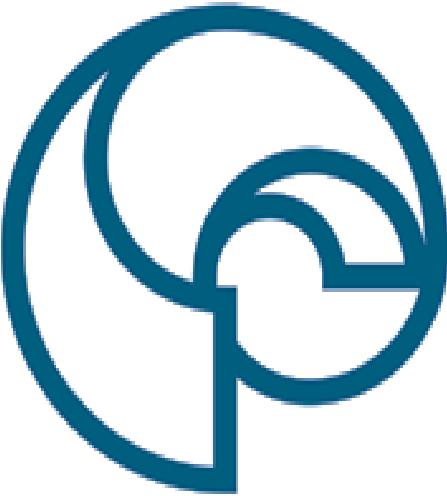


CAPE FEAR  
COMMUNITY  
COLLEGE



# Student Handbook of Guidelines & Procedures

Phlebotomy Program



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## **INTRODUCTION**

The purpose of this handbook is to provide the student with information, as well as detailed policies and procedures, specific and relevant to successful completion of the Phlebotomy program. During clinical education, students assigned to clinical facilities are subject to the policies, rules, and regulations of that clinical facilities. A student should utilize the Phlebotomy handbook as a supplement to the Cape Fear Community College Catalog and Student Handbook.

## **PHLEBOTOMY PROGRAM DESCRIPTION**

Welcome to the Phlebotomy Program at Cape Fear Community College. The Phlebotomy Curriculum prepares individuals to obtain blood and other specimens for the purpose of laboratory analysis. The program is a limited enrollment Allied Health Program, accepting a maximum of nine(9) new students each Fall and Spring at the Downtown and Surf City locations and nine (9) at the Downtown location each Summer semester.

**Cape Fear Community College is accredited by the Commission on Colleges, Southern Association of Colleges and Schools [www.sacs.org](http://www.sacs.org). The Phlebotomy Technician Program of Cape Fear Community College is approved by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS [www.nacls.org](http://www.nacls.org) ), 5600 North River Road, Suite 720, Rosemont, IL. 60018-5119, telephone: 773-714-8880. Upon successful completion of the Phlebotomy Program, the graduate will be eligible to take the National Certification Exam for Phlebotomists administered by the American Society of Clinical Pathologists (ASCP) and National Phlebotomy Association (NPA). Graduation from the program is not contingent upon passing the external national certification exam.**

## **PROGRAM MISSION**

Cape Fear Community College, Division of Health Science, is committed to providing excellence in education geared towards the development of successful health care professionals. The goal of the Cape Fear Community College Phlebotomy Program is to prepare competent entry-level Phlebotomists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Upon graduation students will have obtained experience in obtaining blood and other specimens for laboratory analysis. The Phlebotomy Program is an integral part of Cape Fear Community College and supports the philosophy and mission of the College and the North Carolina Community College system.

## **PHILOSOPHY**

The Phlebotomy Department Faculty of Cape Fear Community College believes that:

Health is relative and always changing. As such, healthcare is correspondingly evolving, creating the need for competent, proficient, and professional Phlebotomists to increase. Due to this ever changing state, the Phlebotomist practices in the unique role of obtaining blood and other specimens for laboratory analysis, thus assisting in correct diagnostic intervention. In fulfilling this role, the Phlebotomist works closely with the patient, physician, nurses, and the clinical laboratory technologists in the diagnostic care of the patient.

Phlebotomist's practice is not limited to the physical setting of the hospital. Students also participate in health care facilities within the area. The mentioned areas and facilities include but are not limited to physician offices, blood donation clinics, diagnostic laboratories, insurance companies, and as traveling phlebotomists.

The educational environment of the Phlebotomy Program at Cape Fear Community college considers individual differences that affect learning ability and provides motivation to continue to learn and adapt in the changing clinical environment. The faculty believes an individual's ability to learn is based on past experiences and personal potential, which permits learning to occur at different rates and levels. Learning takes place most readily when material is covered in a logical sequence and progresses in difficulty from simple to complex. Under the guidance of the faculty, the student should assume responsibility for much of their learning.

The faculty believes that Phlebotomy education should reflect the student's development of skills and theoretical knowledge essential for the collection of blood specimens and properly transporting them to the laboratory for diagnostic analysis.

As part of the laboratory team, the phlebotomist must be able to work independently, with great attention to detail and professionalism. A number of activities must be integrated according to priority when under pressure in stressful and emergency situations. Therefore, a stable temperament and a strong sense of responsibility are qualities essential to the Phlebotomist. As

a member of the laboratory team, the phlebotomist may perform clinical, technical, and/or clerical functions. The phlebotomist is a vital member of the clinical laboratory team whose primary function is to obtain patients' blood specimens for tests, transfusions, research, or blood donations by venipuncture and microcollection, as well as the transportation of other clinical specimens (NPA, 2012. BLS, 2014). Phlebotomists are employed through the healthcare system in hospitals, health centers, medical group practices, HMO's, public health facilities, and veteran's hospitals (NPA, 2012). According to the U.S. Department of Labor, employment of phlebotomists is projected to grow 27 percent from 2012 to 2022, much faster than the average for all occupations (2014). Considerable patience, manual dexterity, and physical stamina are necessary. Moreover, sensitivity to the needs of the patient, as well as other members of the laboratory team, must be demonstrated. Individuals who practice this profession have a strong desire to help others and make a valuable contribution to society (NPA, 2012).

