



December 13, 2018

Dr. Belle Wheelan, President  
Southern Association of Colleges and Schools  
Commission on Colleges  
1866 Southern Lane  
Decatur, GA 30033

Dear Dr. Wheelan,

In keeping with the Southern Association of Colleges and Schools' Principles of Accreditation: Foundations for Quality Enhancement, St. Philip's College is pleased to notify you of a programmatic substantive change anticipated for fall 2019. The change relates to Substantive Change Procedure One: The Review of Substantive Changes Requiring Approval Prior to Implementation.

St. Philip's College requests SACSCOC approval to offer a Healthcare Technician: Phlebotomy Level 1 Certificate, a "stackable" award related to the previously-approved Medical Laboratory Technician program. Healthcare Technician: Phlebotomy program augments students' training and increases their employment prospects, as detailed in the prospectus.

This program gained approval from St. Philip's College Curriculum Committee on March 5, 2018 and Alamo College [District] Curriculum Council on March 19, 2018 (Appendix B and C), and the Texas Higher Education Coordinating Board (THECB) approved implementation for January 1, 2019 (Appendix D).

I look forward to working with you and your staff to ensure that St. Philip's College continues to comply with the Commission's guidelines. Please let me know if you have any questions or need any additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Adena Williams Loston".

Adena Williams Loston, Ph.D.  
President

cc: Maria Hinojosa, Ed.D. SACSCOC Accreditation Liaison, St. Philip's College



# Cover Sheet for Submission of Substantive Changes Requiring Approval

**COMPLETE ONE FORM PER PROSPECTUS OR APPLICATION SUBMITTED.**

For questions about this form, contact the Substantive Change Office at 404.679.4501, ext. 4526, or email Dr. Kevin Sightler at ksightler@sacscoc.org

Complete, attach to submission, and send to:  
 Dr. Belle Wheelan, President  
 Southern Association of Colleges and Schools  
 Commission on Colleges  
 1866 Southern Lane  
 Decatur, GA 30033

OFFICIAL NAME OF INSTITUTION

MAIN CAMPUS CITY + STATE (OR NON-U.S. COUNTRY)

SUBMISSION DATE  
(MM/DD/YYYY)

INTENDED STARTING  
DATE (MM/YYYY)

**Type of change (check the appropriate boxes)**

New program at the current degree level that is a significant departure from current programs

FULL NAME OF PROPOSED PROGRAM (E.G., CERTIFICATE IN CYBER SECURITY, BACHELOR OF SCIENCE IN CIVIL ENGINEERING)

New off-campus instructional site where 50% or more of a program's credits are offered

SITE NAME

CITY

STATE

STREET ADDRESS

ZIP

COUNTRY

Will the site be a **branch campus?** (see Substantive Change Policy, p. 16, for definition)  Yes  No

Distance delivery: approval of the institution to offer 50% or more of programs electronically for the first time

Competency-based educational program in which 50% or more of the credit is offered by direct assessment (see "Direct Assessment Competency-based Educational Programs" policy)

Closing a program, instructional site, or institution

Type of closure:

Program closure

Site closure

Institution closure

Degree Level Change (see Substantive Change Policy, p. 15, for definitions; for changes from Level III to IV and from Level V to VI, an Application is not required; contact Commission staff for guidance)

FROM LEVEL

TO LEVEL

TO OFFER (E.G., BACHELOR OF SCIENCE IN COMPUTER SCIENCE)

Merger / consolidation, program acquisition, or site acquisition

NAMES AND ACCREDITORS OF ALL INSTITUTIONS

DESCRIPTION

Change of governance, ownership, control, or legal status

NAMES AND ACCREDITORS OF ALL INSTITUTIONS

DESCRIPTION

Other (PLEASE DESCRIBE)

OFFICE USE ONLY

On sanction | date imposed: \_\_\_\_\_  
 Sanction recently removed for CR 2.11.1 or CS 3.10.1 | date removed: \_\_\_\_\_

Institutional ID



# ST. PHILIP'S COLLEGE

1801 Martin Luther King Drive, San Antonio, Texas 78203

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## SACSCOC Substantive Change Prospectus



Substantive Change Prospectus  
for approval of a new certificate program

Prepared by St. Philip's College

Submitted to the Southern Association of Colleges and Schools  
Commission on Colleges





ALAMO COLLEGES DISTRICT  
**St. Philip's College**

Substantive Change Prospectus

Implementation of a New Certificate Program Fall 2019

Healthcare Technician: Phlebotomy, Level 1 Certificate

Prepared by St. Philip's College, San Antonio, Texas

Submitted to Southern Association of Colleges and Schools  
Commission on Colleges

December 13, 2018



**Contact for questions regarding the prospectus**

Dr. Maria Hinojosa  
Director of Institutional Planning, Research and Effectiveness  
(210) 486-2897  
chinojosa32@alamo.edu

**List Degrees the institution is authorized to grant**

- Associate of Arts
- Associate of Science

St. Philip’s College is authorized to grant the **Associate of Applied Science** degree in the following areas:

Advanced Manufacturing Technology	Electrical Trades
Air Conditioning and Heating	General Motors Automotive Service Educational Program
Aircraft Technician Airframe	Health Information Technology
Aircraft Technician Powerplant	Hospitality Management
Automated Industrial Process	Hotel Management
Automotive Technology - Option II Ford	Information Technology Cybersecurity Specialist
Automotive Technology	Information Technology Network Administrator
Baking and Pastry Arts	Invasive Cardiovascular Technology
Biomedical Engineering Technology	Manufacturing Operations Technician
Bookkeeping Specialist	Medical Laboratory Technician
Business Management and Technology	Nursing: Career Mobility – LVN to RN/Military to RN
CNC Manufacturing Technician	Occupational Therapy Assistant
Collision/Refinishing Technician	Office Systems Technology
Commercial and Industrial Refrigeration Technology	Physical Therapist Assistant
Computer Maintenance Technology with Cisco Specialization	Power Generation and Alternative Energy
Computer Maintenance Technology	Radiography Technologist
Construction Business Management	Respiratory Care Technology
Construction Technology	Restaurant Management
Culinary Arts	Surgical Technology
Diagnostic Medical Sonography	Vision Care Technology
Diesel Construction Equipment Technician	Web and Mobile Developer
Diesel/Light to Heavy Truck Technology	Welder/Welding Technologist
Early Childhood and Family Studies	

St. Philip’s offers the following **Fields of Study (FOS)**:

- Associate of Arts in Teaching - EC-6, 4-8, EC-12 Special Education FOS
- Associate of Arts in Teaching 7-12 and Other EC-12 FOS
- Business FOS

- Computer Science FOS
- Criminal Justice FOS
- Mechanical Engineering FOS (Voluntary Transfer Compact)
- Mexican-American Studies FOS
- Music FOS
- Speech Communication FOS

St. Philip's College is authorized to grant **Level 2 Certificates** in the following programs/majors:

- Aircraft Mechanic Airframe
- Aircraft Mechanic Powerplant
- Early Childhood and Family Studies
- Histologic Technician
- Power Generation and Alternative Energy
- Vocational Nursing

St. Philip's College is authorized to grant **Level 1 Certificates** in the following areas:

Advanced Diesel Heavy Equipment	Hospitality Management Fundamentals
Aircraft Structures Mechanic	Hotel Limited Service Property Management
Aircraft Turbine Mechanic	Hotel Rooms Division
Artisan Breads & Specialty Desserts	Industrial Maintenance
Automotive Heating and Air Conditioning Specialist	Inert Gas GTAW/GMAW Welder (MSGW)
Automotive Performance Specialist	Information Technology Cybersecurity Specialist
Automotive Technology	Manufacturing Operations Maintenance Mechanic
Baking Principles	Manufacturing Skills Trade Helper
Brake and Front End Specialist	MCSE: Server Infrastructure
Cake Decorating	Nurse Aide for Health Care
Catering Management	Office Applications Specialist (OAS)
Chocolates and Plated Desserts	Payroll Specialist
Cisco Systems Networking	Plumber's Helper
CNC Operator	Plumbing Trades
Collision Technology	Principles of Hotel Food and Beverage Management
Computer Maintenance with Cisco Specialization	Production Tool Operator / Maintenance Assistant
Construction Technology	Refinishing Technology
Culinary Studies	Refrigeration
Diesel Heavy Equipment	Residential Air Conditioning Installation
Diesel/Light to Heavy Truck Technology Brake and Front End Specialist	Residential Air Conditioning Technician
Diesel/Light to Heavy Truck Technology	Restaurant Supervision
Electrical Trades	Small Business Management
Ford Maintenance and Light-Duty Repair	Structural/Pipe Layout
GM Light Maintenance Repair	Transmission Specialist
	Web and Mobile Developer

St. Philip's College is authorized to grant **Occupational Skills Achievement Awards** in the following programs/majors:

Air Conditioning Systems - Installation	Electronics Assistant
Air Conditioning Systems - Service	Human Patient Simulation Technology
Aircraft Technology	Information Technology Specialist
Android Application Developer	Leadership Theory & Practice
Cloud Computing	Power Generation and Alternative Energy
CompTIA Linux+ Certification Preparation	Project Management
CompTIA Security + Certification Preparation	Retail Management
Cyber First Responders	Social Media Specialist
Diesel/Light to Heavy Truck Technology Mechanic Helper I	Web Designer Apprentice I
Diesel/Light to Heavy Truck Technology Mechanic Helper II	Web Designer Apprentice II

### **Enhanced Skills Certificate**

- Automotive Specialized Tuning and Enhancement Program, Enhanced Skills Certificate
- Computed Tomography Enhanced Skills Certificate
- Healthcare Technology Management Enhanced Skills Certificate
- Magnetic Resonance Imaging Enhanced Skills Certificate
- Medical Imaging Technology Enhanced Skills Certificate

### **List certificate, diploma and degree programs related to the proposed program**

The Healthcare Technician: Phlebotomy (Level 1 certificate) program will have three workforce courses in common with the other Healthcare Technician certificates (EKG, Sterile Processing). This certificate itself will have two required Phlebotomy courses that are also part of the Medical Laboratory Technician (AAS: MLT) curriculum. In addition, one of the courses in this certificate is a required course in the Health Information Technology program.

### **List of existing approved 50% off-campus sites and their addresses**

<b>Name of Site</b>	<b>Physical Address (street, city, state, country) Do not include PO Boxes.</b>	<b>Courses and Programs</b>
St. Philip's College-Southwest Campus	800 Quintana Road San Antonio, TX 78211	General Academic Courses
Central Texas Technology Center (CTTC)	2189 FM 758 New Braunfels, TX 78130	General Academic and Vocational Courses
Memorial Early College High School with St. Philip's College	1419 N. Business IH-35 New Braunfels, TX 78130	General Academic Courses
Brackenridge Early College High School	4900 Eagleland Drive San Antonio, TX 78210	General Academic Courses
Seguin Early College High School	815 Lamar Street Seguin, TX 78155	General Academic Courses
Canyon High School	1510 IH 35 North	General Academic Courses

	New Braunfels, TX 78130	
Canyon Lake High School	8555 RM 32 Fischer, TX 78623	General Academic Courses
Samuel Clemens High School	1001 Elbel Road Schertz, TX 78154	General Academic Courses
Robert G. Cole High School	4001 Winans Rd. San Antonio, TX 78234	General Academic Courses
Judson High School	9142 FM 78 Converse, TX 78109	General Academic, Technical and Vocational Courses
La Vernia High School	225 Bluebonnet Rd. La Vernia, TX 78121	General Academic Courses
Navarro High School	6350 North State Hwy 123 Seguin, TX 78155	General Academic Courses
Smithson Valley High School	14001 Hwy 46 West Spring Branch, TX 78070	General Academic Courses
Byron P. Steele II High School	1300 FM 1103 Cibolo, TX 78130	General Academic Courses
Automotive Technology Academy	3736 Perrin Central, Bldg. #4 San Antonio, TX 78217	Vocational Courses
Poteet High School	800 Leming Road Poteet, TX 78065	Vocational Courses
First Baptist Academy	1401 Pat Booker Road Universal City, TX 78148	General Academic Courses
Trinity Christian Academy	5401 North Loop 1604 East San Antonio, TX 78247	General Academic Courses
Vanguard Christian Institute	43360 IH 10 West Boerne, TX 78006	General Academic Courses
Karen Wagner High School	3000 N. Foster Rd. San Antonio, TX 78244	General Academic Courses
Earl Warren High School	9411 Military Drive West San Antonio, TX 78251	Vocational Courses

**List of existing 25% off-campus sites and their addresses**

Fort Sam Houston	Army Education Center Bldg. 2268, Rm. 207 2478 Stanley Road Fort Sam Houston, TX 78234	General Academic, Technical and Vocational Courses
Lackland Air Force Base	1550 Wurtsmith St. Lackland AFB, San Antonio, TX 78236	General Academic, Technical and Vocational Courses
Randolph Air Force Base	301 B Street West Randolph AFB, San Antonio, TX 78148	General Academic, Technical and Vocational Courses

Agape Christian Academy	La Vernia Christian Teaching Center 10688 U.S. Hwy 87 West La Vernia, TX 78121	General Academic Courses
Alamo University Center (AUC)	8300 Pat Booker Road Live Oak, TX 78233	Vocational Courses
Westside Education Training Center (WETC)	563 Southwest 40 <sup>th</sup> Street San Antonio, TX 78237	Vocational Courses
Alamo Heights High School	6900 Broadway San Antonio, TX 78209	General Academic Courses
Bandera High School	474 Old San Antonio Hwy. Bandera, TX 78003	Vocational Courses
Bracken Christian Academy	670 Old Boerne Rd. Bulverde, TX 78163	General Academic Courses
G.W. Brackenridge High School	400 Eagleland Drive San Antonio, TX 78210	General Academic Courses
Calvary Chapel Christian Academy	2935 Pat Booker Rd. Suite 118 Universal City, TX 78148	General Academic Courses
Thomas Edison High School	701 Santa Monica San Antonio, TX 78212	Vocational Courses
Floresville High School	1813 Tiger Lane Floresville, TX 78114	Vocational Courses
Gloria Deo Academy	1100 Bulverde Rd. Bulverde, TX 78163	General Academic Courses
Harlandale High School	114 East Gerald Ave. San Antonio, TX 78214	Vocational Courses
Highlands High School	3118 Elgin Ave San Antonio, TX 78210	Vocational Courses
Sam Houston High School	4635 East Houston St. San Antonio, TX 78220	Vocational Courses
Lanier High School	1514 W. Cesar E. Chavez Blvd. San Antonio, TX 78207	General Academic Courses
Lifegate Christian School	395 Lifegate Lane Seguin, TX 78155	General Academic Courses
Living Rock Academy	2500 Bulverde Rd. Bulverde, TX 78163	General Academic Courses
Lytle High School	18975 W. Farm to Market 2790 S. Lytle, TX 78052	Vocational Courses
James Madison High School	5005 Stahl Rd. San Antonio, TX 78247	Vocational Courses
John Marshall High School	8000 Lobo Ln. San Antonio, TX 78240	Vocational Courses
McCollum High School	500 W. Formosa Blvd San Antonio, TX 78221	Vocational Courses
Memorial High School	1227 Memorial St.	Vocational Courses

	San Antonio, TX 78228	
San Antonio Christian High School	19202 Redland Rd. San Antonio, TX 78259	General Academic Courses
School of Excellence	Milton B. Lee Academy of Science and Engineering 1826 Basse Rd. San Antonio, TX 78213	General Academic Courses
Seguin High School	815 Lamar Street Seguin, TX 78155	General Academic Courses
South San Antonio High School	7535 Barlite Blvd. San Antonio, TX 78224	Vocational Courses
Southside High School	19190 Hwy 281 South #2 San Antonio, TX 78221	Vocational Courses
Southwest High School	11914 Dragon Lane San Antonio, TX 78252	Vocational Courses
Southwest Preparatory School	1258 Austin Hwy., Bldg. 1 San Antonio, TX 78209  6535 Culebra Road San Antonio, TX 78238	General Academic Courses
St. Gerard Catholic High School	521 South New Braunfels Avenue San Antonio, TX 78203	General Academic Courses
Stockdale High School	500 South 4th Street Stockdale, TX 78160	General Academic Courses
Town East Christian High School	2030 Bible Street San Antonio, TX 78220	General Academic Courses
Veterans Memorial High School	7618 Evans Road San Antonio, TX 78266	General Academic Courses

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Appendix A. Healthcare Technician: Phlebotomy Level 1 Certificate Degree Plan

Appendix B. SPC Curriculum Committee Approved Minutes

Appendix C. Alamo Colleges [District] Curriculum Council Change Request Approval

Appendix D. THECB Workforce Education Inventory Access and Update

Appendix E. Faculty Roster

Appendix F. Library Resources

Appendix G. Survey Results

Appendix H. Occupational Profile

Appendix I. Business Plan

Appendix J. SPC Institutional Student Learning Outcomes

Appendix K. College Scorecard

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## **ABSTRACT**

St. Philip's College Division of Health Sciences respectfully requests approval for the creation of a (New-Existing) Healthcare Technician: Phlebotomy Level 1 Certificate program, a non-traditional workforce educational credit program that offers a stackable award with a previously approved program. The planned implementation of this new program is the fall 2019 semester. This Level 1 certificate will be completed in 3 semesters or three standard 16-week semesters. The enrollment for the first cohort (ongoing) will be approximately 15 students. A new cohort of students will be accepted every semester (fall and spring).

The didactic course work will be held at St. Philip's College Martin Luther King (MLK) campus, located at 1801 Martin Luther King Drive, San Antonio, Texas, 78203. The laboratory skills will also occur on the MLK campus in the Center for Health Professions building. The external clinical portions will be held at designated health care facilities and outpatient clinic offices to meet the learning objectives of the program to fulfill clinical assignment workload. The curriculum is designed with a total of 16 credit hours (See Appendix A).

The proposed Healthcare Technician: Phlebotomy Level 1 Certificate program, will serve dual purposes: (1) offer students critical career preparation skills and knowledge to sufficiently perform the professional duties of a phlebotomist to enter the workforce and (2) allow students the ability to earn credits that can be applied to additional educational/career readiness programs. The curriculum and design used in the field will be aligned with the National Accrediting Agency Clinical Laboratory Standards (NAACLS). Upon completion of the Level 1 certificate program, graduates will be eligible to take the *American Society for Clinical Pathology/ASCP National Board of Certification Examination in Phlebotomy (PBT)*. The PBT (ASCP) credential qualifies graduates of the Healthcare Technician: Phlebotomy Level 1 Certificate program to prepare for an entry-level position as a Phlebotomist, working under the direction of other Health Science professionals to perform a variety of blood collection methods using proper venipuncture and capillary puncture techniques on adults, children, and infants.

Students who complete the Healthcare Technician: Phlebotomy Level 1 Certificate program have a greater potential for educational progression and career preparation, and are uniquely qualified to pursue advanced healthcare technical programs. In this regard, the Healthcare Technician: Phlebotomy Level 1 Certificate program targets Health Care students entering the workforce, while continuing their educational pursuits. It is our intent to market and propose this certificate program to students currently enrolled in the Early College programs. The only limitation is that they must be 18 years of age before completing their clinical rotation course in Phlebotomy (PLAB 1263). Additionally, the Healthcare Technician: Phlebotomy Level 1 Certificate Program graduates will receive priority acceptance to apply for the Medical Laboratory Technician Program (MLT), a Health Science degree program that awards an Associate of Applied Science. This stackable pathway plan design is a unique opportunity to improve student preparation for successful entry into and completion of the MLT degree program

Instructional delivery methods include didactic, laboratory skills, and external clinical experiences. Other methods of instruction will be incorporated in conjunction with the external clinical settings.

## **Background Information**

St. Philip's College is the only community college in the nation that is federally designated as a

Historically Black College (HBC) and a Hispanic-Serving Institution (HSI). St. Philip's College was founded in 1898 by the Episcopal Church as a sewing school for young black girls in the San Antonio area. From these humble beginnings, through extreme financial challenges during the depression, desegregation and the civil rights movement in the 1950s and 1960s, massive expansions in the 1970s, and into the present, St. Philip's College has become a pillar in the community and often is referred to as "a point of pride in the community." Over the last 120 years and with the shift from parochial school to public institution, St. Philip's College has developed a culture that respects diversity, provides a nurturing and supportive environment for students, and guides students toward academic excellence as well as development of marketable job skills.

## **DETERMINATION OF NEED/RELATIONSHIP TO SPC MISSION**

### **Community Interest**

Both potential employers and potential students were surveyed. In addition, members present at the Medical Laboratory Technician program annual advisory committee meeting on April 21, 2017 were also surveyed. (Appendix G).

### **St. Philip's College Mission Statement reads:**

St. Philip's College, founded in 1898, is a comprehensive public community college whose mission is to empower our diverse student population through educational achievement and career readiness. As a Historically Black College (HBC) and Hispanic Serving Institution (HSI), St. Philip's College is a vital facet of the community, responding to the needs of a population rich in ethnic, cultural, and socio-economic diversity. St. Philip's College creates an environment fostering excellence in academic and technical achievement while expanding its commitment to opportunity and access.

