



ALAMO COLLEGES DISTRICT  
St. Philip's College

# PHLEBOTOMY STUDENT HANDBOOK



## PHLEBOTOMY PROGRAM

**ST. PHILIP'S COLLEGE**  
**2022- 2023**

<https://www.alamo.edu/academics/program-finder/Workforce-Programs/phlebotomy/>

Policies within this Student Handbook are in compliance with College policies. All policies are subject to revision as necessary. Any changes or additions to this policy manual will be in writing and provided to the students.



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## **NONDISCRIMINATION STATEMENT**

The Alamo Colleges District, St. Philip's College, and the Phlebotomy Program do not discriminate on the basis of race, color, sex, pregnancy, religion, creed, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, sexual orientation, gender, transgender status, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status, any other protected category under applicable local, state or federal law, or persons who have opposed discrimination or participated in any complaint process on campus or before a government agency with respect to access, employment programs, or services. Inquiries or complaints concerning these matters should be reported.

### **History**

St. Philip's College was established in 1898. It is designated as both a historically black college and a Hispanic serving institution.

### **Accreditation**

St. Philip's College is regionally accredited by the Southern Association of Colleges and Schools Commission on Accreditation (SACSCOC).

## **MISSION STATEMENT OF ST. PHILIP'S COLLEGE**

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 and Hispanic Serving Institution, 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.

### **Our Vision**

St. Philip's College will be the best in the nation in Student Success and Performance Excellence.

### **Our Values**

St. Philip's College is committed to building individual and collective character through the following set of shared values in order to fulfill our vision and mission.

- Students First
- Respect for All
- Community Engaged
- Collaboration
- Can-Do Spirit
- Data-Informed

## **MISSION OF THE PHELBOTOMY PROGRAM**

The Phlebotomy Program at St. Philip's College is dedicated to teaching students phlebotomy principles and techniques according to approved national laboratory standards in an effective manner by combining technical learning with hands on training to prepare students for a career in phlebotomy.

## **PHELBOTOMY PROFESSION OVERVIEW**

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

### **Duties**

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Phlebotomists typically do the following:

- Draw blood from patients and blood donors
- Talk with patients and donors to help them feel less nervous about having their blood drawn
- Verify a patient's or donor's identity to ensure proper labeling of the blood
- Label the drawn blood for testing or processing
- Enter patient information into a database
- Assemble and maintain medical instruments such as needles, test tubes, and blood vials
- Keep work areas clean and sanitary

Phlebotomists primarily draw blood, which is then used for different kinds of medical laboratory testing. In medical and diagnostic laboratories, patient interaction is sometimes only with the phlebotomist. Because all blood samples look the same, phlebotomists must carefully identify and label the sample they have drawn and enter it into a database. Some phlebotomists draw blood for other purposes, such as at blood drives where people donate blood. In order to avoid causing infection or other complications, phlebotomists must keep their work area and instruments clean and sanitary.

Employment of phlebotomists is projected to grow 17 percent from 2019 to 2029, much faster than the average for all occupations. Hospitals, diagnostic laboratories, blood donor centers, and other locations will need phlebotomists to perform bloodwork.

Blood analysis remains an essential function in medical laboratories and hospitals. Demand for phlebotomists will remain high as doctors and other healthcare professionals require bloodwork for analysis and diagnosis.

In addition to blood analysis, phlebotomists are necessary for blood collection, either at mobile blood centers or dedicated donation centers. These phlebotomists may be especially busy during a health emergency, which can correspond with heightened interest in blood donations.

Job prospects are greatest for phlebotomists who receive certification from one of several reputable organizations, such as the American Society for Clinical Pathology (ASCP) or American Medical Technologists (AMT).

## **FACULTY BIOGRAPHIES**

**Adam Moya**, MLS ASCP<sup>CM</sup> MLS, Program Director, Instructor

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My name is Mr. Adam Moya, MLS (ASCP). I earned a Bachelor's of Science from Texas A&M Corpus Christi in 2005, in Clinical Laboratory Science. I have worked in various hospitals in Corpus Christi and San Antonio, TX. I went on to earn a Master's of Arts degree, in Education with an emphasis in Adult Education from UTSA, in 2015. I have enjoyed a career as a Medical Laboratory Scientist, which I considered to have been varied, exciting, successful and a lot of fun. I started out as a phlebotomist as I went to Lab school. I have been an educator in the field of Clinical Laboratory Science since 2015. I joined St. Philip's College in January, 2015, as adjunct faculty and I later became full-time faculty and the clinical coordinator in January, 2018. In August 2019, I became the Program Director of the program.

**Alyssa Briscoe**, MLS ASCP<sup>cm</sup> Clinical Coordinator, Instructor

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Alyssa Briscoe earned her Associates of General Sciences from Northwest Vista College. After this, she transferred to the University of Texas Health and Science Center at San Antonio and graduated with bachelors in Medical Laboratory Sciences. Soon after she became certified as a Medical Laboratory Scientist through the American Society for Clinical Pathologists and began working in the blood bank of San Antonio's University Hospital. While working at University, Alyssa, performed many blood bank procedures manually and through automation. She was taught how to build and expand upon the Laboratory Information System. She created presentations to highlight and educate staff on the blood bank's new and changing policies. During her time at the Hospital she realized her favorite part of the job was teaching. Alyssa then spent some time teaching at a local high school before finding her place at St. Phillip's College. She enjoys educating the next generation and helping student attain their goals.

**Edwin David Fisk III, ASCP<sup>CM</sup> PBT Adjunct Faculty, Phlebotomy**  
E-mail: efiskiii@alamo.edu

Edwin David Fisk earned an Associates of Arts degree in Liberal Arts from St. Philip's college in 1991. He started his career as a phlebotomist working in the laboratory performing venous, capillary and arterial blood collections, worked in the processing section, performed EKG's and laboratory tests. He later became a member of American Society for Clinical Pathologists (ASCP) in 1992 after passing national certification test for phlebotomy. Mr. Fisk has assisted with multiple CAP and JCAHO laboratory inspections, having written and revised documents for lab manuals, processing hazardous material workshops, training of new laboratory employees in various blood collection procedures and standards to include performance of chain of custody drug screenings and proper processing of all types of laboratory samples. Mr. Fisk worked full time at Baptist Health Systems as team leader and supervisor over processing, phlebotomy and outpatient centers for 28 years and has worked as Adjunct Faculty in Phlebotomy, at St. Philip's college for over 12 years.

## **PHLEBOTOMY PROGRAM PHILOSOPHY**

The philosophy of the Phlebotomy Program at St. Philip's College is consistent with the college philosophy in that its main goal is to provide the student with a high quality professional education. Our students will be prepared as skilled, competent and reliable Phlebotomists. Professionalism developed by students in the program is expected by employers and emulated by peers.

We believe our students should possess a desire to learn the responsibilities inherent in the practice of phlebotomy, including a willingness to discharge their duties with accuracy, thoughtfulness and care.

We believe that our students must conduct themselves in a manner appropriate to the dignity of the profession and realize that all aspects of their work must be treated with confidentiality and a pledge to absolute reliability.

We further believe that the phlebotomist is a vital asset to the laboratory and health care team and should practice the profession with a sincere feeling of pride, dignity, usefulness and service to their community.

The faculty and staff of the Phlebotomy program are committed to assisting the student toward their greatest academic, personal, and professional potential through quality courses and instruction.

The Phlebotomy Program, with the assistance of its clinical affiliate laboratories, is committed to providing quality didactic and clinical instruction, encompassing the cognitive, psychomotor, and affective domains of learning, to prepare its graduates to work upon career entry as competent medical laboratory technicians in health care facilities.

The program is also committed to meeting the local and national employment needs of medical laboratories.

## **GOALS OF THE PHLEBOTOMY PROGRAM**

The goals of the Phlebotomy Program at St. Philip's College are to provide the student with a wide range of academic instruction and clinical skills through curriculum that is valid and reflects current concepts in phlebotomy science. These skills are necessary to secure entry-level competencies and sustain employment as a Phlebotomist in San Antonio and surrounding communities. Individuals graduating from the Phlebotomy Program will possess the cognitive, psychomotor and affective skills necessary to sustain professional employment in a variety of clinical settings.

## **PHLEBOTOMY PROGRAM OUTCOMES**

- Entry-level competent, critical thinking phlebotomist
- Collaborative team-player, organized, accountable individual
- Effective communicator to patients and other members of the health care team
- Ethical decision maker
- Self-developed continuous learner that participates in professional organizations
- Respectful, culturally aware health care professional

## **PHLEBOTOMY PROGRAM COMPETENCIES**

Upon graduation and with initial employment, St. Philip's College graduates will demonstrate at a minimum entry-level competency for the following areas:

- Compliance with all types of organizational policies
- Communication skills
- Satisfaction of the patients
- Clerical responsibilities
- Knowledge of medical and/or laboratory technology
- Measures of efficiency and quality
- Collection, transporting and processing blood samples for analysis
- Recognizing the overall importance of specimen collection
- Identifying and selecting equipment, supplies and additives used in blood collection
- Recognizing factors that affect specimen collection procedures and test results
- Recognizing and adhering to infection control and safety policies and procedures
- Demonstrating professional conduct, stress management, interpersonal and communication skills with patients, peers and other health care personnel and with the public

- Applying basic principles in learning new techniques and procedures
- Establishing and maintaining continuing education as a function of professional growth and competence.

## **PHLEBOTOMY PROGRAM ESSENTIAL FUNCTIONS & ADA STATEMENT FOR STUDENTS REQUIRING SPECIAL ACCOMODATIONS**

The Phlebotomy Program adheres to the College Equal Opportunity policy, which is as follows: St. Philip's College is an equal opportunity employer. The college operates under an Equal Opportunity Plan, which ensures equal access to opportunities for all students, faculty and staff.

St. Philip's College does not discriminate based on race, sex, creed color, age, national origin, veteran status, sexual orientation or individual disability in the admission or access to or treatment of or employment in, its educational programs or activities.

The College complies with regulations of Title IX of the Education Amendments Act of 1972 in regard to sex discrimination and Section 504 of the Vocational Rehabilitation Act of 1973 in regard to disability discrimination, as well as other applicable Federal and State laws and regulations pertaining to discrimination.

Essential functions represent the essential non-academic requirements of the program that a student must be able to master and are capable of performing, to become employable in that particular career field.

In compliance with the National Accrediting Agency for Clinical Laboratory Science, the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973, program essential functions are defined and published in the following list. If you are not sure that you will be able to meet these essential functions, please consult with the Program Director for further information and to discuss your individual situation.

If restrictions are necessary due to a disability, reasonable accommodations will be made by the student first contacting Disability Services. It is the responsibility of the student to self-identify with the campus Disability Services office. Only those students with appropriate documentation will receive a letter of accommodation from the Disability Services office.

Instructors are required to follow only those accommodation and/or services outlined in the letter of accommodation. For further information, please contact the Disability Services office located in the Sutton Learning Center (SLC), Room 102.

(Adapted from National Center for O\*NET Development. 31-9097.00 - Phlebotomists. *O\*NET OnLine*. Retrieved July 18, 2022, from <https://www.onetonline.org/link/summary/31-9097.00>)

## Occupation-Specific Information

### Tasks

- Dispose of contaminated sharps, in accordance with applicable laws, standards, and policies.
- Organize or clean blood-drawing trays, ensuring that all instruments are sterile and all needles, syringes, or related items are of first-time use.
- Draw blood from veins by vacuum tube, syringe, or butterfly venipuncture methods.
- Match laboratory requisition forms to specimen tubes.
- Dispose of blood or other biohazard fluids or tissue, in accordance with applicable laws, standards, or policies.
- Conduct standards tests, such as blood alcohol, blood culture, oral glucose tolerance, glucose screening, blood smears, or peak and trough drug levels tests.
- Collect specimens at specific time intervals for tests, such as those assessing therapeutic drug levels.
- Process blood or other fluid samples for further analysis by other medical professionals.
- Provide sample analysis results to physicians to assist diagnosis.
- Enter patient, specimen, insurance, or billing information into computer.
- Document route of specimens from collection to laboratory analysis and diagnosis.
- Draw blood from capillaries by dermal puncture, such as heel or finger stick methods.
- Transport specimens or fluid samples from collection sites to laboratories.
- Train other medical personnel in phlebotomy or laboratory techniques.

