

PHLEBOTOMY STUDENT HANDBOOK



Spring 2019

Phlebotomy Student Handbook

The policies in this handbook apply to you as a student in the Phlebotomy Program at the Community College of Philadelphia and at any clinical site that you attend as part of the program. **Read this manual carefully now and as needed during your enrollment in the Phlebotomy Program.** It is imperative that you are aware of ALL policies, are familiar with them, and adhere to them.

DISCLAIMER: The Program policies are subject to change at the discretion of the Program Director and faculty. Should changes be required, they will not be made capriciously, but for valid and necessary reasons.

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PROGRAM OVERVIEW:

Phlebotomy Certificate Program description

MLT 102 - Phlebotomy is a one-semester course that includes two hours of lecture, three hours of student lab and eight hours of clinical rotation per week in a hospital laboratory or outpatient facility. The program is approved by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). * Students who successfully complete the program are eligible to take the PBT (ASCP) Certification exam. * www.naacls.org. This course provides students the skills and knowledge required to work in specimen collection in a healthcare setting. Emphasis is on venipuncture procedures, professionalism, the operation of the clinical laboratory, and specimen processing. Clinical practice in the laboratories of Philadelphia area is included.

Phlebotomy Program Mission Statement

The mission of the Phlebotomy Certificate Program of the Community College of Philadelphia is to be an exemplary program graduating highly qualified individuals to fill the employment needs of the City of Philadelphia and the Pennsylvania suburban areas. The Program is committed to serving students with excellent academic instruction and professional training. The faculty is committed to providing quality instruction by preparing graduates to be employable at an entry level in phlebotomy and to successfully pass a national certification examination in Phlebotomy.

Goals of the Phlebotomy Program

The Goals of the Phlebotomy Program are that the student:

1. Will be accountable as a phlebotomist for the procedures expected of an entry level phlebotomist.
2. Will apply for and take a certification exam in Phlebotomy by an accredited certification agency.
3. will respect the rights of patients, faculty, clinical supervisors, fellow students, and other health professionals and will safeguard confidentiality within the constraints of legal, ethical and moral conduct.
4. Will exercise sound judgment, clear thinking and appropriate decision making skills while serving the needs of the community and the profession.
5. Will practice within the profession's ethical and legal framework.
6. Will continue to maintain professional competence and utilize opportunities for continuing education and career advancement.
7. Will function as a competent phlebotomist, within the limitations of that role as a member of a healthcare team providing quality health care service.

Program Standards

Performance Standards for Allied Health Programs, MLT and Phlebotomy Programs

The Community College of Philadelphia’s Department of Allied Health has adopted the following Core Performance Standards for all applicants to the Allied Health degree and certificate programs. These standards are based upon required abilities that are compatible with effective performance in allied health programs. If an applicant is not able to meet the Core Performance Standards, he/she is responsible to identify his/her inability to perform the required tasks, with or without accommodation. If while in the program, a student fails to meet the Core Performance Standards, with or without accommodation, the student will be removed from the program as the Performance Standards are considered Essential Functions for health care professionals.

All students are required to meet these performance standards. Allowing for individual differences and encouraging program completion for students with a documented disability, the allied health programs will work with the student and the Center on Disability to provide any reasonable accommodation to meet these performance standards when appropriate.

Capability	Standard	Examples of Activities (Not All Inclusive)
Cognitive-Perception	The ability to perceive events realistically, to think clearly and rationally, and to function appropriately and efficiently in routine and stressful situations	Identify changes in patient/client health status. Handle multiple priorities in stressful situations and remain calm.
Critical Thinking	Critical thinking ability sufficient for sound clinical judgment	Identify cause-effect relationships in clinical situations. Develop plans of care Respond competently within scope of practice. Interpret patient condition and apply appropriate intervention.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish rapport with patients/clients and colleagues appropriately. Demonstrate high degree of patience. Manage a variety of patient/client expressions (anger, fear, hostility) in a calm and professional manner. React appropriately to constructive criticism.
Communication	Communication abilities in English sufficient for appropriate interaction with others in verbal and written form.	Read, understand, write and speak English competently. Explain treatment procedures. Initiate health teaching. Document patient/client responses. Validate

		responses/messages with others. Obtain medical history accurately and document clearly. Read (decode), write, and understand on demand.
Mobility	Ambulatory capability to sufficiently maintain a center of gravity.	Ability to ambulate without assistive devices in confined areas, reach laboratory benches and equipment.
Motor Skills	Gross and fine motor abilities sufficient to safely use blood collection equipment and lab analyzers.	Reach, manipulate, and operate equipment, instruments, and supplies to include VP needles and micropipettes.
Hearing	Auditory ability sufficient to monitor and assess, or document health needs/information.	Hear monitor alarms, emergency signals, and cries for help. Hear telephone interactions. Hear dictation being given from multiple directions and when facemasks are being used.
Visual	Visual ability sufficient for observation and assessment necessary in patient/client care, and perform accurate color discrimination.	Observe patient/client responses. Discriminate color changes. Accurately read measurement on patient/client related equipment. Visual dexterity with eye/hand coordination.
Tactile	Tactile ability sufficient for physical assessment, inclusive of size, shape, temperature, and texture.	Performs palpation. Performs functions of examination and/or those related to physical therapeutic intervention, (e.g., insertion of a needle) safely and competently.
Activity Tolerance	The ability to tolerate lengthy periods of physical activity.	Move quickly and/or tolerate long periods of standing and/or sitting. Perform tasks accurately under time constraints.
Environmental	Ability to tolerate environmental stressors.	Adapt to rotating shifts. Work with chemicals and detergents. Tolerate exposure to fumes and odors. Work in areas that are close and crowded. Perform with minimal supervision. React quickly to emergency situations and control emotions.

Essential Requirements for the Phlebotomy Program

The accrediting agency (NAACLS) requires that all prospective students review the following Essential Requirements (Essential Functions) as part of the admission process to the Phlebotomy Program at the Community College of Philadelphia.

The Phlebotomy student will be able to:

1. Move freely and safely about the laboratory and other work areas.
2. Characterize color and clarity of supplies and reagents.
3. Reach laboratory bench tops and shelves, patients lying in hospital beds, or patients seated in specimen collection chairs.
4. Travel to various clinical sites for practical experience.
5. Maneuver phlebotomy collection equipment to safely collect valid laboratory specimens from patients and other students in class*.
6. Use a computer keyboard to record and transmit information.
7. Follow written and oral instructions to correctly and independently perform the duties of a phlebotomist.
8. Clearly instruct patients prior to collecting specimens.
9. Communicate with faculty, classmates, staff, patients and other healthcare professionals verbally and in a written format.
10. Be able to adapt to working in a professional environment.
11. Be able to adapt to work proficiently in a stressful and/or distracting environment.
12. Be able to work with unpleasant biologicals and potentially infectious agents.
13. Use safe venipuncture technique and standard precautions to avoid potential exposure to Blood Borne Pathogens**.
14. Be honest, compassionate, ethical and responsible. The student must be forthright about errors or uncertainty.