Key educational programs, offerings, and services at St. Philip's College include a Healthcare Technician: Phlebotomy Level 1 Certificate program, Associate Degree programs, credit courses, and student support services. These educational programs, offerings, and services are vital for the institution to realize its vision and achieve its mission. Helping students gain individual economic independence, as well as supporting the community's workforce demands are at the heart of St. Philip's College culture. St. Philip's College also offers the Medical Laboratory Technician Program, and multiple other Health Science programs the Healthcare Technician: Phlebotomy Level 1 Certificate program augments. The Healthcare Technician: Phlebotomy Level 1 Certificate program meets St. Philip's Colleges Mission, Vision and workforce expectations.

St. Philip's College core competencies of quality instruction, student engagement, and community engagement are steeped within the mission. Quality instruction is imperative for St. Philip's College to effectively respond to the needs of business and industry. Business stakeholders and constituencies depend on St. Philip's College to provide a reliable workforce who are skillfully trained and intellectually ready to perform effectively on the job. Four-year colleges also depend on St. Philip's College to adequately prepare students for transfer to their institutions academically ready to achieve success. The St. Philip's College external community depends on St. Philip's College to prepare residents for the workforce and academic opportunity, while empowering students through personal educational growth, ethical decision-making, career readiness, and community leadership.

## Key St. Philip's College Strategic Objectives

#	Goal	Strategic Objective
1	Student Success	Provide academic and student support and align labor market-based pathways to achieve student completion
2	Leadership	Provide opportunities for St. Philip's College students and employees to develop as leaders
3	Performance Excellence	Continuously improve our employee, financial, technological, physical and other capacities to enhance efficiency and effectiveness

### **PROGRAM PLANNING/APPROVAL**

The steps of the program approval process have occurred in the following manner:

- St. Philip's College Curriculum Committee approved the program March 5, 2018 (Appendix B & C)
- Alamo College [District] Curriculum Council, approved on March 19, 2018 (Appendix B & C)
- Texas Higher Education Coordinating Board (THECB) Approval Award table (Appendix D)

### **DESCRIPTION OF THE SUBSTANTIVE CHANGE**

The Healthcare Technician: Phlebotomy Level 1 Certificate Program prepares individuals for an entry-level position as a Phlebotomist, working under the direction of other Health Science professionals to perform a variety of blood collection methods using proper venipuncture and capillary puncture techniques on adults, children, and infants.

#### **Student Admissions**

Students demonstrating interest in the Healthcare Technician: Phlebotomy Level 1 Certificate Program will be provided the following information regarding admission to the college and into the program: Complete and submit the admission application to Alamo Colleges: <http://www.alamo.edu/AlamoENROLL/>

1. Click on the appropriate type of student you will be. You will then receive a series of e-mails with directions on how to login to your Alamo Colleges Educations Services (ACES) account to view the "Start Here" Tab for next steps and required GO GAARR and TEST PREP modules if requested. The St. Philip's College school code is 003608.
2. Admission to St. Philip's College is required before you can apply to the Healthcare Technician: Phlebotomy Level 1 Certificate Program. The Apply Texas application is for admission to the college, not for admission into the Healthcare Technician: Phlebotomy Level I Certificate Program. Students will need to complete a separate application process for the Healthcare Technician: Phlebotomy Level 1 Certificate Program. The only requirement for admission is a minimum GPA of 2.8.

3. Gather all required application documents: copy of picture ID and Social Security Card, drug screen protocol and criminal background check, and proof of immunizations, (this is due a minimum of 4 weeks before clinical, but should be submitted up front).
  
4. Submit your complete application **in person** to the program director located in Room 330V in the Center for Health Professionals, at St. Philip's College 1801 Martin Luther King Dr., San Antonio, TX 78203. Do not submit original immunization documents. We recommend that you submit your complete application at least 4 weeks prior to the start of the semester. The following items must be submitted in order for your packet to be considered complete:
  - Application for Admission form
  - Copy of picture ID and Social Security Card
  - Criminal background check
  - Submit receipt of Drug Screen Protocol
  - Proof of all immunizations (due 4 weeks before clinical, but should be submitted up front)
  
5. Medical Laboratory Technician and Phlebotomy program faculty are the lead faculty responsible for reviewing applications for completeness.
  
6. You will be notified by email of the status of your Application for Admission.
  
7. If your application is approved:
  - We will send your acceptance letter to the email address provided on the application.
  - The email will contain specific orientation, registration and payment instructions.
  - You must be registered and paid at least 3 days prior to the first day of class.
  
8. If your application is denied:
  - We will send a notice to the email address provided on this application.

Upon successful completion of the Healthcare Technician: Phlebotomy Level 1 Certificate Program, the student will be prepared for entry –level positions as a Phlebotomist. Phlebotomists work under the direction of other Health Science professionals to perform a variety of blood collection methods using proper venipuncture and capillary puncture techniques on adults, children, and infants. The student will be responsible to take the American Society for Clinical Pathology Board of Certification National Examination in Phlebotomy (PBT) within 6 months, upon completion of the program; as directed.

**Using the two existing Phlebotomy courses (part of the Medical Laboratory Technician program curriculum) to create the Healthcare Technician: Phlebotomy Level 1 Certificate Program:**

Creation of the Healthcare Technician: Phlebotomy Level 1 Certificate Program began with a request by

the Medical laboratory Technician advisory board committee to convert the two existing Phlebotomy courses into an actual certificate program. The request was made by clinical affiliates because they were in constant training mode of our current Phlebotomy students, who had no actual interest in working as a phlebotomist. Students were taking the two existing Phlebotomy courses as an additional technical skill to make their applications to other Healthcare programs more appealing.

Additionally, students who were intent on working as phlebotomists wanted to actually complete or graduate from an educational program, in which they were awarded a certificate. The faculty committee reviewed the information found in Title 19 of the Texas Administrative Code, rules adopted by the Texas Higher Education Coordinating Board, the “Guidelines for Instructional Programs in Workforce Development” (GIPWE), the “Workforce Education Course Manual” (WECM), and the “Lower-Division Academic Course Guide Manual” (ACGM) to ensure compliance with guidelines established for new program creation.

National Accrediting Agency for Clinical Laboratory Science (NAACLS) Standards for Accredited and Approved Programs in regards to the approved programs for Phlebotomy Technician were reviewed.

The number of minimal hours for a Level 1 Certificate program was reviewed (Guidelines for Instructional Programs in Workforce Education/GIPWE) and then evaluation of the credit and contact hours for the two existing Phlebotomy courses occurred. That data was then assessed using the Workforce Education Course Manual to determine the most accurate and appropriate credit hour(s) for mastery of minimum learning outcomes. Certification requirements and credit hours listed in Workforce Education Course Manual were then enumerated to ensure preliminary program coursework met Level 1 Certificate Guidelines that 15-42 Semester Credit Hours may be completed within one calendar year. The preliminary set matched those characteristics. The two existing Phlebotomy courses are part of the Medical Laboratory Technician curriculum; therefore their credit and contact hours could not be altered. Faculty of other Healthcare Technician Certificate Programs in development were consulted with the objective of having three courses in common that would best prepare the students to advance from the certificate level to other AAS degree level. Additionally, another Phlebotomy course was developed to assist the student graduate with successful entry into the workforce as an ASCP nationally certified phlebotomist. The St. Philip’s College Curriculum Committee reviewed the Guidelines for Instructional Programs in Workforce Development for new academic program Lecture – Lab Credit/Contact Hour Combinations (see Appendix B). Using the Semester Credit Hours and Preferred/Allowable Contact Hour Range per Semester, the committee determined the Semester Contact Hours, Lecture-Lab Combination, and Contact Hours per semester to meet the certification requirements and guidelines for new program curriculum under the Texas Higher Education Coordinating Board. (Appendix A).

### **Program Goal/Objectives and Student Learning Outcomes**

#### **Goal**

To prepare Healthcare Technician: Phlebotomy Level 1 Certificate Program graduates with the knowledge, skills, and abilities essential for entry level employment as a phlebotomist in healthcare facilities.

#### **Objectives**

1. Outline the structure of the health care delivery system, the roles and responsibilities of healthcare personnel, and communicate using accurate medical

terminology.

2. Practice infection control and laboratory safety.
3. Correlate human anatomy and physiology to laboratory testing.
4. Identify hospital organization, leadership chain of command, hospital departmental general duties and responsibilities.
5. Identify laboratory organization, leadership chain of command, laboratory departments testing responsibilities and laboratory personnel duties.
6. Identify the primary and secondary veins used during venipuncture.
7. Learn the correct techniques for specimen collection in the laboratory for venipuncture, dermal punctures and arterial punctures.
8. Exhibit mastery of the varieties of collection equipment and safety devices.
9. Discuss the type of trays and carts used during phlebotomy collections.
10. Demonstrate knowledge of order of draw for venipunctures and capillary collections.
11. Identify collection tubes used during venipuncture, various types of additives contained within each test tube and essential information on each tube.
12. Demonstrate knowledge of typical lab tests performed within each section of the laboratory and guidelines for acceptable samples.
13. Discuss isolation purpose, procedures and guidelines for safety.
14. Discuss aseptic technique during phlebotomy
15. Demonstrate proper techniques to perform venipuncture and capillary puncture according to CLSI Guidelines. Recognize importance of accurate collection to the patient and physician.
16. Discuss pre-analytical errors during phlebotomy that can significantly alter results and how to avoid them.
17. Discuss advanced techniques to facilitate blood flow and success during phlebotomy collections.
18. Interpret test requisitions accurately and select the correct tubes/containers. Correctly handle the specimen with regard to volume collected, handling, processing, and transport.
19. Practice Quality Assurance in phlebotomy. Perform Quality Control, record results, troubleshoot and consult supervisor with unexpected findings.
20. Perform Phlebotomy using the Accepted Standard of Care exhibiting professional behavior and be cognizant of the legal and ethical implications of incidents in the work environment.
21. Value Customer Service at all times, even under duress, and include co-workers in this Quality Concept. Able to communicate effectively and work as a team player in stressful conditions.
22. Demonstrate knowledge of Laboratory information system function, use and patients result data entry and retrieval.
23. Discuss mobile care phlebotomy scanning device usage, printers and specimen

labeling process during blood collections.

24. Discuss advanced blood testing procedures for blood culture collections, glucose tolerances, hormonal testing, chain of custody collections, timed, routine and stat testing and therapeutic phlebotomies.
25. Discuss advanced non blood test procedures such as urine screening, throatswabs.
26. Discuss HIPPA and patient's bill of rights.
27. Apply scientific techniques and methods when learning new techniques and procedures.
28. Discuss the duties for a phlebotomist in the processing section of the laboratory.
29. Be able to perform simple metric conversions and temperature conversions, along with simple dilutions related to specimen preparation
30. Recognize the importance of obtaining Phlebotomy licensure through ASCP, AMT, ASPT, NPA or another major certification agency; and obtain Continuing Medical Education to maintain certification and enhance professionalism.
31. Discuss and recognize ethical decision making in health care as a phlebotomist.

### **Student Learning Outcomes**

After completing this program, students will be able to:

1. Demonstrate knowledge of the health care delivery system and medical terminology;
2. Demonstrate knowledge of infection control and safety;
3. Demonstrate basic understanding of the anatomy and physiology of body systems and anatomic terminology in order to relate major areas of the clinical laboratory to general pathologic conditions associated with the body systems;
4. Demonstrate basic understanding of age specific or psycho-social considerations involved in the performance of phlebotomy procedures on various age groups of patients;
5. Demonstrate understanding of the importance of specimen collection and specimen integrity in the delivery of patient care;
6. Demonstrate knowledge of collection equipment, various types of additives used, special precautions necessary and substances that can interfere in clinical analysis of blood constituents;
7. Follow standard operating procedures to collect specimens via venipuncture and capillary (dermal) puncture;
8. Demonstrate understanding of requisitioning, specimen transport and specimen processing;
9. Demonstrate understanding of quality assurance and quality control in phlebotomy;
10. Communicate (verbally and nonverbally) effectively and appropriately in the workplace;
11. Function effectively as a member of the healthcare team

The Healthcare Technician Phlebotomy Level 1 Certificate Program curriculum includes theory, lab, and external clinical experiences (Appendix A). Completion of this 3 semester program will allow students to earn 16 credit hours. The curriculum's lecture/lab and external credits hours meet the preferred

combinations of the Guidelines for Instructional Programs in Workforce Development” (GIPWE, page 33, as shown below):

A SCH Local Need lecture-lab course may not have fewer than 16 or more than 176 contact hours. The courses must follow the established ratios for contact hour and credit hour assignments as discussed in Chapter Three. Preferred and allowable combinations are outlined in Table 4.1 below. A range of contact hours with lecture-lab components is specified for each number of SCH. Local Need external learning courses must follow the established ratios for the appropriate type of external learning course as outlined in the *WECM Protocol Manual*.

Table 4.1: Lecture – Lab Credit/Contact Hour Combinations for SCH, Local Need, and Special Topics Courses

SEMESTER CREDIT HOURS (SCH)	PREFERRED Contact Hour Range per Semester	PREFERRED COMBINATIONS*			ALLOWABLE Contact Hour Range per Semester**	OTHER ALLOWABLE COMBINATIONS***		
		Lecture /wk	Lab /wk	Contact /sem		Lecture /wk	Lab /wk	Contact /sem
1	16-48	1	0	16	16-64	1	1	32
		0	2	32		0	4	64
		0	3	48				
2	32-80	2	0	32	32-128	2	1	48
		1	2	48		0	5	80
		0	4	64		0	6	96
		1	3	64		0	7	112
		1	4	80		0	8	128
3	48-96	3	0	48	48-144	3	1	64
		2	2	64		1	4	80
		2	3	80		1	5	96
		2	4	96		1	6	112
						1	7	128
				1	8	144		
4	64-128	4	0	64	64-160	4	1	80
		3	2	80		2	5	112
		3	3	96		2	7	144
		2	4	96		2	8	160
		2	6	128		1	9	160
		3	4	112				
5	80-144	5	0	80	80-176	5	1	96
		4	2	96		3	4	112
		4	3	112		3	5	128
		4	4	128		3	7	160
		3	6	144		3	8	176
						2	9	176

\*Preferred contact hours and combinations are those that typically represent best practices or the most common course patterns.

\*\*Range includes Preferred Combinations and Other Allowable Combinations.

\*\*\*Other allowable combinations are available for specific circumstances.

Evaluation of student learning will be demonstrated using various methods. Students will engage in group activities, lecture, simulation and skill lab activities involving critical thinking. The evaluation methods will include examinations, competency skills check off. Students must pass both the lecture and lab portions with at least a 77% average of this course, in order to receive credit for the course. If a student fails either the lecture or lab portion of the course, both sections of the course must be repeated. A laboratory clinical evaluation tool consisting of both affective evaluations and competency skills will be used to determine if a student has successfully passed.

### **Grading Scale:**

- A = 93 – 100%
- B = 85 – 92%
- C = 77 – 84%
- D = 70 – 76%
- F = 0 – 69%

Additionally, using the Quality Enhancement Plan established by St. Philip's College, faculty will assess ethical decision-making incorporated into student learning. The completion rate of students and the successful passing of the certification will be used as measures of the student learning outcomes of the program. The Healthcare Technician Phlebotomy Certificate Program will be assessed through the Institutional Unit Review.

### **Administrative Oversight**

The assigned faculty members will oversee the teaching of the students. The faculty members will report directly to the program director. The program director is responsible to manage the admission of students, curriculum changes, and to direct the faculty and students. The program director reports to the Dean of Health Sciences.

### **FACULTY QUALIFICATIONS**

This program requires a Program Director, clinical coordinator and Faculty instructors, for the theory and clinical experiences. According to the National Accrediting Agency for Clinical Laboratory Science (NAACLS) Standards for Accredited and Approved Programs:

The **program director** must be a medical laboratory professional who:

- a. has a baccalaureate degree or higher;
- b. holds ASCP BOC U.S. certification as a Medical Laboratory Scientist/Medical Technologist, Medical Laboratory Technician, or holds certification in phlebotomy from an applicable recognized certification agency (see NAACLS website).
- c. has experience in phlebotomy education;
- d. has knowledge of educational methods and administration as well as current approval and certification procedures.

### **Faculty:**

Didactic Instructor Appointments:

The program must have qualified faculty/instructors who hold appointments within the educational program (e.g., certified professionals in their respective or related fields). The program must ensure and document ongoing professional development of the program faculty/instructors.

Faculty members have been approved and meet the requirements. Please see Appendix E for the SACSCOC faculty roster.

## **LIBRARY AND LEARNING RESOURCES:**

*Note: St. Philip's College has two libraries – one on the main Martin Luther King Campus and another at the Southwest Campus. Except where otherwise noted, this report on library resources refers to the library located at the Martin Luther King Campus where the SPC Center for Health Professions resides.*

Healthcare Technician: Phlebotomy Level 1 Certificate Program students will have access to a substantial collection of books, periodicals, and electronic databases within the St. Philip's College Library. The SPC Library includes resources in multiple formats including print and multiple electronic platforms. (Refer to Appendix F)

Other resources complement the Learning Resource Center's holdings. For example, the students, faculty and staff of St. Philip's College can borrow and request materials from other libraries within the Alamo Colleges District. Also, through TexShare, St. Philip's College has access to a multitude of additional resources to locate information. TexShare is a voluntary statewide consortium of libraries in not-for-profit higher education institutions and public libraries that promotes access to library and information resources for Texas citizens and is administered by the Texas State Library. St. Philip's College students, faculty, and staff have access to TexShare electronic databases and can borrow materials from other TexShare libraries across the state through a reciprocal borrowing program.

Resources for information available to St. Philip's College students, faculty, and staff include:

- The holdings of the St. Philip's College Library
- The holdings of other Alamo Colleges District libraries (San Antonio College, Palo Alto College, Northeast Lakeview College, and Northwest Vista College).
- Electronic Book Library (EBL).
- Resource materials (see Medical Laboratory Technician Program book list).
- Electronic databases (with access to articles, streaming videos, research materials, and test prep resources) pertinent to health sciences topics including those provided through the TexShare consortium:
  - Academic One File
  - Academic Search Complete
  - American Heart Association ([heart.org](http://heart.org))
  - Cardiac Cath Digest
  - MedlinePlus.gov (NIH academic repository)
  - Medtronic Academy ([medtronicacademy.com](http://medtronicacademy.com))
  - Psychology and Behavioral Sciences Collection
  - Web of Knowledge

All electronic materials pertinent to nursing, medicine, and health are accessible to current St. Philip's College students, faculty, staff, and administrators both on and off campus, 24 hours a day, seven days a week. Computer access is also available at the Library. Forty-nine computers are available to students in the Reference Services area with access to the Internet, Microsoft Office Suite products, electronic databases, and automated printing capabilities. The library also offers iPad checkouts for in-library use. iPads are preloaded with various productivity, reference, multimedia and medical apps, and students can submit requests for additional apps to be added.

The Library's website (<http://www.alamo.edu/spc/library>) provides links to the Library's online catalog, electronic databases, e-book collections, and other resources, all of which are accessible to current students, faculty, staff, and administrators while on and off campus. The website also features information on the large variety of services offered by the library such as interlibrary loan services, resources for distance learning, information literacy instruction, virtual reference service (email, chat, and SMS texting, and branded as "Ask A Librarian"), a library wiki (LibAnswers) and general information assistance.

Online Catalog – The Library's online public access catalog provides access to its holdings information 24 hours a day, seven days a week from any computer with an Internet connection. It also catalogs and includes links to access many of the Library's ebooks. For ease of searching, the online catalog lists holdings information for all libraries in the Alamo Colleges District, including the St. Philip's College Library, and is available at <http://library.alamo.edu>. See Appendix G for physical resource listings.

### **STUDENT SUPPORT SERVICES**

Students have access to support services while they are on campus and through the St. Philip's College website. St. Philip's College Mission Statement requires that the college empower our diverse student population through personal educational growth, ethical decision-making, career readiness, and community leadership. The support of students is a collaborative effort among the Divisions of Student Success, Academic Success, Interdisciplinary Programs, and the Department of Arts and Sciences. The administration of these entities works continuously to strengthen the services, programs, and activities for every student population served by the College: traditional/non-traditional, developmental/college-ready, dual credit, military, international, and distance education, to assure every student has the opportunity to "walk in their passion." For off-campus students, services can be accessed online or by phone.

St. Philip's eCatalog and the Student Services webpage are key resources for current students and provide detailed information about each of the support programs. The array of programs, services, and activities available to all students fall under the following headings:

- Registration
- Academic Assistance
- Academic Programs
- Financial Aid
- Campus Life
- Job, Family, or Personal Concerns

Services accessed by students most often are highlighted below.

#### ***Registration***

The Welcome Center serves as the one-stop center to support students transitioning into college. The Center is designed to help students receive assistance in all aspects of the admission and enrollment processes, including advising, assessment, financial aid, bursar's services, and G.E.D. testing. The offices of Veterans' Affairs, Enrollment Management, and Financial Aid are located in the Welcome Center.

#### ***Academic Assistance***

The **Tutoring and Technology (TnT)** Center provides a range of student academic support services.

These services include free professional and peer tutoring in more than fifteen subject areas, including Accounting, Biology, Calculus, Chemistry, English, History, Math, and Physics. All students, including online and off-campus students are able to access SMARThinking for tutoring assistance. SMARThinking is an online tutoring site available to students 24/7 through the Alamo Colleges Educational Services (ACES) portal, providing students with access to online tutors. The TnT Center is home to state-of-the-art equipment. Students use the assistive technology to explore new ways of accessing information and improve learning. Students can utilize Wi-Fi Wireless Internet access and numerous computers located throughout the Center. Students have access to a variety of software applications to assist them with their coursework.

