PHLEBOTOMY
SELECTIVE ADMISSION PROCESS
Spring 2014

APPLICATION DATES (Intent to Apply)
October 10, 2013 through November 7, 2013

MINIMUM REQUIREMENTS ARE SUBJECT TO CHANGE EACH ACADEMIC YEAR.

The Phlebotomy curriculum prepares individuals to obtain blood and other specimens for the purpose of laboratory analysis.

Course work includes proper specimen collection and handling, communication skills, and maintaining patient data.

Graduates may qualify for employment in hospitals, clinics, physicians’ offices, and other healthcare settings and may be eligible for national certification as Phlebotomy Technicians.

It is important that all applicants for the Phlebotomy program understand the selective admission process. Applicants who wish to submit a Phlebotomy application must first meet minimum requirements. Please review carefully the information regarding minimum requirements and other pertinent information listed below.

Phlebotomy Program Mission

The mission of the Phlebotomy Program at Cape Fear Community College is to prepare graduates to be competent in obtaining blood and other specimens for laboratory analysis. Upon graduation students will be considered competent Phlebotomists.

APPLICATION PROCESS

It is the Phlebotomy applicants’ responsibility to ensure that all requirements are met by the established deadline. Phlebotomy deadlines, guidelines, and policies apply equally to all students; thus, there can be no exceptions.

ALL APPLICANTS MUST APPEAR IN PERSON AT THE COUNSELING OFFICE OF CAPE FEAR COMMUNITY COLLEGE IN THE UNION STATION BUILDING ROOM U-240 (DOWNTOWN) OR ROOM NA-100 (NORTH CAMPUS). NO APPLICATIONS WILL BE TAKEN OVER THE TELEPHONE OR BY MAIL/WRITTEN CORRESPONDENCE.

The following steps must be completed prior to completing the “Intent to Apply” to the program for the Spring 2014 semester. All applicants for Phlebotomy must be eighteen (18) years of age or older.

1. Complete the CFCC General Admissions Application.
2. Complete appropriate Placement Test, if required by the Admissions Office and meet minimum cut-off scores on the Placement Test.

3. Request official transcripts from a regionally accredited high school/GED agency. High school/GED transcripts must indicate the date graduated. Official transcripts are those received either by mail or by hand delivery to CFCC in the original, sealed envelope from the awarding institution or agency. If you graduated from a North Carolina public high school since 2003, you may request your official high school transcript be sent electronically to the Admissions Office via the College Foundation of North Carolina (CFNC) website at www.cfnc.org. Home schooled students must submit a copy of the home school’s approved registration from the state in which they are registered, and an official transcript including the graduation date and documentation of completion of competency testing.

4. Request official transcripts from all colleges and/or universities attended be mailed to the Admissions and Records Office. These will be reviewed for possible transfer credit.

5. Students must have an overall GPA of 2.0 or higher in all post-secondary coursework completed at Cape Fear Community College. After an “Intent to Apply” has been filed, you must maintain a minimum GPA of 2.0 to enter the program in the spring. If your CFCC GPA is below 2.0 and you have not been enrolled in CFCC for 3 consecutive years, you may be eligible for academic forgiveness. (See pages 24-25 in the current 2013-2014 catalog.)

MINIMUM ADMISSION REQUIREMENTS

1. PLACEMENT TEST SCORES

To be considered eligible to apply to the program, all applicants must meet the minimum requirements on the appropriate Placement Test*.

*Completion of English 111 or its equivalent may eliminate taking a placement test.