*Each student is required to perform multiple venipunctures on a student partner during on campus labs to gain proficiency before performing it on patients at clinical sites. **This also entails each student allowing a fellow student partner to perform venipunctures upon them as part of the training process.**

**Students are required to complete blood born pathogen training on campus before performing a VP. While safe technique and standard precautions are essential both on campus and at clinical rotations, students should be aware that with any healthcare career involving the use of sharps, there is a risk of accidental needle exposure. Proper technique and procedures are of the utmost importance and critical at all times to avoid such exposure.

Acceptable Phlebotomy Proficiencies

Upon completion of the Phlebotomy Program, the student should be able to perform 100 successful venipunctures under routine work conditions with minimal supervision.

This includes:

1. Proper identification of the patient.
2. Selection of the correct tubes for the tests requested.
3. Utilization of the correct procedure for obtaining the patient's blood:
 - Prepare equipment (tubes, holder, needle, etc.)
 - Tie the tourniquet
 - Select the appropriate vein
 - Clean the site
 - Puncturing the vein, collecting the required amount of sample
 - Untying the tourniquet
 - Removing the needle
 - Mixing and labeling tubes
 - Checking the site and bandaging the arm
4. Performing capillary punctures (if done at the clinical site)
5. Performing blood cultures (if requested during the rotation)
6. Keep baskets and collection areas well stocked at all times
7. Demonstrate basic knowledge of basic computer operations in a clinical lab setting
8. Distributing blood and other lab specimens to the correct area of the laboratory
9. Exhibit appropriate regard for patient's well being
10. Perform duties in a professional manner at all times

MLT 102 PHLEBOTOMY

Student Learning Outcomes

Upon successful completion of this course students will be able to:

1. Collect blood samples from patients of all ages using a variety of equipment while following safety regulations.
2. Describe the additives and types of tests performed on the most commonly used collection tubes.
3. Summarize basic anatomy and physiology of the human body.
4. Explain the phlebotomist's role and demonstrate professionalism in interacting with patients and other healthcare workers.
5. Describe and perform basic lab procedures including routine urinalysis, point of care testing and the blood donation process.

The Ten Commandments of Phlebotomy

1. Thou shalt protect thyself from injury.
2. Thou shalt identify thy patients.
3. Thou shalt puncture the skin at a 15-degree angle.
4. Thou shalt glorify the medial vein.
5. Thou shalt invert tubes with additives immediately after collection.
6. Thou shalt collect specimens only from an acceptable site.
7. Thou shalt label specimens at the bedside.
8. Thou shalt stretch the skin at the puncture site.
9. Thou shalt know when to quit.
10. Thou shalt treat all patients as if they were family.

Professional Standards

Moral & Ethical Conduct

A student enrolled in the Community College of Philadelphia's Phlebotomy Program assumes an obligation to conduct himself/herself in a manner compatible with the College's function as an educational institution. This includes, but is not limited to, compliance with State and Federal laws. Any violation will result in a student's immediate dismissal from the Program.

Misconduct for which students are subject to discipline and possible dismissal from the Program includes:

- Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College.
- Forgery, alteration or misuse of College or clinical documents, records or identification.
- Theft of, or damage to, property of the College or clinical affiliates, or of a member of the College community or clinical affiliate personnel, or campus visitor or patient.
- Unauthorized entry to, or use of, College or clinical affiliate facilities.
- Unauthorized exposure to radiation of any person without a physician requisition is a breach of ethics and Federal Law and results in immediate dismissal from the Program.
- Charge of, arrest for, and/or conviction of possession, use or distribution of any narcotic drug, central nervous system stimulant, hallucinogenic drug or barbiturate.
- Disorderly conduct or lewd, indecent or obscene conduct or expression on college-owned or controlled property or within the clinical affiliate facilities.
- The violation of a patient's personal privacy, morally or ethically by a student during the period of clinical education.

The Program Director reserves the right to remove any student from the Program at any time if such action appears to be in the best interest of the Program and the clinical affiliate.

Professional Conduct

Professionalism is the key to success as a Phlebotomy student and later as an active participant in the Phlebotomy profession. Students must understand the importance of such intangibles as effective communication, concern for others, ethical conduct, honesty, initiative, empathy, enthusiasm, loyalty, tact, dedication, cooperation, efficiency and professional sophistication. Students are representatives of not only the Program, but also the Community College of Philadelphia and affiliate hospitals and clinics. The Program sincerely hopes that student conduct will bring only compliments. Students are to adhere to the College's Student Code of Conduct contained in the **Appendix A**, and the [Student Handbook](#), which is available through the Student Life Center located in Room S1-19, the Regional Centers or online at www.ccp.edu. Students must always conduct themselves in a professional manner and maintain the common laws of courtesy.

The common laws of decency include, but are not limited to:

- Unnecessary talking in class is distracting to faculty and to fellow students. When faculty is responding to the question(s) of student, all students in the class can profit by refraining from unnecessary talking while the question(s) is/are being answered.
- Whether in the classroom or in the clinical facility, if a student is dissatisfied with **ANY** situation, they may request a conference with the respective faculty and/or Program Director.
- Loud or boisterous conversation or activity in the classroom, College corridors, or in the clinical facilities is to be avoided.
- Smoking is prohibited in all College buildings and clinical facilities.
- Eating is **NOT** permitted in the College classroom/laboratory and in the laboratory of the clinical facilities.
- Gum chewing during lab simulations and at the clinical facilities is not professional and will not be tolerated.
- College faculty and clinical staff are appropriately referred to as Doctor, Mister, Miss or Mrs. and surname.

E-mail Etiquette

Faculty will communicate with students via the provided MyCCP and home e-mail account. Students are required to have a working CCP e-mail address for communication purposes and are required to check it on a regular basis. If a student needs assistance and e-mails a faculty member, the e-mail request may be forwarded to an appropriate department or person who can assist. Students should be reminded that e-mail is not the same as text messaging, abbreviations are not appropriate, and messages should be addressed in a professional manner.

Social Networking

Students should be cognizant of statements, pictures and/or conversations posted on social networking sites. Use of social networking during scheduled classroom or clinical hours is strictly prohibited. Conversing on these sites regarding classes or clinical education will result in disciplinary action and possible dismissal from the Program.

Electronic Devices

Use of electronic devices of any kind is strictly prohibited in the clinical education setting. All devices should be turned off and left in the student locker during clinical hours. Students are welcome to bring laptop computers or tablets to class for academic purposes, however students found misusing devices during class (e.g. searching the web or posting on social networking sites) will be asked to remove the device and be subject to disciplinary action. Cell phones must be turned off or be set on silent mode during scheduled classroom, laboratory, and clinical assignments. If students have a family concern and would like to leave their cell phone on vibrate, they must notify faculty before class begins and let them know that they may have to step out to take an emergency call. Under no circumstances should these devices be used as calculators.

