
- travel to numerous clinical laboratory sites for practical experience.
- perform moderately taxing continuous physical work, often requiring prolonged sitting, over several hours.
- maneuver phlebotomy and culture acquisition equipment to safely collect valid laboratory specimens from patients.
- control laboratory equipment (i.e., pipettes, inoculating loops, test tubes) and adjust instruments to perform laboratory procedures.
- use an electronic keyboard (i.e., 101-key IBM computer keyboard) to operate laboratory instruments and to calculate, record, evaluate, and transmit laboratory information.

Essential Intellectual Requirements for the Clinical Laboratory Sciences

The Laboratory Assistant student must:

- possess these intellectual skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis comparison, self-expression, and criticism.
- be able to exercise sufficient judgment to recognize and correct performance deviations.

Essential Communication Requirements for the Clinical Laboratory Sciences

The Laboratory Assistant student must be able to:

- read and comprehend technical and professional materials (i.e., textbooks, magazine and journal articles, handbooks, and instruction manuals).
- follow verbal and written instructions in order to correctly and independently perform laboratory test procedures.
- clearly instruct patients prior to specimen collections.
- effectively, confidentially, and sensitively, converse with patients regarding laboratory tests.
- communicate with faculty members, fellow students, staff and other health care professionals verbally and in a recorded format (writing, typing, graphics, or telecommunication).
- independently prepare papers, prepare laboratory reports and take paper, computer and laboratory practical examinations.

Essential Behavioral Requirements for the Clinical Laboratory Sciences

The Laboratory Assistant student must:

- be able to manage the use of time and be able to systematize actions in order to complete professional and technical tasks within realistic constraints.
- possess the emotional health necessary to effectively employ intellect and exercise appropriate judgment.
- be able to provide professional and technical services while experiencing the stresses of task-related uncertainty (i.e., ambiguous test ordering, ambivalent test interpretation), emergent demands (i.e., “stat” test orders), and a distracting environment (i.e., high noise levels, crowding, complex visual stimuli).
- be flexible and creative and adapt to professional and technical change.
- recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals.
- adapt to working with unpleasant biologicals.

- support and promote the activities of fellow students and of health care professionals. Promotion of peers helps furnish a team approach to learning, task completion, problem solving and patient care.
- be honest, compassionate, ethical and responsible. The student must be forthright about errors and uncertainty. The student must be able to critically evaluate his/her own performance, accept constructive criticism, and look for ways to improve (i.e., participate in enriched educational activities). The student must be able to evaluate the performance of fellow students and tactfully offer constructive comments.
- follow attendance guidelines appropriate for an entry level healthcare provider.

Reference: Fritisma, G.A., Fiorella, B.J., and Murphy, M., Essential Requirements for Clinical Laboratory Science, Clinical Laboratory Science, Vol. 9, No. 1, Jan/Feb 1996, p. 40-43.

By signing this form, I acknowledge that I understand and am able to perform all essential functions listed above and meet the health and safety requirements for the Laboratory Assistant Certificate Program at Pierpont Community and Technical College and at my clinical affiliate. I understand that my inability to fulfill these essential functions may result in my removal from the Program.

Student name (Please Print)

Student signature

Date

RELEASE FORM FOR FINGER PUNCTURE AND VENIPUNCTURE TECHNIQUES

As part of the required training for the Laboratory Assistant Program, I understand that finger puncture techniques (and if the student elects, venipuncture techniques) will be performed on students by students or the program faculty. This training is done only under the direct supervision of the faculty of the Laboratory Assistant Program or a qualified health care practitioner.

In participating in this training experience, I release Pierpont Community and Technical College and the program faculty from any liability, injury or illness of any kind that could arise from this learning experience.

Signature _____

Witness _____

Date _____

RELEASE OF PHOTOGRAPHIC PICTURES FORM

Student's photographs are occasionally used on program brochures and for advertisement for Pierpont Community and Technical College including Internet use promoting the Laboratory Assistant Program. Please sign the form below indicating the use of any pictures in which you have been photographed.

Student name, please print _____

I **will** allow the Laboratory Assistant Program and Pierpont Community and Technical College to release any photographs in which I appear for use in program brochures, advertisements or for use on the Internet.

Student signature

Date

Program Official signature

Date

I **will not** allow the Laboratory Assistant Program and Pierpont Community and Technical College to release any photographs in which I appear for use in program brochures, advertisements or for use on the Internet.

Student signature

Date

Program Official signature

Date

CONFIDENTIALITY FORM

I, as a student in the Laboratory Assistant Program, understand that I am governed by the CONFIDENTIALITY rules of the clinical laboratory field.

In this area I will neither seek to learn nor disseminate information regarding **any** patient in a health care facility or the laboratory. Test results and medical information will remain confidential and the confidentiality will not be violated.

I further understand that I will neither seek to learn nor disseminate information regarding **any** student in a student clinical laboratory. Results and student information will remain confidential and the confidentiality of a fellow student will not be violated.

I understand that if I so violate this confidentiality in any manner I will incur immediate dismissal from the Laboratory Assistant Program at Pierpont Community and Technical College. I also understand that the reason for my dismissal will become part of the student record maintained by the program.

Student Signature _____

Date _____

RELEASE OF INFORMATION FORM

I, _____, do hereby grant permission to the Laboratory
Student Name

Assistant Certificate Program of Pierpont Community and Technical College, to release information regarding my physical examination and immunizations to my assigned clinical site.

I recognize that the only information released by the College, will be that utilized by the clinical affiliate to certify that all health requirements are met to allow me to attend the facility.

WITNESS _____ DATE _____

STUDENT _____ DATE _____

ACADEMIC DISMISSAL FROM THE PROGRAM

I, _____, understand that I may be academically dismissed from the Laboratory Assistant Program or the Phlebotomy Skill Set at any time (and thus receive a failing grade) for any (but not limited to) of the following reasons:

- Academic dishonesty;
- Dismissal from a clinical affiliate for behavior the site has deemed unprofessional;
- Falsifying or forging patients' personal or laboratory data;
- Violations of the essential functions of the profession or program;
- Any violation of the profession's code of ethics;
- Any violation of the College's code of conduct for students;
- Violations of HIPAA and breaches of students'/patients' protected health information and/or confidentiality; or
- Repeated occurrences of unsafe behavior or practices in a clinical laboratory.

STUDENT _____ DATE _____

COMPLETION OF NECESSARY FORMS

I, _____, understand that all forms and program requirements must be complete and placed within my student file before I, the student, may begin phlebotomy training at a clinical affiliate.

I understand that I must have the following completed before August 30th (for those entering the Program in the fall semester) and January 30th (for those entering the Program in the spring semester):

- complete background check
- complete health physical
- documented immunization and vaccination records and titers
- 2-step PPD test
- urine drug screening
- signed forms
- copy of CPR card

I further understand that failure to complete my student file in its entirety before the Program-established deadline will result in my inability to matriculate HLCA 2205, and the student will be administratively withdrawn from HLCA 2205.