<table>
<thead>
<tr>
<th>ASSET</th>
<th>Compass</th>
<th>Accuplacer (CPT)</th>
<th>SAT</th>
<th>ACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>39 Writing</td>
<td>38 Writing</td>
<td>66 Sentence</td>
<td>470 Verbal or 19 English</td>
<td></td>
</tr>
<tr>
<td>41 Reading</td>
<td>81 Reading</td>
<td>80 Reading</td>
<td>470 Reading &amp; 19 Reading</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>470 Writing</td>
<td></td>
<td>19 English</td>
</tr>
</tbody>
</table>

If an applicant scores less than the minimum cut-off scores on the Placement Test, he/she will be required to complete the essential sequence of developmental courses/modules. If the student completes all of the required remedial courses/modules with a grade of “C” or higher and/or a grade if “P” prior to the application deadline date and meets the other minimum requirements, he/she may be considered eligible to apply to the Program.
The Placement Test or any combination of Placement Tests may be taken twice in twelve (12) consecutive months and must have been taken in the last five years. However, when a phlebotomy applicant has tested more than twice in twelve consecutive months, only the first two attempts will be considered in the application process. Placement test scores which violate the testing policy will be disregarded.

If the Placement Test has been taken at another community college (in the past five years), it is the student’s responsibility to ensure that the official scores are transferred to Cape Fear Community College.

Accommodations for testing due to a documented disability may be made with the Disability Support Services office in the Union Station Building Room U-218 or call (910) 362–7012 or (910) 362-7158.

2. PHLEBOTOMY SELECTION PROCESS

Applicants to the Phlebotomy program are selected on a “best qualified” basis. The point system was implemented as an objective means for evaluating Phlebotomy applicants. Phlebotomy applicants will be ranked based upon points earned, and the students with the highest number of points will be selected. If two or more students have the identical point count total, the date that the “Intent to Apply” form was completed with a counselor will be the determining factor. Fourteen (14) new students may be admitted to the Phlebotomy program each academic semester.

Official documentation must be on file in Counseling Office on or prior to 5:30 pm on the last day of the application deadline in order to receive points for previous health professional training or proof of current certifications. No points will be awarded for documentation received after application deadline.

Phlebotomy applicants who are selected will be conditionally accepted in the program pending the submission and review of a favorable medical report. The medical form will be provided by Cape Fear Community College. If a student did not meet minimum requirements, was not accepted, or declined admission, he/she must re-apply the following semester.

NOTIFICATION PROCEDURE

Fourteen (14) new students may be admitted to the Phlebotomy program in the Spring and Fall semesters. Students whose status is “alternate” are admitted to the program only if someone who was originally accepted, declines the offer of admission, or if someone who was originally accepted becomes disqualified (refer to disqualifying factors).

The 14 selected students will be notified when to complete the following information:

1. Medical Reports
   All completed health/medical reports must be received by specified date noted in acceptance letter.
2. **Drug Screen**
Nine (9) panel urine drug screen is mandatory. Methadone will be included in the urine drug screen. Students will be required to have Hepatitis B vaccine or sign a declination statement. Positive drug screen results may result in dismissal from the program.

3. **Criminal Background Check**
At their discretion, clinical sites may require a criminal background check and/or drug screening prior to allowing students into the clinical setting (If required, any associated fees will be the responsibility of the student). Testing positive on the drug screening, or evidence of tampering with a specimen, will disqualify a student from participation in the clinical assignment. In addition, certain criminal activity, if reported in a criminal background check may also disqualify a student from clinical participation. Please be aware that failure to participate in a clinical assignment based on either the drug screening or criminal background check will result in dismissal from the Phlebotomy Program. Cape Fear Community College will not accept the background checks. It is your responsibility to hold this report for the clinical site if needed. For further information, students should see the “Drug and Alcohol Policy” in the 2013-2014 CFCC Student Handbook (pgs. 58-60). Students can access a criminal background check at www.certifiedbackground.com or 1-888-723-4263.

4. **Mandatory Orientation/Registration**
The fourteen (14) students selected will be required to attend a mandatory orientation with the Phlebotomy program director. Failure to attend will result in forfeiture of your Phlebotomy seat. Information on obtaining a drug screen and criminal background check will be provided at orientation.

A. **PHYSICAL AND COGNITIVE EXPECTATIONS OF A PHLEBOTOMY STUDENT**

Phlebotomy is a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements. For purposes of program compliance with the 1990 Americans with Disabilities Act, a qualified individual with a disability is one who with or without reasonable accommodation or modification meets the essential eligibility requirements for participation in the Phlebotomy program.