ADMISSION

Phlebotomy Program Entry Requirements:

Admission is selective and requires that potential students fulfill all College admission requirements:

1. High school diploma or general education diploma (GED).
2. Being 18 years of age.
3. [English 101](#) and FNMT 017 placement (do not have to be taken before enrolling in the course).
4. Verification of medical insurance.
5. **The student must present the following paperwork before admission to the program:**

Required clearances:

a. Criminal Background Check:

- Any felony conviction within the past 10 years results in denial of admission to the MLT program.
- Any felony conviction more than 10 years old will be evaluated based on the nature of the offense, length of time since the offense and any explanatory letters/materials submitted by the applicant or student.
- Any misdemeanor will be evaluated based on the nature of the offense, length of time since the offense, and explanatory letter/materials submitted by the applicant or students. (Any punishment over one year indicates a felony according to federal sentencing guidelines.)

b. Child Abuse Clearance:

- Any record results in denial of admission into the MLT program.

c. Negative drug screen

- The MLT program requires participation in clinical education. Some clinical affiliates of the MLT program require evidence of a negative drug screening test for a student to participate in the clinical part of the clinical laboratory program at their facility. Therefore, any student with a positive drug screening test cannot be admitted into the MLT program.

d. Health form*:

- Health clearance form completed by a health provider proving **a copy of proof (printout of test results)** of immunity to Measles, Mumps, Rubella, Varicella, Polio, Hepatitis B,

Diphtheria/Tetanus; proof of Influenza vaccine (only in the Fall/Spring), Absence of TB by QuantiFERON TB test. **Revaccinations must be documented.**

*Health form and clearances should be no older than 6 months before the classes start.

Application process: online registration is not available

Applications along with the instructions for the obtaining clearances will be given at the Allied health office W1-1 starting: First week of April -for Fall semester, **First week of October - for Spring semester**, Second week of February - for Summer semester. The announcement about the applications release date will be posted on myccp website.

Admission will be granted to the students who will submit **all the mandatory paperwork before the due date on the application (on the first come -first registered basis)**. The seats are limited to 24 students for the fall and spring semesters and 12 for summer I. The students will be notified via e-mail about acceptance into the program.

Schedule:

Fall and Spring: One two hour lecture and one 3 hour lab per week, plus one eight hour day at the clinical site for practice of phlebotomy.

Summer I: May – June. Two 2 hour lecture and two 3 hour lab per week, plus two eight hour days at the clinical site for practice of phlebotomy.

Disciplinary Action

Involvement in any incident which resulted in disciplinary action against a student at the Community College of Philadelphia or any post-secondary institution is considered in the admissions process. The Phlebotomy Program reserves the right to deny admission to any applicant who has a documented history of violating College rules and/or regulations or who has been previously suspended or expelled from the College or any other post-secondary educational institution.

Reconsideration

An applicant who believes that an error of fact has been made in terms of the information provided to the decision-making committee can request reconsideration by the committee. This request must be made in writing within 10 days from the date of the letter notifying the applicant of the decision. The reconsideration should address what the applicant considers to be errors of fact. Following reconsideration by the decision-making committee, the applicant can appeal the committee's decision to the vice president for Academic Affairs whose decision is final.

Any official change or the initiation of any governmental proceeding affecting the information revealed by the required criminal or child abuse background check must be reported immediately to the Program Director.

Tuition, Fees and Program Expenses

Continuation in the Phlebotomy Program requires all College financial obligations to be met. Tuition for the Phlebotomy Program varies based on student residency. Tuition and fees for College courses can be found by visiting www.ccp.edu. Additional Program expenses include textbooks, uniforms, and certification examination application fee.

Phlebotomy certificate

All students successfully completing the program will receive a certificate of completion. All students will receive the certificate of completion and it is not contingent upon taking or passing the certification exam.

RULES AND REGULATIONS

Phlebotomy Program Policies

Policy on Minor Children

Children are **not permitted** in classrooms or in the MLT student laboratory. This is a College-wide rule. Please make arrangements for your children when schools are closed or when they are sick and cannot attend school. The College does have a child Care Center on campus that students may use and they offer part-time hours.

Prepared for Lab Policy

Students are required to bring everything they need to each lab session. This includes gloves, safety glasses, closed toed shoes and a disposable fluid resistant lab coat. Short shorts, sleeveless tops or sandals may not be worn in the lab. The Phlebotomy/MLT Program does not supply gloves for student use during lab sessions. The gloves in the lab are for faculty use. Students not prepared for lab will not be able to stay for lab.

Academic Grading Policy

The grading policy for the Phlebotomy Program courses is a letter system with an associated percent. Final grades at the end of each semester become part of the student's permanent record.

Students must receive a passing grade (75 minimum) in all 3 areas of the course: Lecture, Lab, and Clinical to pass. Receiving a failing or unacceptable grade in any one area will result in a grade of D or F in the course.

<u>Grading</u>	<u>Course component breakdown:</u>	<u>Letter grades:</u>	
	Student Laboratory*	25%	A = 93-100
	Exams	30%	B = 83-92
	Power point presentation	10%	C = 75-82
	Lecture Attendance	5%	D = 65-74
	Clinical Evaluation^	30%	F = below 65
	Total	100%	

*Additional clinical time may be scheduled if deemed necessary by clinical faculty to ensure competency in phlebotomy skills. Students are required to pass a Venipuncture competency with a grade of 85 out of 100 points during one of the lab sessions prior performing VP at the clinical site. Clinical grade consist of two evaluation, each worth 50% of the grade. Lecture grade is calculated as follows: 5 exams, Power point presentation and lecture attendance (total of 35 % from the grade).

Attendance Policy

Attendance at all lectures, labs and clinical rotation days are **required**. Students missing a lecture class are responsible for the material presented and should ask a classmate for a copy of their notes and any handouts from class. College policy states that any student who has missed the equivalent of 2 weeks of class may be dropped from the course; therefore, a student who does so without legitimate documentation will be dropped from this class.

Clinical hours requirement is 100 hours (even, not less). Student can miss only two clinical days for a legitimate reason. **If you are late or cannot attend a scheduled clinical day, you must notify the MLT clinical coordinator as well as your clinical site and *make up the missed hours at a later time***. If you fail to inform your clinical sites and your clinical coordinator about being late/missing a day, it will result in **dismissal from the clinical site**. Repeated lateness or unsafe behavior can result in dismissal from the clinical site as well.

Students must make every effort to attend class when an exam is scheduled. If you are not able to attend class when an exam is being given, YOU MUST NOTIFY THE INSTRUCTOR BEFORE THE SCHEDULED CLASS TIME. Any student that does not notify the instructor as indicated will receive a grade of 0 (zero) for that exam. Students with a valid excuse to miss an exam, will be given the opportunity to take a makeup exam.

The course syllabus discusses the lab attendance policy – students missing a lab will receive a grade of 0 (zero) unless they make arrangements with the instructor to attend a different lab section that week. Labs cannot be made up on a different week.

Inclement Weather

In the event of inclement weather, classes and clinical assignments will resume as scheduled, **unless** the College is officially closed. The academic and clinical attendance policies are set forth for students who are absent due to inclement weather when the College is not officially closed.

It is the student's responsibility to check one of the following for official College closing due to snow:

1. The notice of College closing will be placed on the College's home page www.ccp.edu and on the College's portal log-in page My.CCP.edu.
2. E2Campus is another option to obtain information regarding school closing due to a weather emergency. E2Campus is a free mass text and email notification system used by the College in the event of a campus-wide emergency. To immediately receive important notifications from the College - everything from a building fire to severe weather closures, students can go to the following website and sign up for E2Campus: <http://www.e2campus.com/my/ccp/signup.htm>.