**Byrd Sanctuary** is a free tutoring lab available exclusively to students at St. Philip's College to utilize throughout the entire academic year in order to succeed in their studies in the Natural Sciences. The Byrd delivers essential tutoring services to students in a motivational and stimulating environment with materials and study resources, to include the full breadth of Anatomy and Physiology models as well as a complete catalogue of textbooks.

**MathWorld** is an on-campus lab available to students who may be experiencing roadblocks as they progress through their math courses. In the lab, students have access to computer programs, such as MyMathLab and individuals that can assist with their math homework.

**Rose R. Thomas Writing Center** is a writing lab to assist students in their English and writing courses. The lab offers computerized instruction, guided by faculty. In addition to completing skills modules in writing, the staff conducts workshops that enhance student understanding of key writing concepts.

The **Reading Lab** at St. Philip's College provides students with the opportunity to work on their class work, receive tutoring, and participate in other instructional activities. Lab activities consist of computer and written programs focused on assisting students to gain valuable success skills and to enhance learning.

**Disability Services** provides reasonable academic support to eligible students. The staff follows best practices to ensure students have access to the latest information and technologies. Students are provided with assistance through the registration process, Testing Accommodations (ex: extended time, quiet room, readers and/or scribes), Adaptive Technology and Equipment, and Interpreter Services. At St. Philip's College, the goal is to create an accessible and effective learning environment where students with disabilities can complete their education and training. Disability Services office provides reasonable academic support to eligible students to level the learning field.

St. Philip's College subscribes to an intrusive, progressive **academic advising** model, which is a system of shared responsibility between students, faculty, and academic advisors. The goal of academic advising is to assist students in developing educational and career plans, provide opportunities for refining academic and life skills, provide accurate information about academic progression and degree requirements, assist in understanding academic policies and procedures, access campus resources to promote academic success, and enhance retention and success through developing personal interactions with faculty and staff. Academic advising at St. Philip's College seeks (a) to improve and expand faculty academic advising for all students across the college and (b) to unite assessment and advisement in support of developmental education and retention programs of the college. The advising process is composed of five steps to assist the student with their educational goal. These steps include (1) exploration of life goals, (2)

exploration of educational/career goals, (3) selection of educational program, (4) selection of coursework, and (5) the scheduling of classes. Academic advisors assist students with navigating requirements of their degree program.

### ***Academic Programs***

To accommodate student needs, St. Philip's College provides a variety of course delivery modes and flexible class scheduling. In addition to traditional face-to-face courses, the College offers distance learning through Internet, hybrid, teleconference, clinical, internships, dual credit, and classes taught at remote locations. The myriad class offerings and delivery modes are available during day, evening and weekend hours to serve all learners. Student support services are also available online; local, off-campus, and distance learning students can take care of needs and issues without coming on campus. Chat rooms are available along with traditional email and phone support. The **Center for Distance Learning** provides resources to students currently enrolled or anticipating enrolling in coursework via distance education.

### ***Campus Life***

The **Department of Student Life** supports the mission of the College by engaging students in activities to enhance the student's college experience. Students connect with the College by participating in academic co-curricular opportunities, leadership and professional development, cultural/ethnic events, intramural/extramural activities, recreational activities, student organizations, health and wellness activities, social events, and much more.

The Turbon Student Center (MLK) contains a six-lane bowling alley, pool tables, ping-pong tables, gaming stations for PlayStation and Xbox, lockers, and areas for student lounging. The Southwest Campus Student Center is equipped with pool tables, ping-pong tables, PlayStation and Xbox, and a fitness area with a treadmill, exercise spin bicycle, free weights, and more. Students can also check out basketballs for the outdoor park across the street.

### ***Job, Family, or Personal Concerns***

Academic Advising - Certified Advisors provide current and former students with the necessary support, skills, and resources to assist them with choosing careers and obtaining employment and or long range educational goals while ensuring that the transition is a seamless process. Certified Advisors provide students with comprehensive information on career and transfer opportunities. Career Exploration and Job Search Services assist students with identifying personal goals, interests, and abilities. Computerized job market information allows students to explore career options. Certified Advisors eagerly assist students with information regarding criteria for admission, selectivity of specific colleges, on and off-campus housing, tuition, financial aid and scholarship information and when and where one can apply. Additionally, they assist with College Fair Days, Graduation Audits, Arrange University and College Campus Visits, and conduct Transfer and Degree Advising.

Certified Advisors also provide students with information on Joint Admission Agreements, Transfer Scholarships, and Transfer Equivalency Guides. Career development and the pursuit to increase one's knowledge is fundamentally a lifelong process geared toward the acquisition of skills, which will strengthen students' ability to live meaningful, enjoyable, and economically rewarding lives. Career and Transfer Services staff devotes to every individual the opportunity to discover, determine, and develop

his/her way of life. Lastly, seek to serve all students registered with SPC.

The Student Health Centers at the MLK and SW Campuses are staffed with professionally trained and licensed nurses. The centers seeks to inform and educate the campus community in the art of "staying well." The staff is readily available to respond and administer first aid for on-site emergency injuries and illnesses. A wide assortment of health-related services and resource information are available at the Health Centers.

The mission of Counseling Services is to support student success by providing professional counselors who are available to discuss personal, social, educational, and psychological concerns. Counseling Services strives to collaborate with the college community to promote the personal well-being of students via outreach services such as classroom visits, topic-specific workshops, and consultation with faculty, staff, and administration. Counseling Services fosters an accepting and inclusive campus culture, which values, affirms, and respects the differences among all members.

### **PHYSICAL RESOURCES**

The location and physical address of the college is as follows: 1801 Martin Luther King Dr., San Antonio TX 78203.

St. Philip's College opened the Center for Health Professions in 2009. The Center for Health Professions supplies 116,341 gross square feet of academic space, to include classrooms and labs meant to replicate various departments found throughout healthcare facilities. The classrooms and labs provide hands-on learning experiences in an environment that is realistic, but without risk to real patients. Using full-size electromechanical human patient simulators in environments outfitted as hospital rooms, students will practice assessment, decision-making, and phlebotomy skills in a safe environment. The Center for Health Professions facility supports career programs such as medical laboratory technician, vocational nursing, surgical technology, radiology and diagnostic imaging, physical therapy, respiratory therapy, occupational therapy, medical assistant, health information systems, and medical transcription. The Center for Health Professions will be the home of the Healthcare Technician: Phlebotomy Level 1 Certificate Program. Didactic course work will be taught on the main (MLK) campus labs, and professional clinical training at designated local healthcare facilities and physician offices or outpatient clinics. The student laboratory is supplied with a patient draw chair, electronic vein finders, and 18-life size armed mannequins. This allows the students to be challenged with scenarios that test their critical thinking and professional judgment.

### **FINANCIAL SUPPORT:**

St. Philip's College administration is committed to providing the funding necessary to begin the Healthcare Technician: Phlebotomy Level 1 Certificate Program. The sources of funding for the program will come from Tuition and Fees, Ad Valorem Taxes, and State Appropriations.

The operation and management of the program will fall under the Division of Health Sciences. The program's expenditures will be included into the Health Sciences Division budget. All funds needed for the program will be provided by the college through the program's annual institutional operating budget. (See Appendix I).

**Five-Year Costs/Investments:**

- Equipment: None
- Faculty: \$ 398,553
- Facility Impacts: None
- Other Direct Costs: \$ 132,000
- Other Indirect Costs: \$ 9912
- Total 5-Year Expenses: \$ 540,465

No renovations or investments needed. All courses can be offered in the existing Center of Health Professions building without displacing other programs or courses. Excludes testing fees (ASCP national certification exam) of \$135 per student that are pass-through.

**Five-Year Revenue Generated:**

- Projected Enrollment:
  - o 225 students over 5 years
  - o 169 students completing the program over a 5 year period
- Projected Contact Hours: 74,288
- Reimbursable Dollars Rate: \$3.29 (Technical) & \$0 (Academic)
- Regular Tuition: \$314,127
- Special Program Tuition: \$137,200
- Projected Total Reimbursable Dollars: \$187,345
- Total 5-Year Revenue: \$638,672
- 5-Year Net Income - \$98,207

**INSTITUTIONAL EVALUATION AND ASSESSMENT****Description of Student Learning Outcomes Assessment Process**

St. Philip's College uses consistent structure and set of institutional processes to identify, assess, and improve expected outcomes for educational programs. It identifies Institutional Student Learning Outcomes (ISLOs) through adoption of competencies defined by the Texas Higher Education Coordinating Board (THECB).

In August 2014, St. Philip's College adopted new Institutional Student Learning Outcomes based on competencies established by Texas Higher Education Coordinating Board (THECB), now called Core Objectives: Critical Thinking, Communication, Empirical and Quantitative Skills, Teamwork, Social Responsibility, and Personal Responsibility. Definitions are derived from Texas Higher Education Coordinating Board (THECB) descriptors; (see Appendix I). The Core Objectives are aligned with core course instruction and, through degree program plans, are embedded in all educational programs.

St. Philip's College uses a variety of instruments to assess progress toward and attainment of Institutional Student Learning Outcomes. The following list illustrates instruments used to assess outcomes. Administration cycles show the level of maturity for each instrument. Instruments are

administered according to the assessment cycle associated with each instrument and data are collected as provided below.

- QEP Personal Responsibility rubric assessment, 2014 to 2018 (ongoing)
- Texas Higher Education Coordinating Board (THECB) Core Objectives rubric assessment
- Community College Survey of Student Engagement, (alternating spring semesters, ongoing)
- Noel-Levitz Student Satisfaction Inventory, (alternating spring semesters, ongoing)

Sampling is used to administer both direct and indirect college-wide assessments. It uses standardized sampling procedures that can be replicated to yield representative results during each assessment cycle. Consequently, a number of factors are considered when selecting sampling methods. Factors include size of the population and the use of stratification approaches to ensure all programs are represented. St. Philip's College utilizes random sampling with the following assessment instruments: Texas Higher Education Coordinating Board Core Objectives rubric assessment, Community College Survey for Student Engagement and Noel-Levitz Inventory.

The Student Learning Outcomes Assessment Report monitors compliance with the assessment process and documents improvement based on results.

St. Philip's College improves Program Student Learning Outcomes by ensuring that academic programs use results to inform curricular decisions and to continually update programs to ensure continued alignment, relevance and performance excellence. The Program Student Learning Outcomes Reflective Report requires that program coordinators:

1. Clearly define program outcomes.
2. Describe how the program is assessed.
3. Determine success at achieving program outcomes, including the analysis approach for evaluating results.
4. Describe how information and/or data are used to improve programs by providing specific examples.

St. Philip's College improves Institutional Student Learning Outcomes through annual evaluations of the assessment process. Faculty are asked to comment on successes and areas that need improvement. Resulting recommendations are presented to administration for consideration and action as appropriate.

Instructor evaluation by the Program Director. The Program Director evaluates the performance of each instructor annually until the instructor is granted tenure, after which evaluation occurs every other year. Program Directors evaluate the progress of the instructor toward tenure and promotion at this time.

Instructor classroom observation. The Program Director observes the instructors in the classroom and makes recommendations to improve the instructors' performance. This observation is also used to evaluate instructors for promotion and tenure.

Peer reviews. A group of three tenured instructors observes all non-tenured faculty once each year to ensure all instructors meet college standards of performance in the classroom. This observation is also used to evaluate instructors for promotion and tenure.

Student surveys. All classes are evaluated each semester. The evaluations are used by the Program Director for yearly performance appraisals. The evaluations are also used to evaluate faculty for promotion and tenure.

Employer surveys. Each employer of a graduate of the Healthcare Technician EKG Specialist for Health Care Program will evaluate the employee no sooner than six months and no later than one year after initial employment using a survey provided by the Health Sciences Quality Assurance Coordinator. The employer evaluates the graduate and the program to determine if the college is meeting their expectations.

Quality Enhancement Program (QEP). Ethical Decision-Making (EDM) is the focus of St. Philip's College's current Quality Enhancement Plan (QEP). EDM is the ability to connect values and choices to actions and consequences by using a 4-step process. Students engage in specific measurable academic activities that provide opportunities to enhance their ethical decision-making skills. Learning outcomes focus on a student's understanding of their values, analysis of key issues, and consideration of the various perspectives of an ethical situation. The key objectives driving EDM plan execution are: (1) Faculty Development; (2) Faculty and Staff Best Practice Sharing Sessions; (3) Student-led EDM Projects; and (4) Community Awareness Activities. The QEP is assessed using established, research-based assessment tools that are well known in areas of Ethics, specifically Personal and Social Responsibility.

Ruffalo Noel-Levitz Student Satisfaction Inventory (SSI). The college assesses student importance of and satisfaction with support services and programs using the SSI.

Community College Survey of Student Engagement (CCSSE). The college uses the CCSSE to determine how effectively the college is engaging students in the college experience and how it may impact student learning outcomes.

Performance Metrics. THECB reports on participation, graduation, and placement. St. Philip's College must meet THECB goals to maintain programs in good standing with the state. Programs that fail to meet standards must develop an action plan to address shortcomings or face deactivation of the program.

## **OCCUPATIONAL DEMAND**

<https://www.bls.gov/oes/current/oes319097.htm#nat>

<https://www.bls.gov/ooh/healthcare/phlebotomists.htm>

<https://www.bls.gov/ooh/healthcare/phlebotomists.htm#tab-7>

<https://texaswages.com/WDAWages/WDASocDetails?soc=31-9097&wgeType=mean>

<https://texaswages.com/Projections>

<https://www.indeed.com/jobs?q=phlebotomist&l=San+Antonio%2C+TX#>

The Healthcare Technician: Phlebotomy Level 1 Certificate program offering a profession as a phlebotomist forecasts significant local job opportunities over the next 10 years. There is an expected employment growth of 34.3% from 2014-2024 for phlebotomists. The average hourly wage for phlebotomists in the Texas Alamo Region is currently \$15.60 and the annual salary is \$32,449. (Appendix H). The employment search engine: *Indeed.com* shows **76** phlebotomist jobs currently available in San Antonio.



## Appendix A. Healthcare Technician: Phlebotomy Level 1 Certificate Degree Plan



# Program Curriculum Overview: HCT Phlebotomy

Degree CIP:	51.1009						
Dept to assign program to:	Health Sciences: MLT Program						
Semester 1	Min Contact Hrs	Max Contact Hrs	Lecture	Lab	Contact	Credit	
HPRS1201 Introduction to Health Professions	32	48	2	0	32	2	
HITT 1305 Medical Terminology I	48	96	3	0	48	3	
Semester 2	Min Contact Hrs	Max Contact Hrs	Lecture	Lab	Contact	Credit	
PLAB 1223 Phlebotomy	48	80	1	3	64	2	
PLAB 1263 Clinical Phlebotomy	96	192	0		120	2	
TECM 1303 Technical Calculations	48	64	3	0	48	3	
Semester 3	Min Contact Hrs	Max Contact Hrs	Lecture	Lab	Contact	Credit	
PLAB 2470 Seminar in Phlebotomy	64	128	4	0	64	4	
-	-	-	-	-	-	-	-
			13	3	256	16	
							Total Degree Plan hours



APPENDIX B & C. St. Philip's College Curriculum Committee Approved Minutes and  
District Approved Curriculum



# Healthcare Technician: Phlebotomy Level 1 Certificate - New-Existing Z\_AAS/Cert/OSA - New-Existing - 17-18

## Required Information

Select Proposal Type\*

New-Existing

Program Type:\*

Program

Shared Core

## Instructions:

Since a New-Existing program is (typically) adding a stackable award to a program previously approved by THECB, it is often easiest to import the award to which this one stacks, then edit to remove courses that are not in this award.

**Import** degree/cert from your college's eCatalog.

Complete only **required fields**.

All required fields are marked with an \* and need to be filled out before you can launch the proposal.

**Launch** proposal.

Make necessary edits.

Select your College\*

NLC

NVC \*

PAC \*^#

SAC \*^#

SPC \*#

Program Team\*

SPC - (AAS) Medical Laboratory Technician Prog Team

Effective Term:

Fall 2018

Degree Plan Title:\*

Healthcare Technician: Phlebotomy Level 1 Certificate

Degree Short Title:

Phlebotomy

[Proposals](#)

[Agendas](#)

[Accounts](#)

[Reports](#)

Summary of Changes and Rationale

Creating Level 1 Certificate from existing program ([Medical Laboratory Technician, A.A.S.](#)).

### eCat Info

**Degree Plan Description:**

The Health Care Technician:Phlebotomy program will prepare the student for an entry-level position as a Phlebotomist. The individual will work under the direction of other Health Science professionals to perform a variety of blood collection methods using proper venepuncture and capillary puncture techniques on adults, children, and infants.

With this award, you can seek jobs such as:

Phlebotomist

Related Awards:

[Medical Laboratory Technician, A.A.S.](#)

Instructions for adding courses:

You must add courses to the course list first. You can do this by either adding a course manually (**ADD COURSE**) or by importing the course from the catalog (**IMPORT COURSE from the Acalog system catalog for Curriculog Integration for 18-19 catalog**).

Once you have your course in the list, you can then add it to a core of requirements in your program. To do this, navigate to the Schema view and expand the core to which you would like to add the course. If the core does not exist you can create a new one (**ADD CORE**).

**Curriculum\***



- HITT - 1305 - Medical Terminology I
- HPRS - 1201 - Introduction to Health Professions
- PLAB - 1223 - Phlebotomy
- PLAB - 1263 - Clinical - Phlebotomy/Phlebotomist
- PLAB - 2470 - Seminar in Phlebotomy
- TECM - 1303 - Technical Calculations

Institute

Health & Biosciences Institute

Degree Type

Level 1 Certificate

Department for catalog ownership

Health Sciences

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What related proposals are being submitted? Please copy and paste the proposal url(s) in this field.

Creating two new courses:

1. HPRS1201 Introduction to Health Professions

[alamo.curriculog.com/proposal:2942/form](http://alamo.curriculog.com/proposal:2942/form)

2. PLAB2470: Seminar in Phlebotomy

[alamo.curriculog.com/proposal:2943/form](http://alamo.curriculog.com/proposal:2943/form)

**!!! DO NOT CHANGE ANY INFORMATION BELOW !!!**

eCat Code Health Sciences

Participants

Activity 

Please upload the form that you just printed and signed.

Proposals

Agendas

Accounts

Reports

 Terri Murphy-Sanchez 2/7/2018 10:05 AM

Required for Approval:  
*100% required*  
Date Completed:  
2/7/2018 10:05 AM  
Changes: Yes  
Comments: No

Upload Approval File  
**Choose File** No file chosen

**Originator**

Status: *Approved*

**Participants**

**Activity** 

 Terri Murphy-Sanchez 2/7/2018 10:06 AM

Required for Approval:  
*100% required*  
Date Completed:  
2/7/2018 10:06 AM  
Changes: No  
Comments: No

**Program Team**

Status: *Approved*

**Participants**

**Activity** 

 Terri Murphy-Sanchez 2/7/2018 10:06 AM

Required for Approval:  
*100% required*  
Date Completed:  
2/7/2018 10:06 AM  
Changes: No  
Comments: No

**Curriculum Analyst**

Status: *Approved*

Proposals

Agendas

Accounts

Reports

■  Blanca Cuellar  
2/7/2018 4:41 PM

Required for Approval:  
*100% required*  
Date Completed:  
2/7/2018 4:41 PM  
Changes: Yes  
Comments: No

Dean

Status: *Rejected*

Participants

Activity 

Rose Sterling

Required for Approval:  
*100% required*  
Date Completed:  
2/12/2018 4:01 PM  
Changes: No  
Comments: No

 Blanca Cuellar  
(System Administrator)  
2/12/2018 4:01 PM

Curriculum Analyst

Status: *Approved*

Participants

Activity 

■  Blanca Cuellar  
2/15/2018 10:03 AM

Required for Approval:  
*100% required*  
Date Completed:  
2/15/2018 10:03 AM  
Changes: Yes  
Comments: No

Dean

Status: *Approved*

Proposals

Agendas

Accounts

Reports

✓ Rose Sterling  
2/15/2018 12:59 PM

Required for Approval:  
*100% required*  
Date Completed:  
*2/15/2018 12:59 PM*  
Changes: *No*  
Comments: *No*

**College Curriculum Committee**

Status: *Approved*

**Participants**

▲ SPC Curriculum Committee

**SPC CC Agenda - 3/1/2018**

✓ Laurie Rodriguez \*  
3/1/2018 2:15 PM

**Activity** ⓘ

Required for Approval:  
*100% required*  
Date Completed:  
*3/1/2018 2:15 PM*  
Changes: *No*  
Comments: *Yes*  
Agenda: *Yes*

\* *Agenda Administrator*

**Pre-ACCC Review**

Status: *Approved*

**Participants**

■ ✓ Christa Emig 3/4/2018  
10:27 AM

**Activity** ⓘ

Required for Approval:  
*100% required*  
Date Completed:  
*3/4/2018 10:27 AM*  
Changes: *Yes*  
Comments: *Yes*

**ACCC**

Status: *Approved*

<u>Proposals</u>	<u>Agendas</u>	<u>Accounts</u>	<u>Reports</u>
<p>▲ ACCC <b><u>ACCC - 3/5/18 - Agenda #2</u></b> ✔ Christa Emig * 3/19/2018 9:05 AM</p>	<p>Required for Approval: <i>100% required</i> Date Completed: <i>3/19/2018 9:05 AM</i> Changes: <i>No</i> Comments: <i>Yes</i> Agenda: <i>Yes</i></p> <p><i>* Agenda Administrator</i></p>		

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# PLAB - 2470 - New-New Z\_Course - New-New - 17-18

## Required Information

Select Proposal Type\*

New-New

### Instructions:

Complete **required** fields.