### Detailed Work Activities

- Dispose of biomedical waste in accordance with standards.
- Clean medical equipment.
- Prepare medical instruments or equipment for use.
- Collect biological specimens from patients.
- Give medications or immunizations.
- Conduct diagnostic tests to determine patient health.
- Maintain medical records.
- Monitor patients to detect health problems.
- Transport biological or other medical materials.
- Maintain medical equipment or instruments.
- Explain technical medical information to patients.
- Teach medical procedures to healthcare personnel.

## Worker Requirements

### Skills

- **Service Orientation** — Actively looking for ways to help people.
- **Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.
- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Speaking** — Talking to others to convey information effectively.

- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- **Coordination** — Adjusting actions in relation to others' actions.
- **Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Reading Comprehension** — Understanding written sentences and paragraphs in work-related documents.
- **Writing** — Communicating effectively in writing as appropriate for the needs of the audience.
- **Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Instructing** — Teaching others how to do something.
- **Time Management** — Managing one's own time and the time of others.

## Worker Characteristics

### Abilities

- **Near Vision** — The ability to see details at close range (within a few feet of the observer).
- **Arm-Hand Steadiness** — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- **Problem Sensitivity** — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem.
- **Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Oral Expression** — The ability to communicate information and ideas in speaking so others will understand.
- **Written Comprehension** — The ability to read and understand information and ideas presented in writing.
- **Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.
- **Speech Clarity** — The ability to speak clearly so others can understand you.
- **Finger Dexterity** — The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- **Information Ordering** — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **Speech Recognition** — The ability to identify and understand the speech of another person.
- **Inductive Reasoning** — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Written Expression** — The ability to communicate information and ideas in writing so others will understand.
- **Manual Dexterity** — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.

## Work Styles

- **Attention to Detail** — Job requires being careful about detail and thorough in completing work tasks.
- **Concern for Others** — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
- **Dependability** — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- **Integrity** — Job requires being honest and ethical.
- **Stress Tolerance** — Job requires accepting criticism and dealing calmly and effectively with high-stress situations.
- **Cooperation** — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- **Self-Control** — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- **Independence** — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- **Adaptability/Flexibility** — Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- **Achievement/Effort** — Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
- **Initiative** — Job requires a willingness to take on responsibilities and challenges.
- **Persistence** — Job requires persistence in the face of obstacles.
- **Social Orientation** — Job requires preferring to work with others rather than alone, and being personally connected with others on the job.
- **Analytical Thinking** — Job requires analyzing information and using logic to address work-related issues and problems.

## Work Context

- **Contact With Others** — 82% responded "Constant contact with others."
- **Face-to-Face Discussions** — 86% responded "Every day."
- **Wear Common Protective or Safety Equipment such as Safety Shoes, Glasses, Gloves, Hearing Protection, Hard Hats, or Life Jackets** — 86% responded "Every day."
- **Importance of Being Exact or Accurate** — 81% responded "Extremely important."
- **Telephone** — 82% responded "Every day."
- **Work With Work Group or Team** — 68% responded "Extremely important."
- **Exposed to Disease or Infections** — 77% responded "Every day."
- **Spend Time Making Repetitive Motions** — 73% responded "Continually or almost continually."
- **Time Pressure** — 64% responded "Every day."
- **Responsible for Others' Health and Safety** — 55% responded "Very high responsibility."
- **Deal With External Customers** — 64% responded "Extremely important."
- **Electronic Mail** — 73% responded "Every day."
- **Spend Time Standing** — 50% responded "Continually or almost continually."
- **Spend Time Using Your Hands to Handle, Control, or Feel Objects, Tools, or Controls** — 59% responded "Continually or almost continually."

- **Importance of Repeating Same Tasks** — 50% responded “Extremely important.”
- **Deal With Unpleasant or Angry People** — 50% responded “Every day.”
- **Frequency of Decision Making** — 64% responded “Every day.”
- **Indoors, Environmentally Controlled** — 68% responded “Every day.”

Please see the form in this handbook’s Appendix, titled: “Essential Functions” which is to be signed by the student

## **STUDENT EMPLOYMENT AND SERVICE WORK POLICY/REGULATION**

Students are not permitted to take the place of staff at clinical sites. Each affiliation agreement addresses this point. Hours spent at the clinical sites are scheduled during weekday hours only. Voluntary, unpaid phlebotomy or other work is not permitted at the clinical sites unless scheduled by the Clinical Coordinator of the MLT program. Employment should, in no way interfere with the student’s academic or clinical responsibilities.

Phlebotomy students may not accept payment in any form for the time they are scheduled for clinical hours at the affiliate where those clinical hours are scheduled.

Students are permitted to perform procedures only after demonstration of proficiency and only with qualified supervision. At no time will students be forced or pressured to perform procedures other than for periodic reinforcement of skills, after entry level competency is achieved or to replace a laboratory employee.

If acceptable to both the student and clinical affiliate, a student may perform service work in the clinical setting outside of regular academic hours. Such employment will not interfere with the student’s clinical schedule or the regular required number of scheduled academic clinical hours. Such employment will be noncompulsory.

It is the position of the clinical facilities and the college, that, as a phlebotomy student, the student is not an employee of either the clinical facility to which you are assigned or to the college for purposes of Workman’s Compensation.

## **STUDENT CODE OF CONDUCT**

- Maintain general good health and self-care including a well-groomed, neat appearance.
- Maintain patient confidentiality and exercise ethical judgment, dependability, and accountability.
- Show respect for self and others and display attitudes of tolerance and integrity.
- Display professional attributes such as punctuality, professional demeanor and presentation, and cooperation.

The Student Code of Conduct defines the following:

**Academic Misconduct** - the intentional violation of college policies, such as tampering with grades, misrepresenting one's identity, or taking part in obtaining or distributing any part of a test or assessment, or any information regarding the content of such an instrument.

**Academic Product** – a term paper, thesis, dissertation, essay, report, recording, work of art, or other written, recorded, pictorial, or artistic product or material submitted or intended to be submitted by a person to satisfy an academic requirement of the person.

**Collusion** - assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for one's own benefit.

**Plagiarism** - the unauthorized or undocumented use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.

Additional information is found within the "[College Student Handbook](#)". Students are responsible for reading and following the entire content of the College Student Handbook in addition to this handbook, the MLT Student Handbook.

The St. Philip's Quality Enhancement Plan: Please read and become familiar with the [SPC QEP](#)

## CODE OF ETHICS

The Code of Ethics of the American Society for Clinical Laboratory Science/ASCLS sets forth the principles and standards by which Medical Laboratory Professionals and students admitted to professional education programs practice their profession.

### I. Duty to the Patient

Medical Laboratory Professionals' primary duty is to the patient, placing the welfare of the patient above their own needs and desires and ensuring that each patient receives the highest quality of care according to current standards of practice. High quality laboratory services are safe, effective, efficient, timely, equitable, and patient-centered. Medical Laboratory Professionals work with all patients and all patient samples without regard to disease state, ethnicity, race, religion, or sexual orientation. Medical Laboratory Professionals prevent and avoid conflicts of interest that undermine the best interests of patients.

Medical Laboratory Professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining the highest level of individual competence as patient needs change, yet practicing within the limits of their level of practice.

Medical Laboratory Professionals exercise sound judgment in all aspects of laboratory services they provide. Furthermore, Medical Laboratory Professionals safeguard patients from others' incompetent or illegal practice through identification and appropriate reporting of instances where the integrity and high quality of laboratory services have been breached.

Medical Laboratory Professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to patients and other health care professionals. Medical Laboratory Professionals respect patients' rights to make decisions regarding their own medical care.

## **II. Duty to Colleagues and the Profession**

Medical Laboratory Professionals uphold the dignity and respect of the profession and maintain a reputation of honesty, integrity, competence, and reliability. Medical Laboratory Professionals contribute to the advancement of the profession by improving and disseminating the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

Medical Laboratory Professionals accept the responsibility to establish the qualifications for entry to the profession, to implement those qualifications through participation in licensing and certification programs, to uphold those qualifications in hiring practices, and to recruit and educate students in accredited programs to achieve those qualifications.

Medical Laboratory Professionals establish cooperative, honest, and respectful working relationships within the clinical laboratory and with all members of the healthcare team with the primary objective of ensuring a high standard of care for the patients they serve.

## **III. Duty to Society**

As practitioners of an autonomous profession, Medical Laboratory Professionals have the responsibility to contribute from their sphere of professional competence to the general well being of society. Medical Laboratory Professionals serve as patient advocates. They apply their expertise to improve patient healthcare outcomes by eliminating barriers to access to laboratory services and promoting equitable distribution of healthcare resources.

Medical Laboratory Professionals comply with relevant laws and regulations pertaining to the practice of Clinical Laboratory Science and actively seek to change those laws and regulations that do not meet the high standards of care and practice.

### **Pledge to the Profession**

As a Medical Laboratory Professional, I pledge to uphold my duty to Patients, the Profession and Society by:

Placing patients' welfare above my own needs and desires.  
Ensuring that each patient receives care that is safe, effective, efficient, timely, equitable and patient-centered.  
Maintaining the dignity and respect for my profession.  
Promoting the advancement of my profession.  
Ensuring collegial relationships within the clinical laboratory and with other patient care providers.  
Improving access to laboratory services.  
Promoting equitable distribution of healthcare resources.  
Complying with laws and regulations and protecting patients from others' incompetent or illegal practice  
Changing conditions where necessary to advance the best interests of patients.

The student is also responsible for conforming to St. Philip's College's stated policies and procedures which may be found on-line in the College Student Catalog and Handbook.

## **ADMISSION REQUIREMENTS**

In addition to the general admission requirements of the college, to be considered for admission into the Phlebotomy Program the applicant must meet the following criteria:

- must be an active student with the Alamo Colleges in good standing.
- submit a completed application for admission and all required documentation by July 15<sup>th</sup> for the Fall semester and November 30<sup>th</sup> for the Spring semester (to include a one-page essay detailing "Why?" you are interested in this program).
- mail your completed application to the address on the application form.

**Please note:** meeting criteria for selection does not guarantee admission to the program. Final selection will be based on the applicant pool and space available.

## **STUDENT IMMUNIZATIONS & OTHER HOSPITAL CLINICAL REQUIREMENTS**

After program acceptance and prior to beginning clinical rotations, the student must pass a background check and drug screen test, at the student's expense. Phlebotomy students are assigned in clinical areas where exposure to infectious and communicable diseases is common. Therefore, it is required for the safety of both the student and the patients that the following immunizations or documentation of acquired immunity are obtained at their own expense.

1. TB skin test - at least 1 test within the past 2 years and the most recent must be less than one year old (from the start date of clinical rotations).
2. Tetanus/Diphtheria/Pertussis (Dtap) - not more than ten years old
3. Mumps/Measles/ Rubella – a series of three or proof of immunity

4. Hepatitis B – must complete the series of 3 shots
5. Varicella – if you have no proof of prior vaccination, or serologic proof of immunity (titer) you must get 2 doses of varicella vaccine, 4 weeks apart
6. Bacterial Meningitis – not more than 5 years old (exempt, if greater than 22 years of age)
7. Flu shot / H1N1 immunization – required on an annual basis (This may be done after the start of the semester.)
9. **COVID Vaccination** – must be vaccinated to COVID-19 virus or claim an exclusion. Clinical sites are requiring this in order to perform a clinical rotation at their facilities.

**A copy of the student's immunization records must be submitted to the Clinical Coordinator prior to the start of clinical rotations.**

## **INJURY**

Neither the college nor any of the clinical affiliates assume financial responsibility for an injury or illness of the student either while in the student laboratory or during clinical hours. In the event of an accident, the student must report an injury or illness to the clinical instructor, faculty member, clinical coordinator and/or program director immediately. Either if an accident or injury occurs to the student while they are in the classroom laboratory or while attending clinical rotations, a Student Clinical Incident/Injury form must also be completed and placed in the student file as a matter of record. This form can be found in Appendix of this handbook.