Policy on Student Service Work

At no time are Phlebotomy students to be substituted for regular staff while on clinical rotation. Students are to be supervised at all times while at the clinical site with sufficient hospital staff to perform the routine duties and supervise students.

Withdrawal Policy

Any student wishing to, or required to, withdraw from the Program during an academic semester must comply with the following procedures:

- Meet with the Program Director to obtain a “Drop” form
- Submit the “Drop” form to the Admissions Office in the Bonnell Building

If these procedures are not followed, the student will remain on the Program attendance lists, and will receive a grade of “F” for the courses in which they are registered during the respective semester.

MLT/Phlebotomy Programs’ Policy on Academic Dishonesty

All members of the College Community are expected to obey all public laws and abide by all College regulations. Students are expected to be well motivated and constructive in their pursuit of learning. Attendance at the College is a privilege and not a right; students through their act of registration concede to the College the right to dismiss any student at any time when it is deemed necessary in order to safeguard the College’s ideals of scholarship and character and to secure compliance with its regulations.

Academic Dishonesty

1. Cheating behaviors include but are not limited to:
 - a. examining or copying another student’s answers during a test exam, or lab practical exam.
 - b. examining or copying another student’s paper or lab report.
 - c. bringing notes to class during a test (scrap paper, sleeves, hands)
 - d. using a dictionary or other book during an exam.
 - e. asking someone for an answer during an exam.
 - f. having someone else take an exam for you.
 - g. having in your possession without permission, any materials belonging to or generated from faculty staff or students.
 - h. purposely missing a scheduled exam to take it at a later date after discussing the exam with other students.
 - i. using an electronic device such as a cell phone or graphing calculator to look at information or photos during an exam.
2. Aiding another student commit an act of academic dishonesty including but not limited to:
 - a. willfully offering answers or information related to tests or exams.
 - b. doing another student’s assignment (in or out of the classroom).

- c. taking a test for another student.
 - d. failing to report knowledge of another student cheating.
3. Plagiarism includes, but is not limited to:
 - a. copying from any source without quotes and appropriate documentation.
 - b. re-wording an idea from a source but omitting documentation.
 - c. having another person write for you or copying another person's work
 - d. having another person correct mistakes on your paper. (suggested revisions are acceptable).

Advising

Faculty members in the Program are student advisors and mentors. Advisement sessions may be initiated by faculty or students as deemed necessary. Faculty availability for advising will be made known to the student. Availability of Program faculty does not reduce the responsibility of the student for academic and clinical success.

Alcohol and Drug Use

Student use of alcohol, non-prescription or illegal drugs while in the classroom, lab, or clinical education setting is strictly prohibited. Suspected impairment may result in the request of a drug test and possible dismissal from the Program pending the results.

Dismissal from the Program

The Phlebotomy Program reserves the right to dismiss any student:

- who fails to observe the regulations of College and its clinical affiliates,
- whose skills, attitude and behavior are viewed as inconsistent with professional standards,
- whose general conduct is detrimental to the College and its clinical affiliates,
- whose attendance at the clinical site is unacceptable,
- who does not meet the competency requirements of the Phlebotomy Program.

Readmission Policy

Students who withdraw from the Program in good standing may apply for readmission only once. Students dropped from the program because of academic deficiencies will be considered for a second admission to the program after remediation of the deficiencies and recommendation of the MLT faculty.

Student Records

Post-secondary schools allow students the privilege to inspect and review their educational records. Records kept in the office of the Program Director and MLT faculty for two years from graduation or last date of attendance. Students' data form with grades and graduation information are available online on www.ccp.edu. A student desiring to gain access to records kept in the Program Director's office must submit a written request for an appointment to

discuss their files. This request must include the student's name, College ID number, and the request must be signed by the student.

Faculty Rights

Sanctions available to faculty include, but are not limited to:

1. requiring a student to re-take an exam or re-write a paper or lab assignment.
2. administratively withdraw the student from the class
3. require the student to drop out of the MLT/Phlebotomy program.
4. give the student a failing grade for the course.

Student Rights

Students may appeal decisions regarding final grades as per College policy. Student rights and obligations are available in the College's *Student Handbook*, which can be obtained from the Office of Student Affairs (M2-37), the Office of Student Activities (S1-10A) or on the web at www.ccp.edu. See **Appendix C**. for the Complaint form.

Pregnancy Policy

If a student becomes pregnant while enrolled in the Phlebotomy/MLT Program, disclosure of the pregnancy is entirely voluntary. However, since potential BBP exposure to the unborn child could be harmful, the student is strongly encouraged to notify the Program Director in writing once confirmation of the pregnancy has occurred. Upon notification, the student will need to get permission from the OBGYN to continue the program. See pregnancy form in the **Appendix B**.

Program's closure policy

30 day Teach out plan in case of college closure.

In case of temporarily closure of the program due to the damage to the facilities, didactic portion will be moved to Canvas and laboratories to Northeast Regional center.

In case of the program's closure, current and prospective students would be given 6 months notice prior the closure date. Program closure information will be posted on college website. All current students will be able to finish the program before the closure will take an affect. A college official will be designated to clear students applying for the certification exam. Prospective students will be counseled regarding alternative Majors/Areas of Study.

MLT/Phlebotomy Student Uniform Policy

1. The highest standards of personal hygiene and professional appearance must be met at all times. All students must bathe daily, use deodorant and refrain from using cologne or perfume.
2. The required uniform must be worn on days that you are attending a clinical rotation. They will be sold by the College Bookstore and are Navy Blue scrubs* with the College Logo and Program name embroidered on the left side of the scrub top. A white long sleeve shirt is also available for any student that has tattoos on their arms, desires to be covered or tends to be cold. **No other color can be worn under the scrub top.**
**Clinical assistant students can wear their program's scrubs for phlebotomy clinicals.*
3. Clean white leather sneakers (no canvas or mesh allowed) or white duty shoes must be worn with the uniform. Clog type shoes with an open back can be worn.
4. Some sites will have fluid resistant lab coats that may be worn over the uniform. No patterned scrub jackets may be worn.
5. Extreme hair styles and hair colors are not allowed. Hair must be of a "natural" color. Long hair must be tied back or worn up. No large scarves or ribbons. Men's hair must be a respectable length or tied back.
6. Tattoos must not be visible when wearing your uniform. Tattoos on arms must be covered with the white long sleeve shirt or a white turtle neck shirt for tattoos on the neck or during cold months.
7. Jewelry - must be worn in moderation. Only a watch and one ring is acceptable. No body piercing allowed - no tongue, lip, chin, eye lids jewelry is allowed and must be removed on clinical days. Earrings: only one small post earring per ear is allowed - no hoop or dangling earrings.
8. Cosmetics - use in moderation. Finger nails must be kept short and nail overlays, decorations or fake nails are allowed. They are a source of fungal and bacterial infections to patients.
9. Student lab - a full length fluid resistant lab coat must be worn at all times in the student lab. Students can buy the coats during the first lab. Gloves and safety glasses must be purchased by the students for the on campus lab. Gloves will be provided at your clinical site. Tank tops, sleeveless shirts, sandals, open toed shoes or short shorts cannot be worn in the student lab.