*Required fields are marked with an \* and need to be filled out before you can launch the proposal.*

**Launch** proposal.

**THEN** enter remaining information.

Select your College and any others adding this course to their inventory\*

- NLC
- NVC \*
- PAC \*^#
- SAC \*^#
- SPC \*#

Select Discipline Team for each college adding this course to their inventory\*

SPC - MLAB Disc Team

Effective Term:

Fall 2018

Subject\*

PLAB

Course Number\* 2470

Course Title:\* Seminar in Phlebotomy

Course Short Title\* Seminar PLAB

Summary of Changes and Rationale\*

Creating/adding a new course for the new Level 1 Certificate:  
Health Care Technician: Phlebotomy,

[Proposals](#)

[Agendas](#)

[Accounts](#)

[Reports](#)

### General Catalog Information

CIP Code: 51.1009

- Course Type:
- ACGM (General Academic)
  - WECM (Technical)
  - Special Topics (attach supporting documentation)
  - Unique Need (attach supporting documentation)
  - Local Need (attach supporting documentation)

Is this course used in a Level One Certificate?  Yes  No

If yes, please append the basic skills requirements to the end of the course description as *Recommended Basic Skills*

**Course Description:**

This course examines the integration of areas of the laboratory related specifically to blood collection to identify possible pre-analytical and analytical errors. The course will include appropriate professional behaviors related to the occupation.

### Credit/Lecture/Lab and Workload

**Required Formatting for SCH** (example for 3-3-1 course):

Credit: (3

Lecture: -3-

Lecture workload: 3

Lab/External: 1)

Lab/Ext workload: 0.667

Combined workload: 3.667

**To calculate lab workload: [lab SCH] x 2/3, then rounded to 3 decimals**

Credit\* (4

(Blank - do not use)

Lecture\* -4-

Lecture workload\* 4

Lab or External\* 0)

Lab/External Workload

Combined Workload

### Basic Skills Prerequisite: (built and enforced in Banner)

INRW Basic Skills

[Proposals](#)[Agendas](#)[Accounts](#)[Reports](#)**SLOs:**

1. Understands the importance of Phlebotomy and the role of the phlebotomist.
2. Applies knowledge of principles of basic and special Phlebotomy procedures in the laboratory.

**Pre-reqs/Co-Req's/Equivalencies****Prerequisite(s):****Co-requisite(s):****Cross listed with:**

**Equivalency:** (when this new course replaces an old course, and you want Banner to automatically count the old course in prereq checking, degree audit, etc.)

**Old Course:****Resources**ACGM: <http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/acgm.htm>WECM: <http://www.thecb.state.tx.us/aar/undergraduateed/workforceed/wecm/>GIPWE: <http://www.thecb.state.tx.us/reports/DocFetch.cfm?DocID=3378&format=pdf>**Impact****Adding a new course may impact any of the following:**

AAS/Cert/OSA

Transfer Advising Guides

Other courses (e.g., this course will be a prereq to other courses)

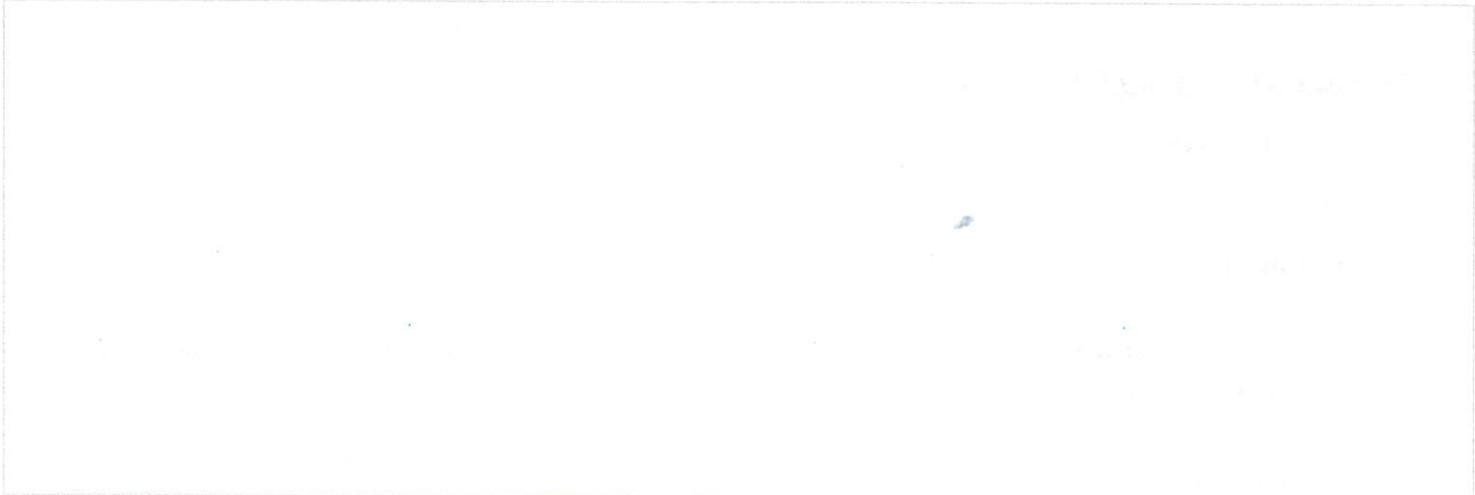
List affected items in the box below.

Note that you are simply **identifying what other items need to be addressed**. Related course and degree/cert proposals will still need to be submitted.

**Impact**Healthcare Technician Phlebotomy: [alamo.curriculog.com/proposal:2929/form](http://alamo.curriculog.com/proposal:2929/form)

For eCat U Proposals Agendas Accounts Reports

Department for  
Catalog Ownership



Participants

Activity 



**Participants**

 **Penny Pfeil** 2/12/2018  
9:24 AM

**Activity** 

Required for Approval:  
*100% required*  
Date Completed:  
2/12/2018 9:24 AM  
Changes: *No*  
Comments: *No*

**Curriculum Analyst**

Status: *Approved*

Please upload the form that you just printed and signed.

This will be used as your signature to sign this proposal upon approval.

Upload Approval File

**Choose File** No file chosen

Proposals

Agendas

Accounts

Reports

■  Blanca Cuellar  
2/14/2018 1:26 PM

Required for Approval:  
*100% required*  
Date Completed:  
2/14/2018 1:26 PM  
Changes: Yes  
Comments: Yes

Status: *Approved*

Dean

Participants

Activity 

 Rose Sterling  
2/15/2018 1:08 PM

Required for Approval:  
*100% required*  
Date Completed:  
2/15/2018 1:08 PM  
Changes: *No*  
Comments: *No*

College Curriculum Committee

Status: *Approved*

Participants

Activity 

▲ SPC Curriculum Committee

[SPC CC Agenda - 3/1/2018](#)

 Laurie Rodriguez \*  
3/1/2018 2:17 PM

Required for Approval:  
*100% required*  
Date Completed:  
3/1/2018 2:17 PM  
Changes: *No*  
Comments: *Yes*  
Agenda: *Yes*

\* *Agenda Administrator*

Status: *Approved*

Pre-ACCC Review

Proposals

Agendas

Accounts

Reports



Christa Emig 3/4/2018  
9:27 AM

Required for Approval:  
*100% required*  
Date Completed:  
*3/4/2018 9:27 AM*  
Changes: *No*  
Comments: *Yes*

Status: *Approved*

ACCC

Participants

▲ ACCC

**ACCC - 3/5/18 - Agenda #1**



Christa Emig \*  
3/19/2018 9:01 AM

Activity

Required for Approval:  
*100% required*  
Date Completed:  
*3/19/2018 9:01 AM*  
Changes: *No*  
Comments: *Yes*  
Agenda: *Yes*

\* *Agenda Administrator*

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### HPRS - 1201 - New-New Z\_Course - New-New - 17-18

#### Required Information

Select Proposal Type\*

New-New

## Instructions:

Complete **required** fields.

*Required fields are marked with an \* and need to be filled out before you can launch the proposal.*

**Launch** proposal.

**THEN** enter remaining information.

Select your College and any others adding this course to their inventory\*

- NLC
- NVC \*
- PAC \*^#
- SAC \*^#
- SPC \*#

Select Discipline Team for each college adding this course to their inventory\*

SPC - MLAB Disc Team

Effective Term:

Fall 2018

Subject\*

HPRS

Course Number\* 1201

Course Title\*: Introduction to Health Professionals

Course Short Title\* Health Professionals

Summary of Changes and Rationale\*

Adding a new course for 3 new Level 1 Certificates:  
Health Care Technician: 1.Phlebotomy, 2. EKG, 3. Sterile Processing

[Proposals](#)

[Agendas](#)

[Accounts](#)

[Reports](#)

**General Catalog Information**

CIP Code: 51.0000

- Course Type:  ACGM (General Academic)  
 WECM (Technical)  
 Special Topics (attach supporting documentation)  
 Unique Need (attach supporting documentation)  
 Local Need (attach supporting documentation)

Is this course used in a Level One Certificate?  Yes  No

If yes, please append the basic skills requirements to the end of the course description as *Recommended Basic Skills*

**Course Description:**

An overview of roles of various members of the health care system, educational requirements, and issues affecting the delivery of health care.

**Credit/Lecture/Lab and Workload**

**Required Formatting for SCH** (example for 3-3-1 course):

Credit: **(3**

Lecture: **-3-**                      Lecture workload: **3**

Lab/External: **1)**                      Lab/Ext workload: **0.667**

Combined workload: **3.667**

***To calculate lab workload: [lab SCH] x 2/3, then rounded to 3 decimals***

Credit\* (2

(Blank - do not use)

Lecture\* -2-

Lecture workload\* 2

Lab or External\* 0)

Lab/External Workload

**Combined Workload**

[Proposals](#)[Agendas](#)[Accounts](#)[Reports](#)

INRW Basic Skills

**MATH Basic Skills****SLOs:**

1. Identify the roles of various health care professionals.
2. Outline state and national credentialing and licensing requirements.
3. Describe legal and ethical issues affecting the practice of health care professionals.
4. Provide examples of professionalism.
5. Define the rights and responsibilities of health care professionals.

**Pre-reqs/Co-Req's/Equivalencies****Prerequisite(s):****Co-requisite(s):****Cross listed with:**

**Equivalency:** (when this new course replaces an old course, and you want Banner to automatically count the old course in prereq checking, degree audit, etc.)

**Old Course:****Resources**ACGM: <http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/acgm.htm>WECM: <http://www.thecb.state.tx.us/aar/undergraduateed/workforceed/wecm/>GIPWE: <http://www.thecb.state.tx.us/reports/DocFetch.cfm?DocID=3378&format=pdf>**Impact**

**Adding a new course may impact any of the following:**

AAS/Cert/OSA

Transfer Advising Guides

Other courses (e.g., this course will be a prereq to other courses)

List affected items in the box below.

degree/cert

Proposals

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still need to be submitted.

**Impact**

Healthcare Technician Phlebotomy: [alamo.curriculog.com/proposal:2929/form](http://alamo.curriculog.com/proposal:2929/form)

Healthcare Technician Electrocardiography: [alamo.curriculog.com/proposal:2911/form](http://alamo.curriculog.com/proposal:2911/form)

Healthcare Technician Sterile Processing (Not yet submitted)

**For eCat Use**

Department for  
Catalog Ownership

Participants

Activity 

Please upload the form that you just printed and signed.

This will be used as your signature to sign this proposal upon approval.

Proposals

Agendas

Accounts

Reports

NO file chosen



**Penny Pfeil** 2/12/2018  
9:24 AM

Required for Approval:  
*100% required*  
Date Completed:  
2/12/2018 9:24 AM  
Changes: *No*  
Comments: *No*

**Curriculum Analyst**

Status: *Approved*

**Participants**

**Activity**



**Blanca Cuellar**  
2/12/2018 3:45 PM

Required for Approval:  
*100% required*  
Date Completed:  
2/12/2018 3:45 PM  
Changes: *Yes*  
Comments: *No*

**Dean**

Status: *Rejected*

**Participants**

**Activity**

**Rose Sterling**



**Blanca Cuellar**  
*(System Administrator)*  
2/13/2018 10:07 AM

Required for Approval:  
*100% required*  
Date Completed:  
2/13/2018 10:07 AM  
Changes: *No*  
Comments: *No*

**Curriculum Analyst**

Status: *Approved*

Proposals

Agendas

Accounts

Reports

■  Blanca Cuellar  
2/14/2018 1:27 PM

Required for Approval:  
*100% required*  
Date Completed:  
2/14/2018 1:27 PM  
Changes: Yes  
Comments: Yes

Dean

Status: *Approved*

Participants

Activity 

 Rose Sterling  
3/6/2018 5:36 PM

Required for Approval:  
*100% required*  
Date Completed:  
3/6/2018 5:36 PM  
Changes: *No*  
Comments: Yes

College Curriculum Committee

Status: *Approved*

Participants

Activity 

▲ SPC Curriculum Committee  
**SPC CC Agenda - 3/29/2018**

 Laurie Rodriguez \*  
3/29/2018 2:44 PM

Required for Approval:  
*100% required*  
Date Completed:  
3/29/2018 2:44 PM  
Changes: *No*  
Comments: Yes  
Agenda: Yes

\* *Agenda Administrator*

Pre-ACCC Review

Status: *Approved*

Proposals

Agendas

Accounts

Reports

✔ Christa Emig  
4/13/2018 3:03 PM

Required for Approval:  
*100% required*  
Date Completed:  
*4/13/2018 3:03 PM*  
Changes: *No*  
Comments: *Yes*

Status: *Approved*

ACCC

Participants

▲ ACCC

**ACCC - 4/16/18 - Agenda #2**

✔ Christa Emig \*  
4/17/2018 12:06 PM

Activity ⓘ

Required for Approval:  
*100% required*  
Date Completed:  
*4/17/2018 12:06 PM*  
Changes: *No*  
Comments: *Yes*  
Agenda: *Yes*

\* *Agenda Administrator*

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APPENDIX D. THECB Workforce Education Inventory Award Table



# Workforce Education Course Manual

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Due to inactivity your session will logout in 19 minutes.

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[Reports](#)
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**003608 - Alamo Community College - St. Philip's College**  
**511000 - HEALTH & MEDICAL LABORATORY TECHNOLOGIES/TECHNICIANS**  
**Revision 37511 - In Progress - Jan. 1, 2019**

[Modify Award](#)
[Back](#)

**Award 37512 - Healthcare Technician: Phlebotomy Level 1 Certificate - 511004**

### Award Information

Award Action: Add

Award Status: Approved

Award Type: C1 Level 1 Certificate

Award Title: Healthcare Technician: Phlebotomy Level 1 Certificate

Award CIP Code: 511004 - CLINICAL/MEDICAL LABORATORY TECHNICIAN

Implementation Date: Jan. 1, 2019

Is this award taught at a correctional facility? No

Is this award Tech-Prep? No

### Comments on this Award:

Creating Level 1 Certificate from existing program (Medical Laboratory Technician, A.A.S. ).

### 1st Year

#### 1st Semester

Prefix	Number	Course Name	Course Type	Weekly Lec Hrs	Weekly Lab Hrs	Ext Hrs	Cont Hrs	Cred Hrs
HPRS	1201	<a href="#">Introduction to Health Professions</a>	WECM (SCH)	2	0	0	32	2
HITT	1305	<a href="#">Medical Terminology I</a>	WECM (SCH)	3	0	0	48	3
<b>1st Semester Totals</b>				<b>5</b>	<b>0</b>	<b>0</b>	<b>80</b>	<b>5</b>

#### 2nd Semester

Prefix	Number	Course Name	Course Type	Weekly Lec Hrs	Weekly Lab Hrs	Ext Hrs	Cont Hrs	Cred Hrs
PLAB	1223	<a href="#">Phlebotomy</a>	WECM (SCH)	1	3	0	64	2

PLAB	1263	<u>Clinical - Phlebotomy/Phlebotomist</u>	WECM (SCH)	0	0	8	128	2
TECM	1303	<u>Technical Calculations</u>	WECM (SCH)	3	0	0	48	3
<b>2nd Semester Totals</b>				4	3	8	240	7
<b>3rd Semester</b>								
Prefix	Number	Course Name	Course Type	Weekly Lec Hrs	Weekly Lab Hrs	Ext Hrs	Cont Hrs	Cred Hrs
PLAB	2470	Seminar in Phlebotomy	Tech Local Need	4	0	0	64	4
<b>3rd Semester Totals</b>				4	0	0	64	4
<b>Program Totals</b>				13	3	8	384	16



1200 E. Anderson Lane, Austin, TX 78752 - P.O. Box 12788, Austin, TX 78711-2788 - 512-427-6101 ©2015 THECB

## Appendix E. Faculty Roster



**Faculty Roster Form  
Qualifications of Full-Time and Part-Time Faculty**

**Name of Institution:** St. Philip's College

**Name of Primary Department, Academic Program, or Discipline:** Healthcare Technician: Phlebotomy Level 1 Certificate

**Academic Term(s) Included:** Fall 2019, Spring 2020, Summer 2020

**Date Form Completed:** 10/18/2018

1	2	3	4
NAME (F, P)	COURSES TAUGHT Including Term, Course Number & Title, Credit Hours (D, UN, UT, G) [Dual] Note – for substantive change prospectuses/applications, list the courses <i>to be taught</i> , not historical teaching assignments	ACADEMIC DEGREES & COURSEWORK Relevant to Courses Taught, Including Institution & Major List specific graduate coursework, if needed	OTHER QUALIFICATIONS & COMMENTS Related to Courses Taught
Fisk, David (P)	<b>Fall 2019, Spring 2020, Summer 2020:</b> PLAB 1223- Phlebotomy, 2 SCH (UN) PLAB 1263- Clinical Phlebotomy, 2 SCH (UN)	A.S. Liberal Arts, St. Philip's College	Has 28 years clinical Phlebotomy experience. 8 years as adjunct faculty teaching phlebotomy. Registered Certified Phlebotomy Blood Technician through American Society for Clinical Pathology (ASCP <sup>CM</sup> ). Renewal every 3 years (July, 2020).

**Abbreviations: F, P: Full-time or Part-time; D, UN, UT, G: Developmental, Undergraduate Nontransferable, Undergraduate Transferable, Graduate; Dual: High School Dual Enrollment Course**

1	2	3	4
NAME (F, P)	<p align="center"><b>COURSES TAUGHT</b>  <b>Including Term, Course Number &amp; Title, Credit Hours (D, UN, UT, G) [Dual]</b></p> <p>Note – for substantive change prospectuses/applications, list the courses <i>to be taught</i>, not historical teaching assignments</p>	<p align="center"><b>ACADEMIC DEGREES &amp; COURSEWORK</b>  <b>Relevant to Courses Taught, Including Institution &amp; Major List specific graduate coursework, if needed</b></p>	<p align="center"><b>OTHER QUALIFICATIONS &amp; COMMENTS</b>  <b>Related to Courses Taught</b></p>
Murphy-Sanchez, Terri (F)	<p><b>Fall 2019, Spring 2020, Summer 2020:</b>            PLAB 2470- Seminar in Phlebotomy, 4 SCH (UN)</p>	<p>B.Sc. Biological Science, University of Guelph</p> <p>2-year Post Graduate Certificate, Medical Laboratory Technology T.I.M.T/Michener Institute for Applied Health Sciences,</p> <p>M.Sc. Quality Systems Management, National Graduate School</p>	<p>Has over 15 years clinical laboratory experience.</p> <p>Has 15 years in education with Clinical Laboratory Science (CLS) or Medical Laboratory Technician (MLT) programs.</p> <p>Over four years of experience working as a phlebotomist on an IV team.</p> <p>Registered Certified Medical Laboratory Scientist through American Society for Clinical Pathology (ASCP<sup>CM</sup>) renewal every 3 years (February 2020) and the Canadian Society for Medical Laboratory Science (CSMLS) renewal every year (January 2019).</p>

Abbreviations: F, P: Full-time or Part-time; D, UN, UT, G: Developmental, Undergraduate Nontransferable, Undergraduate Transferable, Graduate; Dual: High School Dual Enrollment Course

*Form Updated: April 2018*

Moya, Adam (F)	<p><b>Fall 2019, Spring 2020, Summer 2020:</b> PLAB 1263- Clinical Phlebotomy, 2 SCH (UN)  HPRS 1201- Introduction to Health Professions, 2 SCH (UN)</p>	<p>MBA, Grantham University   B.S. Clinical Lab Science, Texas A&amp;M University – Corpus Christi   M.A. Education, University of Texas at San Antonio</p>	<p>Has over 10 years clinical laboratory experience.   Has 3 years in education with Clinical Laboratory Science (CLS) or Medical Laboratory Technician (MLT) programs.   Registered Certified Medical Laboratory Scientist through American Society for Clinical Pathology (ASCP<sup>CM</sup>) renewal every 3 years (December 2020)</p>
----------------	--	---	---

1	2	3	4
NAME (F, P)	<b>COURSES TAUGHT</b> <b>Including Term, Course Number &amp; Title, Credit Hours (D, UN, UT, G) [Dual]</b> Note – for substantive change prospectuses/applications, list the courses <i>to be taught</i> , not historical teaching assignments	<b>ACADEMIC DEGREES &amp; COURSEWORK</b> <b>Relevant to Courses Taught, Including Institution &amp; Major</b> <b>List specific graduate coursework, if needed</b>	<b>OTHER QUALIFICATIONS &amp; COMMENTS</b> <b>Related to Courses Taught</b>
Englebert, Paula (P)	<b>Fall 2019, Spring 2020, Summer 2020:</b> TECM 1303 – Technical Calculations 3 SCH (UN)	B.S. Mathematics Texas A&M University – San Antonio	Over 3 years of teaching experience as adjunct faculty in the Math department, Program Coordinator for the Math Bridge program.
McLachlan, Heather (P)	<b>Fall 2019, Spring 2020, Summer 2020:</b> HITT 1305- Medical Terminology 1- 3 SCH (UN)	M.A. Health Administration University of Mary Hardin-Baylor  B.S. Health Information Management Texas State University	Over 19 years’ experience working in Health Information. Over 21 years teaching experience as adjunct and fulltime faculty in Health Information Technology programs. Registered Health Information Administrator (RHIA), from American Health Information Management Association (AHIMA) renewal every 2 years.