## **INSURANCE**

The student is required to provide proof of current and adequate medical insurance during the duration of the clinical rotations. Other option may be thru CareLink or any other Health Insurance carrier. Any health care costs incurred during the period of time you are a student in the Phlebotomy Program will be your responsibility.

## **WORKER'S COMPENSATION**

It is the position of the clinical affiliates and the college that, as a Phlebotomy student, you are not an employee either of the clinical affiliate to which you are assigned or to the college for purposes of Worker's Compensation.

## **CARDIOPULMONARY RESUSCITATION (CPR) REQUIREMENT**

Clinical facilities are now requiring that a student hold a current certification in cardiopulmonary resuscitation (CPR). It is recommended that the student obtain certification from the American Heart Association. It is the student's responsibility to obtain this before entering clinical rotations.

## **PREGNANT or IMMUNOCOMPROMISED STUDENTS**

It is advised that pregnant or immunocompromised students inform the Program Director and instructors of this fact. This will allow the program officials to advise the student of any additional health risks that may be present because of participation in the program. Communications of such a nature will be held confidential.

## **DRUG SCREEN AND CRIMINAL BACKGROUND CHECK**

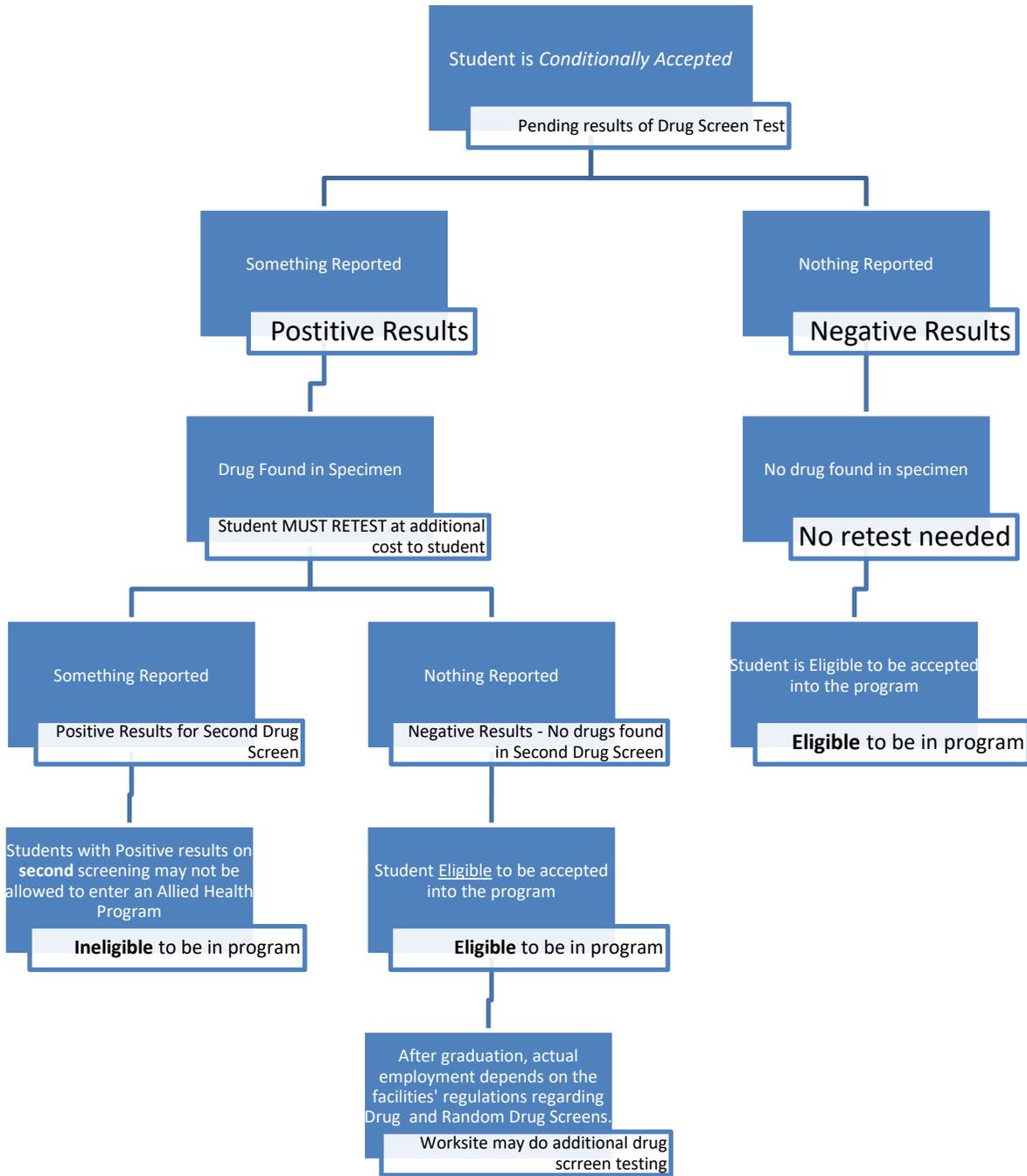
A student will be required to have a drug screen and criminal background check once the student has been conditionally accepted into the Phlebotomy Program. Both **MUST** be completed prior to enrollment into the first semester of the program or prior to beginning first clinical rotation. Failure to pass either the background check or drug screen will result in immediate dismissal from either programs.

Random drug screening is permitted throughout the course of the program or if deemed necessary by a clinical site, clinical instructor, or faculty member of a program. A drug screen result and background check result are valid for two years, if a student remains active in the program. Should the student leave the program for more than one semester, the student must repeat the background check and drug screen before being allowed to attend clinical rotations. All students understand that a clinical site may also require additional drug screening prior to the start of any clinical rotation.

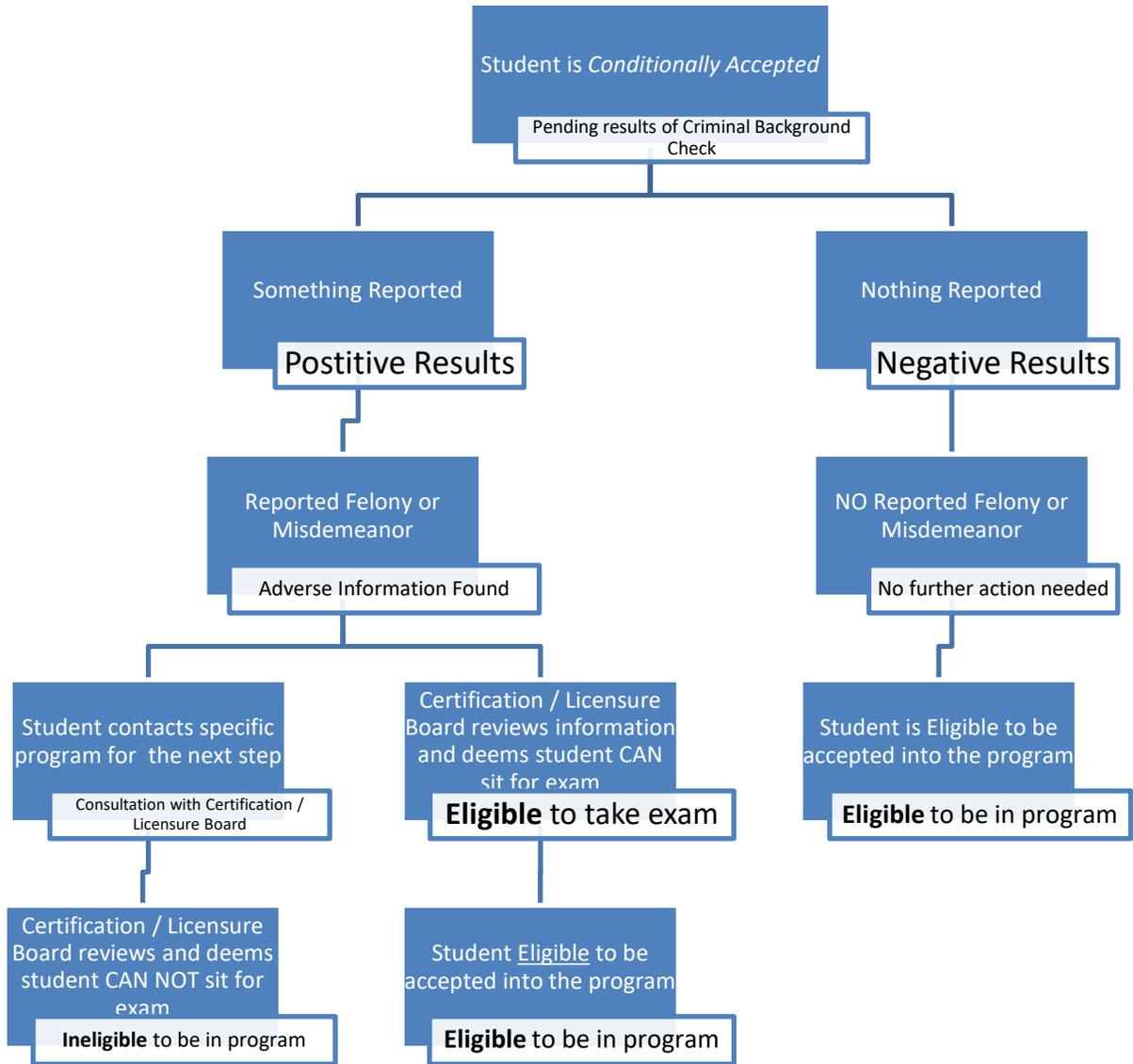
The individual cost for the drug screen and criminal background check are the responsibility of the student. The appropriate forms needed to obtain the required drug screen and criminal background check will be provided by the specific program director via email.

See the following for procedures for the drug screen and for criminal background check:

## DRUG SCREEN PROCEDURE



# CRIMINAL BACKGROUND CHECK PROCEDURE



**Offenses for Non-Acceptance into Program:**

Histories that will disqualify an individual from clinical placement include (but are not limited to) conviction or deferred adjudication of capital murder; murder; voluntary or involuntary manslaughter; any felony theft offense; indecency with a child; injury to a child, elderly or disabled individual; kidnapping; aggravated kidnapping; aggravated sexual assault; aggravated assault causing serious bodily injury; sexual assault of a child; any felony where a deadly weapon was used or exhibited; any felony related to the manufacture, delivery or possession of a controlled substance or dangerous drug. Please refer to the “Criminal History Statement” at the back of this handbook.

## **INTEGRITY AND PROFESSIONALISM**

It is the responsibility of each member of the profession to ensure the rights of the patient to receive safe and adequate care. It follows that all responsibility of honesty in learning, which is basic to competence and thus patient safety, is a moral and legal responsibility of the student regarding his/her own actions and the actions of other members of the group.

It is also the responsibility of each member of the profession to act professionally in all laboratory and classroom situations. This includes acting safely in all situations.

Students are expected to be honest in completing all classroom and clinical assignments.

Cheating, plagiarism, theft, and not completing your own assignments are not acceptable.

Specific definitions of and penalties for dishonesty are the prerogative of the instructor. See the St. Philips College Student Handbook for related policies.

Examples of violations of this policy include, but are not limited to:

1. cheating on exams in the classroom or testing center
2. copying in part or in whole another student's written material
3. falsifying information and attendance relating to independent assignments
4. failure to report known clinical errors
5. use of profane or inappropriate language
6. displays of inappropriate anger
7. disregarding safety protocols

Violations of this policy will result in immediate referral to the Program Director and the Chair of Health Sciences with a recommendation for dismissal from the Phlebotomy Program. Any student dismissed for violation of this policy will not be eligible for re-admission to the program.

If you choose to follow unethical academic practices in the completion of this course, for any reason, you must accept the consequences of being discovered or that you may likewise be treated unethically by a healthcare professional or anyone someday.

## **PROGRAM LENGTH**

The Phlebotomy Program is a Level 1 Certificate and consists of 6 classes. The clinical rotations will only occur in the Fall and Spring semesters of the Flex II semester. Classes (consist of lecture and lab) and are only offered during the day and are a combination of online courses and traditional style. None of the Phlebotomy program classes are offered at night.