MLT Student Lab Safety Plan

1. Standard/ Universal Precautions are to be followed when handling blood or body fluids.
2. All students and staff need to be aware of both exits to the student lab.
3. If the College loses power, stay at your seat until the emergency lights come on and you receive instructions from your instructor for safe exiting from the lab.
4. Student bench tops are to be cleaned daily using a bleach solution.
5. Fluid resistant lab coats are to be worn at all times and gloves, safety glasses and face shields when appropriate. Lab coats are only worn in the lab and must be returned to the hooks near the door before leaving.
6. All potentially contaminated trash is to be disposed of in biohazard labeled containers.
7. All sharps are to be disposed of in appropriated labeled sharps containers.
8. Report all spills to the instructor for proper instructions for clean-up.
9. Long hair must be tied back.
10. All students must be aware of the location of fire extinguishers, fire blanket, eye wash stations, and safety shower.
11. Mouth pipetting is strictly forbidden-a pipetting device must be used at all times.
12. When using a centrifuge, gloves must be worn and the lid must not be opened until the centrifuge comes to a complete stop.
13. Before leaving for the day, check that biohazard trash from the benches is placed in the large Biohazard trash receptacle and the benches wiped with 10% bleach solutions.

Standard Precautions

Universal precautions were introduced to minimize transmission of blood borne pathogens to health care workers in 1987. They involve a single standard that should be applied to all patients at all times. In 1996, the Centers for Disease Control (CDC) updated infection control protocols to include standard precautions-a combination of Universal Precautions for prevention of transmission of blood borne pathogens and body substance isolation precautions. Standard precautions expanded the principles of Universal precautions to all body fluids to minimize the risk of cross-infection among both patients and health care workers.

Necessity for Standard and Universal Precautions

These precautions are necessary because some patients do not disclose their infectious status, and many are unaware that they are infected (there may be no signs or symptoms as a result of incubation periods or sub clinical disease). In addition, antibodies or other markers of infection may be undetectable during the “Window period” immediately after infection. This is particularly relevant in HIV infections because the levels of circulating virus (viral load) and the maximum infectivity for HIV are highest during the “window period” and with disease progression in AIDS patients.

The following are the highlights or Standard Precautions for Phlebotomists and laboratory scientists:

1. Use barrier protection routinely to prevent skin and mucous membrane exposures with blood or body fluids. Wear gloves at all times for blood collection or whenever there is the possibility of an exposure.
2. Change gloves and wash hands after contact with each patient or when they become visibly contaminated with blood.
3. Wear a mask, safety glasses or face shield during procedures where splashing is a possibility. Wear a fluid resistant gown if there is a potential of splashing.
4. Wash hands or other skin surfaces thoroughly and immediately if contaminated with blood or other body fluids.
5. Needles should not be bent, recapped, cut, broken or otherwise manipulated after use. Engage the safety device and dispose in an approved sharps container with the needle holder.
6. Do not mouth pipette, use a mechanical device or bulb at all times, even with water.
7. Fill collection tubes using their internal vacuum only, do not force blood into tubes with a syringe.
8. Decontaminate all lab equipment and counter tops daily with a solution of 10% bleach or other approved germicide.

Insurance

Malpractice/Liability Insurance

Students are covered by the malpractice/liability insurance carried by the College.

However, students are encouraged to obtain individual coverage. Any student wishing information and application should contact the Program Director.

Medical Insurance

All MLT/phlebotomy students are required to have personal medical insurance coverage. Neither the College nor the clinical affiliates are liable for injury to individual students.

If a student does not have standard personal medical insurance coverage, there is a plan offered through the College. You may obtain information regarding this insurance through the:

Student Life Center

Room S1-19 or the Women's Center S3-09

ALL students must present photocopied documentation of personal medical insurance coverage **each semester** prior to beginning Clinical Education and upon demand at any other time.

COMMUNITY COLLEGE OF PHILADELPHIA INFECTIOUS AGENT AND BLOODBORNE PATHOGEN EXPOSURE POLICY MLT and PHLEBOTOMY PROGRAMS

Injuries/Exposure to Infectious Agents

Students exposed to an infectious agent or bloodborne pathogen must comply with the Infectious Agent and Bloodborne Pathogen Exposure Policy (See **Appendix D**).

An injury or exposure to an infectious agent in the classroom, laboratory, or clinical education setting will be managed according to the implemented procedures.

The purpose of this policy is to describe the management of incidents of exposure to bloodborne pathogens that involve Community College of Philadelphia students participating in clinical practice. Here is the link to the full policy:

http://path.ccp.edu/site/offices/human_resources/forms/benefit_forms/BloodBorne%20Injury%20Policy.pdf This document is also attached here as Appendix D.

Steps in case of needle stick injury or other BBP exposure (mucous membranes with bodily fluids)

1. Student should clean the affected area.
2. Student should report it immediately to his/her supervisor and to the clinical coordinator via Remind Me App.
3. The section supervisor should contact the clinical coordinator **via cell phone (see business card)**.
4. Student needs to fill out an incident report, supervisor needs to sign it. Attached here.
5. This report should be faxed/scanned and sent to the Program director's office:
Fax:267-299-5835 attn. E.Mashkina or via e-mail emashkina@ccp.edu
6. **IMPORTANT:** Please ask the **source patient** to sign a waiver to be tested for infectious diseases and to draw necessary blood work before leaving the hospital/lab. Please save these extra tubes for testing later in the separate rack with the note "Don't dispose".
7. Student has a choice to report to the ER and use her/his insurance or go to the Occupational Medicine at Hahnemann WORKNET (see contacts below) for free.
8. **If the student goes to ER, doctor would follow the post exposure policy of the hospital and order necessary test on both the student and the source patient.**

WORKNET Occupational Medicine at Hahnemann address

230 North Broad Street
Mail Stop 101
Philadelphia, PA 19102
phone: (215) 762-8525
fax: (215) 762-1448

Hours:

Mon - Fri: 7:30 AM - 5:00 PM

MLT Faculty

Program Director/Curriculum Coordinator

Katerina Mashkina, M.S., MLS (ASCP)^{CM}

Office: W1-01C

Lab: W1-16 215-751-8750

e-mail: emashkina@ccp.edu

Faculty

Lynn Schaaf, M.S., MLS, (ASSCP)^{CM}

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Clinical Coordinator

TBA

Office: W1-14 215-751-8520

Lab: W1-16 215-751-8750

Laboratory Assistant

Tessa Freeman, MS, MLS (ASCP)

Lab: W1-16 215-751-8750

Allied Health Department Head

Deborah Rossi, MA, CMA

Office: W1-01T 215-751-8947

e-mail: drossi@ccp.edu

Resources and Support Services

Counseling for students is available through the Counseling Center at the College. They are located in room BG-7 and the phone number is 215-751-8169. There are several allied health counselors as well as counselors that can meet with any student. They are available to discuss such topics as transfer opportunities, family problems, test anxiety, etc.