STUDENT _____ DATE _____

COPIES OF STUDENT FILES

I, _____, understand that it is my responsibility to make and retain copies of all materials (including documentation of successful venipunctures) related to my student file.

I understand that (at the discretion of the Program) the Program does not have to provide me copies of my student files for later employment.

I understand that the Program will not retain documentation of successful venipunctures, and if I should seek employment and/or certification, it is my responsibility to provide that documentation.

STUDENT _____ DATE _____

STUDENT EXIT INTERVIEW FORM

Students considering withdrawing from the Laboratory Assistant Program for any reason or period of time, should schedule an exit interview with their advisor and the Program Director to discuss appropriate procedures prior to leaving. Readmission to the Program will be determined on an individual basis. All admission requirements must be met for readmission. Students who must withdraw from the program due to unsatisfactory academic performance are generally only readmitted once.

It is the responsibility of the student to follow the official college policy for withdrawal. This is especially important for any student who may decide to reapply to the Program or return to the college in the future.

Date of exit interview with advisor: _____

Date of exit interview with Program Director: _____

Reason for withdrawing from the program: _____

Length of time requested for leave from the program: _____

Would you like to return to the program in the future? _____

Student Name (print)

Student Signature Date

Advisor Signature Date

Program Director Signature Date

STUDENT HANDBOOK READ IT/SIGNATURE FORM

This form and all forms in the *Laboratory Assistant Student Handbook* must be signed by the student and returned to the course coordinator for HLCA 1110 Basic Clinical and Laboratory Skills before the end of the course.

Please read the statement below carefully before signing this page:

I, as a responsible student in the Pierpont Community and Technical College Laboratory Assistant Program, have read, understand, accept and take full responsibility for the policies, information and professional rules of conduct identified in this *Laboratory Assistant (LABA) Certificate Program Student Handbook*. I have been given an opportunity to ask questions concerning all information in the handbook.

Student name (print) _____

Student signature _____

Date signed _____

Witness signature _____

Date signed _____

DISCLAIMER for LABORATORY ASSISTANT and PHLEBOTOMY SKILLS SET

The contents of this handbook are accurate at the time of printing but may be modified or changed at any time to correspond with decisions of the Pierpont Community and Technical College Board of Governors or Administration, Local, State or Federal Requirements. The students should be aware that modifications in policy and procedure might occur without advance notice. The School of Health Careers, the Laboratory Assistant Certificate Program and its Advisory Board reserve the right to assess and modify the educational policies and program requirements as new information is available and as student or curricular needs are identified. The student will be notified in writing of any changes that may impact his/her course of study.



LABORATORY ASSISTANT CERTIFICATE PROGRAM & PHLEBOTOMY SKILLS SET

HLCA 2205: Phlebotomy Practicum

Student Handbook

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I. **PHLEBOTOMY EXPERIENCE**

A. **HLCA 2205 Phlebotomy Experience Time**

HLCA 2205 students enrolled in the Laboratory Assistant Certificate Program and Phlebotomy program are immersed in clinical experiences during the first week of the scheduled class time. Clinical training experience for HLCA 2205 Phlebotomy Practicum, is scheduled during the entire 8-week semester of the course. Students are strongly encouraged to keep the class meeting times for HLCA, Monday through Friday during early morning hours (5:00 am or later) or throughout the day. Students are required to perform 100 successful venipunctures and need to arrange time with the clinical site until this is accomplished. The student will spend a minimum of 80-85 hours of in the clinical setting.

Student time during the phlebotomy practicum should be treated as a job. Students are expected to act in a professional, ethical and responsible manner. This includes calling in when sick and not able to attend, arriving on time, completing all tasks for the day, and maintaining a positive attitude. Clinical assignments are based on GPA, space available, and personal choice of the student.

Currently, students may be assigned to one of the following facilities for phlebotomy experience: Laboratory Corporation of America, Fairmont, Bridgeport and Morgantown; Monongalia General Hospital, Morgantown; UHC Bridgeport; WVU Clinic at the Gateway Connector, Stonewall Jackson Memorial hospital, Weston; Braxton Memorial Hospital, Gassaway; Grafton City Hospital, Preston Memorial Hospital and WVU Hospital Laboratories, Morgantown. Cheat Lake Physicians, Morgantown. Clinical sites may be added or dropped before the phlebotomy practicum begins and an updated list may be obtained from the HLCA 2205 course instructor or the Clinical Education Coordinator.

B. **Clinical Training Experience**

1. **Student Responsibilities**

Students are under the immediate supervision of the primary phlebotomist, technologist or technician in charge of the department to which they are assigned. The overall clinical responsibility of the student is assumed by the Clinical Coordinator at each affiliate, the Phlebotomy Clinical Education Coordinator and the Laboratory Assistant Program Director.

The following procedure should occur during the clinical phlebotomy experience:

- a. The phlebotomist/instructor will demonstrate or explain proper procedures at their facility to the student.
- b. The phlebotomist/instructor will watch the student perform venipunctures and capillary punctures and provide a critique.
- c. The student will have ample time to check and refine their performance.

Students are responsible to the phlebotomist/instructor and the phlebotomist/instructor is responsible to the Laboratory Director/Pathologist. **Since the phlebotomist/instructor is placing faith in the student and relying on the**

student's good judgment and integrity, the student is responsible for keeping the lines of communication open and for immediately reporting any problems to the phlebotomist/instructor.

Students should report first to their primary phlebotomist/instructor when problems occur. If problems cannot be resolved, the student may consult the Clinical Coordinator at the site.

2. **Clinical Experience Hours**

Students will be scheduled for phlebotomy training experience according to the scheduled hours of the clinical affiliate. The routine hours of attendance will be given to the students before they make their affiliate choices. Students may be scheduled during early morning hours (5:00 am or later) and/or during the daytime around their regularly scheduled classes on campus. Students may need to adjust their activities to accommodate these hours.

The hours of attendance at clinical affiliates are variable. Students will need to perform 100 successful venipunctures. The hours needed to accomplish this will vary per student and clinical site; however, students are expected to complete 100 clock hours. Clinical time at each affiliate is arranged by the Clinical Coordinator and the Phlebotomy Clinical Education Coordinator.

3. **Tardiness, Absence, Illness and Snow Days**

Each student must notify their clinical affiliate when they are running late, are ill, or will be absent due to any other reason. Students are asked to complete *Leave of Absence Forms*, for doctor's appointments, illness, etc. This form should be turned into the primary phlebotomist/instructor in advance of the absence if possible. The Phlebotomy Clinical Education Coordinator will collect the completed forms and place them in the student's file.