## **CURRICULUM / DEGREE PLAN and COURSE DESCRIPTIONS**

### **Semester I**

HPRS1201: Introduction to Health Professions (2-2-0)

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

HITT1305: Medical Terminology I (3-3-0)

Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

### **Semester II**

PLAB1223: Phlebotomy (2-1-3)

Skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, and medical terminology.

PLAB1263: Clinical Phlebotomy (2-0-8)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

TECM1303: Technical Calculations (3-3-0)

Specific mathematical calculations required by business and industry. Includes whole numbers, fractions, mixed numbers, decimals, percents, ratios, and proportions.

### **Semester III**

PLAB2470: Seminar in Phlebotomy (4-4-0)

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.

## **GRADING AND ACADEMIC REQUIREMENTS**

Evaluation of student performance includes consideration of both knowledge level and skill/practical level. Assessment tools used in the evaluation process are based upon written, oral and practical examinations, take home exercises, projects and special assignments. Most classes also require daily hands-on participation in laboratory exercises as well as hands-on laboratory practical examinations. Specific evaluation forms (competency skills checklists and affective characteristics)

are required for each clinical rotation course.

The following is the official grading scale for this program:

**A** = 93 - 100%

**B** = 85 - 92%

**C** = 77 - 84%

**D** = 70 - 76%

**F** = 0 - 69%

Students are **required** to maintain a minimum grade of "C" for each of the PLAB courses and each of the clinical rotation courses. Grades of "D" or "F" are considered failing in the PLAB program. To obtain a minimum of a "C", students must meet all of the following requirements for each PLAB course:

- The student's final course grade consists of 50% from the lecture component & 50% from the laboratory component. Both the lecture and laboratory components must be completed with at least a minimum of a 77% average - to pass the course.
- Clinical Competency Checklists = a minimum grade of 77%

Specific grading criteria for each course are found in each respective course syllabus.

**Lab Affective Grade:** To promote professionalism and excellent communication there is a grade component called "Affective" which is worth 5% of final grade. The purpose of this "Affective" grade is to assure that our graduates enter the workforce with a strong understanding of fundamental principles of phlebotomy, professionalism and excellent communication skills demonstrated by their ability to accept responsibility for his/her own work, work with a diverse group of individuals, participate as team members toward the overall goals of the program, maintain competency in their field of study, and enhance the patients experience by providing excellent communication between patient by scripting and proper body language.

**Each student must "PASS" the final affective exam (33 step checklist) with a grade of 77 or better in addition to specific key components of essential phlebotomy knowledge and patient safety in order to be eligible to participate in phlebotomy clinical rotations.**

All courses within the Phlebotomy Program curriculum, **without exception**, must be completed with the award of the grade of "C" or higher.

A grade of no higher than a "D" will be given to the student who does not meet all essential requirements.

The instructor or student may initiate a conference at any time, if the student is not achieving the minimal grade needed to pass. The instructor and student will attempt to identify the problem and determine how the student can improve their performance. A counseling form will be completed at

this time. If the student fails to maintain the expected performance, progression in the program will be evaluated by the Program Director and instructors to determine if the student will be allowed to progress through the remaining courses of the program. The student receiving the failing grade will also be required to schedule a conference with the program director to determine if they might be able to repeat the course when it is offered the following year.

**Students may remediate only one course in the Phlebotomy curriculum.**

Satisfactory performance demands not only a passing level in the technical, clinical and academic skills, but also implies compliance with professional behaviors. Although professional behaviors are not directly graded, students are expected to develop to the stated level in the professional conduct standards. If a student fails to achieve this performance, his or her record will be reviewed by the program director and instructors.

**Students must also receive a grade of “C” or higher to receive credit for any academic courses listed in the Phlebotomy curriculum. A grade of “D” or lower will not count toward fulfilling the graduation requirements for the Level 1 Certificate Healthcare Technician: Phlebotomy.**

An incomplete can be issued when extenuating circumstances apply (i.e., extended illness, surgery, maternity). An incomplete can only be given when a student’s progress has been satisfactory up to the granted leave time and will be removed when the assigned work is completed. Failure to complete the assigned work after 120 days will result in an “F” for the course. It is the student’s responsibility to complete the assigned work within the allotted time.

## **GRADUATION**

In order to graduate from the Phlebotomy program, each student must complete:

- college graduation requirements,
- all courses in the curriculum with a grade of “C” or better, and
- the Phlebotomy curriculum must be completed within a two year period.

Graduation is not contingent upon the student's passing any type of external certification or licensure examination.

## **GRADE CONFLICT RESOLUTION**

The instructor teaching the course shall assign grades. The instructor will provide information to the students at the beginning of the semester regarding the course, including the guidelines for grading. If the student has questions about a grading policy and/or a specific grade, the student must raise the question first with the instructor while enrolled in the course. If the student is unable to resolve the questions or objections with the instructor or the program director, the student is to make an appointment with the department chair to discuss the matter or, if the instructor is the department chair, with the dean.

## GRIEVANCE PROCEDURE

At academic institutions conflicts may develop within the educational process that requires academic intervention using the Academic Grievance process. When student complaints cannot be resolved through informal interaction with a faculty member or program director, students are directed to use the Academic Grievance procedure (see SPC website) by filing a Student Academic Grievance form, available from any division chair. Students are encouraged to use the Academic Grievance process only when there is clear and convincing evidence that a faculty member has treated the student unfairly, arbitrarily, or capriciously. The Academic Grievance procedure allows for unresolved complaints to continue moving from student, to instructor, to program director, to division chair, to dean until consensus is reached or final decision affirming or denying the grievance is made by the appropriate dean.

### Definition of Terms

In these procedures, unless the context clearly requires a different meaning, the following words and phrases shall have the meaning given below:

1. "Student" means a person enrolled part-time or full-time at a college of the Alamo Community College District.
2. "Instructor" means the person primarily responsible for teaching the class and may include full or part-time faculty; as well as members of the classified, professional and administrative staffs of the District.
3. "Chairperson" means the direct instructional supervisor of the instructor in whose department or area the student grievance arose.
4. "Dean" means the direct instructional supervisor of the chairperson in whose department or area the student grievance arose.
5. "Adequate Cause" means clear and convincing evidence that the instructor acted unfairly, or arbitrarily, or capriciously in classroom management, teaching methods, testing or the evaluation of the student performance.

### Procedures

1. If a situation occurs in which a student believes that an instructor has treated him or her unfairly, the student should schedule a conference with the instructor in an attempt to resolve the problem.
2. A student grievance should be initiated as soon as possible after the incident upon which the grievance is based. Therefore, the student must seek a conference with the instructor within ten (10) days of the incident.
3. If after a conference with the instructor the student believes that the matter is unresolved, he or she may consult with the department chairperson. Such consultation shall take place within five (5) days of the student's conference with the instructor.
4. A Student Academic Grievance Form must be filed with the department chairperson. The student and the instructor will retain copies of the form.
5. The chairperson will individually and separately hear the grievance from the student and the instructor. After hearing both sides, the chairperson may request that the student and instructor

meet with the chairperson in order to reach an acceptable solution.

6. If an agreement is not reached in the hearing or conference, the chairperson will affirm or deny the grievance with five (5) days. If the decision is to affirm the instructor's position, the student may appeal to the dean. If the decision is to affirm the student grievance and to recommend that the instructor reverse his or her decision, the chairperson must have adequate cause.
7. If either the student or the instructor is not satisfied with the chairperson's decision, he or she may appeal to the dean within five (5) days of the date of the chairperson's decision. A complete record of the grievance will be forwarded to the dean by the chairperson. The dean and the chairperson will meet with the student and the instructor. After hearing both sides and reviewing the record, the dean will render a decision, in writing, affirming or denying the grievance within five (5) days. The decision of the dean is final.

Procedure obtained from the ACD Administrative Policy Manual.

Information about filing an Academic Grievance can be found at:

<https://www.alamo.edu/spc/experience-spc/current-students/standards-petitions-and-appeals/>

Information about filing a Non-Academic Grievance can be found at:

<https://www.alamo.edu/spc/experience-spc/current-students/standards-petitions-and-appeals/>

## **ACADEMIC PERFORMANCE EXPECTATIONS**

1. You are expected to be in class when scheduled and to have arrived on time.
2. You are expected to notify the instructor if you cannot attend or if you are expecting to be late.
3. You are expected to dress appropriately for all classes and clinical rotations and to comply with safety regulations.
4. You are expected to complete your objectives and other assignments by the due date designated by the instructor.
5. You are expected to come to class prepared.
6. You are expected to participate in class discussions, projects and group activities as assigned.
7. You are expected to be honest in all of your coursework.
8. You are expected to behave in a professional manner.
9. You are expected to meet clinical competency checklists specified for each Phlebotomy course.

## **PROGRESSION POLICY**

All Phlebotomy courses must be taken in sequence as laid out in the program course plan. Students must obtain a grade of "C" (greater than 77%) or better in all Phlebotomy courses to progress. If a student receives a grade of "D" (less than 77%) or lower in a Phlebotomy lecture/lab course, they have

received a failing grade and will not pass that course. Ultimately, that student will need to retake that course in the following semester if approved by the Program Director.

## **PROGRAM WITHDRAWAL**

If a student fails the same Health Sciences major course twice or fails two courses in the major (Phlebotomy), the student is withdrawn from the program and is ineligible for readmission into the program.

If a student violates the District's Student Code of Conduct (District Policy Manual) or the Profession's Code of Ethics, the student is withdrawn from the program and is ineligible for readmission into the program.

Absence from more than 2 weeks of scheduled class days (excused or unexcused), for one course will be taken as evidence that a student does not intend to complete the course, and the student will be withdrawn from the course with a grade of W.

If a student wishes to withdraw from a course and/or the or Phlebotomy program, they must first speak to the program's academic advisor and then the responsibility for WITHDRAWAL from classes belongs to the individual student. Faculty members cannot withdraw a student from class.

**The student must be responsible for dropping themselves from the course to receive a grade of "W" -withdrawal – even after the official drop date.**

Please refer to the College Catalog and College Student Handbook for complete refund and withdrawal policies.

## **READMISSION INTO THE PROGRAM**

A student voluntarily requesting withdrawal from the Phlebotomy Program due to personal reasons, i.e., hardship, illness, family emergency, etc., and who is in good standing (passing all courses, no misconduct, no excessive absences) may reenter at the point of successful withdrawal based on space availability at the time of reentering.

Students readmitted into the Phlebotomy Program must submit a new background check and drug screen.

## **PROCEDURES FOR READMISSION INTO THE PROGRAM**

A returning student must write a letter or email to the Program Director requesting readmission into the program. The faculty will meet to determine whether the student will be readmitted.

A returning student that has been out less than 12 months can reenter the program at the point they withdrew and enroll in the next sequenced semester courses.

***The PLAB faculty will meet to review the returning student's academic record, laboratory skills, clinical rotation evaluations, and classroom/clinical conduct when considering readmitting a student and requiring the student to repeat a course.***

## **PROGRAM DISMISSAL WITH THE STUDENT BEING INELIGIBLE FOR READMISSION TO THE PHLEBOTOMY PROGRAM**

- A. A student failing (<77%) any two (2) Phlebotomy courses in the program, either during one semester or repeat of any course.
- B. A student violating the Student Code of Conduct (District Policy Manual FLB Local) or Profession's Code of Ethics.
- C. Falsification of written document and/or verbal communication.
- D. The following clinically-oriented infractions (but not limited to) may constitute dismissal from the program:
  - 1. Safety issues of any kind.
  - 2. Documenting or reporting false information.
  - 3. Failure to perform assigned task(s) to completion.
  - 4. Any action that may cause harm due to negligence or carelessness.
  - 5. Excessive absences.
  - 6. Student is asked to leave the clinical by the Clinical Preceptor for just cause.

## **ATTENDANCE and PUNCTUALITY POLICY**

Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including hybrid courses. Students will be counted absent from classes beginning with the first official day of classes. Late arrivals to class and early departures from class are also counted as absences. Each absence (whether excused or unexcused) will count. Students must not exceed the maximum number of two weeks of absence per scheduled class, before being dropped from that class.

Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. Students are expected to submit their homework assignments on time via email –even if they are absent. Failure to do so will result in a reduction in grade to a starting value of 70% for late assignments.