If a student believes that he or she cannot meet program requirements without accommodations, Disability Support Services will determine on an individual basis, whether or not the necessary accommodations or modifications can be reasonably met.

B. **DISQUALIFYING FACTORS**

Students may be denied admission to the Phlebotomy program for any of the following reasons:
A. Physical or emotional health, which indicate impairment in the ability to provide safe medical care to the public.

B. Conduct not in accordance with the standards of a Phlebotomist:
   1. Has given false information or has withheld material information;
   2. Has been convicted of or pleaded guilty or nolo contendere to any crime which indicated that the individual is unfit or incompetent to work as a Phlebotomist or that the individual has deceived or defrauded the public.
   3. Uses any drug to a degree that interferes with his or her fitness to practice Phlebotomy.
   4. Engages in conduct, which endangers the public health.

CFCC provides reasonable accommodations to otherwise qualified students with disabilities, as long as such disabilities, as determined on a case-by-case basis, do not preclude the student from meeting the qualifications considered essential to the program. The essential functions (Core Performance Standards) are listed below.

Students who feel they need accommodations should contact the Disability Support Services office in the Union Station Building Room U-218 on the Downtown Campus or call 910 362-7158 or 910 362-7012.

**CORE PERFORMANCE STANDARDS**

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>STANDARD</th>
<th>SOME EXAMPLES OF NECESSARY ACTIVITIES (Not all Inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>Critical Thinking ability sufficient for clinical judgment</td>
<td>Identify cause-effect relationships in clinical situations, develop patient plans</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Interpersonal abilities to interact with individuals, families, and groups from a variety of social, emotional, cultural, and Intellectual backgrounds</td>
<td>Establish rapport with patients/clients and colleagues</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication abilities sufficient for interaction with others in verbal and written form</td>
<td>Explain treatment procedures, initiate health teaching, document and interpret patient actions and patient/client responses</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient to move from room to room and maneuver in small places</td>
<td>Moves around in patients rooms, work spaces, and treatment areas, administers cardiopulmonary procedures</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities sufficient to provide safe and effective patient care</td>
<td>Calibrate and use equipment; position patients/clients</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory ability sufficient to monitor and assess health needs</td>
<td>Detects monitor alarm, emergency signals, auscultatory sounds, cries for help. Respond to patient in need.</td>
</tr>
<tr>
<td>Visual</td>
<td>Visual ability sufficient for observation and assessment necessary in patient care</td>
<td>Observes patient/client responses, such as skin color changes</td>
</tr>
<tr>
<td>Tactile</td>
<td>Tactile ability sufficient for physical assessment</td>
<td>Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g. insertions of a catheter</td>
</tr>
</tbody>
</table>
ACCREDITATION
The Phlebotomy Program is a NAACLS program. Approval for this program is by:
NAACLS (National Accrediting Agency for Clinical Laboratory Sciences)
5600 N River Rd Suite 720
Rosemont, IL 60018
Phone: 773-714-8880
Fax: 773-714-8886
Email: naaclsinfo@naacls.org
Web Site: http://www.naacls.org/

COUNSELING
If you have questions or concerns regarding the selective admissions process, please contact a
counselor in the Union Station Building Room U-240 Downtown or at the North Campus in
Room NA-100.

Revised 7/2013
CAPE FEAR COMMUNITY COLLEGE
2013 - 2014
Tuition & Fees

Payment can be made by cash, check, money order, VISA, MasterCard, American Express, Discover, financial aid or third-party sponsorship. All forms of payment must be received by the Business Office to be officially registered.