Students with excessive tardiness or absences, who fail to turn in absence forms, or who have a habit of leaving early will be evaluated on a case-by-case basis, are counseled and may be subject to dismissal from the clinical training practicum.

In case of inclement weather, students are asked to use good judgment. If roads are bad, call the clinical affiliate to inform them that you may be late. For college closings, follow the PIERPONT C&TC policy for inclement weather. Listen to WBOY, WDTV, FOX 46, WMMN, WKKW, WVAQ, WAJR, or WV Public radio for prompts on closures, cancellations, or delays. **Please call your clinical affiliate and inform them of the situation, as they are not usually listening for campus announcements.**

NOTE: If Pierpont C&TC is closed due to an on-site emergency, students should still report to their clinical affiliate.

4. **Injury**

In case of accidental needle sticks or other injuries that occur in the clinical affiliates, the affiliate will provide immediate care following the guidelines that are listed in their safety/health protocols and manuals. In some facilities, students may be advised to see their private physician for any necessary medical care. Students and/or their families are responsible for any payment required due to any injury or accident.

5. **Student conduct**

The PIERPONT C&TC mandate or expect students to conduct themselves in such a way as to reflect positively upon the institution they represent. Student offenses are outlined in the PIERPONT C&TC *Student Handbook*, “*College Standards of Personal And Group Conduct*”.

In addition, Laboratory Assistant and Phlebotomy students are held to a higher standard of conduct because of the confidential nature of patient testing and patient rights. Examples of behavior that may result in discipline and/or discharge from the program include but are not necessarily limited to the following:

- a. Violation of college or hospital/clinical rules or policies.
- b. Repetitive infractions for the standards of conduct expected of a student.
- c. Deliberate or careless damage or misuse of materials or institutional property.
- d. Theft.
- e. Behavior endangering or threatening life, safety or health of patient or others in the clinical affiliate.
- f. Abuse of break periods, lunch period, or smoking areas.
- g. Initiation of a fight or other incidents where physical contact or threat of physical contact is involved.
- h. Violation of the dress code.

Examples of behavior that may result in immediate dismissal include, but are not limited to the following:

- a. Failure to keep hospital and patient information confidential.
- b. Taking hospital, an employee’s or other student’s property.
- c. Behavior that is endangering or life threatening or threatening the safety or health of anyone in the clinical affiliate.
- d. Failure to follow hospital rules and guidelines.

6. **Disciplinary Proceedings**

Any problems that occur with a student while attending the clinical affiliate should be handled as follows:

- a. The primary phlebotomist/instructor and student should discuss the problem. If they cannot work out a solution, then they should consult the Clinical Coordinator at the site.
- b. The Clinical Coordinator should record the incident in writing for the student's file and discuss the problem with the primary phlebotomist/instructor and the student to seek a solution.
- c. The Phlebotomy Clinical Education Coordinator is informed of the problem, consults with the Laboratory Assistant Program director, and places the incident report form in the student file. Most problems can be handled by the Clinical Coordinator at the affiliate. However, in exceptional circumstances where the student's standing is in jeopardy, the Phlebotomy Clinical Education Coordinator and the Laboratory Assistant/Phlebotomy Program Director may be consulted.
- d. The Laboratory Assistant/Phlebotomy Program Director is consulted last and refers the case for academic discipline if necessary.
- e. At that time the Disciplinary Proceedings in the *FSU PIERPONT C&TC Student Handbook* will be followed.

7. Student Dress

All students will be required to abide by the dress code of their clinical affiliate. Each affiliate will issue a dress code to students before the start of their clinical practicum. Students may be required to wear nametags during the practicum.

8. Vacations and Holidays

Student will observe the vacation and holiday times as per the FSU/PIERPONT C&TC academic calendar, unless making time up at their clinical affiliate or finishing work for classes in which an incomplete was given. The Phlebotomy Clinical Education Coordinator and Clinical Coordinators may grant special consideration for the attendance at clinical affiliates during vacation and holiday time.

9. HLCA 2205 Phlebotomy Practicum Handbook

The *HLCA 2205 Phlebotomy Practicum Handbook* was designed to cover basic rules and regulations while students are in attendance in clinical affiliates. The handbook also lists the cognitive, psychomotor and affective objectives that each student is responsible for completing with satisfactory scores.

10. Telephone Numbers for Program Officials

Clinical Education Coordinator: Sherri Craddock (304) 333-3634

Lab Assistant Program Director and Phlebotomy Director: Sherri craddock, 304-333-3634

Telephone numbers for Affiliate Clinical Coordinators are released to students upon placement at each facility.

11. Evaluation and Grading of Practicum Work

The student's final grade for HLCA 2205 will be calculated by the Phlebotomy Clinical Education Coordinator and is based upon the following:

a. **Psychomotor Objectives:**

Students will be given a list of psychomotor objectives to fulfill before the start of the practicum. The objectives are listed as basic or advanced skills. At the end of the practicum, students are graded for each objective.

The basic skills are graded as "satisfactory/unsatisfactory". Students must achieve a satisfactory of each basic objective or must arrange additional time at the clinical affiliate to master the objectives. Satisfactory completion of the basic skills is worth 20 points. A "U" on any Basic Skill objective will result in a grade reduction of no less than 2% for each objective missed or additional time at clinical affiliate to master objective.

Students should be continually performing and reviewing basic skills. The advanced skills objectives are graded on a scale of 0 - 4.0. The advanced skills scores are averaged, converted to a percentage scale (see page 8) and factored to an 80-point scale. The basic and advanced skill scores are then added together to provide a percentage on a 100% scale and multiplied by 0.7. *The psychomotor score is worth 70% of the practicum grade.*

b. **Cognitive Objectives:**

Students will be given a list of cognitive objectives to review during the practicum. Students will be scheduled to take a written exam at PIERPONT C&TC covering the cognitive objectives for the practicum at a date and time released by the HLCA 2205 course instructor. The cognitive objectives will cover material from didactic classes, reading assignments and worksheets if applicable. The cognitive exam score is multiplied by 0.3. *The cognitive exam accounts for 30% of the practicum grade.*

c. **Affective Objectives**

Affective objectives are scored at the end of the practicum. Each objective is graded as either satisfactory or unsatisfactory. For each affective objective that is scored unsatisfactory, a 1% deduction in the overall practicum grade will be made. A notation of the unsatisfactory will be placed in the student's file and the student will prepare a plan of action for improvement in the area marked unsatisfactory.

d. **Conversion From a 4.0 to a 100% scale:**

Affiliate advanced psychomotor objectives are to be graded on a point scale as follows, keeping in mind that the students are considered to be entry level/work ready phlebotomists at the close of the practicum:

Points	Grade	Descriptor
4.0 - 3.5	A	Marginal or no improvement needed
3.4 - 3.0	B	Little improvement needed
2.9 - 2.0	C	Definite improvement needed
1.9 - 1.0	D	Considerable improvement needed
0.9 - 0.0	F	Unacceptable

Conversion Scale:

<u>Score</u>	<u>Percent</u>	<u>Score</u>	<u>Percent</u>
4.0	100	2.8	83
3.9	99	2.7	82
3.8	98	2.6	81
3.7	97	2.5	80
3.65	96	2.4	79
3.6	95	2.3	78
3.55	94	2.2	77
3.5	93	2.1	76
3.4	92	2.0	75
3.35	91	1.9	74
3.3	90	1.8	74
3.25	89	1.7	73
3.2	88	1.6	73
3.15	87	1.5	72
3.1	86	1.4	72
3.05	85	1.3	71
3.0	84	1.2	71
2.9	83	1.1	70
		1.0	70

Final practicum grades are calculated and issued by PIERPONT C&TC.