The Learning Lab for Science can be found in room L1-39 and their number is 215-751-8482. The Learning Lab for Math can be found in room B2-36 and their number is 215-751-8481. The Learning Lab for reading comprehension and writing skills can be found in room B1-28 and their number is 215-751-8480. The Learning Lab staff is prepared to assist students to improve study and math skills. Peer tutors are available for many courses and there is no charge to students for these services.

The Career Services Center is located in C1-34 (CBI Building) and their number is 215-496-6176. Students are encouraged to begin a reference file with this office their first year and update it periodically.

Academic Advising for MLT students is provided by Ekaterina Mashkina and Lynn Schaaf. Dates for advising will be announced each semester. Students will need to make an advising appointment online in MyCCP.

CLINIAL EDUCATION:

CLINICAL AFFILIATION AGREEMENTS

The following clinical affiliations have been made between the Medical Laboratory Technician and Phlebotomy programs at Community College of Philadelphia and clinical facilities:

1. Students shall be responsible for their own transportation to and from CCP and the clinical facility.
2. CCP shall obtain liability and medical malpractice insurance for its students and faculty.
3. Students enrolled in the Program shall obey the rules and regulations of both institutions.
4. Prior to admission to the clinical facility, students must have a complete physical examination. Physical examination form must be designed by CCP and retained in the student's folder.
5. The clinical facility will provide clinical practice experience to correspond with the Program curriculum. The clinical practice shall be under the supervision of CCP faculty and/or the clinical facility's qualified personnel, with coordination by CCP's Program Coordinator.
6. The clinical facility shall provide, to the best of its ability:
 - a. any specialized item necessary for student safety and health;
 - b. adequate classroom and/or conference room space;
 - c. use of the cafeteria facilities for the students and CCP faculty, at their own expense
 - d. dressing room and locker facilities for students and CCP faculty;
 - e. in emergency situations, the use of the Emergency Room by the students.
7. CCP shall be responsible for coordinating instruction, maintaining standards, and evaluation of the students in conjunction with the appropriate clinical facility staff.
8. CCP will provide specific objectives for the student clinical practice experience and will work with the clinical facility staff to help implement the objectives; and CCP will provide an ongoing evaluation of the student clinical practice experience and provide an opportunity for appropriate clinical staff to participate in the evaluation process.
9. There shall be at least one meeting of CCP faculty and the clinical facility staff each academic year for the purpose of evaluating and improving the program.

Phlebotomy Clinical Sites

The following is a list of the clinical sites used by the Medical Laboratory Technician and Phlebotomy Programs:

NAME	CITY/STATE
Corporal Michael J. Crescenz Veterans Administration Medical Center	Philadelphia, PA
St. Mary Medical Center	Langhorne, PA
Hahnemann University Hospital (Tenet Health)	Philadelphia, PA
Albert Einstein Medical Center	Philadelphia, PA
Temple University Hospital	Philadelphia, PA
Temple Episcopal Hospital	Philadelphia, PA
Temple Jeanes Hospital	Philadelphia, PA
Aria-Jefferson Health - Torresdale Campus	Philadelphia, PA
Aria-Jefferson Health - Bucks Campus	Langhorne, PA
Jefferson Methodist Hospital	Philadelphia, PA
Mercy Hospital of Philadelphia (Mercy Health)	Philadelphia, PA
Nazareth Hospital (Mercy Health)	Philadelphia, PA
Bryn Mawr Hospital, Main Line Clinical Labs (MLHS)	Bryn Mawr, PA
Our Lady of Lourdes Medical Center	Camden NJ
Penn Presbyterian Medical center	Philadelphia, PA

The College has a clinical agreement with each of these sites to work with the College to provide a clinical experience for our students. This list may not be complete as other sites may be added or deleted from this list.

Prior to the beginning of each semester, the MLT faculty contact each site, to determine the number of student that they are able to accommodate for that semester.

Policy on Student Clinical Site Placement

Currently the MLT and Phlebotomy Programs have sufficient clinical sites to accommodate all students enrolled in the Program. If at any time, there are not enough clinical sites to accommodate all students, the following will apply:

1. Students with the highest cumulative GPAs will be placed at sites first.
2. Any student that did not receive a clinical placement will be put on a waiting list for the next semester or will be placed at a clinical site during a semester break. These students will receive a clinical placement before the new students are placed.

Tips for a Successful Clinical Rotation

1. **Proper attire.** Make sure your uniform is clean and neat. Shoes must be clean white or black leather sneakers (spill resistant). No canvas or mesh top shoes. Nursing type duty shoes are acceptable.
2. **Punctuality.** Plan on arriving at your site 10 minutes before your scheduled start time. Do not leave early unless it was arranged with the supervisor.
3. **Call if you are unable to go to your clinical site.** On the first day of your rotation, make sure you write down the name and phone number of your supervisor. If you are not able to attend on a scheduled day, you must call and let them know. Also e-mail to clinical coordinator at emashkina@ccp.edu. Keep in mind if this were a job, you could be fired if you did not call in.
4. **Professional ethics.** Never discuss lab results or any other private medical information with anyone. HIPPA privacy rules apply.
5. **Performance.** Observe others and ask questions. Do not be afraid to ask for help or admit that you do not know how to do something. This is a training experience and you are expected to learn. Do not sit around and act bored. Get involved. Ask what else you can do to help if there is a slow time period.
6. **Initiative.** Show initiative and go the extra mile. Offer to do more than what is asked of you. It is graded on your evaluation
7. **Don't Clock Watch.** You probably will not be able to leave the same time each day. Emergencies do happen, you may need to stay.
8. If you have a downtime - everybody is super busy and there no one to train you, inform the stuff the you are allowed to use this time to study for this course. It should not be more than one hour per clinical day.
9. **Dependability.** You are now part of a healthcare team. The members depend on you to get the job done smoothly and accurately. Be an asset to your co-workers.
10. **Patient Interaction.** Be polite and friendly at all times. Never argue with patients or staff.
11. **Attendance Sheets.** Make sure you sign in on your attendance sheet each time you attend your clinical site. Your trainer or the supervisor should initial each day. These attendance records will be maintained in the student files.
12. **Pride** – You are at the start of a new career. Make yourself and the College proud. You have a lot to give to the medical community, but it will take time, practice, and patience.
13. Make sure that you inquire about the **job openings** in the lab. Let your trainers know that you are eager to work in their laboratory. Make a resume and give it to the supervisor to keep on file in case of openings.

Evaluation Forms and Clinical site info: see Appendix E.

ASCP BOC Certification

Go to <https://www.ascp.org/content/board-of-certification/get-credentialed> and choose PBT certification Route #1, log in and type school code 037017.

Eligibility Routes for Phlebotomy Technician, PBT(ASCP)

To be eligible for this examination category, an applicant must satisfy the requirements of at least one of the following routes:

Route 1:

- High school graduation (or equivalent),
- AND completion of a NAACLS approved phlebotomy program within the last five years

The education received from a NAACLS approved PBT program is acceptable for a period of five (5) years from the date of completion of that program. After five years, the applicant's eligibility will be based on clinical laboratory experience as stated in the current examination eligibility requirements.