Abbreviations: F, P: Full-time or Part-time; D, UN, UT, G: Developmental, Undergraduate Nontransferable, Undergraduate Transferable, Graduate; Dual: High School Dual Enrollment Course

## Appendix F. Library Resources



## Library Resources – Phlebotomy Resources

*Submitted by Andrew Rivera, MLIS, Librarian & Health Sciences Library Liaison*

*Note: St. Philip's College has two campuses – the Martin Luther King Campus (Main) and the Southwest Campus. Except where otherwise noted, this report on library resources refers to the Martin Luther King campus library.*

### Collections and Resources

Students have access to a substantial collection of books, periodicals, and online databases within the St. Philip's College (SPC) Library. The SPC Library includes resources in multiple formats including print, multimedia, and digital.

Other resources complement the Library's holdings. For example, the students, faculty and staff of St. Philip's College can borrow and request materials from other libraries within the Alamo Colleges District. Also, through TexShare, St. Philip's College has access to a multitude of additional resources to locate information. TexShare is a membership statewide consortium of libraries administered by the Texas State Library. St. Philip's College Library participates in the database, card, InterLibrary Loan protocol and shared purchases. St. Philip's College students, faculty, staff, and administrators have access to Texshare online databases and can borrow and receive materials from other TexShare libraries across the state through the reciprocal borrowing and lending programs.

Resources for information available to St. Philip's College students, faculty, and staff include:

- The holdings of the St. Philip's College Library (see attached lists).
- The holdings of other Alamo Colleges District libraries (San Antonio College, Palo Alto College, Northeast Lakeview College, and Northwest Vista College).
- E-books and reference materials available through EBSCO, CREDO Reference, Proquest Ebook Central, and Gale Virtual Reference Library.

- Online databases (with access to articles, streaming videos, research materials, and test prep resources) pertinent to the health sciences and medicine including those provided through the TexShare consortium:
  - Academic One File
  - Academic Search Complete
  - AHFS Consumer Medication Information
  - CINAHL Plus with Full Text
  - CREDO Reference
  - Gale Virtual Reference Library
  - Health Reference Center Academic
  - Health Source: Consumer Edition
  - Health Source Nursing/Academic
  - MEDLINE with MeSH
  - Natural & Alternative Treatments
  - Nursing and Allied Health Collection
  - Physical Therapy and Sports Medicine Collection
  - ProQuest Nursing and Allied Health Database
  - Psychology and Behavioral Sciences Collection
  - SciTech Collection Premium
  - Science in Context
  
- Streaming video collections pertinent to the health sciences and medicine:
  - Films on Demand (Films Media Group) Health & Medicine Video Collection – almost 3,000 titles available covering topics such as health care, treatment, and anatomy.
  - Medcom Video Training Program Collection (through ProQuest Nursing & Allied Health Database) – Over 1,200 video clips of topics such as healthcare and safety, emergency planning, checking vital signs, and more.
  - Nursing Education in Video Second Edition – Over 500 videos covering advanced topics, from anatomy to basic clinical skills, medication administration, and more.

All digital materials pertinent to nursing, medicine, and health are accessible to current St. Philip's College students, faculty, staff, and administrators both on and off campus, 24 hours a day, seven days a week.

Computer access is also available at the Library. Up-to-date computing resources are available to students in the Reference Services area with access to the Internet, Microsoft Office Suite products, research tools, individual test-taking capability, scanning, and automated printing capabilities. A Collaboration Station is also available for students to use. This equipment has an adjustable table top, and can accommodate up to four or five devices (i.e., laptops). In addition, a computer lab in the library is available to students for collaborative projects and students also have the ability to check-out laptops from the library.

### Organization & Personnel

The Library operates under the College's Interdisciplinary Programs unit, which also consists of the departments of Media Services, Archives, and the Instructional Innovation Center (including Distance Learning). Interdisciplinary Programs falls under the purview of the Vice President of Academic Success.

The Library's personnel in fiscal year 2018-2019 is made up of six full-time Librarians, eight part-time Librarians, all of whom hold Master of Library Science degrees from graduate programs accredited by the American Library Association. Other Library personnel consist of three full-time Library Assistants and five part-time Library Assistants.

### Services

#### Access

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- The Library's website (<http://www.alamo.edu/spc/library>) provides links to the Library's online catalog, online databases, e-book collections, and other resources, all of which are accessible to current students, faculty, staff and administrators while on and off campus. The website also features information and access to a large variety of services offered by the library such as interlibrary loan services, resources for distance learners, information literacy instruction, "Ask A Librarian" including phone, email, texting, or chat service, and general information assistance. The library website is also directly linked to the ACES portal.
- Discovery Service – The Library's online catalog provides access to its holdings information 24 hours a day, seven days a week from any device with an Internet connection. It also catalogs and includes links to access many of the Library's e-book collections, local holdings (books, DVDs,

etc.), and access to resources in some of the library databases. For ease of searching, the online catalog lists holdings information for all libraries in the Alamo Colleges District, including the option to limit results to St. Philip's College, and is available at <https://spclibrary.on.worldcat.org/discovery>.

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#### Reference & Research Services

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- Librarians are available for research and reference assistance on a walk-in basis at the Information and Librarian Desks on the 2nd floor of the Library. One-on-one consultations (known as Individual Research Assistance or IRAs) are also available and are encouraged for questions and assignments that require in-depth research. Information for IRAs and a sign up form are available online at <https://www.alamo.edu/spc/experience-spc/current-students/student-resources/library/ira-form/>.
- Contact information for phone and virtual (email) reference is conveniently available in the upper right-hand corner of every library webpage. The Ask-A-Librarian link allows for contacting the library via email, chat, text, Twitter and receiving a reply through the same modes. The link to Ask-A-Librarian (<http://spc.libanswers.com/>) is available through many of the online databases as well.
- Liaison librarians are available to students and faculty of each academic department. The health sciences liaison, for example, is assigned to work with all nursing and health sciences programs. Liaison librarians work closely with faculty and students within a subject area to develop relevant collections, provide information literacy instruction, answer research questions for students and faculty, and provide their expertise as needed. A list of librarians and their liaison areas is available at *Who's Your Librarian?* Library Faculty and Staff directory at <https://www.alamo.edu/siteassets/spc/experience-spc/current-students/student-resources/library/documents/library-liaison-flyer.pdf>.

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#### Interlibrary Loan Services

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- Registered borrowers at St. Philip's College Library may request items that are available for circulation in-person at the Library or online by using an interlibrary loan (ILL) form linked at the library's webpage (<http://spc.libsurveys.com/Interlibrary-Loan-Form>) Items available at another Alamo Colleges library usually arrive in two to four business days. Circulating items not available

at Alamo Colleges libraries may also be requested through interlibrary loan; these requests are usually fulfilled by other libraries located in San Antonio or throughout the state if necessary, and can take several business days to a few weeks to fulfill.

- SPC students, faculty, staff, and administrators may also request copies of articles from journals that are not owned by the Library through interlibrary loan. Forms are available at the Library and online at <http://spc.libsurveys.com/Interlibrary-Loan-Form>.

### Information Literacy Instruction

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- The Library offers instruction sessions to regularly scheduled classes at the request of faculty. Faculty can initiate this request by speaking to a librarian in-person, by phone, or by filling out a form available online at <https://www.alamo.edu/spc/experience-spc/current-students/student-resources/library/library-instruction/>. Instruction sessions can be tailored to fit the needs of a particular assignment and faculty members are encouraged to hold multiple sessions if necessary.
- One-on-one instruction is provided to any user in the Library on a walk-in basis or by appointment with a librarian through the IRA sign up form.
- Subject guides and other research guides and library finders are developed by librarians and are often used in conjunction with instruction classes and workshops. LibGuides, which are research guides made available online for student and faculty use, are available at <http://spcguide.libguides.com>. The Medical Laboratory Technician LibGuide contains the most information resources pertaining to Phlebotomy, it is available at <http://spcguide.libguides.com/c.php?g=865116>. A specific Phlebotomy libguide will be made for the Phlebotomy program if approved.

### Anatomical Models & Flashcards

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- Various three-dimensional models, two-dimensional charts, and flashcards are available at the Library for visual and tactical study of human anatomy and physiology. Models and charts are for in-library use only and can be moved to any study area or group study room within the Library. Flashcards circulate and may be checked out by users for home use.

## Facilities

The location of the Library is in the Center for Learning Resources (CLR) building, conveniently located adjacent to the Center for Health Professions (CHP) building. The Library features the following:

- First Floor:
  - Circulation Services, which oversees the Course Reserves & Textbook Collections, interlibrary loans processing and pick-up, Laptop loans, anatomical models, and check-in and check-out of materials.
  - Technical Services, which is comprised of Acquisitions, Cataloging, and Processing.
  - Current print journals, magazines, and newspapers.
  - Library and College Archives exhibit areas.
  - Several study tables and comfortable soft seating chairs.
  - One instructional classroom dedicated to information literacy instruction that allows students to gain hands-on practice with information gathering techniques during instructional sessions taught by librarians. Library classrooms consist of computer workstations and are equipped with overhead LCD projectors and whiteboards.
  
- Second Floor:
  - Reference Services with two desks that serve as service points for all reference questions and general computer assistance.
  - The general circulating collection, reference collection, new book collection, the Black collection, and the audiovisual collection.
  - Fifty computing stations with access to the Internet, Microsoft Office Suite products, electronic databases, and automated printing capabilities. This includes two workstations that offer assistive technology for users with special needs or disabilities.
  - Three Library Online Catalog stations.
  - One multi-purpose scanner for scanning and copying.
  - One instructional classroom dedicated to information literacy instruction that allows students to gain hands-on practice with information gathering techniques during instructional sessions taught by librarians. Library

classrooms consist of computer workstations and are equipped with overhead LCD projectors and whiteboards.

- One multipurpose computer lab that primarily provides collaborative space for students requiring computers for group projects, but is available for use as a classroom for times of high request for library instruction sessions.
  - Eight individual study rooms and seven group study rooms with whiteboards available on a first-come, first- served basis.
  - A dedicated assistive technologies room with Kurzeil, SARA, and Magnalinks stations available on a walk-in basis, and a computer accessible to students with disabilities.
  - The entire Center for Learning Resources (CLR) invites study through having numerous individual and collaborative spaces with comfortable tables, chairs, and soft seating available throughout.
- Third Floor:
    - Most of the third floor of the CLR is occupied by other departments (Archives, Media Services, Division of Interdisciplinary Programs administrative offices, Testing and Tutoring), but students have access to a quiet open study area with numerous study tables and soft seating.

<b>Phlebotomy Resources – Current Orders to be Purchased</b>			
<b>Current Orders</b>			
<b>Status</b>	<b>Author/Editor</b>	<b>Title</b>	<b>ISBN</b>
On Order/In-Process	HOWARD, PAULA	BASIC & APPLIED CONCEPTS OF BLOOD BANKING AND TRANSFUSION PRACTICES. 2017	9780323374781
On Order/In-Process	ALHABBAB, ROWA YOUSEF	BASIC SEROLOGICAL TESTING. 2018	9783319776934
On Order/In-Process	DI LORENZO, MARJORIE SCHAUB	BLOOD COLLECTION: A SHORT COURSE. 2016	9780803646070
On Order/In-Process	PHELAN, SUSAN E	BOC STUDY GUIDE: PHLEBOTOMY: CERTIFICATION EXAMINATIONS. 2018	9780891896654
Or Order/In-Process	BISHOP, MICHAEL L	CLINICAL CHEMISTRY: PRINCIPLES, TECHNIQUES, AND CORRELATIONS. 2017	9781496335586
On Order/In-Process	RODAK, BERNADETTE F	CLINICAL HEMATOLOGY ATLAS. 2017	9780323322492
On Order/In-Process	TURGEON, MARY LOUISE	CLINICAL HEMATOLOGY: THEORY AND PROCEDURES. 2018	9781496332288
On Order/In-Process	STEVENS, CHRISTINE DORRESTEYN	CLINICAL IMMUNOLOGY AND SEROLOGY: A LABORATORY PERSPECTIVE. 2017	9780803644663
On order /In-Process	MCKENZIE, SHIRLYN B	CLINICAL LABORATORY HEMATOLOGY. 2015	9780133076011
On Order/In-Process	PITT, SARAH J	CLINICAL MICROBIOLOGY FOR DIAGNOSTIC LABORATORY SCIENTISTS. 2018	9781118745854
On order /In-Process	AMY L. LEBER	CLINICAL MICROBIOLOGY PROCEDURES HANDBOOK. 2016	9781555818807
On Order/In-Process	AMER SOC FOR MICROBIOLOGY	COLOR ATLAS OF MEDICAL BACTERIOLOGY. 2013	9781555814755
On order /In-Process	BUCKINGHAM, LELA	FUNDAMENTAL LABORATORY MATHEMATICS: REQUIRED CALCULATIONS FOR THE MEDICAL LABORATORY PROFESSIONAL. 2014	9780803629493
On Order/In-Process	RICHARD A. MCPHERSON	HENRY'S CLINICAL DIAGNOSIS AND MANAGEMENT BY LABORATORY METHODS. 2017	9780323295680
On order /In-Process	WOLTERS KLUWER HEALTH	KONEMAN'S COLOR ATLAS AND TEXTBOOK OF DIAGNOSTIC MICROBIOLOGY. 2016	9781451116595
On Order/In-Process	TURGEON, MARY LOUISE	LINNE & RINGSRUD'S CLINICAL LABORATORY SCIENCE: CONCEPTS, PROCEDURES, AND CLINICAL APPLICATIONS. 2016	9780323225458
On order /In-Process	N/A	MEDICAL LABORATORY SCIENCE REVIEW. 2019	9780803668270
On order /In-Process	N/A	MODERN BLOOD BANKING & TRANSFUSION PRACTICES. 2018	9780803668881
On Order/In-Process	PAGANA, KATHLEEN DESKA	MOSBY'S MANUAL OF DIAGNOSTIC AND LABORATORY TESTS	9780323446631
On order /In-Process	MCCALL, RUTH E	PHLEBOTOMY ESSENTIALS.	9781451194524 or 9781496387073
On Order/In-Process	ELAINE M. KEOHANE	RODAK'S HEMATOLOGY: CLINICAL PRINCIPLES AND APPLICATIONS	9780323239066
On order /In-Process	AMER ASSN BLOOD BANKS	STANDARDS FOR BLOOD BANKS AND TRANSFUSION	9781563959585

		SERVICES.	
On order /In-Process	MARK K. FUNG	TECHNICAL MANUAL	9781563959479
On Order/In-Process	CARL A. BURTIS	TIETZ FUNDAMENTALS OF CLINICAL CHEMISTRY AND MOLECULAR DIAGNOSTICS	9781455741656
On Order/In-Process	Antoinette Luna	Blood Donations	9781634854573
On Order/In-Process	Primrose, Pamela	COMPLETE PHLEBOTOMY EXAM REVIEW.	9780323239110
On Order/In-Process	Garza, Diana	PHLEBOTOMY HANDBOOK: BLOOD SPECIMEN COLLECTION FROM BASIC TO ADVANCED.	9780134709321
On Order/In-Process	Booth, Kathryn	PHLEBOTOMY: A COMPETENCY BASED APPROACH	9781260084962

<b>Phlebotomy Resources</b> <b>Pertinent Print Books, Electronic Books, and DVDs</b>
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Reference Collection			
Location	Call Number	Title	ISBN
Reference	QM23.2 .G73	Gray's Anatomy.	9780443015052
Reference	QM25 .A33 2008	Comparative skeletal anatomy : a photographic atlas for medical examiners, coroners, forensic anthropologists, and archaeologists	9781597451321
Reference	QM25 .F68 2009	Human and nonhuman bone identification : a color atlas	9781420062960
Reference	QM25 .S97 2004	Systems of the body poster set No. 1-10	
Reference	R121 .A53 2004	The American Heritage Stedman's medical dictionary.	9780618428991
Reference	R121 .B598 2006	Black's medical dictionary	9780810857131
Reference	R121 .D73 2012	Dorland's illustrated medical dictionary	9780808924180
Reference	R121 .S8 2012	Stedman's medical dictionary for the health professions and nursing	9781608316953
Reference	R121 .T33 2013	Taber's cyclopedic medical dictionary	80362977
Reference	R123 .D284 2002	A quick reference to medical terminology	9780766840607
Reference	R123 .D38 2009	Medical abbreviations : 30,000 conveniences at the expense of communication and safety	93143114
Reference	R123 .J24 2005	Dictionary of medical acronyms & abbreviations	9789996001147
Reference	RA642.B56 T73 2008	Transfusion Microbiology	9780521453936
Reference	RC 636.B556 2016	Blood and Circulatory Disorders Sourcebook	9780780814769
Reference	RC672.C35 2014	Cardiovascular Disorders Sourcebook	9780780813090
Reference	RC702 .W38	Cardiovascular and pulmonary physical therapy : a	9780721606460

	2010	clinical manual	
Reference	RM171.B583 2007	Blood Banking and Transfusion Medicine	9780443069819
Reference	RM 172.T43	Technical Manual	9781563952609

Course Reserves			
Location	Class	Author	Title
Course Reserve	MLAB 1201	Barbara Estridge, Anna Reynolds	Basic Clinical Laboratory Techniques
Course Reserve	MLAB 1201	Kimberly Halverson Bender	Excelling in the Externship a Preparation Guide for Medical Assisting and Allied Health 2 <sup>nd</sup> Ed.
Course Reserve	MLAB 1415	Bernadette Rodak, Jacqueline Carr	Clinical Hematology Atlas
Course Reserve	MLAB 1415	Betty Ciesla	Hematology in Practice
Course Reserve	MLAB 1415	Ann Bell, Saba Sallah	Morphology of Human Blood Cells 7 <sup>th</sup> ed.
Course Reserve	MLAB 2434	Connie Mahon, Donald Lehman, George Manuselis	Textbook of Diagnostic Microbiology
Course Reserve	PLAB 1223 Phlebotomy	Robin S. Warekois, Richard Robinson	Phlebotomy Worktext and Procedures Manual 4 <sup>th</sup> Ed.
Course Reserve	PLAB 1223 Clinical Phlebotomy	Susan E. Phelan	BOC Study Guide Phlebotomy Certification Examinations

Books (Stacks)			
Location	Call Number	Title	ISBN
Bookshelves	QM100 .M872 2005	The muscular system manual : the skeletal muscles of the human body /	9780323025232
Bookshelves	QM100 .S74 2009	The skeletal and muscular systems /	9781604133653
Bookshelves	QM101 .K44 2004	The skeletal system /	9780313325212
Bookshelves	QM181 .H36 2009	Handbook of cardiac anatomy, physiology, and devices /	9781603273725
Bookshelves	QP101 .C293 2013	The cardiovascular system at a glance /	9780470655948
Bookshelves	QP303 .M87 2006	Kinesiology : the skeletal system and muscle function /	323048862
Bookshelves	QP321 .K44	Nerve and muscle /	9780521283625

Bookshelves	QP321 .L62 2010	Skeletal muscle structure, function, and plasticity : the physiological basis of rehabilitation /	9780781775939
Bookshelves	QP321 .M3376 1996	Skeletal muscle : form and function /	9780873227803
Bookshelves	QP321 .M8965 2004	The muscular system /	9780313324031
Bookshelves	QP321 .V64 2001	Prime mover : a natural history of muscle /	9780393021264
Bookshelves	QP321 .W74	Muscle,	
Bookshelves	QP34.5 .F862 2017	Fundamentals of anatomy and physiology for nursing and healthcare students /	9781119055525
Bookshelves	QP34.5 .G9 2006	Textbook of medical physiology /	80892317
Bookshelves	QP34.5 .L426 2004	Physiology demystified /	9780071438285
Bookshelves	QP34.5 .L43 2003	Human anatomy & physiology /	9780071429801
Bookshelves	QP34.5 .L49	Biology, human perspectives /	9780876203439
Bookshelves	QP34.5 .M65 2012	Anatomy and physiology for health professionals /	9780763784409
Bookshelves	QP34.5 .P496 1993	Physiology /	9780801664656
Bookshelves	QP34.5 .S288 2003	Essentials of anatomy and physiology /	9780803610071
Bookshelves	QP34.5 .T49 2013	Anatomy & physiology /	9780323083614
Bookshelves	QP34.5 .W38 2011	Anatomy and physiology for nurses /	9780702043581
Bookshelves	QP34.5.M455 2003	Essentials of human anatomy and physiology /	9780805353853
Bookshelves	QP101.C293 2013	The Cardiovascular System at a Glance	9780470655948
Bookshelves	QP355.2 .I53	A review of anatomical neurology /	9780839109617
Bookshelves	QP355.2 .M39 2004	The nervous system and sense organs /	9780313324567
Bookshelves	QP360 .B6	Physiological psychology /	9780416819502
Bookshelves	QP361 .J46	The human nervous system /	9780838539446
Bookshelves	QP361 .M36	The nervous system and behavior /	9780061415760
Bookshelves	QP363 .S78	Neurophysiology: a primer	9780471824367
Bookshelves	QP41 .A53 2009	Anatomy & physiology made incredibly easy!.	9780781788861
Bookshelves	QP41 .R34 2011	Medical physiology : a systems approach /	9780071621731
Bookshelves	R121 .D73	Dorland's illustrated medical dictionary.	
Bookshelves	R121 .M89 2017	Mosby's dictionary of medicine, nursing & health professions.	323222056