Overall Practicum Grade % = (Cognitive % x 0.3) + (Psychomotor % x 0.7) – (# unsatisfactory affective objectives x 1%)

A = 100 - 93

B = 92 - 84

C = 83 - 75

D = 74 - 70

F = <70

12. Policy Regarding Practicum Failure

Student must score at least 75% on the cognitive exam and overall psychomotor objectives. Scores that are less than 75% will result in remedial work, extra time at the clinical affiliate and/or may lead to failure of the phlebotomy practicum. There is a 5% repeat exam grade penalty. Additional time in the clinical affiliate is based upon space available and scheduled in

cooperation with the Clinical Coordinator and primary phlebotomist to ensure that the student will have proper supervision and instruction. If a complete practicum will need to be rescheduled, the student may be required to reregister for the course.

If a student fails a second time, they may be dismissed from the Laboratory Assistant program or required to spend additional time at a new affiliate. A conference between the primary phlebotomist, Clinical Coordinator, Phlebotomy Clinical Education Coordinator, and Laboratory Assistant/Phlebotomy Program Director will be held. Decisions will be dealt with on a case-by-case basis. Affiliates must have completed the necessary documentation, notified the Phlebotomy Clinical Education Coordinator when the initial problem occurred, and follow all timetables and protocols for a student to be dismissed from the program. All efforts are taken to ensure no bias has occurred.

If a student is dismissed from a clinical affiliate for whatever reason the clinical affiliate deems appropriate, the student may receive a failing grade for the entire practicum.

13. Orientation

Students may be given a schedule for orientation at the clinical facility. The student should give the Clinical Coordinator at the facility the *Document of Training Form* at the start of orientation. Both the student and the Clinical Coordinator should sign and date the form after all aspects of training have been completed. The signed form will be placed in the student's file. Information that should be covered during orientation includes but is not limited to:

- a. Hours of attendance
 1. where to report
 2. lunch hour if applicable
 3. breaks if applicable
 4. start and end of day
- b. Clinical coordinator identification and contact number
- c. Dress code
- d. Parking regulations
- e. Safety
 1. Blood borne pathogens
 2. Universal precautions
 3. New needle safe regulations
 4. Safety equipment location and use
 5. MSDS
 6. Accident reporting and treatment protocol
 7. OSHA and CDC guidelines
 8. HIV and HBV symptoms, exposure and treatment
 9. Health requirements such as PPD and Hepatitis B vaccinations, titers
 10. Patient reporting and confidentiality – HIPAA
 11. Phlebotomy practices
 - a. Rules to follow
 - b. Review

- c. Isolation
 - d. Mastectomy patients
 - e. Needle precautions
 - f. Hours for training
 - g. When a patient says no
 - h. Who to contact when you have questions
12. Student responsibilities
- a. Absentee policy and phone numbers
 - b. Patient contact, reporting, and QC policies
 - c. Objectives for practicum and where to go when you have questions
 - d. Initiative and enthusiasm
 - e. Other responsibilities
 - f. Computer/LIS training
13. Grading and evaluation practices

14. **Mid Rotation Progress Report/ Midterm Exam**

The student **MUST** report progress at the four week mark to the Clinical Education Coordinator using the midterm progress assessment in Blackboard for the course. The report will include successful number of venipunctures completed, contact hours completed, and review of Basic Skill objectives satisfactory performance with clinical instructor. The student **MUST** also complete the midterm exam on Blackboard. The midterm exam can be attempted up to three times with the highest score being recorded. The midterm exam will count as 5% of your cognitive exam score for the final grade.

15. **Cognitive Examination**

Students will be given one cognitive examination at the end of the Practicum. Objectives for the exam area are listed in the *HLCA 2205 Phlebotomy Practicum Handbook*.

Students may also be given cognitive tests while in attendance at the clinical affiliate. The primary phlebotomist/instructor is responsible for providing the student with test objectives and time constraints. These tests, if given, are used to enhance psychomotor learning.

16. **Phlebotomy Log**

Each student is required to keep a daily log of work completed at the affiliate. Students should record the number and types of phlebotomy draws completed daily. The phlebotomy log should be initialed **daily** by the phlebotomist/ instructor working with the student. The Phlebotomy Clinical Education Coordinator will review and document the information contained in the log” only if complete and signed by the affiliate. The Clinical Coordinator may also request the log at **any** time to verify the student’s progress; therefore, students are expected to maintain the log daily.

17. **Service Work and Odd Hours**

Students are not to perform service work during their assigned hours of phlebotomy clinical training. They are to work solely with the primary or other qualified phlebotomist/ instructor during the Practicum. Students must be supervised at all times and are not to be paid for their work.

Students may work as phlebotomists or lab assistants in their “off” time. They must apply for these positions through the personnel department at each affiliate. The student cannot schedule this type of work during their assigned clinical practicum times.

Every effort will be made to schedule students for phlebotomy training around class schedules and during times that are mutually convenient for the affiliate and the student. Students will be provided with this schedule in advance. Students may be required to report early to certain facilities in order to gain the appropriate type of phlebotomy experience.

18. Safety

Students will be instructed in safety before beginning their clinical training. This instruction should be conducted both at the college and at the clinical affiliate. Failure to comply with laboratory safety rules can result in dismissal from that affiliate and result in a failing grade for HLCA 2205. Assignment to a new affiliate will depend on space available and agreement of the Clinical Coordinator and Phlebotomy Clinical Education Coordinator. Violation of safety rules is handled on a case-by-case basis.

19. Liability Coverage

Liability coverage for \$1,000,000 per incident is provided by PIERPONT C&TC for each student. Student coverage is in effect while the students are attending the clinical affiliates.

20. Essential Functions and Medical Standards

Students must return an Essential Functions Annual Update Signature Form and submit a completed physical examination form, including, current PPD with result (calendar year to cover time at affiliate), the dates of a hepatitis B surface antigen immunization series, a hepatitis B surface antibody titer result (drawn at least 6 months after last vaccine), and any other required health documentation before beginning their phlebotomy practicum. Students must sign a waiver form if they decline immunizations, do not have their hepatitis B vaccine series or the Hepatitis B surface antibody titer completed before beginning their training, or if they are pregnant and in certain cases may be unable to attend certain clinical facilities.