Application Fee \$135

Note: Once submitted, your application fee is non-refundable.

Information About the Exam

The BOC uses Computer Adaptive Testing (CAT) because it measures knowledge and skills more accurately and quickly than standard fixed-form tests. In CAT, a more difficult question follows a correct answer and a less difficult question follows an incorrect answer to identify the test taker's ability level in each area.

ASCP PBT exam content guide (appendix F):

https://www.ascp.org/content/docs/default-source/boc-pdfs/boc-us-guidelines/pbt_ipbt_content_guideline.pdf?sfvrsn=4

APPENDIX

Appendix A.: Allied Health Department

Clinical Code of Conduct

As a student in an allied health program, appropriate behavior and attitudes are expected while in the classroom, at the College, and in the clinical facilities. Clinical misconduct that endangers patient safety will not be tolerated and may result in immediate dismissal from the course and program. The student must not threaten the physical and/or psychological well-being of a patient, a patient's family, an employee, faculty, or other student by his/her performance in the clinical area. If this occurs, the student may fail the course in which the student is currently enrolled or be removed from the program.

Students are held accountable for any real or potential threat to a patient, an employee, faculty or a student. A behavior or consistent behaviors that result in a threat to the patient's, employee's faculty's or student's physical and/or psychological behavior is termed "at risk" behavior. Examples of "at risk" behavior(s) include but are not limited to:

1. Violating principles learned in previous semesters. (e.g., a breach in aseptic technique)
2. Using or displaying inappropriate verbal or non-verbal behavior in the presence of the patient, the patient's family, an employee, or faculty.
3. Violating HIPAA regulations regarding patient confidentiality and protected health information
4. Administering the wrong medication or wrong dosage.
5. Demonstrating lack of progress in performing required skills.
6. Criticizing patients, faculty, and/or staff.
7. Exceeding the absenteeism and/or punctuality policy established for clinical experience.
8. Communicating negative value judgments to patients and employees.
9. Demonstrating incompetence/lack of preparation for clinical assignment.
10. Practicing outside the legal and ethical framework of the profession.
11. Performing procedures prior to faculty/clinical staff approval.
12. Violating professional standard of practice. (e.g., integrity, respect)
13. Fabricating patient information in a patient's medical record including forging signatures.
14. Stealing medication for personal use or for the benefit of others.
15. Violating the sexual harassment policy as defined in the College's Student Handbook with an employee of the clinical facility, College faculty and/or students.
- 16.

One "at-risk" behavior may warrant immediate dismissal from the program if the behavior poses a serious threat to the physical and/or psychological well-being of patients, employees, faculty and students.

Procedure

1. "At-risk" behavior(s) will be documented on the appropriate form. The form must be completed to include all pertinent data stated clearly and the "at-risk" behavior(s) specifically identified.
2. If the faculty member or clinical coordinator is in doubt or if there are extenuating circumstances involved, the faculty member will meet with the clinical site supervisor and one additional faculty member to make a decision regarding the "at-risk" behavior.

3. A student and faculty conference will be held after the “at-risk” behavior has been documented to review the behavior, make recommendations, and obtain the student’s comments and signature.
4. A copy of the form will be given to the student, faculty member, clinical coordinator, clinical site supervisor and curriculum coordinator.
5. When a second “at-risk” behavior has been documented, the following procedures will be instituted:
 - a. The student will be counseled by the clinical coordinator, a faculty member and/or the curriculum coordinator regarding termination or removal from the currently enrolled course or program.
 - b. The student may withdraw by the designated withdrawal date from the course and receive a “W” for the course.
 - c. If the student is removed from the course and/or program by the curriculum coordinator, the student may appeal this decision to the department head and dean.

Note: Program director and curriculum coordinator are synonymous terms that can be used interchangeably in this document.

12/09/04

Dr

Community College of Philadelphia

Clinical Code of Conduct Report Form

Department of Allied Health

Name of Program: _____

Date: _____ Time: _____ AM/PM

Student's Name: _____

Student Identification
Number: _____

Student's Address: _____

Student's Phone #: _____

Clinical Site: _____

Clinical Site Address: _____

Clinical Site Phone #: _____

Witness(es)

Name	Identification Number	Phone Number
------	-----------------------	--------------

_____	_____	_____
-------	-------	-------

_____	_____	_____
-------	-------	-------

_____	_____	_____
-------	-------	-------

Description of Incident (Please be specific and factual. Who, what, when, where, and why.)

Faculty Member's Signature: _____

Clinical Coordinator's Signature: _____

Clinical Site Supervisor's

Signature: _____

Appendix B. Community College of Philadelphia MLT and Phlebotomy Programs

Pregnancy Release Form and Documentation of Pregnancy

- I. Pregnancy Release form: To be completed by both female and male students annually.

A pregnant student in the MLT program is required to make her condition known to the head of the nursing program and her clinical instructor and to submit appropriate documentation from her attending physician or health care provider. As a result of learning activities, students may be exposed to risk factors such as but not limited to communicable diseases, strenuous activity, toxic substances and radiation. Neither Community College of Philadelphia nor its affiliating clinical agencies assume responsibility to any harm that might occur to a fetus or a pregnant student.

My signature below indicates that I have read and I understand the Pregnancy Release Form.

Student Signature: _____

Date: _____ J# _____

This release must be signed by both female and male students

- II. Documentation of Pregnancy: To be completed at the time when a female student learns that she is pregnant.

_____ is _____ months pregnant and currently under my care. She may continue to participate in the laboratory and clinical experience to meet the objectives of the Allied Health courses.*

Date

Signature

Print Name and Title

Address _____

City , State Zip Code _____

Telephone: _____

*The student can provide a copy of the course objectives.

Appendix C. MEMORANDUM: Making a Complaint

TO: Students in Allied Health Programs/Courses

FROM: Deborah Rossi
Department Head, Allied Health

The purpose of this memo is to provide the process for handling a concern or complaint in a course you are currently taking or have taken. The recommended steps are as follows:

1. Inform your instructor immediately about any concern or problem you are having in the course. It is important not to wait to address a concern.
2. You must make an appointment to meet with the instructor to discuss your concern. Addressing a problem during classroom instruction is not appropriate or acceptable.
3. If after meeting with your instructor, you have not been able to resolve the issue with him/her, you may use the student complaint form.
4. You must complete the form in its entirety, providing all the requested information.
5. Upon completion of the form, submit it to me. Upon receiving the form, I will contact you to acknowledge its receipt. I will then make arrangements with you to meet with you and discuss the addressed complaint. Documentation to support the concern/complaint will be requested.
6. Following our meeting, I will contact the faculty member and discuss the area(s) of concern with him/her. I will request documentation from the instructor to try to determine whether or not the issue can be resolved with the information that has been made available to me.
7. If it appears that a meeting between the student, faculty member and department head is in the best interest to resolve the issue, a meeting will be arranged (within 10 days) to discuss the concerns.
8. Following the meeting, the student and faculty member will receive a letter from the department head, which identifies the outcome of her findings and expected resolutions, if any.
9. In the event that a student is in a select allied health program, the program director will be required to meet with the student prior to the department head meeting with the student.