Bookshelves	R121 .S8 2012	Stedman's medical dictionary for the health professions and nursing.	9781608316953
Bookshelves	R123 .D28 2008	Essentials of medical terminology /	9781401890193
Bookshelves	R123 .D284 2002	A quick reference to medical terminology /	9780766840607
Bookshelves	R123 .D455 2002	Medical acronyms, eponyms & abbreviations /	9781570662812
Bookshelves	R123 .F697 2005	Medical terminology : a living language /	9780131849105
Bookshelves	R123 .F697 2009	Medical terminology : a living language /	9780131589988
Bookshelves	R123 .J24 2016	Dorland's dictionary of medical acronyms & abbreviations.	9780323340205
Bookshelves	R123 .L363 2006	Medical terminology demystified /	9780071461047
Bookshelves	R123 .M394 2009	Medical terminology made incredibly easy!.	9780781788458
Bookshelves	R123 .M42 2001	Medicine /	9780071384346
Bookshelves	R123 .M595 2002	Medical terminology : a student-centered approach /	9780766815223
Bookshelves	R123 .R523 1999	Medical terminology with human anatomy /	9780838562741
Bookshelves	R123 .R523 2008	Medical terminology : a word-building approach /	13222531
Bookshelves	R123 .S7 2005	Stedman's medical speller /	9780781754484
Bookshelves	R724 .E27 2018	Ethics of health care : a guide for clinical practice /	9781285854182
Bookshelves	R725.5 .J83 2016	Law & ethics for health professions /	9780073513836
Bookshelves	R725.5 .M35 2009	Professionalism in health care : a primer for career success /	9780135153871
Bookshelves	RA1138.G857 2008	Guidance for Standards For Relationship Testing Laboratories	9781563952579
Bookshelves	RA418.5.T73 S64 2013	Cultural diversity in health and illness /	9780132840064
Bookshelves	RA642.B56 T48 2008	Preventing infectious disease /	9780763749903
Bookshelves	RB37.L683 2012	Linne & Ringsrud's Clinical Laboratory Science	9780323067829
Bookshelves	RB38.3.D68 2011	Mathematics for the Clinical Laboratory	9781437701791
Bookshelves	RB45.D49 2012	Hematology: Clinical Principles and Applications	9781437706925
Bookshelves	RB45.15.D38 2002	Phlebotomy: A Customer Service Approach	9780766825185

Bookshelves	RB45.15.E76 2001	Phlebotomy for Nurses and Nursing Personnel	9780970058898
Bookshelves	RB45.15.D525 2002	Blood Collection in Healthcare	9780803608481
Bookshelves	RB45.15.E758 2005	Applied Phlebotomy	9780781750554
Bookshelves	RB45.15.G37 2010	Phlebotomy Handbook	9780135134245
Bookshelves	RB45.15.G737 2013	Phlebotomy Simplified	9780132784320
Bookshelves	RB45.15.K355 2007	Phlebotomy Technician Specialist: Certification Exam Review	9781418001407
Bookshelves	RB45.15.M332 2008	Phlebotomy Exam Review	9780781778558
Bookshelves	RB45.15.S664 2002	Phlebotomy : Worktext and Procedures Manual	9780721684840
Bookshelves	RB45.15.S774 2011	The Phlebotomy Textbook	9780803620575
Bookshelves	RB145.B554 2014	Blood Science: Principles and Pathology	9781118351383
Bookshelves	RB145.C525 2007	Hematology in Practice	9780803615267
Bookshelves	RB145.C536 2009	Clinical Hematology and Fundamentals of Hemostasis	9780803617322
Bookshelves	RC113 .C664 2016	Contagious Diseases Sourcebook	9780780814882
Bookshelves	RC633.B43 2009	Diagnostic Hematology	9781848002821
Bookshelves	RC667.N47 2010	Netter's cardiology /	9781437706383
Bookshelves	RC681 .P529 2007	The human heart : a basic guide to heart disease /	9780781767774
Bookshelves	RC682 .G33 2013	Heart disease and health /	9781937585907
Bookshelves	RC683 .A44 2011	American Heart Association your heart, an owner's manual : American Heart Association's complete guide to heart health.	9781451628074
Bookshelves	RD33.35.S44 2007	Basics of Blood Management	9781405151313
Bookshelves	RD559 .H359 2011	The hand : anatomy, examination, and diagnosis /	9781451115932
Bookshelves	RM171.B5823 2009	Basic & Applied Concepts of Immunohematology	9780323048057

Oversized Books			
Location	Call Number	Title	ISBN
SPC Folio	QM23.2 .R58 2010	The Complete Human Body : The Definitive Visual Guide	75666733
SPC Folio	QM25.B26 1985	The Anatomical Chart Series	960373012
SPC Folio	QM25.N46 1997	Atlas of Human Anatomy	0914168800
SPC Folio	QM25 .R55 2006	Color atlas of anatomy : a photographic study of the human body	9780781790130
SPC Folio	QM451 .H18 2004	Neuroanatomy : an atlas of structures, sections, and systems	9780781746779

E-Books			
Location	Author/Editor	Title	ISBN
eBook	Volobuev, A.N., Koshev, V.I., Petrov, E.C.	Biophysical Principles of Hemodynamics	9781612098647
eBook	Daniels, G., Bromilow, I.	Essential Guide to Blood Groups	9781118688908
eBook	Peate, I.	Fundamentals of Anatomy and Physiology	9781119063728
eBook	Phillips, Lynn D.	Manual of I.V. Therapeutics	9781417583928
eBook	Caro, C.g. Pedley, T.J., et. al	The Mechanics of Circulation	9781139187350
eBook	N/A	Merriam-Webster's Medical Dictionary	9781786841131
eBook	Kitchen, S., Olson, J.D., Preston, F.E.	Quality in Laboratory Hemostasis and Thrombosis	9781118543498

DVD				
Location	Call #	Vol.	Title	Imprint
SPC DVD	QM23.2 .A53 2005	1	The Anatomically Correct World of Anatomy	Camarillo, CA : Goldhil Entertainment, ©2005.
SPC DVD	QM23.2 .A53 2005	2	The Anatomically Correct World of Anatomy	Camarillo, CA : Goldhil Entertainment, ©2005.
SPC DVD	QM23.2 .A53 2005	3	The Anatomically Correct World of Anatomy	Camarillo, CA : Goldhil Entertainment, ©2005.
SPC DVD	QM23.2 .A53 2005	4	The Anatomically Correct World of Anatomy	Camarillo, CA : Goldhil Entertainment, ©2005.
SPC DVD	QM23.2 .A53 2005	5	The Anatomically Correct World of Anatomy	Camarillo, CA : Goldhil Entertainment, ©2005.
SPC DVD	QM23.2 .A53 2005	6	The Anatomically Correct World of Anatomy	Camarillo, CA : Goldhil Entertainment, ©2005.
SPC DVD	QM23.2 .A53 2005	7	The Anatomically Correct World of Anatomy	Camarillo, CA : Goldhil Entertainment, ©2005.
SPC DVD	QM23.2 .A53 2005	8	The Anatomically Correct World of Anatomy	Camarillo, CA : Goldhil Entertainment, ©2005.
SPC DVD	QM25 .A24 2004	1	Acland's DVD atlas of human anatomy	[Philadelphia] : Lippincott Williams & Wilkins, ©2004

SPC DVD	QM25 .A24 2004	2	Acland's DVD atlas of human anatomy	[Philadelphia] : Lippincott Williams & Wilkins, ©2004
SPC DVD	QM25 .A24 2004	3	Acland's DVD atlas of human anatomy	[Philadelphia] : Lippincott Williams & Wilkins, ©2004
SPC DVD	QM25 .A24 2004	4	Acland's DVD atlas of human anatomy	[Philadelphia] : Lippincott Williams & Wilkins, ©2004
SPC DVD	QM25 .A24 2004	5	Acland's DVD atlas of human anatomy	[Philadelphia] : Lippincott Williams & Wilkins, ©2004
SPC DVD	QM25 .A24 2004	6	Acland's DVD atlas of human anatomy	[Philadelphia] : Lippincott Williams & Wilkins, ©2004
SPC DVD	QP34.5 .H86 2005	v.1	The human body	Lawrenceville, NJ : Cambridge Educational, c2005.
SPC DVD	QP34.5 .H86 2005	v.2	The human body	Lawrenceville, NJ : Cambridge Educational, c2005.
SPC DVD	QP34.5 .H86 2005	v.3	The human body	Lawrenceville, NJ : Cambridge Educational, c2005.
SPC DVD	QP34.5 .H86 2005	v.4	The human body	Lawrenceville, NJ : Cambridge Educational, c2005.
SPC DVD	QP34.5 .H86 2005	v.5	The human body	Lawrenceville, NJ : Cambridge Educational, c2005.
SPC DVD	QP34.5 .H86 2005	v.6	The human body	Lawrenceville, NJ : Cambridge Educational, c2005.
SPC DVD	QP34.5 .H86 2005	v.6	The human body	Lawrenceville, NJ : Cambridge Educational, c2005.
SPC DVD	QP34.5 .H86 2005	v.7	The human body	Lawrenceville, NJ : Cambridge Educational, c2005.

**Phlebotomy Resources  
Pertinent Streaming Videos**

Title	Database
Clinical Lab Technician: Phlebotomist	Films on Demand
Blood	Films on Demand
Blood is Life	Films on Demand
Wonderful World of Blood	Films on Demand
Diseases of the Blood	Films on Demand
Not Enough Blood	Films on Demand
Circulatory System	Films on Demand

Blood Collection: Anatomy and Physiology Pt. 1	Nursing Education in Video
Blood Collection: Performing Phlebotomy Pt. 2	Nursing Education in Video
Blood Collection: Performing Phlebotomy Pt. 3	Nursing Education in Video
Blood Collection for Medical Assistants: Special Considerations	Nursing Education in Video
Infection Control for the Medical Assistant: Preventing Bloodborne Pathogen Transmission	Nursing Education in Video
Bloodborne Pathogens Safety	Nursing Education in Video
Circulatory System	Nursing Education in Video

<p><b>Phlebotomy Resources</b>  <b>Pertinent Print Journal and E-Journal Access</b></p>
---

E-Journals		
ISSN	Title	Details
0002-9173	American Journal of Clinical Pathology	Full Text 2011-Present
0003-9985	Archives of Pathology & Laboratory Medicine	Full Text 2003-Present
1065-6073	Blood	Full Text 1995-Present
1472-6890	BMC Clinical Pathology	Full Text 2006-Present
2052-1839	BMC Clinical Hematology	Full Text 2014-2017
1658-5127	Journal of Applied Hematology	Full Text 2013-Present
N/A	Advance for Medical Laboratory Professionals	Website
<b>More Journals Located within Databases</b>		

## Appendix G. Survey Results



# Student Interest

- A survey was conducted with a total of 17 student surveys administered.
- 100 % of the students would be interested in attending a Phlebotomy certificate program.

# Employer Interest

- Additional surveys were conducted via email to local area employers with a total of 5 employer surveys returned.
- 100 % of the employers would be interested in the creation of a Phlebotomy certificate program.

# Community Interest

- The topic was discussed at the April 21<sup>st</sup>, 2017 MLT Program Advisory Board Meeting.
- New Program Interest results:
  - **Advisory Board attendees**
  - Current Students
  - Past Students
  - Medical Laboratory Technician Program Faculty and Adjuncts
  - College Administration
  - Bexar County & surrounding community Healthcare System Employers

# Community Interest cont..

- The topic was discussed at the April 21<sup>st</sup>, 2017 MLT Program Advisory Board Meeting
- Introduced the proposed new “Phlebotomy Certificate Program”. A vote was requested as to who would prefer hiring a “certified phlebotomist” & “who was in favor of the proposed new program as an employer?” **The vote was 100% for both questions by all participants in attendance.**

## Appendix H. Occupational Profile



# OCCUPATIONAL OUTLOOK HANDBOOK

Search Handbook  

Occupational Outlook Handbook > Healthcare >

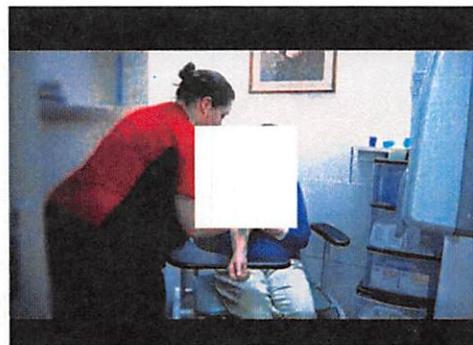
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## Phlebotomists

- Summary**
- What They Do
- Work Environment
- How to Become One
- Pay
- Job Outlook
- State & Area Data
- Similar Occupations
- More Info

### Summary

Quick Facts: Phlebotomists	
<b>2017 Median Pay</b>	\$33,670 per year \$16.19 per hour
<b>Typical Entry-Level Education</b>	Postsecondary nondegree award
<b>Work Experience in a Related Occupation</b>	None
<b>On-the-job Training</b>	None
<b>Number of Jobs, 2016</b>	122,700
<b>Job Outlook, 2016-26</b>	25% (Much faster than average)
<b>Employment Change, 2016-26</b>	30,100



#### What Phlebotomists Do

Phlebotomists draw blood for tests, transfusions, research, or blood donations. Some explain their work to patients and provide assistance when patients have adverse reactions after their blood is drawn.

#### Work Environment

Phlebotomists work mainly in hospitals, medical and diagnostic laboratories, blood donor centers, and doctors' offices.

#### How to Become a Phlebotomist

Phlebotomists typically enter the occupation with a postsecondary nondegree award from a phlebotomy program. Almost all employers look for phlebotomists who have earned professional certification.

#### Pay

The median annual wage for phlebotomists was \$33,670 in May 2017.

#### Job Outlook

Employment of phlebotomists is projected to grow 25 percent from 2016 to 2026, much faster than the average for all occupations. Hospitals, diagnostic laboratories, blood donor centers, and other locations will need phlebotomists to perform bloodwork.

#### State & Area Data

Explore resources for employment and wages by state and area for phlebotomists.

#### Similar Occupations

Compare the job duties, education, job growth, and pay of phlebotomists with similar occupations.

#### More Information, Including Links to O\*NET

Learn more about phlebotomists by visiting additional resources, including O\*NET, a source on key characteristics of workers and occupations.

[What They Do ->](#)

#### SUGGESTED CITATION:

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Phlebotomists, on the Internet at <https://www.bls.gov/ooh/healthcare/phlebotomists.htm> (visited October 13, 2018).

Last Modified Date: Monday, April 16, 2018

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U.S. Bureau of Labor Statistics | Office of Occupational Statistics and Employment Projections, PSB Suite 2135, 2 Massachusetts Avenue, NE Washington, DC 20212-0001  
[www.bls.gov/oooh](http://www.bls.gov/oooh) | Telephone: 1-202-691-5700 | [Contact OOH](#)



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# Occupational Employment Statistics

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## Occupational Employment and Wages, May 2017

### 31-9097 Phlebotomists

Draw blood for tests, transfusions, donations, or research. May explain the procedure to patients and assist in the recovery of patients with adverse reactions.

- [National estimates for this occupation](#)
- [Industry profile for this occupation](#)
- [Geographic profile for this occupation](#)

#### National estimates for this occupation: [Top](#)

Employment estimate and mean wage estimates for this occupation:

Employment (1)	Employment RSE (3)	Mean hourly wage	Mean annual wage (2)	Wage RSE (3)
122,550	1.4 %	\$16.69	\$34,710	0.3 %

Percentile wage estimates for this occupation:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$11.66	\$13.53	\$16.19	\$19.12	\$23.09
Annual Wage (2)	\$24,250	\$28,130	\$33,670	\$39,760	\$48,030

#### Industry profile for this occupation: [Top](#)

Industries with the highest published employment and wages for this occupation are provided. For a list of all industries with employment in this occupation, see the [Create Customized Tables](#) function.

Industries with the highest levels of employment in this occupation:

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
<a href="#">General Medical and Surgical Hospitals</a>	44,770	0.81	\$16.19	\$33,680
<a href="#">Medical and Diagnostic Laboratories</a>	41,600	15.64	\$17.22	\$35,820
<a href="#">Other Ambulatory Health Care Services</a>	17,830	5.97	\$16.45	\$34,220
<a href="#">Offices of Physicians</a>	8,890	0.35	\$16.14	\$33,570
<a href="#">Outpatient Care Centers</a>	2,740	0.31	\$18.57	\$38,620

Industries with the highest concentration of employment in this occupation:

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
<a href="#">Medical and Diagnostic Laboratories</a>	41,600	15.64	\$17.22	\$35,820
<a href="#">Other Ambulatory Health Care Services</a>	17,830	5.97	\$16.45	\$34,220
<a href="#">General Medical and Surgical Hospitals</a>	44,770	0.81	\$16.19	\$33,680
<a href="#">Offices of Physicians</a>	8,890	0.35	\$16.14	\$33,570
<a href="#">Specialty (except Psychiatric and Substance Abuse) Hospitals</a>	830	0.32	\$18.61	\$38,700

Top paying industries for this occupation:

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
<a href="#">Merchant Wholesalers, Nondurable Goods (4242 and 4246 only)</a>	(8)	(8)	\$20.26	\$42,150

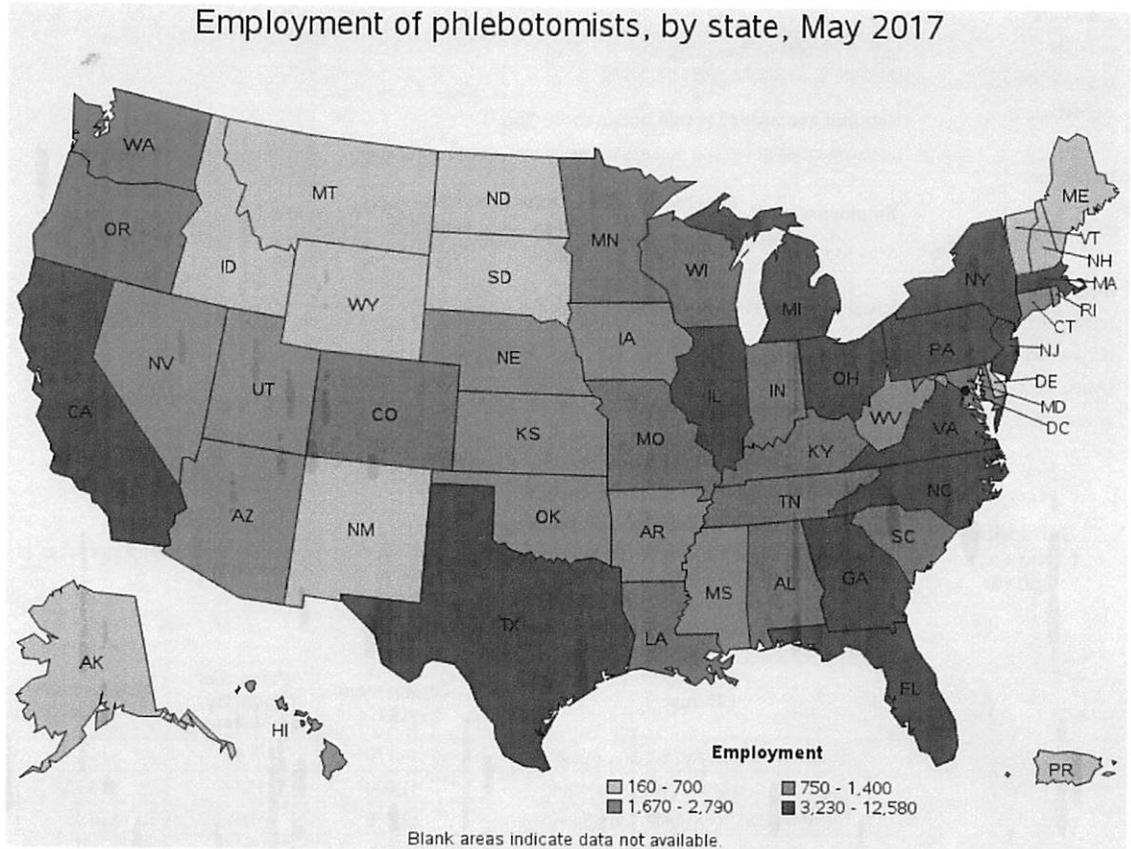
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Specialty (except Psychiatric and Substance Abuse) Hospitals	830	0.32	\$18.61	\$38,700
Outpatient Care Centers	2,740	0.31	\$18.57	\$38,620
Management, Scientific, and Technical Consulting Services	40	(7)	\$18.53	\$38,550
Local Government, excluding schools and hospitals (OES Designation)	310	0.01	\$18.27	\$38,000