21. Criminal Record Check, Child Abuse Registry Clearance and Drug Screen

Students will be asked to obtain a criminal record check prior to their phlebotomy practicum. Some clinical affiliates may also require a child abuse registry clearance or drug screen. Additional information regarding the background checks, clearance or drug screens and costs will be provided prior to the scheduled clinical practicum.

22. Primary Phlebotomist Responsibilities

The primary phlebotomist/ instructor is responsible for but not limited to the following during clinical rotations:

- a. Overseeing/supervising the student during clinical training
- b. Familiarizing one's self with the psychomotor and affective objectives contained in the *Phlebotomy Practicum Handbook*
- c. Planning the student's daily schedule to assure all objectives that are feasible can be met during the practicum
- d. Completing the Mid-Rotation Evaluation according to the time-line
- e. Reviewing and discussing the Mid-Rotation evaluation with the student according to the time-line
- f. Assigning someone qualified and informed to work with and supervise the student in the absence of the primary phlebotomist
- g. Answering student questions concerning objectives, time frame, etc.
- h. Evaluating student work that concerns psychomotor and affective objectives
- i. Scoring and completing psychomotor and affective grade sheets according to the time-line
- j. Meeting with the Phlebotomy Clinical Education Coordinator each visit and providing a student report
- k. Initially handling, requests for student absence, rescheduling and/or clinical problems
- l. Immediately reporting student problems to the Phlebotomy Clinical Education Coordinator
- m. Counseling the student when problems occur
- n. Documenting incidents on *Incident Report Forms* and following up on the incident

Failure of the primary phlebotomist to adhere to time-lines, complete paperwork, or provide adequate and prompt student information will result in a lack of due process where the student is concerned.

23. **Phlebotomy Clinical Education Coordinator Responsibilities**

The Phlebotomy Education Coordinator is responsible for but not limited to the following during the phlebotomy practicum:

- a. Constructing student schedules and affiliate calendars
- b. Assigning students to affiliate training site
- c. Providing student schedules and a calendar to the affiliates for initial approval and making necessary changes
- d. Constructing and providing handbooks, grade sheets, forms and all other paperwork necessary for Practicum training
- e. Answering questions concerning Practicum training
- f. Meeting with students, primary phlebotomists/ instructors and Clinical Coordinators during each affiliate visit
- g. Mediating student and primary phlebotomist problems only when necessary
- h. Collecting, reviewing and filing, *Leave of Absence Forms, Mid-Rotation Evaluations, Final Psychomotor and Affective Grade Sheets, Incident Report Forms*
- i. Collecting, reviewing and validating phlebotomy logs
- j. Checking, reviewing and validating student progress
- k. Working with Clinical Coordinators and primary phlebotomists to arrange make up time when necessary

- l. Collecting outdated affiliate supplies for use in didactic training
- m. Arranging and conducting a Clinical Coordinator meeting annually
- n. Preparing cognitive and psychomotor phlebotomy objectives, administering and grading cognitive exam, and calculating and filing practicum grade with the registrar
- o. Providing advice and working with the Laboratory Assistant/Phlebotomy Program Director to obtain new clinical affiliates
- p. Reviewing, preparing, and sending out annual affiliate agreements and/or updating affiliate agreements

24. **Clinical Coordinator Responsibilities**

The Clinical Coordinator is responsible for but not limited to the following during the phlebotomy practicum:

- a. Refining and accepting student schedules for clinical rotation
- b. Modifying or approving changes in student scheduling
- c. Providing dress code, parking, name badge information to the Phlebotomy Education Coordinator by October 1 and March 1 of each year
- d. Acting as liaison between Phlebotomy Education Coordinator and primary phlebotomist/instructor when necessary
- e. Mediating student problems when necessary
- f. Providing orientation to the phlebotomy department for the students
- g. Signing and dating orientation document
- h. Coordinating phlebotomy training
- i. Counseling the student when appropriate
- j. Working with primary phlebotomist/staff to ensure students are receiving a quality education and completing all objectives
- k. Meeting with the Phlebotomy Education Coordinator during visits
- l. Notifying Phlebotomy Education Coordinator when problems exist
- m. Answering student and primary phlebotomist/instructor questions concerning the phlebotomy practicum
- n. Providing input for annual Clinical Coordinator and Advisory Board meetings
- o. Reviewing, preparing, and sending out annual affiliate agreements and/or updating affiliate agreements

The primary phlebotomists, the Phlebotomy Clinical Education Coordinator, and the Clinical Coordinators, work together to provide clinical education for students enrolled in the HLCA 2205, Phlebotomy Practicum.

25. **Laboratory Assistant/Phlebotomy Program Director Responsibilities**

The Laboratory Assistant Program Director is responsible for but not limited to the following during the phlebotomy practicum

- a. Mediating student problems that cannot be solved by the primary technologist, Clinical Coordinator or Phlebotomy Clinical Education Coordinator
- b. Providing input into student calendar and scheduling

- c. Answering questions concerning areas of expertise, the Laboratory Assistant or Phlebotomy Programs and student information when necessary
- d. Co-planning and co-presiding over the annual Advisory Board Meeting
- e. Attending Clinical Coordinators Meetings
- f. Conferring with the Phlebotomy Clinical Education Coordinator to review and assess student progress
- g. Working with the Phlebotomy Clinical Education Coordinator to obtain new clinical affiliates
- h. Working with the Clinical Education Coordinator to prepare, send out, and review annually the affiliate agreement and/or updates of the agreements
- i. Meeting with students, primary phlebotomists/instructors and Clinical Coordinators as necessary
- j. Reviewing annually the practicum cognitive, psychomotor and affective objectives stated in this Handbook and the practicum examination

Basic

1. Student **properly identifies** the patient.
2. Student **properly identifies self** to patient.
3. Student **explains the procedure** to the patient.
4. Student verified all paperwork.
5. Student makes sure patient has followed **dietary restrictions** (i.e., fasting)
6. Student properly disposed of used and contaminated supplies.
7. Student washes hands and changes gloves between patients.
8. Student assembles appropriate supplies for a fingerstick, including lancet, alcohol, and gauze pad.
9. Student properly decontaminates site for a fingerstick, heelstick, venipuncture, and/or cleans up any biohazard.
10. Student provides proper patient care after routine phlebotomy is performed.
11. Student assembles appropriate supplies for venipuncture including, syringe, needle, tubes, vacuum tube holder, tourniquet, alcohol prep or other decontaminating agent, sterile gauze, bandage, tape, and/or butterfly needle.
12. Student chooses a suitable site to draw from when performing an “easy” venipuncture (patient has good veins that don’t roll).