Department of Allied Health

Student Complaint Form

Student's Name: _____ Date: _____

Address: _____

City, State, Zip: _____

J# _____ Telephone Number: _____

Instructor's Name: _____ Course: _____

Program: _____

Date on which problem/concern occurred: _____

Describe the problem/concern including specific events:

Have you discussed this problem/concern with the instructor? Yes _____ No _____

If yes, what was the result of your meeting? If no, why not?

What action do you want taken?

Department Use Only

Contacted Student? _____ Yes _____ No Date of Contact _____

Contacted Student? _____ Yes _____ No Date of Contact _____

Disposition:

Appendix D. Infectious Agent and Bloodborne Pathogen Exposure Policy

<https://www.myccp.online/college-policies-and-procedures/infectious-agent-and-bloodborne-pathogen-exposure-policy>

Appendix E. Clinical Site Information

My Clinical Site _____

Supervisor _____

Phone _____

Ekaterina Mashkina Text via “Remind me app” or email at emashkina@ccp.edu

*If you are not able to attend your clinical site on your scheduled day for any reason, you must call the site to let them know that you will not be in and let your Clinical Coordinator know via e-mail or “Remind me app”. Consider this clinical rotation as if it were a job where you could be fired for not calling in if you are not able to attend.

Appendix E: Evaluation forms:

COMMUNITY COLLEGE OF PHILADELPHIA

PHLEBOTOMY EVALUATION MLT 102

SKILL ASSESSMENT

Student _____

Clinical Site _____

S+ = Superior performance with above
average skill

U =Performance unacceptable, needs
additional clinical time

S = Good performance, requires minimal
Supervision.

VENIPUNCTURE PROCEDURE	PERFORMANCE		
	S+	S	U
Identifies patient correctly			
Establishes proper patient rapport			
Selects proper tubes			
Sets up all equipment			
Ties tourniquet properly			
Punctures vein, secures blood			
Removes tourniquet and needle correctly			
Cares for patient's arm <i>after</i> venipuncture			
Labels tubes properly			

How many venipunctures did the student perform correctly? _____

How many hours was the student performing procedures with minimal supervision? ____

Do you feel this student has achieved a level of competency sufficient to be an entry level phlebotomist? _____ If NOT please explain your response.

COMMENTS:

The clinical instructor (more than one if the student worked with several instructors) evaluates the student according to the following criteria:

- A -Student demonstrates superior performance with an above-average level of skill. Rarely requires assistance with evaluation of situations and solution
- B -Student demonstrates good performance, is careful, and demonstrates adequate attention to detail.
- C-Student demonstrates acceptable performance with supervision. Requires assistance with evaluation of situations and solutions.
- D -Student functions inconsistently in phlebotomy with constant and detailed instruction required to achieve acceptable performance.
- F -Student has difficulty grasping important functions and tasks in phlebotomy. Consistently performs with errors, demonstrates an unacceptable attitude, or both.

Grade for Rotation _____

Supervisor Signature _____ Date _____

Student signature _____ Date _____

Student Comments:

Phlebotomy Program Student Evaluation

Name _____

Clinical Site _____

Instructions: Please enter 1, 2 or 3 in the last column for each section.

Appearance	1. Careless	2. Usually neat	3. Always well groomed	Grade
Manner	1. Inconsiderate and discourteous	2. Usually poised and well mannered	3. Well poised, courteous and considerate	
Punctuality	1. Consistently late or absent	2. Seldom late or absent	3. Always punctual and present	
Attitude toward other HC workers	1. Antagonistic, makes no effort to help others	2. Usually cooperative	3. Always courteous, cooperative and professional	
Powers of observation	1. Fails to observe	2. Observant, but careless with work	3. Observant, keen and accurate	
Interest toward work	1. Disinterested and Indifferent	2. Average, acceptable interest	3. Marked interest and eager to learn	
Self-confidence	1. Always lacks confidence	2. Sometimes insecure	3. Demonstrates confidence	
Initiative	1. Lazy and indifferent	2. Does only assigned work	3. Seeks added responsibility, resourceful	
Ability to organize	1. Poor, always in a state of confusion	2. Average ability to organize	3. Exceptional, consistently top performer	
Development and achievement	1. Shows little understanding	2. Good application of knowledge	3. Shows excellent correlation of theory	
Accuracy and efficiency	1. Slow and uncertain as to procedures	2. Certain of procedures, works slowly	3. Works quickly and accurately	

Adjustment toward new situations	1. Meets new situations with uncertainty	2. Average ability in new situations	3. Meets new situations calmly and is in control	
Dependability	1. Cannot be depended upon, easily distracted	2. Fairly dependable, needs some supervision	3. Dependable and consistent worker	
Use of equipment	1. Careless and sloppy	2. Usually careful	3. Always careful	
Attitude towards patients	1. Indifferent and rude	2. Usually polite to patients	3. Makes welfare of patients a top priority	
Attitude toward constructive criticism	1. Antagonistic, makes no effort to help others	2. Accepts criticism, but does not profit from it	3. Profits from criticism in most situations	

Total score _____

Supervisor _____ Student _____

Coordinator _____ Date _____

CCP PHLEBOTOMY PROGRAM STUDENT'S ATTENDANCE RECORD

Phlebotomist-trainer or a supervisor should date and initial each day the student attends clinical practice. Any missed clinical time must be made up by the student at the convenience of the clinical staff. Student requires to attend 100 clinical hours to complete the program. A grade I (incomplete) will be submitted for the course if the course requirements (100 h and 1100 VPs) are not met up before the date of the final exam. This sign in sheet is to be kept by the supervisor of the area until completed.

Student's name: _____

Clinical site: _____

Semester: _____ Year _____

DATE	STUDENT'S INITIALS	CLINICAL AREA	TIME IN	TIME OUT	VERIFIED (SUPERVISOR/TRAINER) INITIALS

Supervisor's signature: _____ Supervisor's name: _____

CCP PHLEBOTOMY PROGRAM MLT102

VENUPANTURE SHEET

Phlebotomist-trainer should date and initial each successful unassisted venipuncture by the student.
 Student requires to perform 100 unassisted successful VP.

Student's Name: _____ Clinical Site: _____

1	26	51	76
2	27	52	77
3	28	53	78
4	29	54	79
5	30	55	80
6	31	56	81
7	32	57	82
8	33	58	83
9	34	59	84
10	35	60	85
11	36	61	86
12	37	62	87
13	38	63	88
14	39	64	89
15	40	65	90
16	41	66	91
17	42	67	92
18	43	68	93
19	44	69	94
20	45	70	95
21	46	71	96
22	47	72	97
23	48	73	98
24	49	74	99
25	50	75	100

Supervisor's signature: _____ Supervisor's name: _____

ATTACHMENT F. ASCP exam Content guide:

https://www.ascp.org/content/docs/default-source/boc-pdfs/boc-us-guidelines/pbt_ipbt_content_guideline.pdf?sfvrsn=4