PHLEBOTOMY
SELECTIVE ADMISSION PROCESS
Fall 2016

APPLICATION DATES
March 8, 2016 through April 14, 2016

Information Sessions
Monday, February 29, 2016  3:00 pm – 4:00 pm  Room L-321
Thursday, March 24, 2016  3:00 pm – 4:00 pm  Room L-321

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 (Wilmington Campus) 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 Fall 2016 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 fall. 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. (Refer to the 2015 – 2016 catalog.)

NOTE: Neither federal law nor North Carolina law permits undocumented individuals or those with DACA (deferred action for childhood arrivals) classification to receive professional licenses. See 8 U.S.C. § 1621(a) and (c)(1)(A). This does not prevent a DACA student from enrolling in a Health Science program but will prohibit the student from receiving a professional license.

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>
</tr>
</thead>
<tbody>
<tr>
<td>82 Reading + Writing</td>
<td>151 Reading + Writing</td>
<td>166 Reading + Sentence</td>
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<tr>
<th>SAT</th>
<th>ACT</th>
<th>NC DAP</th>
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<tr>
<td>500 Verbal or</td>
<td>18 English or</td>
<td>151 English</td>
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<tr>
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<td>22 Reading</td>
<td></td>
</tr>
<tr>
<td>500 Writing</td>
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</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 (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 and time 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.
Points are awarded as follows:

a) Information Session:

Three (3) points will be awarded for attending one (1) of the information sessions listed below. A certificate of attendance must be filled out (by student) and collected by a counselor immediately after the information session in order for points to be awarded. Points will not be awarded for late arrival or if you leave the information session early.

Monday, February 29, 2016  3:00 pm – 4:00 pm  Room L-321
Thursday, March 24, 2016  3:00 pm – 4:00 pm  Room L-321

b) College/High School GPA:

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 High School Equivalency scores will be used.

c) Documented Medical Experience:

Previous health professional training (college coursework) or proof of current certifications from a regionally accredited institution. Official documentation must be on file in Counseling Office by 4:30 pm on the last day of the application period in order to receive points. 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 can re-apply for the next 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. 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.
2. **Medical Reports**
All completed health/medical reports must be received by specified date noted in acceptance letter. Students will be given further information and instructions during the Phlebotomy Orientation on how to access the medical forms necessary to complete the clinical portion of the program.

3. **Criminal Background Check**
All phlebotomy clinical sites require both criminal background checks and drug screenings prior to allowing students into the clinical setting (associated fees are the responsibility of the student). The drug test includes a nine (9) panel urine drug screen (methadone will be included). Testing positive on the drug screening or evidence of specimen tampering, will disqualify a student from participation in clinical rotations and is grounds for immediate dismissal from the Phlebotomy Program. Furthermore, criminal activity reported on the criminal background check may also disqualify a student from clinical participation and be grounds for immediate dismissal from the program. Both the criminal background check and drug screening are mandatory, student refusal to take part in either of these activities will be dismissed from the program. Students will be given further information and instructions during the Phlebotomy Orientation on when and how to access all forms. For more detailed policy information, students should see the “Drug and Alcohol Policy” in the 2015-2016 CFCC Student Handbook.

4. **CPR**
Students must submit documentation of current CPR* certification from the American Heart Association. The certification must be the Basic Life Support (BLS) for Healthcare Providers Course, which includes Rescuer CPR and AED usage for adults, children and infants. The BLS certification must include skills practice and skills testing and require that students complete and pass a written examination.

*Please note that online CPR certification courses will not be accepted!

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, pleaded guilty or nolo contendere to any crime which indicated that the individual is unfit or incompetent to work as a Phlebotomist.
   3. Uses any drug to a degree that interferes with his or her fitness to practice Phlebotomy.
   4. Engages in conduct that deceives or defrauds the public or which endangers the public’s 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, abnormal breathing sounds, cries for help and ability to espond 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>
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</table>
ACCREDITATION
The Phlebotomy Program is accredited by:
NAACLS (National Accrediting Agency for Clinical Laboratory Sciences)
5600 N River Rd Suite 720
Rosemont, Illinois 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 room U-240 Union Station Building Wilmington Campus or at the North Campus in Room NA-100.

Revised 10/2014
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.

*Tuition rates subject to Legislative approval

<table>
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<th>CREDIT HOURS</th>
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<th>OUT-OF-STATE TUITION</th>
<th>STUDENT ACTIVITY FEES</th>
<th>PARKING &amp; SECURITY FEE</th>
<th>TECHNOLOGY FEES</th>
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<td>35.00</td>
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<td>16 OR MORE</td>
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<td>4288.00</td>
<td>35.00</td>
<td>40.00</td>
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</table>

LIABILITY INSURANCE: $15.00 PER SCHOOL YEAR (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.

Revised 9/2015
ESTIMATED EXPENSES
CAPE FEAR COMMUNITY COLLEGE
PHLEBOTOMY PROGRAM
FALL 2016

TUITION/FEES (IN-STATE)  $ 1,014.00
TUITION/FEES (OUT-OF-STATE)  $ 3,318.00
BOOKS  80.00
UNIFORMS  50.00
SHOES (CLOSED TOED SHOES)  30.00
TRANSPORTATION Parking for Clinical Education  15.00
PHYSICAL  100.00
CPR CERTIFICATION  45.00
DRUG SCREEN & CRIMINAL BACKGROUND CHECK  92.00
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)  $ 1,561.00
TOTAL PROGRAM COST (OUT-OF-STATE)  $ 3,865.00

This program does not qualify for financial aid.

PHLEBOTOMY CURRICULUM COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Semester hour Credits</th>
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<tbody>
<tr>
<td>PBT 100</td>
<td>Phlebotomy Technology</td>
<td>6</td>
</tr>
<tr>
<td>PBT 101</td>
<td>Phlebotomy Practicum</td>
<td>3</td>
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<tr>
<td>PSY 118</td>
<td>Interpersonal Psychology or</td>
<td></td>
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<tr>
<td>PSY 150</td>
<td>General Psychology</td>
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Total Credits  12

Revised 9/2015
PHLEBOTOMY
Criteria for selecting students
POINT COUNT WORKSHEET
Fall 2016

SECTION A: INFORMATION SESSION
Attended Information Session 3 pts ______

SECTION B: 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 High School Equivalency 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
High School Equivalency Total Score
2250 – 2349 1 pt ______
2350 – 2449 2 pts ______
2450 – 2549 3 pts ______
2550 + 4 pts ______

OR
High School Equivalency Total Score (before 2002)
225 – 234 1 pt ______
235 – 244 2 pts ______
245 – 254 3 pts ______
255 + 4 pts ______

SECTION C: COLLEGE COURSEWORK WITH GRADE OF “C” OR HIGHER
PSY 118 OR PSY 150
A 10 pts ______
B 8 pts ______
C 6 pts ______

SECTION D: DOCUMENTED MEDICAL EXPERIENCE
Previous health professional training (college coursework) or proof of current certifications from a regionally accredited institution as listed below. Official documentation must be on file in Counseling office by 4:30 pm on the last day of the application period in order to receive points. No points will be awarded for documentation received after application deadline.

Examples of acceptable certifications
High School Allied Health I & II, or Biomedical Tech 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 ______
Section D ______
Grand Total ______

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

Revised 8/2015