Advanced

1. Student follows all isolation, precaution restrictions.
2. Student properly labels and tubes and fills out requisitions correctly.
3. Student follows appropriate procedure if patient has an adverse reaction.
4. Student follows appropriate procedure in case of needle puncture to student.
5. Student identifies suitable site, performs skin puncture and correctly collects the sample for a fingerstick.
6. Student selects correct tubes and draws them in the correct order for a multi-tube phlebotomy (citrate, gel activated, heparin, EDTA, oxalate)
7. Student determines whether to use vacuum system, butterfly, or syringe on patient.
8. Student selects a suitable arm or hand site for a “difficult” venipuncture.
9. Student collects samples to be used for a glucose tolerance test.

10. Student performs phlebotomy duties without being prodded or nagged.
11. Student follows correct drawing and follow-up protocol for patients on heparin or coumadin.
12. Student identifies suitable site, performs skin puncture and correctly collects the sample for a neonatal heel stick where applicable.

B. Cognitive Objectives

Upon completion of the practicum, the student will:

1. Define profession, professional, and professionalism.
2. Define ethics and code of ethics.
3. Discuss the code of ethics for clinical laboratory professionals.
4. Describe appropriate conduct for a phlebotomist in the clinical environment.
5. Define confidentiality.
6. Discuss what is meant by the confidentiality of patient test results.
7. List the equipment that should be available for venipuncture.
8. Describe the purpose of a tourniquet.
9. Define needle gauge and describe the correlation between gauge number and needle bore size.
10. Explain the purpose of a rubber sleeve on the multi-sample needle.
11. Describe how the syringe system differs from the evacuated tube system.
12. Describe a winged infusion set or butterfly collection system.
13. Explain when a syringe system or winged infusion set (butterfly) is used in blood collection.
14. Describe the proper use of the tube holder (needle adapter).
15. Differentiate whole blood, serum, and plasma.
16. List at least 10 different colors for tube stoppers and for each tube stopper color identify the: (a) additive(s) in each and (b) use for tube contents.
17. State the correct order in which various types of tubes should be collected.
18. Describe the proper disposal of a used needle.
19. List the information that is commonly found on a test requisition.
20. List in order the steps in a routine venipuncture.
21. Discuss the information that must be verified for inpatient identification before the blood collection procedure.
22. Explain how the identification of outpatients differs from that of inpatients.
23. Describe patient preparation and positioning for performing a phlebotomy.
24. Describe how to assemble the evacuated tube system.
25. List the veins that are preferred for venipuncture collection.

26. Explain how to clean the venipuncture site including the antiseptic used.
27. Describe the appropriate angle of needle insertion into the vein when performing a venipuncture.
28. Discuss how the needle should be removed once the last tube of blood has been collected.
29. List the information that must be included on the label of each tube.
30. Discuss and demonstrate correct procedure for applying a tourniquet prior to venipuncture and for releasing the tourniquet.
31. Explain the procedure to be followed when:
 - a. the patient is not in his or her room
 - b. the patient has no identification band
 - c. the patient is sleeping, unconscious, or apprehensive
 - d. clergy or a physician is with the patient
 - e. visitors are present
 - f. the patient cannot understand you
 - g. the patient refuses to have blood drawn
32. List at least four anatomical sites that must be avoided when collecting blood and explain why the sites must be avoided.
33. Describe techniques that can be used to help locate a vein.
34. Discuss four potential problems associated with tourniquet application.
35. Define syncope and explain what to do when a patient experiences this condition during venipuncture.
36. Describe the appropriate action to be taken when a patient has a seizure, complains of nausea or vomits during a venipuncture.
37. Explain what should be done in the following situations:
 - a. an artery is accidentally punctured
 - b. no blood is collected on the first try
 - c. there is prolonged bleeding from the puncture site
 - d. the vein collapses
38. List situations in which a capillary puncture might be preferred.
39. Describe skin puncture devices, including safety features that they may have.
40. Explain why the first drop of blood is wiped away after performing a skin puncture.
41. List the sites acceptable for a finger puncture.
42. List the steps in proper order for performing a capillary puncture.
43. Discuss and demonstrate correct procedure for performing a capillary puncture on an adult and infant.
44. Explain how blood circulation may be increased at the collection site.
45. Explain why it is important to control the depth of a skin puncture and list the acceptable depth for infant heel sticks and adult finger puncture.
46. Describe where and how the puncture should be made when performing a capillary puncture.
47. Explain why the incision sites must be allowed to air dry when performing capillary puncture.

48. List precautions to be observed when performing capillary punctures.

CAPILLARY PUNCTURE EVALUATION

This checklist outlines the steps in performing a capillary puncture on an adult and will be used in evaluating your level of skill. **Rating System:** 2 = satisfactorily performed; 1 = needs improvement; 0 = incorrect/did not perform

Score	Step in Capillary Puncture Performance
	1. Organizes appropriate supplies, equipment, etc.
	2. Greets patient in friendly, tactful manner and explains the purpose of the blood specimen
	3. Identifies patient by matching requisition slip information and patient wristband (inpatient) or verbal information (outpatient)
	4. Washes hands and puts on gloves
	6. Assembles and conveniently places equipment
	7. Selects appropriate finger
	8. Warms finger if necessary
	9. Cleanse the puncture site with alcohol-soaked gauze
	10. Positions the puncture site, holding skin taut
	11. Performs the capillary puncture, using a quick, firm stab across the fingerprint
	12. Disposes of puncture device in proper sharps container
	13. Wipes away the first drop of blood
	14. Massages the finger gently to produce the second drop of blood
	15. Collects two microhematocrit tubes without bubbles to 2/3 or 3/4 full
	16. Seals tubes or collects blood in self-sealing tubes
	17. Cleans puncture site and applies pressure using dry sterile gauze
	18. Labels tubes properly
	19. Examines site and applies bandage
	20. Cleans work area and disposes of used supplies in appropriate containers
	21. Removes gloves and washes hands
	22. Leaves patient courteously

Total Points _____

Maximum Points: 44

Comments:

VENIPUNCTURE EVALUATION CHECKLIST

This checklist outlines the steps in performing a venipuncture using an evacuated tube system and will be used in evaluating your level of skill.