**Geographic profile for this occupation: [Top](#)**

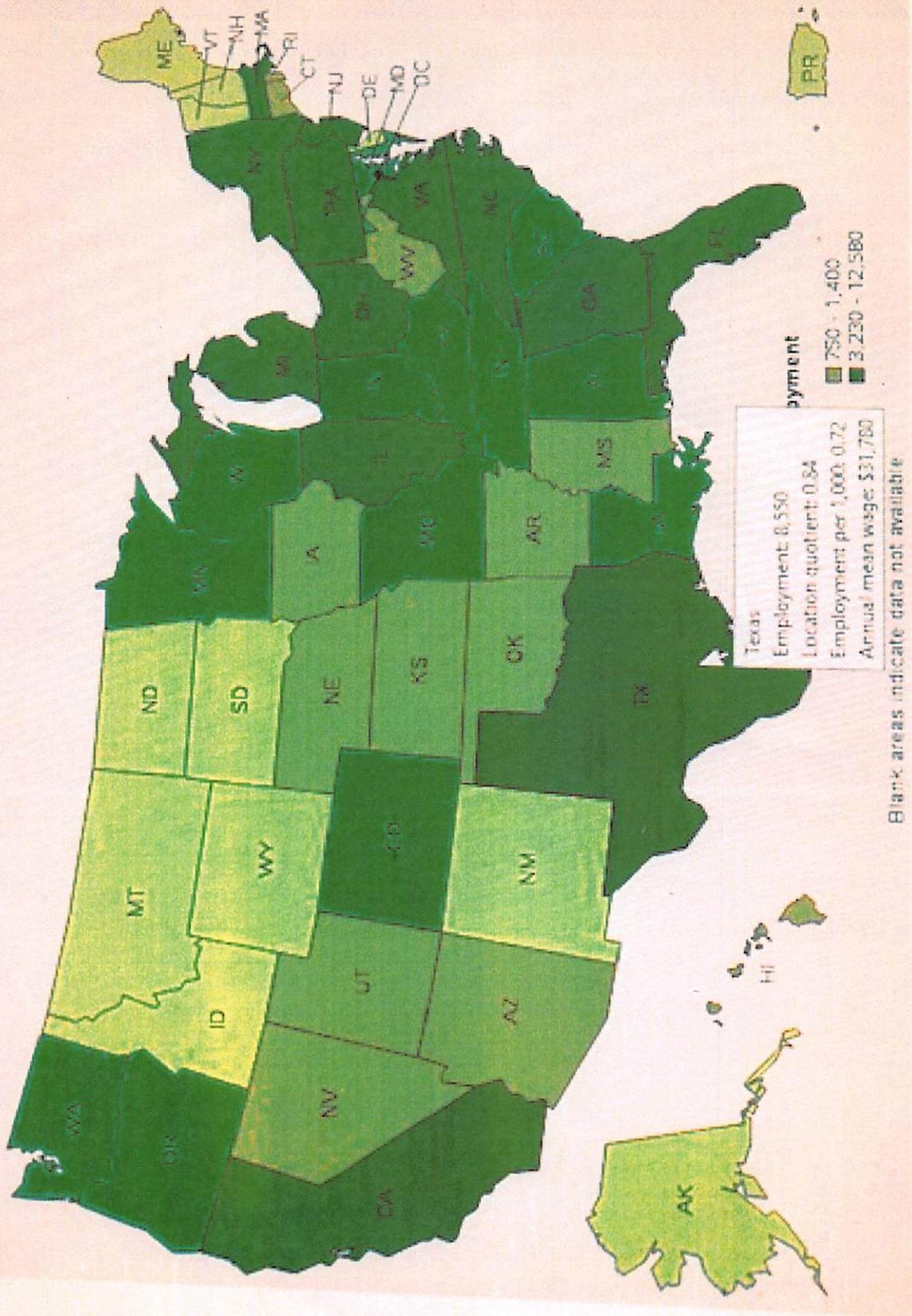
States and areas with the highest published employment, location quotients, and wages for this occupation are provided. For a list of all areas with employment in this occupation, see the [Create Customized Tables](#) function.

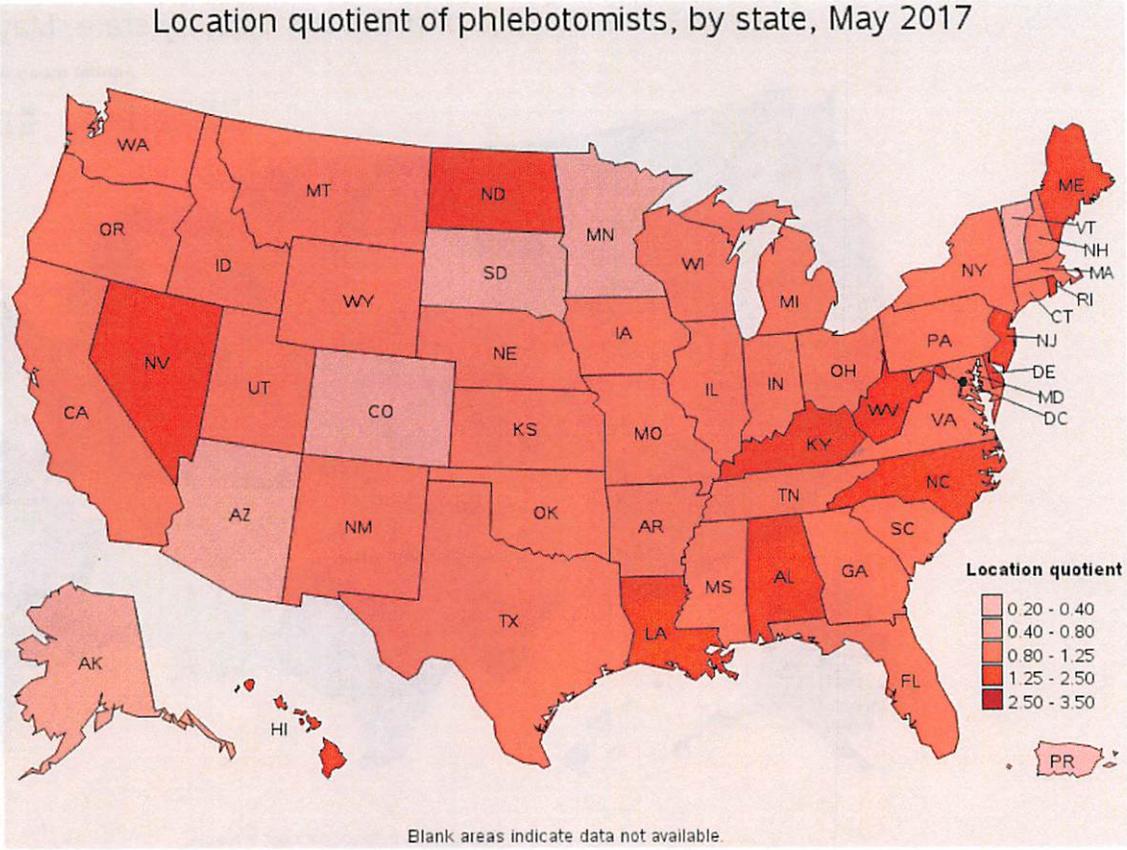


States with the highest employment level in this occupation:

State	Employment (1)	Employment per thousand jobs	Location quotient (2)	Hourly mean wage	Annual mean wage (2)
California	12,580	0.75	0.88	\$20.86	\$43,380
Texas	8,550	0.72	0.84	\$15.28	\$31,780
Florida	8,280	0.98	1.14	\$14.97	\$31,140
New York	6,490	0.70	0.82	\$18.85	\$39,200
North Carolina	5,760	1.34	1.56	\$14.76	\$30,700

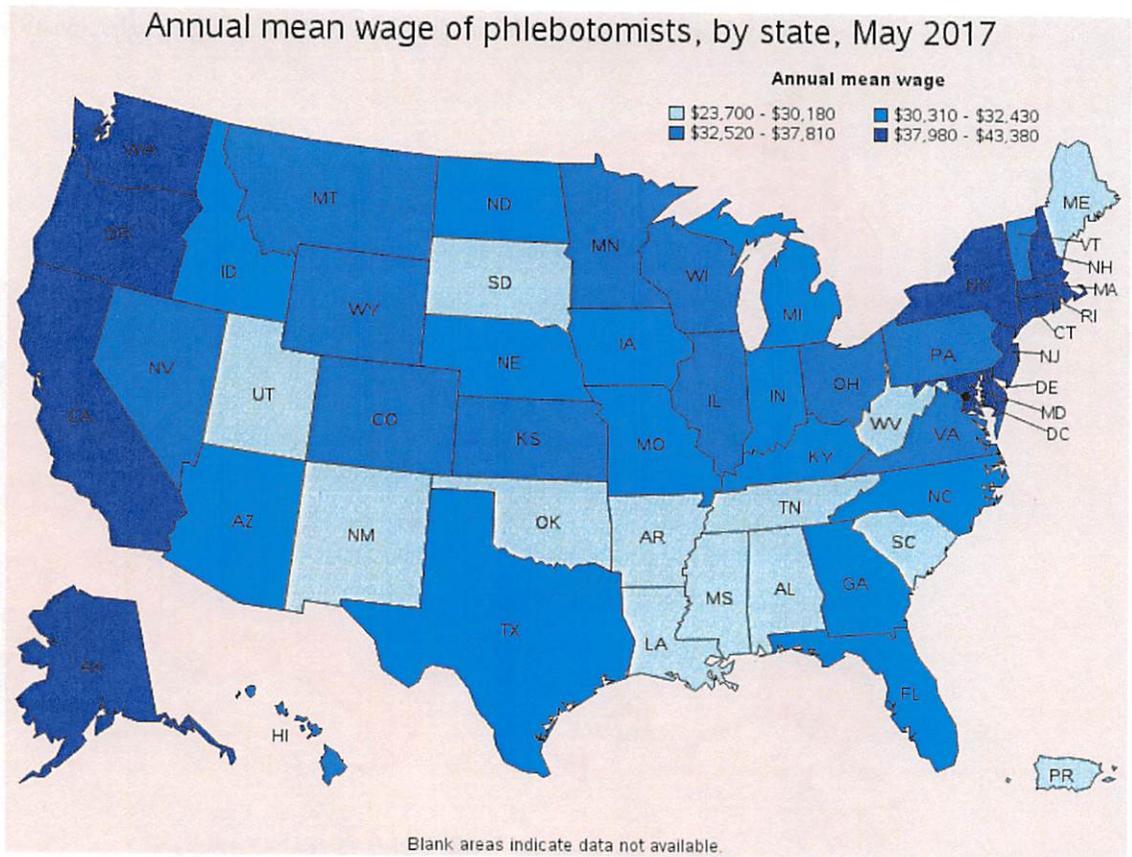
# Employment of phlebotomists, by state, May 2017





States with the highest concentration of jobs and location quotients in this occupation:

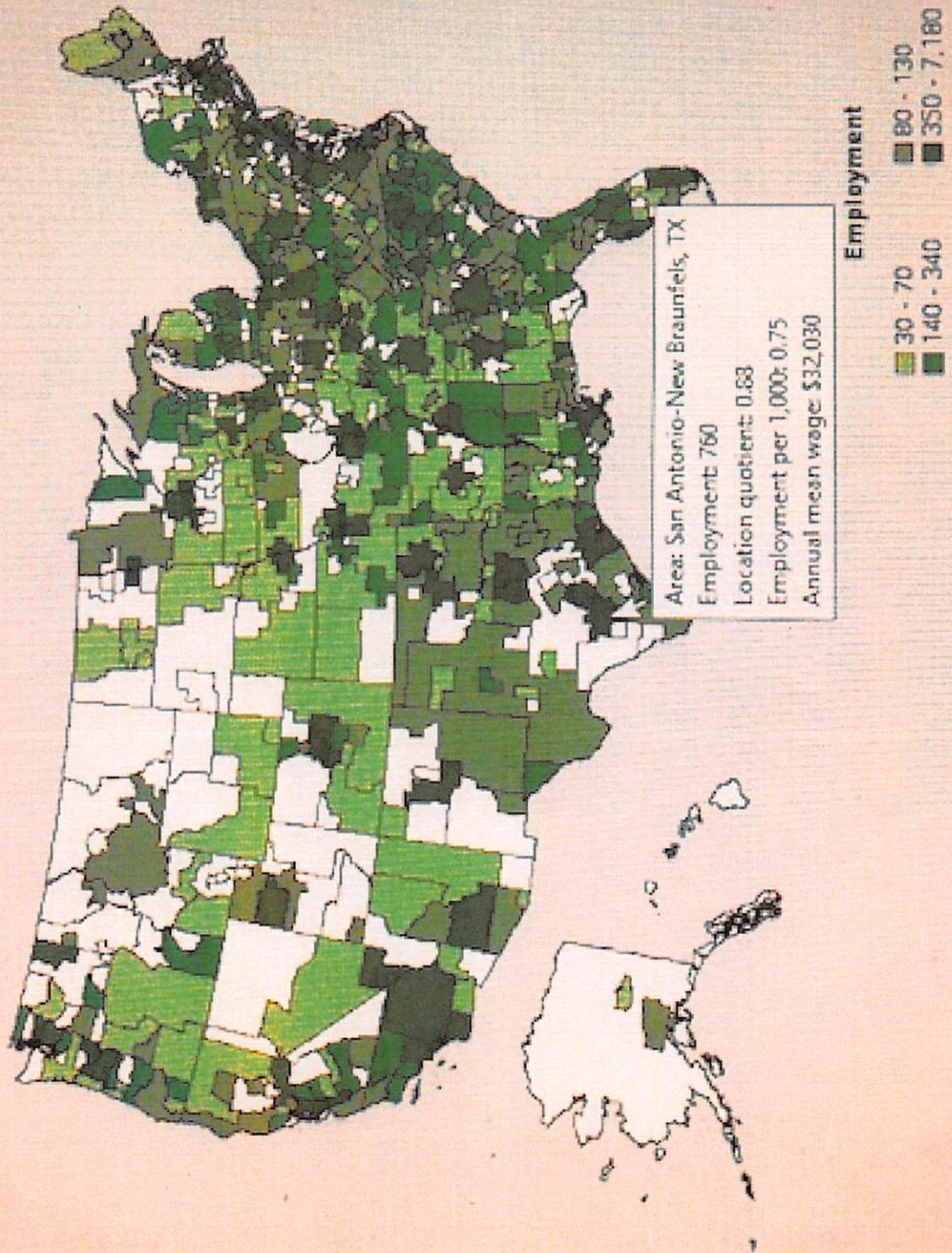
State	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
Rhode Island	890	1.86	2.16	\$18.88	\$39,260
West Virginia	1,000	1.46	1.70	\$14.41	\$29,970
North Carolina	5,760	1.34	1.56	\$14.76	\$30,700
Hawaii	830	1.30	1.52	\$18.18	\$37,810
Kentucky	2,160	1.15	1.34	\$14.59	\$30,340



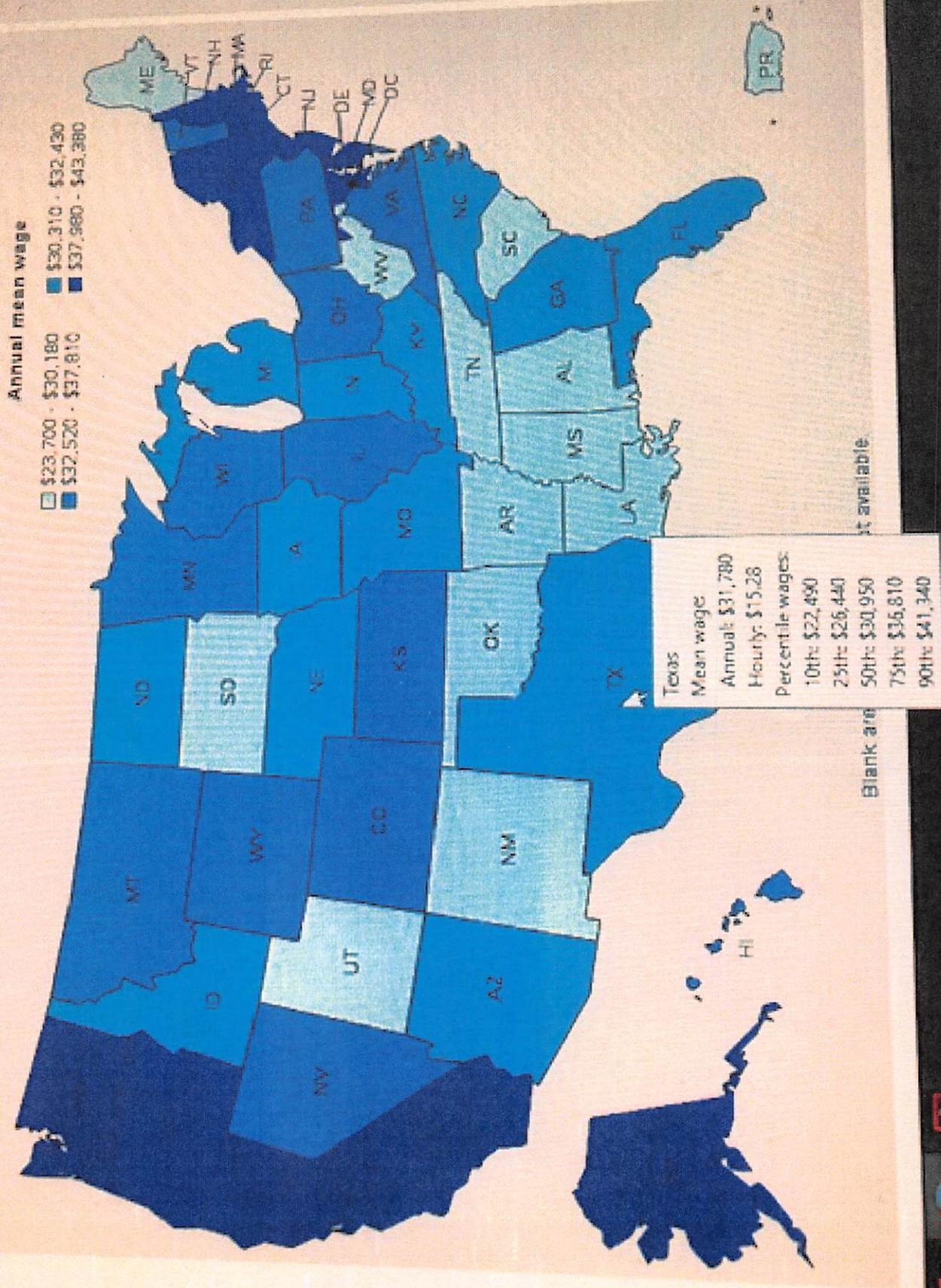
Top paying States for this occupation:

State	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
California	12,580	0.75	0.88	\$20.86	\$43,380
Alaska	170	0.52	0.61	\$20.81	\$43,290
District of Columbia	270	0.38	0.44	\$19.68	\$40,930
New Hampshire	590	0.91	1.06	\$19.42	\$40,390
Connecticut	1,220	0.74	0.86	\$19.41	\$40,370

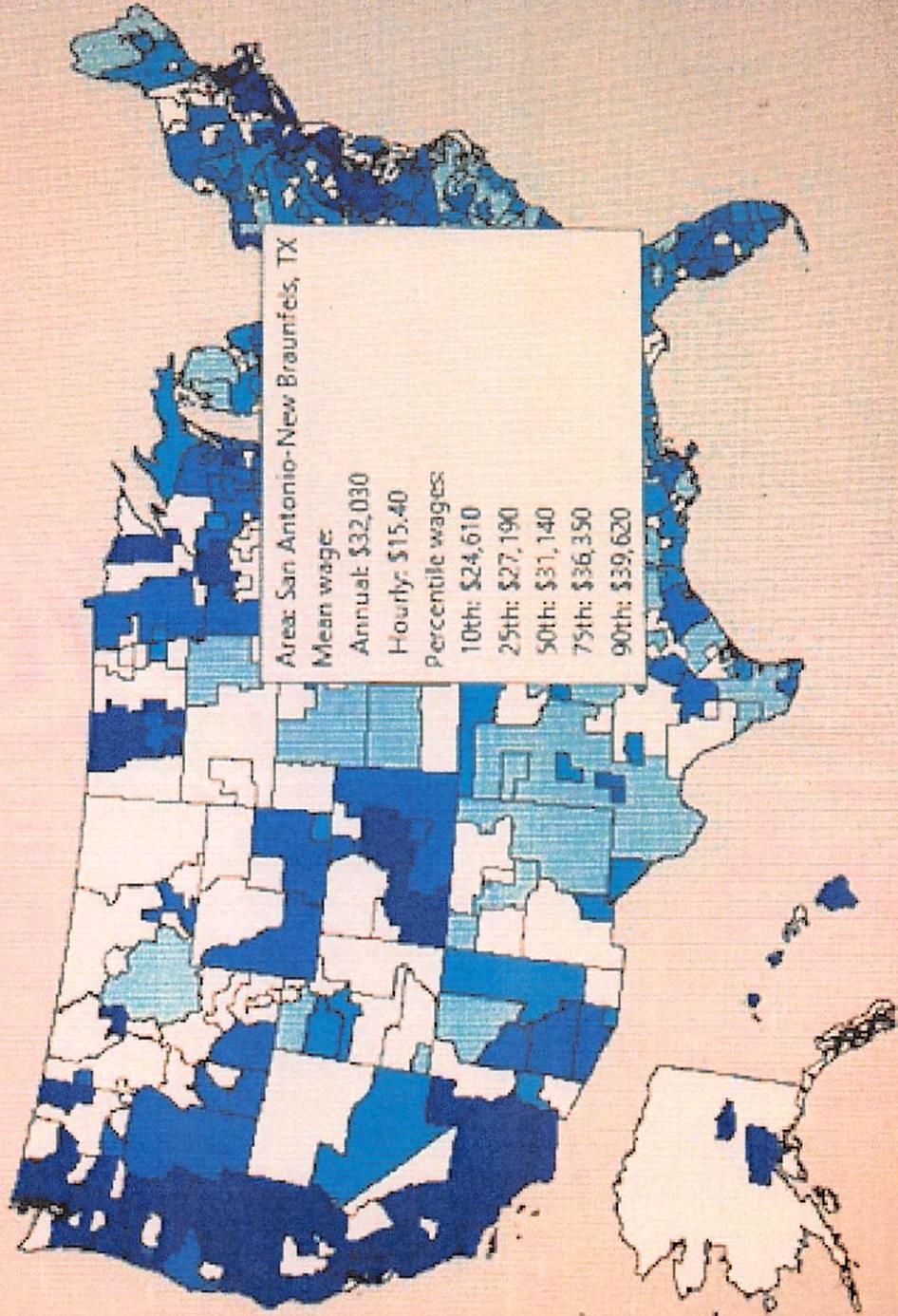
# Employment of phlebotomists, by area, May 2017



# Annual mean wage of phlebotomists, by state, May 2017



# Annual mean wage of phlebotomists, by area, May 2017





(/)

### 2014 - 2024 Employment Projections

Select a Region:

13. Heart of Texas

Submit

\*Click any SOC code below to view wage detail for that occupation.