## **PROGRAM CLOSURE-TEACHOUT PLAN**

In accordance to NAACLS accreditation rules and regulations, the following proposed protocols will come into effect if the Phlebotomy Program is discontinued at St. Philip's College.

### **Currently Enrolled Students**

St. Philip's College will not enroll new students into the program. The enrolled students will be informed about the discontinuation of the Phlebotomy Program. All St. Philip's College policy and procedures will remain in effect.

## Staffing

Adequate staff and resources will be maintained until the Phlebotomy Program completes the teach-out plan. If a student expresses interest to the Program Director in transferring to a nearby Phlebotomy Program, discharge, attendance, and completion will continue to be maintained.

## Records

Once the teach-out plan has completed St. Philip's College will continue to maintain faculty; college catalog, program of study documentation, curriculum information, and course documentation. Agreements with other institutions will also be maintained. All usual records will be maintained in a limited access location.

## PHLEBOTOMY PROGRAM COSTS: Estimated In-District Program Expenses

What is the cost per semester for this program?

Please refer to the Alamo Colleges District tuition and fee schedule page:

<https://www.alamo.edu/admission--aid/paying-for-college/tuition-and-fees/> for the most current process.

Please note: on the tuition schedule there is a special tuition fee of \$350 per semester for students enrolled in one of the Health Science programs.

Semester 1	Total
Course Tuition	\$495
Course Fees	\$45
Other Campus Fees	\$26
School supplies (including textbooks from Amazon)	\$550
Health Insurance	(Varies)
Criminal Background Check	\$55
Drug Screen	\$35
Program Scrubs	\$150
Immunizations (Metro Health)- requirements will vary depending on person	\$1150 (if starting with none)
CPR	\$80
	<b>\$2586*</b>

\* Most expensive semester due to immunizations.

<b>Semester 2</b>	<b>Total</b>
Course Tuition	\$693
Course Fees	\$24
Other Campus Fees	\$26
Special tuition	\$350
School supplies (including textbooks from Amazon)	\$240
	<b>\$1333</b>

<b>Semester 3</b>	<b>Total</b>
Course Tuition	\$396
Course Fees	\$12
Other Campus Fees	\$26
Special tuition	\$350
	<b>\$784</b>
ASCP Certification Exam	\$135
	<b>\$135</b>

**Average cost per semester: \$3000 - \$4000 (2 - 3 semesters)**

## **TEXTBOOK AND SUPPLIES**

Phlebotomy textbooks are available for purchase at the St. Philip's College Bookstore. Please visit the bookstore website for more information <https://www.bnccollege.com/>

A student at this institution is not under any obligation to purchase a textbook from a college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer. The purchase or rental of the required textbooks for each course is mandatory. The course syllabus will list the required textbooks for each class.

Students are responsible for the following:

- Program Scrubs with closed toe, closed heel shoes
- School supplies
- Padlock to secure belongings in student locker

Students are required to have a dependable home personal computer or laptop with internet access, a web camera and microphone. The College provides student access to internet accessible computers located at various locations within the College.

Students will be required to print out all materials for their courses, unless otherwise instructed by faculty. This can be done at home, at the school library or to an external device. Course material information will be provided in the individual course syllabus.

## **STUDENT DRESS CODE**

**\*\* NOTE:** Appearance/Hygiene policies often include a conservative appearance, and do not allow visible body piercings, tattoos, excessive jewelry, or unnatural hair colors.

All students in the medical laboratory technician and phlebotomy programs must follow dress guidelines. All students will maintain a conservative, professional appearance, while on campus and during clinical assignments.

- All students are required to purchase at least one set of specific solid-colored (Galaxy Blue), properly fitting scrubs and then have the program patch sewn on.
- Students do not need to have a certain type or brand of scrub uniforms, just the specific color.
- The proper fit of the scrubs should allow for required movement of job performance without exposure of abdomen, chest, cleavage, or low back.
- Students are required to wear these scrubs while both in class and during hospital clinical rotations.
- Students may also wear any St. Philip's College spirit wear with their scrub bottoms.
- Clothing should be neat, clean, and in good repair.
- Disposable white lab coats are to be worn over the scrubs while in the laboratory, these lab coats are provided by the program.
- Impermeable/fluid resistant leather or vinyl walking shoes with white or color-coordinated socks must be worn with the scrub uniform. Canvas tennis shoes are not acceptable. The shoes must be closed toe and closed heel. Clogs may be worn but not Crocs. Shoes must be kept clean and in good repair.
- Students are never permitted to wear their scrubs from any place where they may be employed.
- Students must wear the appropriate name badges supplied by St. Philip's College and they must be worn with the uniform at all times. A badge from any other Alamo College is not acceptable. The name and picture on the badge must be visible at all times.
- Use of aftershave, body spray, cologne or perfume is prohibited as some patients may have allergies to fragrances or the odor may make patients nauseous.
- Deodorant or antiperspirant must be worn at all times.
- Proper grooming and body hygiene is required through daily bathing. Students must also

maintain good oral hygiene.

- Chewing gum, eating or drinking, smoking, or applying makeup is prohibited in the classroom, student laboratory, and in the laboratory departments of all clinical affiliates.
- Head coverings: nothing shall be worn on the head (baseball caps, scarves, hats, etc.) unless it is of a required religious nature. If the head covering falls below the shoulders it must be tucked securely inside the scrub top or lab coat to prevent contamination by blood and/or body fluids.
- Sunglasses are prohibited in the classroom, student laboratory, and in the laboratory departments of all clinical affiliates.
- Tattoos are not considered to be in the best interest of the medical laboratory technician or phlebotomy program and are only acceptable if they are completely covered completely from view in some fashion.
- Only conservatively (minimal application) applied makeup is permitted.
- Jewelry may be a small ring and/or a wedding set. Only small earrings may be worn. No big obvious jewelry. A conservative necklace that is kept close to the skin (not dangling) is permitted.
- No visible body piercings are allowed and multiple ear piercings are not acceptable.
- Body piercing jewelry in any other form is not acceptable.
- Shoulder length hair must be pulled back and secured away from the face for both females and males.
- Extreme fashion statements such as shaving the head, radical haircuts or hairstyles such as bleaching, dying or tinting hair in unnatural colors is not acceptable.
- Facial hair on male students must either be removed daily by shaving or if they choose to have a mustache and/or beard, it must be kept clean and well groomed
- Fingernails should be kept clean and well groomed. Polish should be moderate and subdued. Chipped nail polish should be avoided. Artificial or applied fingernails, multicolored nails, frosted, glitter, nail ornamentation, extremes in color or length are not acceptable.

## **CELL PHONE AND OTHER PERSONAL ELECTRONIC DEVICES**

To help ensure the most conscientious use of personal communication technologies, such as cell phones, on campus, please ensure that your personal cell phone and/or pager is set to vibrate or silent mode so as to eliminate distractions of ringing phones, in class or when in quiet areas such as the library, computer labs, or training labs. Please show respect for others when using cell phones. Any student that takes out a cell phone or wears a smart watch during a test will automatically receive a grade of "0" for that test. Cell phones may not be substituted for calculators. During an examination, students may often be asked to deposit their cell phones in a plastic bin at the instructor's podium for safeguarding. It is not advisable for students to use their cell phones in the classroom due to the biohazardous risk. If students choose to use their cell phone during class, it should only be used minimally for something such as taking pictures with the microscope. The cell phone should be disinfected with a solution prior to it leaving the teaching laboratory classroom.

### **Clinical Sites**

Students must follow the cell phone policy of their clinical site. Cell phones must be in silent mode and remain in “Clean areas” of the site, if permitted. The camera function must never be used to photograph/video procedures, patients, equipment or other students.

### **Audio Taping Devices**

The use of audio taping devices is allowed at the discretion of the individual faculty member in the classroom setting only; students must ask first.

### **Laptop Computers / Tablets**

The use of personal laptop computers/tablets is allowed at the discretion of the individual faculty member in classroom settings only. However, students should maintain printed copies of all lecture material for use in laboratory exercises; computers/tablets are not allowed in the laboratory setting except in “clean areas.”

## **SOCIAL MEDIA POLICY**

### **PURPOSE**

With the increased usage of social networking and multimedia communication tools, and the continued need to be mindful of privacy regulations, this policy has been established to guide students’ external and internal electronic media communications.

### **POLICY**

This policy is intended to assist students in navigating the fast-changing landscape of the internet, blogging and social networking sites. While social media tools are a very popular mode of engagement and communication and facilitate education, collaboration, and research, its usage by students presents unique risks to clients/patients. Because of the risks associated with inappropriate use of social media, misuse must be addressed through usage guidelines and appropriate corrective and disciplinary action when warranted. The use of social media requires a conscious recognition of the profoundly public and long-lasting nature of communication via social media which provides a permanent record of postings. Each student is responsible for appropriate behavior using social media just as they are with communications in other areas of their professional life.

### **GUIDELINES FOR STUDENTS RELATED TO SOCIAL MEDIA**

This policy refers to communication using social media sites which may include (but are not limited to) the following: blogging, microblogging, podcasting, social networking, social news sharing, social bookmarking/social tagging, and video hosting.

1. Assume that anything posted to social media can be seen by anyone, including current and future employers. Assume that social media posts are NOT private and can be used in court or disciplinary settings. Posts may remain public even if you modify or delete them.
2. Students should exercise care in the photos of themselves that they post to blogs or social

networking sites. Students should only share pictures that they would be comfortable being viewed by a current or potential employer.

3. Others may identify you in photos (“tagging”). It is your responsibility to ensure these photos do not violate this policy.
4. Interactions with preceptors/patients/faculty using social media are strongly discouraged while a student of the MLT Program at St. Philip’s College.
5. Students are prohibited from posting photographs or videos of students, instructors, equipment and clinical sites. Students are prohibited from posting photographs or videos of other students and instructors without the expressed written consent of the subject(s). Students may not, under any circumstances, post photographs of patients, clinical sites or equipment used at clinic sites while engaged in clinical practice at a clinical site.
6. Students cannot use blogs or social networking sites to harass, threaten, discriminate or disparage against other students, faculty or anyone associated with or doing business with St. Philip’s College or with the St. Philip’s College Medical Laboratory Technician Program.

## **CONFIDENTIALITY**

Patients and their relatives are often anxious to find out the results of laboratory tests. Under no circumstances is it ethical for a phlebotomy student to discuss the results of a laboratory test with anyone except a pathologist or physician employing the phlebotomist. All inquiries should be tactfully directed to a pathologist or physician hosting the phlebotomy student. In particular, a phlebotomy student should not discuss medical or laboratory subjects with patients or their relatives and friends. Such discussions are frequently misunderstood and misinterpreted, with resultant mental anguish and possibly serious consequences. The general rule is what you see, hear, and learn at the workplace should stay at the workplace. Discussions outside the laboratory may result in a breach of confidentiality and end in litigation.

## **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)**

**PURPOSE:** To satisfy the legal and moral obligations of the program and College regarding the confidential nature of patient information to which students have access. These obligations are driven by the HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA). The privacy provisions of HIPAA went into effect April 14, 2003.

### **POLICY:**

Although HIPAA also deals with other healthcare issues such as health insurance access, the prevention of healthcare fraud and abuse, tax-related issues and group health plan requirements, this policy focuses upon the confidentiality of patient information. Students participating in the clinical component of the Phlebotomy Program have access to information regarding the patients they come into contact with at the clinical sites. This information is typically obtained through verbal, written and electronic means.

- Students who violate a patient’s right to confidentiality may be subjected to immediate dismissal from the program.

- Additionally, HIPAA establishes both civil and criminal penalties for privacy violations.
- The clinical site may also receive a civil sanction and fine.

#### PROCEDURE:

- Patient information should only be released to those individuals or organizations on an official “need to know” basis. Prior to the release of any healthcare information, the student should contact the immediate supervisor in charge at the clinical site.
- At no time should patient information be discussed with fellow students or other healthcare personnel, unless it affects the care of the patient or procedure being performed.
- Patient information should never be discussed in public areas of the hospital, clinic or outside of the facility. This includes areas such as elevators, cafeteria, etc.
- Students may also be required to complete training on HIPAA requirements at the clinical site.