Rating System: 2 = satisfactorily performed; 1 = needs improvement; 0 = incorrect/did not perform

Score	Step in Venipuncture Performance
	1. Organizes appropriate supplies, equipment, etc.
	2. Greets patient in friendly, tactful manner and explains purpose of blood specimen
	3. Identifies patient by matching requisition slip information and patient wristband (inpatient) or verbal information (outpatient)
	4. Selects correct tubes and equipment for procedure
	5. Assembles and conveniently places equipment
	6. Puts on gloves
	7. Positions patient's arm appropriately
	8. Checks arm for suitable veins
	9. Applies tourniquet and does not leave on for excessive time
	10. Selects vein, palpates and traces path with index finger
	11. Cleanses venipuncture site with alcohol
	12. Anchors vein below puncture site
	13. Smoothly enters vein at appropriate angle with bevel up
	14. Does not move needle when changing tubes
	15. Releases tourniquet when blood starts to flow
	16. Fills tubes completely and in correct order
	17. Mixes anticoagulated tubes promptly and correctly
	18. Removes last tube from holder before withdrawing needle
	19. Covers puncture site with gauze and withdraws needle from arm smoothly
	20. Applies pressure to site after withdrawing needle
	21. Disposes of needle and syringe properly and carefully
	22. Labels tubes properly
	23. Checks site to ascertain that bleeding has stopped and applies bandage
	24. Disposes of used supplies properly and cleans area
	25. Removes gloves and washes hands
	26. Leaves patient courteously

Total Points _____

Maximum Points: 52 **Comments:**

Phlebotomy Clinical Psychomotor Grade Sheet

At the end of the clinical, the primary phlebotomist after consultation with the other staff who have worked with the student, will fill out the psychomotor grade sheet in pen, and sign and date the form. The student should sign and date the form after reviewing this sheet with the primary phlebotomist.

- Basic skills will be graded with a “S” for satisfactory or a “U” for unsatisfactory achievement.
- Advanced skills will be graded on a 0-4.0 point scale using the criteria on the attached sheet.
- An “NA” will be given for any objective not applicable or offered at your affiliate.
- Please list any additional comments concerning the student on the back of this sheet.

These sheets will be reviewed with a student upon completion and then given to the Phlebotomy Education Coordinator for a grade calculation and filing.

BASIC SKILLS		ADVANCED SKILLS	
S or U	Objective	0-4.0	Objective
	1. Properly identifies the patient		1. Follows all isolation precautions
	2. Properly identifies self to patient		2. Properly labels tubes and fills out requisitions correctly
	3. Explains the procedure to the patient		3. Follows appropriate procedure for adverse reactions
	4. Verifies all paperwork		4. Follows appropriate procedure for needle puncture to student
	5. Makes sure patient has followed dietary restrictions		5. Identifies suitable site, performs and collects sample for finger stick
	6. Properly disposes of used and contaminated supplies		6. Selects correct tubes and draws in correct order for multi-tube phlebotomies
	7. Washes hands and changes gloves between patients		7. Determines whether to use vacuum system, butterfly or syringe on patient
	8. Assembles appropriate supplies for finger sticks		8. Selects a suitable site for a “difficult” venipuncture
	9. Properly decontaminates site of collection		9. Collects samples to be used for glucose tolerance test
	10. Provide proper patient care after routine phlebotomy		10. Takes initiative to perform phlebotomy duties
	11. Assembles appropriate supplies for venipuncture		11. Follows correct protocol for patients on Heparin/Coumadin
	12. Selects a suitable site for an “easy” venipuncture		12. Identifies suitable site, performs & collects sample for neonatal heel stick

Student’s Signature

Date

Instructor’s Signature

Date

PIERPONT COMMUNITY AND TECHNICAL COLLEGE

Laboratory Assistant Program

Grading Criteria for Advanced Psychomotor Objectives

Point range	Grade/Description
4.0 - 3.5	[A] - Competent. Student performs in effective and efficient manner consistent with student/entry level phlebotomist. Able to perform task after initial instruction and minimal practice. Recognizes problems. Pays attention to detail. Performs tasks with minimal to no supervision or errors. Student is confident and motivated. Student performs tasks without being reminded. Student helps out. Onetime, calls in.
3.4 – 3.0	[B] – Progress Acceptable. Student performance is usually effective and efficient, but occasionally lapses. After training performs tasks with periodic supervision, not completely confident. Able to recognize problems. Student is careful but does not always pay attention to details. Student has demonstrated marked improvement from beginning of practicum to the end. Student helps out, has good attitude.
2.9 – 2.0	[C] – Minimal Improvement Needed. Task performance is not done properly some of the time. Student needs some supervision to maintain accurate results. Can perform simple tasks with minimal explanation. Has slight difficulty recognizing problems. Does not pay attention to detail. Needs to be reminded of what needs to be done. Student does not communicate appropriately. Student is helpful and friendly. Student occasionally late.
1.9 – 1.0	[D] - Marked Improvement Needed. Student has difficulty following instructions. Student rushes through work. Student needs constant supervision to maintain accurate results. Work is poorly organized much of the time. Student is unable to recognize problems. Student often wanders or wonderS what to do.
0.9 – 0	[F] – Progress Unacceptable. Constant supervision is required for all tasks. Student is unable to follow directions. Work is careless, unorganized and/or inaccurate. Student lacks basic laboratory skills and technical knowledge to perform effectively. Student is uncooperative. Excessive absences or tardies.
NA	Not Applicable. Procedure not performed at affiliate. Not enough repetitions to grade student accurately.

Each advanced psychomotor objective should be evaluated to the tenths place or marked with and "NA". Instructors should keep in mind that the students are in training and are like entry level technicians with no experience at the end of the Practicum.

C. Affective Objectives Grade Sheet

An affective objective grade sheet is filled out and submitted at the end of the Practicum and is graded satisfactory or unsatisfactory. Below is a sample of the form:

Pierpont Community and Technical College (PIERPONT C&TC)

Laboratory Assistant/Phlebotomy Programs HLCA 2205 Affective Objectives Grade Sheet

Student name _____ Date _____

Evaluator(s) (Name(s) and credentials) _____

Evaluator(s): At the end of the clinical phlebotomy practicum, please promptly complete this evaluation, review it with the student, and return it to the PIERPONT C&TC Phlebotomy Clinical Education Coordinator. The form will be placed in the student's file. Rate each objective as either "S" satisfactory or "U" unsatisfactory according to the guidelines.

Affective Objectives	Satisfactory	Unsatisfactory
1. Attendance: Follows attendance policy. (Absent \leq 10% of the time, called in when absent, filled out absence form, and made up all days missed)		
2. Punctuality: Late \leq 10% of the time, calls in when running late, does not abuse lunch and other break times. Turns in work when it is expected.		
3. Appearance: Follows any safety or dress code rules. (Reminded \leq 10% of the time of any safety deficiencies, uniform violations or hygiene problems)		
4. Organization: Work area is neat and orderly. (\geq 95% of the time correctly puts all supplies away and keeps desk areas neat without any reminders)		
5. Interest and Attitude: Motivated and willing to learn. (Takes notes when it is appropriate, is normally enthusiastic, does not complain about tasks, performs tasks for the day. Keeps busy and attempts all tasks. Does not sleep, or doodle, seeks additional tasks when initial assignment is complete. Student wants to know more.		
6. Integrity: Follows confidentiality rules, admits mistakes and usually tries to make corrections, does not rationalize mistakes. Does own work.		
7. Communication: Communicates adequately with others. Recognizes the importance of interpersonal relationships. (Usually is cooperative		

and courteous, shares supplies, begins to vocalize needs and concerns, responds to questions)		
8. Criticism: Able to accept constructive criticism. (Almost always improves and accepts ideas given to improve, does not take offense or question comments)		
9. Follows Instructions: Written communication is adequate. (Less than 2 transcription errors/week) Follows verbal requests and instructions ($\geq 90\%$ of the time after initial practice and instruction), follows through, does not continually ask for clarification of task.		
10. Initiative: Usually asks questions to clarify material and completes all assigned tasks. Finishes tasks in a reasonable amount of time and continually improves. Begins to help out without specifically being told.		