SOC (SOC)	SOC Title (SOC Title)	Employment (Employment)	Projected (Projected)	Absolute Change (/)
<a href="#">31-9094 (./WDAWages/WDASocDetails?soc=31-9094&amp;wqeType=mean)</a>	Medical Transcriptionists	4,630	5,290	
<a href="#">31-9095 (./WDAWages/WDASocDetails?soc=31-9095&amp;wqeType=mean)</a>	Pharmacy Aides	2,290	2,680	
<a href="#">31-9097 (./WDAWages/WDASocDetails?soc=31-9097&amp;wqeType=mean)</a>	Phlebotomists	8,550	11,480	
<a href="#">31-9099 (./WDAWages/WDASocDetails?soc=31-9099&amp;wqeType=mean)</a>	Healthcare Support Workers, All Other	5,270	6,610	
<a href="#">33-1011 (./WDAWages/WDASocDetails?soc=33-1011&amp;wqeType=mean)</a>	First-Line Supervisors of Correctional Officers	4,160	4,690	
<a href="#">33-1012 (./WDAWages/WDASocDetails?soc=33-1012&amp;wqeType=mean)</a>	First-Line Supervisors of Police and Detectives	2,840	3,280	
<a href="#">33-1021 (./WDAWages/WDASocDetails?soc=33-1021&amp;wqeType=mean)</a>	First-Line Supervisors of Fire Fighting and Prevention Workers	1,720	2,040	
<a href="#">33-1099 (./WDAWages/WDASocDetails?soc=33-1099&amp;wqeType=mean)</a>	First-Line Supervisors of Protective Service Workers, All Other	4,140	5,010	
<a href="#">33-2011 (./WDAWages/WDASocDetails?soc=33-2011&amp;wqeType=mean)</a>	Firefighters	27,720	33,110	
<a href="#">33-2021 (./WDAWages/WDASocDetails?soc=33-2021&amp;wqeType=mean)</a>	Fire Inspectors and Investigators	1,380	1,650	
<a href="#">33-2022 (./WDAWages/WDASocDetails?soc=33-2022&amp;wqeType=mean)</a>	Forest Fire Inspectors and Prevention Specialists	50	70	
<a href="#">33-3011 (./WDAWages/WDASocDetails?soc=33-3011&amp;wqeType=mean)</a>	Bailiffs	810	970	
<a href="#">33-3012 (./WDAWages/WDASocDetails?soc=33-3012&amp;wqeType=mean)</a>	Correctional Officers and Jailers	48,930	56,220	
<a href="#">33-3021 (./WDAWages/WDASocDetails?soc=33-3021&amp;wqeType=mean)</a>	Detectives and Criminal Investigators	17,840	19,460	
<a href="#">33-3031 (./WDAWages/WDASocDetails?soc=33-3031&amp;wqeType=mean)</a>	Fish and Game Wardens	480	540	

« < 21 22 23 24 25 26 27 28 29 30 > »

Export to CSV

Texas Wages and Employment Projections is brought to you by the Labor Market & Career Information (LMCI) (http://www.lmci.state.tx.us) Department of the Texas Workforce Commission

# Phlebotomists

## Mean Wages for SOC 31-9097

Area No.	Area Name	Hourly Wages	Annual Wages
01	Panhandle	\$13.37	\$27,813
02	South Plains	\$14.57	\$30,312
03	North Texas	\$13.93	\$28,971
04	North Central	\$15.32	\$31,863
05	Tarrant County	\$15.12	\$31,443
06	Dallas	\$16.25	\$33,799
07	North East	\$12.05	\$25,065
08	East Texas	\$14.00	\$29,115
09	West Central	\$10.97	\$22,819
10	Borderplex	\$14.99	\$31,179
11	Permian Basin	\$15.30	\$31,831
12	Concho Valley	\$14.03	\$29,187
14	Capital Area	\$15.11	\$31,419
15	Rural Capital	\$16.97	\$35,302
16	Brazos Valley	\$12.95	\$26,935
17	Deep East Texas	\$12.82	\$26,665
18	South East Texas	\$14.75	\$30,678
19	Golden Crescent	\$14.23	\$29,607
20	Alamo	\$15.60	\$32,449
21	South Texas	\$13.87	\$28,854
22	Coastal Bend	\$14.42	\$29,987
23	Lower Rio Grande	\$15.83	\$32,919
24	Cameron County	\$14.05	\$29,228
25	Texoma	\$13.04	\$27,132
26	Central Texas	\$15.32	\$31,865
27	Middle Rio Grande	\$15.17	\$31,552
28	Gulf Coast	\$15.60	\$32,454
48	Statewide	\$15.28	\$31,782

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**What**

Job title, keywords, or company

phlebotomist

**Where**

City, state, or zip code

San Antonio, TX

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\$30,000	(32)
\$35,000	(21)
\$40,000	(6)
\$45,000	(3)

**Job Type**

Full-time	(64)
Part-time	(12)
Temporary	(4)
Contract	(3)

**Location**

San Antonio, TX	(66)
Live Oak, TX	(9)
Lackland AFB, TX	(1)
Phlebotomist jobs	nationwide

**Company**

Quest Diagnostics	(16)
Clinical Pathology Laborat...	(8)
CSL Behring	(7)
BioBridge Global	(4)
LabCorp	(4)
<a href="#">more »</a>	

**Experience Level**

Entry Level	(69)
-------------	------

Phlebotomist salaries by company in San Antonio, TX

**Phlebotomists**

Magnificus Corp.  
San Antonio, TX

Must have successfully completed an accredited training program of formal education for Phlebotomists. For full-time Phlebotomists at the Brooke Army Medical...

Easily apply

Sponsored 1 day ago save job

**Phlebotomist Floater - San Antonio, TX**

Labcorp 3,186 reviews  
San Antonio, TX 78208 (Government Hill Alliance area)

Job Duties/Responsibilities Perform blood collections by venipuncture and capillary techniques for all age groups Collect specimens for drug screens, paternity...

Sponsored save job

**Phlebotomist-Lab Asst I - new**

Christus Health 1,476 reviews  
San Antonio, TX 78251

The Phlebotomist/Lab Assistant performs various clerical tasks to include utilizing the Laboratory Information System for logging, receiving lab specimens and...

3 hours ago save job more...

**Phlebotomist I- San Antonio, TX req14486**

Quest Diagnostics 3,776 reviews  
San Antonio, TX +1 location

The Patient Services Representative I (PSR I) represents the face of our company to patients who come to Quest Diagnostics, both as part of their health routine...

11 days ago save job more...

**Phlebotomist - MedFirst Westover Hills**

Staff BHS Physicians Net  
San Antonio, TX

Performs clerical functions, processing duties, and training of students and employees. Performs venous and capillary phlebotomy and ensures specimen integrity....

Tenet Healthcare 4 days ago save job more...

**Medical Assistant/ Certified Phlebotomist -**

new  
Stability Staffing 7 reviews  
San Antonio, TX 78249

\$12 an hour

\*\*\*MUST BE A CERTIFIED PHLEBOTOMIST\*\*\*. Must be a Medical Assistant/Certified Phlebotomist. Pay:....

Easily apply

2 hours ago save job more...

**PHLEBOTOMIST - Heart Clinic of San Antonio**

Staff BHS Physicians Net  
San Antonio, TX

Performs phlebotomy functions and non-technical duties in areas including the hospital laboratory, outpatient and off-site services....

Tenet Healthcare 4 days ago save job more...

**Phlebotomist**

CSL Behring 164 reviews  
San Antonio, TX

Explains the screening process, the health screening tests performed, the appointment system, donation fees, center policies, proper nutrition and any other...

5 days ago save job more...

**Phlebotomist**

University Health System 235 reviews  
San Antonio, TX

Performs duties promptly, safely, efficiently and reliably. Timely and accurately collects blood specimens from patients, using appropriate aseptic collection...

13 days ago save job more...

**San Antonio - Phlebotomist**

Clinical Pathology Laboratories 336 reviews  
San Antonio, TX 78229

Enthusiastically performs miscellaneous duties with completion in a designated time frame. Utilizes job knowledge, judgment, and problem solving skills to...

15 days ago save job more...

**Travel Phlebotomist**

Fidelity Partners Medical Staffing  
San Antonio, TX

1 year (Preferred). Give instructions to patients on how to collect other specimens such as a 24-hour urines, sputum's and anything else requiring special...

Easily apply

30+ days ago save job more...

**Phlebotomist**

Octapharma Plasma, Inc. 713 reviews  
San Antonio, TX

Specific qualifications for the Phlebotomist position include:. Your specific duties as a Phlebotomist will include:....

30+ days ago save job more...

**Mobile Phlebotomist / Bus Driver**

BioBridge Global 19 reviews  
San Antonio, TX 78201 (Jefferson-Monticello Park area)

Performs other duties as assigned. May be required to work at any time of the day, evening or night during the week or weekend....

Sponsored save job

Results Page: [1](#) [2](#) [3](#) [4](#) [Next »](#)

Related Forums: [Phlebotomist - SAN Antonio, Texas](#)

Salaries in San Antonio, TX: [Phlebotomist salary](#)

## Appendix I. Business Plan





# ALAMO COLLEGES DISTRICT

## St. Philip's College

**FROM:** Workforce Education & Training

**Subject:** Business Plan – New Workforce Program

**TO:** PVC

### **1. Program Name:** Healthcare Technician: Phlebotomy Level 1 Certificate

The program will provide students with hands on training in the collection of blood specimens and preparation for clinical laboratory testing. While in the program, the students will gain knowledge of vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood cultures, and specimen collection on adults, children and infants. An emphasis is on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing and accessioning.

The Healthcare Technician: Phlebotomy Level 1 Certificate will prepare students for a technical career as a phlebotomist, and allow program graduates the opportunity to sit for the American Society for Clinical Pathology (ASCP) national certification examination as a Phlebotomy Blood Technician (PBT). The curriculum and design used in the field will be aligned with the National Accrediting Agency Clinical Laboratory Standards (NAACLS).

### **2. Program Goal:**

To prepare Healthcare Technician: Phlebotomy Level 1 Certificate Program graduates with the knowledge, skills, and abilities essential for entry-level employment as a phlebotomist in healthcare facilities.

### **3. Student Learning Outcomes:**

Upon completion of the program, students will

1. Demonstrate knowledge of the health care delivery system and medical terminology;
2. Demonstrate knowledge of infection control and safety;
3. Demonstrate basic understanding of the anatomy and physiology of body systems and anatomic terminology in order to relate major areas of the clinical laboratory to general pathologic conditions associated with the body systems;
4. Demonstrate basic understanding of age specific or psycho-social considerations involved in the performance of phlebotomy procedures on various age groups of patients;
5. Demonstrate understanding of the importance of specimen collection and specimen integrity in the delivery of patient care;
6. Demonstrate knowledge of collection equipment, various types of additives used, special precautions necessary and substances that can interfere in clinical analysis of blood constituents;
7. Follow standard operating procedures to collect specimens via venipuncture and capillary (dermal) puncture;



# ALAMO COLLEGES DISTRICT

## St. Philip's College

8. Demonstrate understanding of requisitioning, specimen transport and specimen processing;
9. Demonstrate understanding of quality assurance and quality control in phlebotomy;
10. Communicate (verbally and nonverbally) effectively and appropriately in the workplace;
11. Function effectively as a member of the healthcare team.

#### 4. Five-Year Costs/Investments:

- **Equipment:** None
- **Faculty:** \$ 398,553
- **Facility Impacts:** None
- **Other Direct Costs:** \$ 132,000
- **Other Indirect Costs:** \$ 9912
- **Total 5-Year Expenses:** \$ 540, 465

*No renovations or investments needed. All courses can be offered in the existing Center of Health Professions building without displacing other programs or courses. Excludes testing fees (ASCP national certification exam) of \$135 per student that are pass-through.*

#### 5. Five-Year Revenue Generated:

- Projected Enrollment:
  - 225 students over 5 years
  - 169 students completing the program over a 5 year period
- Projected Contact Hours: 74,288
- Reimbursable Dollars Rate: \$3.29 (Technical) & \$0 (Academic)
- Regular Tuition: \$314,127
- Special Program Tuition: \$137,200
- Projected Total Reimbursable Dollars: \$187,345
- Total 5-Year Revenue: \$638,672
- 5-Year Net Income - \$98,207

#### 6. Job/Employer Demand:

- CHRISTUS Health, San Antonio using "Phlebotomist/Lab Assistant" has immediate openings (9/20/18)
- Grifols USA, LLC, a global healthcare company has immediate openings within their plasma center. (9/17/18)
- Indeed job site has 72 listings when using the keyword "phlebotomy technician".
- Monster.com job search for San Antonio using "phlebotomy technician" yielded 61 job openings (9/20/18)

#### 7. Five-Year Projected Job Placement:

- The Phlebotomy Technician occupation expects strong growth of 25% over the next 10 years according to the Occupational Outlook Handbook prepared by the U.S. Bureau of Labor Statistics, Office of Occupational Statistics and Employment Projections (April, 2018). Phlebotomist or phlebotomy technician has a projected growth in the Alamo Region of 24.7%, an increase of 190 annual job openings from 700 in 2014 to 960 by 2024, according to the Texas Workforce Commission (TWC), Labor Market Information.



# ALAMO COLLEGES DISTRICT

## St. Philip's College

- The average salary in the Alamo job market is \$15.89 per hour, 2016 posted hourly wage by TWC. Based on the strength of the above projections, we anticipate meeting the state's employment openings for Certified Phlebotomy Technicians.

### 8. Projected Program Milestones:

- **Year 1:** 45 Certificate Enrollees
- **Year 2:** 45 Certificate Enrollees 39 program graduates
- **Year 3:** 45 Certificate Enrollees 39 program graduates
- **Year 4:** 45 Certificate Enrollees 39 program graduates
- **Year 5:** 45 Certificate Enrollees 39 program graduates

### 9. Other Pertinent Information:

- The program will be nationally approved through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
- Currently Only two (2) NAACLS approved programs offering Phlebotomy Technician training in Texas.



## Appendix J. SPC Institutional Student Learning Outcomes



## INSTITUTIONAL STUDENT LEARNING OUTCOMES

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St. Philip's College ensures that students develop the essential knowledge and skills they need to be successful in college, career, community and life by embedding cross-disciplinary student learning outcomes in academic courses and co-curricular activities.



### Critical Thinking

St. Philip's College students will demonstrate the ability to use inquiry and analysis, evaluation and synthesis of information and creative thinking and innovation.



### Communication

St. Philip's College students will demonstrate the ability to develop, interpret and express ideas through effective written, oral and visual communication for various academic and professional contexts.



### Empirical and Quantitative Skills

St. Philip's College students will demonstrate the ability to manipulate and analyze numerical data or observable facts resulting in informed conclusions.



### Teamwork

St. Philip's College students will demonstrate the ability to work effectively with others to support a shared purpose or goal and consider different points of view.



### Social Responsibility

St. Philip's College students will demonstrate intercultural competency, civil knowledge and the ability to engage effectively in regional, national and global communities.



### Personal Responsibility

St. Philip's College students will demonstrate the ability to connect choices, actions and consequences to ethical decision-making.



## Appendix K. SPC College Scorecard



**St. Philip's College Scorecard FY 2019**

For a detailed review of SPC Student Achievement Goals: <http://www.alamo.edu/mainwide.aspx?id=43716>

**Results of Mission:** Empower our diverse student population through educational achievement and career readiness.

**Vision:** Best in the nation in Student Success and Performance Excellence.

**Values:** Students First | Respect For All | Community Engaged | Collaboration | Can Do Spirit | Data Informed

**Core Competencies:** Quality Instruction of Educational Programs | Student Engagement | Community Engagement

STRATEGIC OBJECTIVES	INSTITUTIONAL PRIORITIES	SUPPORTING DOCUMENTS LEADING INDICATORS	BENCHMARK	RESULTS			TARGET
				Fall 15	Fall 16	Fall 17	Fall 18
Student Success	Productive Grade Rate (PGR)	<ul style="list-style-type: none"> <li>SLO Assessment Results (QEP and ETS)</li> <li>Early Alert/Follow-Up Reports</li> <li>Tutoring</li> <li>Student Engagement (CCSSE Survey) 4E, 4L, 4P, 21</li> <li>Noel Levitz 1-16</li> </ul>	AC baseline (Fall 2006) = 67.3%	83.1%	85.0%	83.6%	84.1%
	Persistence FT FTIC Fall-to-Fall	<ul style="list-style-type: none"> <li>On-Site Wait Times</li> <li>Noel Levitz 1-16, 43,32,15,65</li> <li>CCSSE 4O, 4E, 4P, 9B</li> <li>Tutoring/Advising</li> <li>Class Climate</li> </ul>	State & VLCC Best (NVC) = 71.1% VLCC Average = 62.6% Statewide = 58.4%	58.6%	57.2%	64.0%	64.5%
	Graduation Rate FT FTIC 3-year	<ul style="list-style-type: none"> <li>Enrollment</li> <li>Productive Grade Rate (PGR)</li> <li>Early Alert Follow-Up Reports</li> <li>Tutoring/Advising</li> <li>Weekly Degree Audits (45+ Hrs)</li> </ul>	VLCC Best (San Jacinto North) = 35.4% VLCC Average = 20.1%, State Best (Clarendon) = 41.6% State Average = 20.7%	Fall 12 Cohort 12.0%	Fall 13 Cohort 16.2%	Fall 14 Cohort 26.4%	Fall 15 Cohort 26.9%
Leadership	Ethical Decision Making (EDM)	<ul style="list-style-type: none"> <li>Rubric Assessment Ethical Decision Making/Personal Responsibility</li> <li>Student Engagement and Satisfaction (CCSSE, Noel Levitz)</li> </ul>	CCSSE every odd year (spring) Target: 50.0% NL every even year (spring) Ethical Decision Making (EDM)/Personal Responsibility Baseline (Fall 2014) = 73%	15/16	16/17	17/18	17/18
				Assessed Biannually	CCSSE ACL 48.1 SE 52.1 AC 48.8 SFI 48.3 SFL 56.0	Assessed Biannually	CCSSE ACL 50.0 SE 52.6 AC 50.0 SFI 50.0 SFL 56.5
				Summary Score NL 5.90	Next Assessment Spring 18	Summary Score NL 5.64	Summary Score 6.1
Performance Excellence		<ul style="list-style-type: none"> <li>College Climate Survey (PACE)</li> <li>Employee Professional development</li> </ul>	PACE every year (Fall) target 3.76	3.76	3.86	3.81	3.86
	SACSCOC Compliance and Sustainability	<ul style="list-style-type: none"> <li>Alumni Constituent Survey (ACS)</li> <li>Action Plans Sustainability Plans for Submission of the 5<sup>th</sup> year Report in 2021</li> <li>Most Cited Standards</li> <li>Substantive Change Notifications and Prospectuses</li> </ul>	Alumni (EDM) SPC Constituent Survey Spring 2016 Average = 80.1% Best in the region (SACSCOC); 0 Recommendations; 2.5 (Average); SPC below average on cited recommendations SACSCOC due dates and dates of implementation SACSCOC Acceptance and Approval, respectively	80.1%	84.3%	85.1%	85.6%







ALAMO  
COLLEGES  
DISTRICT

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