<table>
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<tr>
<th>CREDIT HOURS</th>
<th>IN-STATE TUITION</th>
<th>OUT-OF-STATE TUITION</th>
<th>ACTIVITY FEES</th>
<th>SECURITY FEE</th>
<th>TECHNOLOGY FEES</th>
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<td>13.00</td>
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<tr>
<td>14</td>
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<td>15.00</td>
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<td>16 OR MORE</td>
<td>1144.00</td>
<td>4216.00</td>
<td>32.50</td>
<td>20.00</td>
<td>16.00</td>
</tr>
</tbody>
</table>

LIABILITY INSURANCE: $15.00 PER SCHOOLYEAR (HEALTH SERVICES STUDENTS)

FULL TIME: 12 CREDIT HOURS
¾ TIME 9 CREDIT HOURS
½ TIME 6 CREDIT HOURS

Tuition is established by the North Carolina State Legislature and is subject to change without prior notification.
ESTIMATED EXPENSES
CAPE FEAR COMMUNITY COLLEGE
PHLEBOTOMY PROGRAM

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>TUITION/FEES (IN-STATE)</td>
<td>$922.50</td>
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<tr>
<td>TUITION/FEES (OUT-OF-STATE)</td>
<td>$3,226.50</td>
</tr>
<tr>
<td>BOOK</td>
<td>150.00</td>
</tr>
<tr>
<td>UNIFORMS</td>
<td>100.00</td>
</tr>
<tr>
<td>SHOES (CLOSED TOED SHOES)</td>
<td>30.00</td>
</tr>
<tr>
<td>PHYSICAL</td>
<td>100.00</td>
</tr>
<tr>
<td>DRUG SCREEN &amp; CRIMINAL BACKGROUND CHECK</td>
<td>50.00</td>
</tr>
</tbody>
</table>

Information on obtaining a drug screen and criminal background check will be provided at orientation.

NATIONAL REGISTRY EXAM (OPTIONAL) 135.00

TOTAL PROGRAM COST (IN-STATE) $1,487.50
TOTAL PROGRAM COST (OUT-OF-STATE) $3,791.50

This program does not qualify for financial aid.

Revised 7/2013
PHLEBOTOMY CERTIFICATE
Criteria for selecting students
Applicants to the Phlebotomy program are selected on a “best qualified” basis

POINT COUNT WORKSHEET

SECTION A: COLLEGE/HIGH SCHOOL/GED
If applicant has completed at least 12 semester hours (or equivalent) of college credit from ONE regionally accredited institution, the highest GPA will be used. If not, high school transcript unweighted GPA or GED scores will be used.

College Cumulative GPA
2.0 – 2.49 1 pt _____
2.5 – 2.99 2 pts _____
3.0 – 3.49 3 pts _____
3.5 + 4 pts _____
OR
High School Cumulative unweighted GPA
2.0 – 2.49 1 pt _____
2.5 – 2.99 2 pts _____
3.0 – 3.49 3 pts _____
3.5 + 4 pts _____
OR
GED Total Score
2250 – 2349 1 pt _____
2350 – 2449 2 pts _____
2450 – 2549 3 pts _____
2550 + 4 pts _____
OR
GED Total Score (before 2002)
225 – 234 1 pt _____
235 – 244 2 pts _____
245 – 254 3 pts _____
255 + 4 pts _____

SECTION B: COLLEGE COURSEWORK WITH GRADE OF “C” OR HIGHER

PSY 118 OR PSY 150
A 10 pts _____
B 8 pts _____
C 6 pts _____

CIS 111 OR CIS 110
A 10 pts _____
B 8 pts _____
C 6 pts _____

SECTION C: DOCUMENTED MEDICAL EXPERIENCE

Previous health professional training or proof of current certifications from a regionally accredited institution as listed below. Official documentation must be on file in Counseling office by 5:30 pm on the application deadline date in order to receive points. No points awarded for documentation received after application deadline.

Examples of acceptable certifications

High School Allied Health I & II, 2 pts _____
CNA I, CNA II, EMT, Medical Assistant 4 pts _____
LPN, Paramedic, Radiography Technology, Military Medic, Surgical Technology 6 pts _____

Summation of Points
Section A _____
Section B _____
Section C _____
Grand Total _____

If two or more students have the identical point count total, the date that the PBT “Intent to Apply” form was completed with a counselor will be the determining factor.

Revised 8/2013