### LABORATORY SAFETY POLICY

Students are expected to abide by Standard Precautions at all times. Students must wear gloves and lab coats during all laboratory and clinical sessions. Gloves and lab coats must be worn at all times when working with biological samples. Gloves and lab coats may NEVER be worn outside the lab. Both disposable gloves and lab coats are to be disposed of in the biohazardous boxes (red bags). GLOVES must never be disposed of in the regular trash bins. Face shields are to be worn in the student teaching laboratory while working with patient specimens. The face shields are provided by the College. The only time that the face shields may be removed while in the laboratory, is while viewing the microscope. Students will be provided with disposable lab coats per semester (on an as needed basis). The lab coats must be replaced if they become visibly soiled. The lab coat must be worn, buttoned from top to bottom, when working with biological samples. When not in use, the lab coat is to be stored in the laboratory by hanging it on a hook in a designated area. Shoulder length hair and longer must always be secured with a hair tie. Appropriate foot wear which is nonabsorbent is to be worn by each student which includes a closed toe and heel. The style of the shoe must be conservative in appearance.

### SAFETY DATA SHEETS/SDS

A Safety Data Sheet (**SDS**) is a document that contains information on the potential hazards (health, fire, reactivity and environmental) and how to work safely with the chemical product. This document consists of 16 sections. Sections 1 through 8 contain general information about the chemical, identification, hazards, composition, safe handling practices, and emergency control measures. This information should be helpful to those that need to get the information quickly. Sections 9 through 11 and 16 contain other technical and scientific information, such as physical and chemical properties, stability and reactivity information, toxicological information, exposure control information, and other information including the date of preparation or last revision. The SDS must also state that no applicable information was found when the preparer does not find relevant information for any required element. The 16 section SDS is consistent with the universal Globally Harmonized System of Classification and Labeling of Chemicals (GHS).

The SDS sheets for chemicals used in the Phlebotomy Program are located on the four student

computers in the classroom as an app titled: “*All Products SDS*”. Search the desired chemical first by location name and then the name of the chemical. Instructions are found in bright orange on the top right of each computer.

## **PROTOCOL FOR SHARP PUNCTURE OR BLOOD OR POTENTIALLY INFECTIOUS BODY FLUIDS EXPOSURE**

It is the policy of St. Philip’s College Health Sciences Department that all students who sustain a sharp (needle stick, glass, blade, etc.) puncture or other exposure to blood or bodily fluids while engaged in a college sponsored educational program should receive prompt medical attention, including counseling, prophylactic drug treatment, and baseline and follow up laboratory values, as necessary. In accordance with this policy, the following procedures must be followed by students who have been exposed to blood / body fluids:

- Wash needlesticks and cuts with soap and water
- Flush splashes to the nose, mouth or skin with water
- Irrigate eyes with clean water, saline or sterile irrigants
- Report the incident to your instructor or preceptor if at a clinical site
- Immediately seek medical treatment

Please keep in mind that drug prophylaxis is time sensitive (2 – 24 hours), therefore the student must immediately seek help from the appropriate supervising personnel.

It is recommended that appropriate medical follow-up be obtained. Some medical facilities will treat, provide an accident form, and pay for treatment. If not, students who incurred a sharp puncture or exposure will go to the nearest emergency room for the appropriate consultation and testing.

Testing of the source patient’s blood will be done according to the facility’s policy. The student is NOT to ask the source patient for permission for blood testing.

The student will be counseled and advised regarding post-exposure prophylaxis, if necessary. Baseline blood tests will be administered on the student. Retesting occurs at 6 weeks, 3 months, and 6 months after exposure. All procedures, testing, and results will remain confidential.

The clinical instructor should be notified as soon as possible after the incident. The instructor will initiate an incident / injury report and evaluate the circumstances of the incident. If the student declines medical treatment, this should be documented and signed by that individual.

## **VENIPUNCTURE (BLOOD DRAWING) and OTHER SPECIMEN COLLECTION**

A fundamental task of a phlebotomist is performing venipunctures. General techniques will be introduced in the phlebotomy course at the college. Students will be expected to draw each other in the laboratory portion of the course. The student does have the option to opt out from being drawn but

must still play the role of a Phlebotomist and perform blood collections on other students. “Real” patients will be drawn during the Phlebotomy clinical rotation. Students will be accompanied by an experienced staff person until objectives are achieved and independent performance can be demonstrated.

## **PHLEBOTOMY PROGRAM COUNSELING**

Students are encouraged to meet with the Program Director once a semester, to discuss their progress through the program. The student is also encouraged to meet regularly with the individual instructors as needed throughout the semester. During clinical rotations, there will be regular student/clinical coordinator meetings.

Should an issue arise during the semester or clinical rotation; a counseling session will be scheduled with all involved parties. The problem will be discussed at this time, and a solution will be agreed upon. A formal counseling form will also be completed and signed by all involved parties. A copy will be given to each party, and a copy will be placed in the student’s file.

A copy of the program counseling form is found in the Appendix of this handbook.

## **ST. PHILIP’S COLLEGE COUNSELING**

The college provides **FREE** counseling for current St. Philip’s College/SPC students. What is stopping you as a student from succeeding? If you have a personal crisis, experience grief or relationship issues, suffer from stress, depression, anxiety or alcohol or drug use feel free to contact the counseling services. The counseling services offer confidential, solution-based assistance, referrals to local agencies, mental health screenings, a judgment free zone, and an opportunity to learn about you. Call for an appointment but walk-ins are welcome! Martin Luther King Campus: Sutton Learning Center (SLC), Suite 102 – Educational Support Services. 210-486-2333.

[St. Philip's College Counseling Services](#)

# **STUDENT CLINICAL POLICY MANUAL**

## **INTRODUCTION to CLINICAL ROTATIONS**

During the Flex II semester, the Phlebotomy Program consists of putting into practice, in a clinical setting the theory and skills which the student has acquired in the academic setting during the Flex I semester. The clinical experience is designed to provide student-learning experiences with patients, promote coordination with other healthcare providers, develop a better understanding of common healthcare practices, improve communication, and develop time-management skills. These experiences will assist the student in correlating the academic knowledge attained with clinical practice. In summary, clinical education should allow the students to practice and apply new skills and concepts, expand the academic knowledge base, develop clinical competencies, and develop communication and interpersonal skills needed to function as a health care team member.

The clinical site to which the student has been assigned to has entered into an affiliation or memorandum of agreement (MOA) with St. Philip's College.

St. Philip's College, the affiliate laboratory, the instructors, and the student have made commitments to the success of this program. The purpose of this handbook is to familiarize the student with his/her responsibilities in assuring that the clinical practicum is a successful one.

In regarding the policies and procedures In this handbook, the student needs to keep in mind that the hospital's or clinic's primary mission is that of providing quality care for its patients while, at the same time, supporting the training of the phlebotomy student. In agreeing to accept you as a student and provide a positive learning experience, the laboratory has taken on an important responsibility but, at the same time, must minimize the inconvenience and/or interference with patient care. Keeping this in mind, the clinical facility will determine which patients the student will work with and which procedures the student will perform. Not all clinical facilities perform all of the phlebotomy procedures you have learned. The student will be placed in a facility, which performs the most frequently utilized phlebotomy procedures.

## **OPPORTUNITIES AND LEARNING OUTCOMES**

The clinical practicum experiences will provide the student with valuable opportunities, which will prepare him/her for working as a phlebotomist. These opportunities are:

1. Contact with patients of all ages and with a variety of patient conditions.
2. Exposure to equipment and methodology that are different from those used at St. Philip's College.
3. Time allowance for repeated practice and the development of proficiency in phlebotomy.
4. Contact with other laboratory personnel giving the student an opportunity to see how he/she fits in as part of the health care team.
5. Observation of the day-to-day work of a phlebotomist and their role in patient care.

## **CLINICAL PRACTICUMS/ROTATIONS**

The clinical practicums are faculty-coordinated experiences in participating hospital and clinic laboratories. In this clinical rotation, the student will be given 120 hours of practical experience in which they will demonstrate the phlebotomy skills necessary to obtain a job as an entry level phlebotomist. The rotation consists of a five-day week (Monday through Friday) clinical experience.

Due to standards set by The Joint Commission, students with criminal histories may not be able to complete their clinical rotations. A student who is unable to complete the required clinical experience will be unable to complete the requirements for the Phlebotomy Program and will be withdrawn.

A list of the clinical rotation follows:

**PHLEBOTOMY CLINICAL ROTATION  
(Occurs during the Flex II semesters):**

CLINICAL	COURSE NUMBER	PREREQUISITES	DURATION
PHLEBOTOMY	PLAB 1263	PLAB 1223	3 weeks

**EACH STUDENT MUST ATTEND A MANDATORY ORIENTATION MEETING OR THE STUDENT WILL NOT BE ASSIGNED A CLINICAL SITE.**

A current clinical contact list will be provided to students during a mandatory orientation meeting.

**PLACEMENT IN A CLINICAL ROTATION**

A student is expected to complete a clinical rotation as soon as he/she has completed the didactic prerequisites. If the student does request a rotation slot and the clinical coordinator is unable to place the student in a rotation at the time a student is first eligible to take the course, the student will receive the first clinical rotation position that becomes next available.

If a student is dropped due to unsatisfactory performance or if a student decides NOT to do an assigned clinical rotation as soon as he/she is eligible to take that rotation; the student must wait until the next time that clinical rotation is offered by the program. The student will then be placed in an available clinical site AFTER all the newly eligible students are placed. There is no guarantee that a slot will be available.

**PHLEBOTOMY PROGRAM CLINICAL AFFILIATES**

The following is the list of current clinical affiliates for the Phlebotomy Program:

**INSTITUTION**

Baptist Health System:

North Central Baptist Hospital	San Antonio
Mission Trails Baptist Hospital	San Antonio
Northeast Baptist Hospital	San Antonio
St. Luke's Baptist Hospital	San Antonio
Baptist Medical Center	San Antonio

Methodist Healthcare System:

Methodist Specialty & Transplant Hospital	San Antonio
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Methodist Hospital	San Antonio
Northeast Methodist Hospital	San Antonio
Metropolitan Methodist Hospital	San Antonio
Methodist Ambulatory & Surgical Hospital	San Antonio
Methodist Boerne, Emergency Clinic	Boerne, Texas
CHRISTUS Santa Rosa Healthcare:	
The Children's Hospital of San Antonio	San Antonio
Christus Santa Rosa Medical Center	San Antonio
Christus Santa Rosa Hospital – Westover Hills	San Antonio
Christus Santa Rosa Hospital – New Braunfels	New Braunfels
Bexar County Hospital District – University Health System	
Main University Hospital	San Antonio
Robert Brady Green Clinic	San Antonio
SW Clinic	San Antonio
SE Clinic	San Antonio
Northstar Clinic	San Antonio
TDI: Texas Diabetes Institute	San Antonio
Center for Disease Detection	San Antonio
Northeast Prohealth	San Antonio
Life Care Hospital	San Antonio
San Antonio Metropolitan Health District	San Antonio
Brook Army Medical Center	San Antonio
Wilford Hall Ambulatory Center	San Antonio
Guadalupe Regional Medical Center	Seguin, Texas
Medina Regional Hospital	Hondo, Texas
Sid Peterson Memorial Hospital dba Peterson Health	Kerrville, Texas
Connally Memorial Medical Center	Floresville, Texas
Uvalde Memorial Hospital	Uvalde, Texas

## CLINICAL ROTATION CALENDAR

The clinical rotation calendar will be provided to each clinical site. The student will be notified of the location of the clinical practicums during the mandatory orientation meeting. Failure to attend this meeting may result in the student being dismissed from the clinical rotation. The clinical facility not the Clinical Coordinator will decide how many students they will take in an area and the weeks the student will be there. This agreement will be reached between the clinical facility and the Clinical Coordinator before the start of the clinical rotation. While each student's rotation will be different, each student will spend the same amount of time in each department.

It may be necessary to change the sequence and site of a student's rotation due to laboratory staffing problems. In the event that a change needs to be made, The Clinical Coordinator will be notified as soon as possible. The Clinical Coordinator will then notify the student of the change. The Clinical Coordinator will then attempt to place the student in a second clinical facility for that specific department.