Additional Comments on Affective Objectives:

 Student's signature

 Date

 Evaluator's signature(s)

 Date

D. **Grading Criteria for Advanced Psychomotor/ Affective Objectives**

Guidelines for the 0 - 4.0 point scale are included in the grade packet. Below is a copy of the grading criteria. Grades are given at the conclusion of the Practicum. Grade sheets are signed by the primary instructor, but grades are decided on with input from all the phlebotomists/laboratory technicians who worked with the student.

Grading Criteria for Advanced Psychomotor Objectives

Point	Grade/Description
4.0 - 3.5	[A] - Competent. Student performs in effective and efficient manner consistent with student/entry level phlebotomist. Able to perform task after initial instruction and minimal practice. Recognizes problems. Pays attention to detail. Performs tasks with minimal to no supervision or errors. Student is confident and motivated. Student performs tasks without being reminded. Student helps out. Onetime, calls in.
3.4 – 3.0	[B] – Progress Acceptable. Student performance is usually effective and efficient, but occasionally lapses. After training performs tasks with periodic supervision, not completely confident. Able to recognize problems. Student is careful but does not always pay attention to details. Student has demonstrated marked improvement from beginning of practicum to the end. Student helps out, has good attitude.
2.9 – 2.0	[C] – Minimal Improvement Needed. Task performance is not done properly some of the time. Student needs some supervision to maintain accurate results. Can perform simple tasks with minimal explanation. Has slight difficulty recognizing problems. Does not pay attention to detail. Needs to be reminded of what needs to be done. Student does not communicate appropriately. Student is helpful and friendly. Student occasionally late.
1.9 – 1.0	[D] - Marked Improvement Needed. Student has difficulty following instructions. Student rushes through work. Student needs constant supervision to maintain accurate results. Work is poorly organized much of the time. Student is unable to recognize problems. Student often wanders or wonders what to do.
0.9 – 0	[F] – Progress Unacceptable. Constant supervision is required for all tasks. Student is unable to follow directions. Work is careless, unorganized and/or inaccurate. Student lacks basic laboratory skills and technical knowledge to perform effectively. Student is uncooperative. Excessive absences or tardies.
NA	Not Applicable. Procedure not performed at affiliate. Not enough repetitions to grade student accurately.

Each advanced psychomotor objective should be evaluated to the tenths place or marked with an “NA”. Instructors should keep in mind that the students are in training and are like entry level phlebotomists with no formal work experience at the end of their Phlebotomy Practicum.

III. STUDENT FORMS AND IMMUNIZATIONS/TEST RESULTS FOR PHLEBOTOMY PRACTICUM

A. Student Forms

1. Students must sign the following forms or submit the following information prior to their phlebotomy practicum in the clinical affiliate:
 - a. Essential Functions Form and Essential Functions Annual Update Signature Form
 - b. Hepatitis B Virus (HBV) and HIV Virus Form
 - c. HBV Vaccine or HBV Surface Antibody Declination Form (if the student does not intend to receive the vaccine or has not completed the series or does not have proof of antibody titer)
 - d. Tetanus, MMR or Varicella Vaccine, Titer or Proof of Disease Declination Form (if the student does not intent to receive the vaccine or titer, or submit documentation of dates or disease)
 - e. Health Insurance Information/Waiver Form
 - f. Safety Procedures Relating to Blood Borne Pathogens
 - g. Confidentiality Form
 - h. Release of Information Form
 - i. Release Form for Venipuncture and Finger Puncture Techniques
 - j. Release of Photographic Pictures Form
 - k. Laboratory Assistant Certificate/Phlebotomy Student Handbook Read It/ Signature Form
 - l. HLCA 2205 Phlebotomy Practicum Handbook Read It/ Signature Form
 - m. Background check, clearance or drug tests with findings
 - n. Proof of current CPR card
 - o. Any additional Health information or documentation required by the clinical affiliate
2. **All forms must be in the student's file before the student may begin phlebotomy training at a clinical affiliate. A student's failure to complete his/her student file before the Program-established deadline will result in the student's inability to matriculate HLCA 2205, and the student will be administratively withdrawn from HLCA 2205.**

B. Immunizations/Titer Results

1. Students must have a current PPD test (valid within one calendar of the completion of the phlebotomy practicum) and submit proof before starting the phlebotomy practicum. PPD tests may be obtained for no cost at the County Health Department or Student Health Services.
2. Students must have completed and submitted dates of all required immunizations, titers, or dates of disease before beginning the HLCA 2205 Phlebotomy Practicum. Students who do not submit documentation or complete vaccination series or immunizations, or titers must sign a waiver and may be ineligible to attend a clinical site for the phlebotomy practicum. The program requires titers for the following: Hepatitis B, MMR, and Varicella.

IV. HLCA 2205 PHLEBOTOMY PRACTICUM HANDBOOK READ IT/ SIGNATURE FORM

This form in the *HLCA 2205 Phlebotomy Practicum Handbook* must be signed by the student, and returned to the Phlebotomy Clinical Education Coordinator before the beginning of the HLCA 2205 clinical phlebotomy practicum.

Please read the statement below carefully before signing this page:

I, as a responsible student in the Pierpont CTC Laboratory Assistant Program, have read, understand, accept and take full responsibility for the policies, information and professional rules of conduct identified in this Handbook. I have been given an opportunity to ask questions concerning all information in this Handbook.

Student name (print) _____

Student signature _____

Date signed _____

Witness signature _____

Date witnessed _____

V. Disclaimer for Phlebotomy Practicum

The contents of this handbook are accurate at the time of printing but may be modified or changed at any time to correspond with decisions of the Pierpont Community and Technical College Board of Governors or Administration, Local, State or Federal Requirements. The students should be aware that modifications in policy and procedure might occur without advance notice. The School of Health Careers, the Laboratory Assistant Certificate Program, Phlebotomy Program, and their Advisory Boards reserve the right to assess and modify the educational policies and program requirements as new information is available and as student or curricular needs are identified. The student will be notified in writing of any changes that may impact his/her course of study.