## **ALTERNATE LIST FOR CLINICAL AFFILIATES**

When the number of students ready for clinical rotations exceeds the number of spots available at the clinical facilities, arrangements for an "alternate list" will be made. Students expecting to graduate that calendar year will be given priority, followed by students who are eligible to take the clinical. If a clinical site cannot be found for any student who is eligible that flex semester and enrolls in the clinical, they will be given priority the next flex semester. If you are eligible for a clinical rotation and do not participate in the rotation (do not want to take it that flex semester or do not like the clinical site), you will be placed at the end of the alternate list regardless of your graduation status.

## **ON-CAMPUS SIMULATION CLINICAL ROTATION**

If the Phlebotomy student is under the age of 18 or if clinical sites close due to unforeseen events, the phlebotomy clinical rotation will be performed on-campus. The simulated clinical rotation will mirror as much as possible procedures that would have been performed at an actual clinical site. Students will draw from the mannequin arms, each other and volunteers from campus to gain experience. Simulated clinical rotation can be up to 3 weeks in length.

## **CLINICAL ATTENDANCE & COUNSELLING POLICIES**

All practicum times are scheduled Monday through Friday for eight-hour days, plus a 0.5-hour lunch break to coincide with the workday of the laboratory to which the student is assigned. The clinical rotations are day and evening shift rotations –no night and weekend shifts will be assigned. The shifts may vary from 4:30 AM to 12:00 PM, 6:30 AM to 3:30 PM, or 8:00 AM to 5:00 PM. The clinical site determines the shift time for the student. The student is not permitted to alter the scheduled hours set by the lab manager. If the student fails to abide by policy, the student is automatically dropped from the course. No second site will be made available until the next Flex II semester.

The student is expected to be at the clinical site and ready to work at the time mutually agreed upon with the clinical site preceptor. If the student will be absent or late, he/she is required to notify **both** the clinical site and Clinical Coordinator before the student's shift begins. Failure to notify the clinical site will lead to dismissal from that clinical rotation, and the student being dropped from the course. A second clinical site will NOT be provided for the student during the current semester. The student may retake the course the following Flex II semester if positions are available. However, the student will have the lowest priority for placement (last one placed at a clinical site).

For each clinical rotation, the student is allowed to miss one day (eight hours) provided that the clinical site and Clinical Coordinator have been notified. The clinical site has the right to require the student to make up any missed time. Alternatively, the student may be allowed to make-up his missed time at a future date determined by the on-site facilitator and Clinical Coordinator.

## **COUNSELLING**

The clinical facility has the right to remove the student from the site if his/her behavior (tardiness, absenteeism, misconduct) adversely affects patient care or the functioning of the laboratory section to which the student is assigned. **Removal from a clinical site will result in the student being dropped from the course and dismissal from the Phlebotomy Program.**

The student is also required to notify the Clinical Coordinator who is overseeing the student's clinical rotation when he/she is late to his/her clinical site. The student may email the scheduled faculty member that is responsible for clinical rotation visit at that time or call the main Allied Health office (210-486-2410) and leave a voice message. Each time the student is late to his/her assigned clinical site, he/she will be formally counseled at that time and a permanent copy of the counseling form will be placed in his/her student file. Two formal counseling reports will result in immediate dismissal from the clinical site and the student will be dropped from that particular clinical rotation course. The student will be allowed to retake the practicum the next time it is offered. However, the student will have the lowest priority for placement (last one placed at a clinical site).

If any issue shall arise between the student and lab manager or clinical instructor, it must be reported to the Clinical Coordinator and/or Program Director. A meeting will be scheduled for all involved parties and to develop solutions. All information obtained during this meeting will be documented and distributed to all involved parties and the Chair of Health Sciences Division. The procedure to file a grievance is included for the policy.

## **ATTENDANCE VERIFICATION**

Attendance forms (time sheets) will be used to verify attendance at the clinical site. The attendance form is the student's responsibility and is a part of their individual record. The student shall hand write the arrival and departure time each day and ask only the supervising clinical Instructor of the section to which the student is currently assigned, to initial it at the end of the day. This form is to be turned into the St. Philip's Clinical Coordinator at the end of the clinical rotation. Clinical days not recorded on the time sheet may have to be made up.

Students are exempt from attending clinical rotations on national holidays. This missed time is not required to be made up by the student, but the student must be cognizant to not miss any additional time or that time will be necessary to make up.

## **INCLEMENT WEATHER**

In regard to attendance during bad weather, you are asked to use your judgment on whether or not you can safely travel your clinical site. Students should listen to the local radio station, television station, or access the St. Philip's College homepage for an announcement stating if the campus is opened or closed. There is also a bad weather hotline (210-485-0189). Students will not be expected to report to the clinical site if St. Philip's College cancels classes due to inclement

weather. However, the student is still expected to notify the clinic site and the Clinical Coordinator before their shift begins that they are unable to be at the clinical site.

If classes are cancelled, but the road/weather conditions are conducive to driving to the clinical site or the student is already there, the student may choose to stay or to leave early, at the clinical instructor's permission. If St. Philip's College classes are not cancelled and a student cannot make it to the clinical site due to weather, the student will be expected to make-up the absence.

## CLINICAL EVALUATIONS

The student will be evaluated at each rotation site. The evaluation will consist of a competency skills checklist for the various manual skills required by the department of the clinical rotation. See the Appendix for all course checklists. A numerical result will be calculated from this checklist. An affective evaluation will also be completed on the student. In order to receive a grade for the practicum/rotation, the student MUST complete and turn in the following: a clinical evaluation form for each clinical site attended (done on online), a time sheet, initialed by the clinical instructor, and a Venipuncture record is also required to complete the clinical rotation and receive a grade. It is the STUDENT'S RESPONSIBILITY to ensure that the St. Philip's Clinical Coordinator receives all required evaluation forms in a timely fashion. Failure to submit all the required forms will result in an incomplete grade for the course.

## CLINICAL ROTATION COURSES

COURSE	AFFECTIVE EVALUATION	COMPETENCY SKILLS CHECKLIST	Student Daily Journal (with Instrumentation Report(s)) or Phlebotomy Venipuncture	TIME SHEET	CLINICAL SITE EVALUATION (Online)
PLAB1263	X	X	X	X	

The student must earn a minimum of 77% on each of the clinical practicum/rotation courses. Students receiving less than 77% have failed the course and must repeat it the following Flex II semester – only with permission from the Program Director. A failing clinical grade will count toward the "two failed courses" program policy, which may lead to the student's dismissal from the program.

# Appendix



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

**This State of Texas Act takes effect September 1, 2017.**

**NOTICE TO ALL APPLICANTS AND ENROLLED STUDENTS:**

Applicants and enrollees in certain educational programs could face consequences of **any criminal conviction**

on eligibility for an occupational license. (Enacted by the legislature of the State of Texas: Section 1. Chapter

53, Occupations Code, is amended by adding Subchapter E to read as follows:

SUBCHAPTER E. NOTICE OF POTENTIAL INELIGIBILITY FOR LICENSE Sec.

53.151. DEFINITIONS. Section 53.001, in this subchapter, "licensing authority" and "occupational license have the meanings assigned to those terms by assigned to those terms by Section 58.001.

**Sec. 53.152. NOTICE BY ENTITIES PROVIDING EDUCATIONAL PROGRAMS.**

(a) An entity (St. Philip's College) that provides an educational program to prepare an individual for issuance of an initial occupational license shall notify each applicant to and enrollee in the educational program of:

- (1) the potential ineligibility of an individual who has been convicted of an offense for issuance of an occupational license on completion of the educational program;
- (2) the current guidelines issued under Section 53.025 by any licensing authority that may issue an occupational license to an individual who completes the educational program;
- (3) any other state or local restriction or guideline used by a licensing authority described by Subdivision (2) to determine the eligibility of an individual who has been convicted of an offense for an occupational license issued by the licensing authority; and
- (4) the right to request a criminal history evaluation letter under Section 53.102. (b) The entity shall provide the notice required under Subsection (a) to each applicant and enrollee regardless of whether the applicant or enrollee has been convicted of an offense.

**What is an "Occupational License?"**

An "occupational license" is a license, certificate, registration, permit, or other form of authorization required by law or rule that must be obtained by an individual to engage in a particular business or occupation.

**What is a "Licensing Authority?"**

A "licensing authority" is a state agency or political subdivision that issues an occupational license.

## **Your student rights:**

All applicants and enrolled students have the right to request a criminal history evaluation, per Texas Occupations Code, Sec. 53.102.

An individual may request a licensing authority to issue a criminal history evaluation letter regarding the person's eligibility for a license issued by that authority if the person:

- (1) is enrolled or planning to enroll in an educational program that prepares a person for an initial license or is planning to take an examination for an initial license; and
- (2) has reason to believe that the person is ineligible for the license due to a conviction or deferred adjudication for a felony or misdemeanor offense.

The request from the licensing authority will state the basis for the person's potential ineligibility.

For the Medical Laboratory Technician Program, there is no licensing authority, as the state of Texas does not require any licensing examination to practice. However, eligible students are able to test for the Medical Laboratory Technician (MLT) national certification examination administered by the American Society for Clinical Pathology (ASCP), available at <https://www.ascp.org/content/about-ascp/contact-ascp>

## **Sec.53.153. REFUND AND ORDERED PAYMENTS.**

A licensing authority that determines that an entity regulated by the licensing authority has failed to provide the notice required by Section 53.152 to an individual entitled to receive the notice and that the individual's application for an occupational license for which the entity's educational program prepares the individual was denied because the individual has been convicted of an offense shall order the entity to:

- (1) refund the amount of any tuition paid by the individual to the entity; and
- (2) pay to the individual an amount equal to the total of the following, as applicable:
  - (A) the amount of any application fees paid by the individual to the licensing authority; and
  - (B) the amount of any examination fees paid by the individual to the licensing authority or an examination provider approved by the licensing authority.

SECTION 2. Section 53.152, Occupations Code, as added by this Act, applies only with respect to: (1) an individual who is enrolled in an educational program subject to that section on or after the effective date of this Act; and

- (2) an applicant for enrollment in an educational program subject to that section who applies for enrollment in the program on or after that date.

SECTION 3. This Act takes effect September 1, 2017.



**St. Philip's College**  
**Health Sciences**  
**Student Counseling Form**

<b>PROGRAM</b>	
<b>STUDENT'S NAME</b>	
<b>BANNER ID</b>	
<b>COURSE SECTION</b>	
<b>COURSE TITLE</b>	
<b>NAME OF INSTRUCTOR(S)</b>	
<b>CLINICAL SITE (IF APPLICABLE)</b>	
<b>DATE OF COUNSELING</b>	

**Reason for Counseling:**

**Instructor's Comments (specifics):**

**Action Plan:**

**Student's Comments/Response:**

**Signing this form acknowledges counseling.**

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**Student Signature**

**Date**

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**Clinical Coordinator/Instructor**

**Date**

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**Program Director/Department Chair**

**Date**



**ST. PHILIP'S COLLEGE  
HEALTH SCIENCES DEPARTMENT  
MLT PROGRAM**

**STUDENT CLINICAL INCIDENT / INJURY FORM**

DATE OF INCIDENT: \_\_\_\_\_ TIME OF INCIDENT: \_\_\_\_\_

CLINICAL SITE or CLASSROOM WHERE INCIDENT OCCURRED:

STUDENT NAME: \_\_\_\_\_

INSTRUCTOR NAME: \_\_\_\_\_

STUDENT CONTACT INFORMATION: STREET: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

DESCRIBE WHAT HAPPENED AND NATURE OF ANY INJURY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE INITIAL ONLY ONE OF THE FOLLOWING:

TESTING / TREATMENT WAS DECLINED: \_\_\_\_\_

TESTING / TREATMENT WAS SOUGHT: \_\_\_\_\_

FOLLOW UP DATES: 6 WEEKS \_\_\_\_\_

3 MONTHS \_\_\_\_\_

6 MONTHS \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# ALAMO COLLEGES DISTRICT St. Philip's College

## PROGRAM STUDENT HANDBOOK

### PHLEBOTOMY PROGRAM

After reviewing the Student Handbook for the Phlebotomy Program, please sign in the appropriate area at the bottom of this sheet if you understand the policies and have no questions or concerns. The signed form must be in the program director's office by the end of the second week of the semester.

If you do not understand any of the policies or have a question regarding any of the policies, please sign in the appropriate area and contact the Program Director at your earliest convenience. Please be assured that all discussions are confidential.

A. I have read and understand the policies of the Phlebotomy Program.

---

Student Signature

---

Date

B. I have read the policies, but would like to discuss the information further with the Program Director. I will be scheduling an appointment as soon as possible with the Program Director.

---

Student Signature

---

Date



# ALAMO COLLEGES DISTRICT St. Philip's College

## SYLLABUS VERIFICATION STATEMENT:

Please read and sign the following verification statement indicating that you understand all of the College/Program policies and statements. If you have any questions or need clarification of any policy/statement, please see your instructor ***before*** you sign this verification statement. The signed copy of this form will be placed in your permanent file.

### VERIFICATION STATEMENT

I, \_\_\_\_\_, HAVE READ AND CLEARLY UNDERSTAND THE FOLLOWING POLICIES OR STATEMENTS AS THEY APPLY TO THIS COURSE. I HAVE RECEIVED A COPY OF THESE POLICIES AND UNDERSTAND MY RESPONSIBILITY REGARDING THEM.

<u>POLICY</u>	<u>READ</u>	<u>UNDERSTAND</u>
Attendance	_____	_____
Student Responsibility for Success	_____	_____
Grading Scale	_____	_____
Plagiarism/Cheating	_____	_____
Homework Assignments	_____	_____
Licensed Concealed Carry	_____	_____
QEP: Ethical Decision Making	_____	_____

Place a check when read

Initials

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

Turn this Verification form in to your instructor.

Revised: 6/11/2018



# ALAMO COLLEGES DISTRICT St. Philip's College

## ESSENTIAL FUNCTIONS PHLEBOTOMY PROGRAM

After reviewing the essential functions, please sign in the appropriate area at the bottom of this sheet if you understand the functions and have no questions or concerns. The signed form must be in the Program Director's office by the end of the second week of the semester.

If you do not understand the essential functions or have a question regarding any of the functions, please sign in the appropriate area and contact the Program Director at your earliest convenience. Please be assured that all discussions are confidential.

A. I have read and understand the essential functions.

---

Student Signature

---

Date

B. I have read the essential functions, but would like to discuss the information further with the Program Director. I will be scheduling an appointment as soon as possible with the Program Director.

---

Student Signature

---

Date



### CRIMINAL HISTORY STATEMENT

Applicants and enrollees in certain educational programs could face consequences of any criminal conviction on eligibility for an occupational certification. Hospital/Clinical affiliates & employers routinely perform criminal background checks, thus criminal convictions that might preclude certification and/or employment will exclude an applicant or enrollee from the Medical Laboratory Technician / Phlebotomy Programs at St. Philip's College. The applicant must submit to a Criminal Background Check in order to be eligible for consideration for admission into the program.

In accordance with the Texas Occupations Code, Title 2, Chapter 53, Subchapter E, Section 53.152, the Medical Laboratory Technician and Phlebotomy Programs at St. Philip's College provide the following notice of:

- (1) the potential ineligibility of an individual who has been convicted of an offense for issuance of an occupational license or certification on completion of the educational program;
- (2) the current guidelines issued under Texas Occupations Code, Title 2, Chapter 53, Subchapter B, Section 53.025 by any licensing or certifying authority that may issue an occupational license or certification to an individual who completes the educational program;
- (3) any other state or local restriction or guideline used by a licensing or certifying authority described by Subdivision to determine the eligibility of an individual who has been convicted of an offense for an occupational license or certification issued by the licensing or certifying authority; and
- (4) the right to request a criminal history evaluation letter under Texas Occupations Code, Title 2, Chapter 53, Subchapter D, Section 53.102.

After reading the above, I understand that:

- any past criminal convictions may prevent me from admission to the Medical Laboratory Technician / Phlebotomy Programs.
- per paragraph (4) above, I have the right to request a copy of the criminal background check. A copy can be obtained through PreCheck.
- if I do not complete a criminal history evaluation prior to application and the criminal background check completed during the course exposes criminal convictions which will render me ineligible for certification and/or hospital employment, I will be dismissed from the program immediately and forfeit all monies paid to St. Philip's College.

I, the undersigned, have no criminal convictions that would render me ineligible for certification, or I have completed a criminal history evaluation from PreCheck.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Individual Health Insurance Portability and Accountability ACT (HIPAA) Education  
Acknowledgement Statement/Confidentiality Statement/  
Acknowledgement Form**

Please Read the Instructions Carefully

- Print this page and print clearly the information requested.
- Sign and return this "Acknowledgement Form" to your instructor as directed.
- Students will be unable to participate in clinical rotations until this Acknowledgement Form has been signed and submitted.

Name: \_\_\_\_\_

Program: \_\_\_\_\_ Banner ID Number: \_\_\_\_\_

**INDIVIDUAL HIPAA EDUCATION STATEMENT**

Standards:

- All students must maintain security of Personal Health Information (PHI). In addition to being a moral obligation, under HIPAA this is a legal obligation
- All students must understand and recognize the harm that can occur when proper security measures are not followed. These include harm to the patient, harm to healthcare organization, harm to educational program and harm to the student.
- All students must take steps to avoid security risks. These include password security, access controls, duty to report breaches of security, physical safeguards, email risks, fax risks, copier risks.
- All students must cooperate with efforts to maintain security of PHI information.

ACKNOWLEDGEMENT:

I acknowledge and confirm that I have received HIPAA training in class and understand what is required of me as a student. I agree to adhere by the above standards at all times, and if I have any questions regarding my responsibilities, I will seek further clarification from the program and health care organization.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**INDIVIDUAL CONFIDENTIALITY STATEMENT**

I understand that in the performance of my duties as a student at St. Philip's College, I am required to have access to and am involved in the processing of patient data. I understand that I am obliged to maintain the confidentiality of these data at all times, both at school, clinical rotation and off duty. I understand that a violation of these confidentiality considerations may result in disciplinary action. I further understand that I could be subject to legal action.

ACKNOWLEDGEMENT:

I acknowledge by my signature that I have been given an explanation concerning the privacy and confidentiality considerations of patient information.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Code of Ethics Acknowledgement Form

### CODE OF ETHICS

#### PREAMBLE

The **Code of Ethics of the American Society for Clinical Laboratory Science** sets forth the principles and standards by which Medical Laboratory Professionals and students admitted to professional education programs practice their profession.

#### I. DUTY TO THE PATIENT

**Medical Laboratory Professionals'** primary duty is to the patient, placing the welfare of the patient above their own needs and desires and ensuring that each patient receives the highest quality of care according to current standards of practice. High quality laboratory services are safe, effective, efficient, timely, equitable, and patient-centered. Medical Laboratory Professionals work with all patients and all patient samples without regard to disease state, ethnicity, race, religion, or sexual orientation. Medical Laboratory Professionals prevent and avoid conflicts of interest that undermine the best interests of patients.

**Medical Laboratory Professionals** are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining the highest level of individual competence as patient needs change, yet practicing within the limits of their level of practice. Medical Laboratory Professionals exercise sound judgment in all aspects of laboratory services they provide. Furthermore, Medical Laboratory Professionals safeguard patients from others' incompetent or illegal practice through identification and appropriate reporting of instances where the integrity and high quality of laboratory services have been breached.

**Medical Laboratory Professionals** maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to patients and other health care professionals. Medical Laboratory Professionals respect patients' rights to make decisions regarding their own medical care.

#### II. DUTY TO COLLEAGUES AND THE PROFESSION

**Medical Laboratory Professionals** uphold the dignity and respect of the profession and maintain a reputation of honesty, integrity, competence, and reliability. Medical Laboratory Professionals contribute to the advancement of the profession by improving and disseminating the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

Medical Laboratory Professionals accept the responsibility to establish the qualifications for entry to the profession, to implement those qualifications through participation in licensing and certification programs, to uphold those qualifications in hiring practices, and to recruit and educate students in accredited programs to achieve those qualifications.

**Medical Laboratory Professionals** establish cooperative, honest, and respectful working relationships within the clinical laboratory and with all members of the healthcare team with the primary objective of ensuring a high standard of care for the patients they serve.

### III. DUTY TO SOCIETY

As practitioners of an autonomous profession, **Medical Laboratory Professionals** have the responsibility to contribute from their sphere of professional competence to the general well-being of society. Medical Laboratory Professionals serve as patient advocates. They apply their expertise to improve patient healthcare outcomes by eliminating barriers to access to laboratory services and promoting equitable distribution of healthcare resources.

**Medical Laboratory Professionals** comply with relevant laws and regulations pertaining to the practice of Clinical Laboratory Science and actively seek to change those laws and regulations that do not meet the high standards of care and practice.

### PLEDGE TO THE PROFESSION

As a Medical Laboratory Professional, I pledge to uphold my duty to Patients, the Profession and Society by:

- Placing patients' welfare above my own needs and desires.
- Ensuring that each patient receives care that is safe, effective, efficient, timely, equitable and patient-centered.
- Maintaining the dignity and respect for my profession.
- Promoting the advancement of my profession.
- Ensuring collegial relationships within the clinical laboratory and with other patient care providers.
- Improving access to laboratory services.
- Promoting equitable distribution of healthcare resources.
- Complying with laws and regulations and protecting patients from others' incompetent or illegal practice
- Changing conditions where necessary to advance the best interests of patients.

As a student with the St. Philip's College Phlebotomy Program, you acknowledge that you have read the Code of Ethics and are familiar with its requirements as they apply in the performance as a student in both the college and healthcare communities.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## CLINICAL PRACTICE REIMBURSEMENT AND INDEMNIFICATION AGREEMENT

Alamo Community College District (the "District") is allowing the undersigned student (the "Student") to participate in one or more clinical practice rotations at one or more health care facilities (the "Program") as part of the Student's curriculum. The District has potential liability to such health care facilities based upon the actions and behavior of the Student. In order to induce the District to allow the Student to participate in the Program, the Student hereby agrees as follows:

1. Property Damage: In the event that the District must pay any amount to any health care facility because the Student negligently damages any property of any health care facility, including but not limited to, medical equipment, the Student hereby agrees to reimburse the District for any amounts so paid.
2. Confidential Information: In the event that the Student discloses any confidential patient information (HIPAA) to an authorized party, and in the event that the District must pay amounts to any health care facility or any other person or entity in connection therewith, the Student hereby agrees to reimburse the District for any amounts so paid.
3. Negligence: Student hereby agrees to reimburse the District for any and all costs and expenses which may be incurred by the District which are caused in whole or in part by the misbehavior or negligence of the Student and which are related in any way to the Program.
4. Health Insurance: Student hereby represents to the District that the Student is covered by health insurance for treating any injuries which the Student may experience at any of the health care facilities, and for treating illnesses that the Student may contract while present at any of the health care facilities.
5. Treatment For Injury and Illness: Student hereby agrees to pay any health care facility for any treatment provided to the Student due to injury or illness experienced by the Student while at any of the health care facilities, and hereby agrees to reimburse the District for any amount paid by the District to any health care facility for health care provided to the Student.
6. Risk of Exposure: Student understands that a risk of exposure to blood, body fluid pathogens, stray radiations, and other potentially harmful agents is associated with the Student's clinical experience, whether or not the same includes a lab rotation.
7. Indemnification: Student hereby agrees to indemnify and hold harmless the District and its trustees, employees, agents, and volunteers (collectively, the "Indemnitees") from all claims, causes of action, liability, costs, and expenses which are related to, arise from, or are connected in any manner with actions

taken or omissions made by the Student, except to the extent caused by any of the Indemnitees.

8. Release: Student hereby agrees to and does hereby release the District and its trustees, employees, agents, and volunteers from any and all claims and causes of action which the Student may have now, or may have in the future, whether or not the same may be ascertained at this date, relating to, or arising from, or connected in any manner with, the Student's participation in the Program.

Name of Student (Print): \_\_\_\_\_

Signature of Student: \_\_\_\_\_

DATED and EFFECTIVE as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_