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-15 Edition*, Phlebotomists, on the Internet at <http://www.bls.gov/ooh/healthcare/phlebotomists.htm> (visited September 23, 2014).

National Phlebotomy Association, (2012), *About Phlebotomy and Our Goals*, on the Internet at [http://nationalphlebotomy.org/NPA\\_Goals\\_National\\_Phlebotomy\\_Assoc.html](http://nationalphlebotomy.org/NPA_Goals_National_Phlebotomy_Assoc.html)

## **PHLEBOTOMY PROGRAM GOALS / COMPETENCIES**

1. Graduates will possess cognitive skills needed to function as a phlebotomist.
  - a. The student will demonstrate competence of phlebotomy in a laboratory setting.
  - b. The student will utilize and apply theoretical knowledge of anatomy and physiology, medical terminology, and other relevant phlebotomy techniques in preparing for procedures.
2. Graduates will possess psychomotor skills needed to function as a phlebotomist.
  - a. The student will apply the principles of asepsis in a knowledgeable manner providing for optimal patient care in the phlebotomy setting.
  - b. The student will demonstrate basic phlebotomy preparation skills.
  - c. The student will apply the responsibility of maintaining a sterile drawing area.
  - d. The student will demonstrate the ability to perform the phlebotomy procedure in a timely and efficient manner.
3. Graduates will exhibit behaviors consistent with the attitudes expected of a healthcare professional.
  - a. The student will demonstrate responsible behavior as a health care professional.
  - b. The student will demonstrate a commitment to professional growth, continuous learning, and self-development.
  - c. The student will demonstrate effective written, verbal, and nonverbal communication techniques.
  - d. The student will work in collaboration with team members to deliver competent care to the patient.
  - e. The student will meet the Phlebotomy needs of the community.
  - f. The student will strive to strengthen the program by passing all evaluations, employer surveys, placement data, and retention.
4. 85% of employers will express satisfaction with the graduate's performance.
5. 85% of students' evaluations will express program satisfaction.
6. Graduates pass rate on the Certifying exam, administered by the American Society of Clinical Pathologists or the National Phlebotomy Association will meet or exceed the national pass rate.
7. 80% of graduates will gain employment in a related field within one year of graduation.
8. Achieve and maintain a 90 % student retention rate.
9. Students will uphold the American Society for Clinical Laboratory Science Code of Ethics.

## **AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE PROFESSIONAL CODE OF ETHICS**

### **Preamble**

The Code of Ethics of the American Society for Clinical Laboratory Science sets forth the principles and standards by which clinical laboratory professionals practice their profession.

#### **I. Duty to the Patient**

- Clinical laboratory professionals are accountable for the quality and integrity of the

laboratory services they provide. This obligation includes maintaining individual competence in judgment and performance and striving to safeguard the patient from incompetent or illegal practice by others.

- Clinical laboratory professionals maintain high standards of practice. They exercise sound judgment in establishing, performing and evaluating laboratory testing.
- Clinical laboratory professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to other health care professionals about the services they provide.

## II. Duty to Colleagues and the Profession

- Clinical laboratory professionals uphold and maintain the dignity and respect of our profession and strive to maintain a reputation of honesty, integrity and reliability. They contribute to the advancement of the profession by improving 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.
- Clinical laboratory professionals actively strive to establish cooperative and respectful working relationships with other health care professionals with the primary objective of ensuring a high standard of care for the patients they serve.

## III. Duty of Society

- As practitioners of an autonomous profession, clinical laboratory professionals have the responsibility to contribute from their sphere of professional competence in order to generate well-being of their community.
- Clinical laboratory professionals comply with relevant laws and regulations pertaining to the practice of clinical laboratory science and actively seek, within the dictates of their consciences, to change those which do not meet the high standards of care and practice to which the profession is committed.

- *Code of Ethics for Clinical Laboratory Professionals*  
*American Society for Clinical Laboratory Science, Tyson Corner, VA.*

## **REQUIREMENTS FOR PHLEBOTOMY STANDARDS AND GUIDELINES**

Students are admitted to the Phlebotomy Program in the Spring, Fall and Summer. They are considered for admission only after all admission requirements have been completed (see attached physical and requirement documents). Each student is required to meet the minimum admission requirements of the college.

Physical and cognitive expectations are 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 accommodation or modification, meets the essential eligibility requirements for participation in the Phlebotomy Program.

If students believe, they cannot meet program requirements without accommodations or modifications, college officials, will determine on an individual basis whether or not the necessary accommodations or modifications can be reasonably made.

All team members must adhere to the principles of asepsis and the practice of sterile technique. Honesty and moral integrity are necessary to uphold these standards.

The proficient Phlebotomist must display a caring attitude toward the patient, other laboratory team members, and the patient care environment. It is also necessary to understand normal anatomy and physiology, the pathological condition affecting the patient, the phlebotomy procedure, and consider any variations that may be necessary to accommodate a specific patient.

#### Clinical Duties of the Phlebotomist

- \* Correctly identify the patient.
- \* Prior to venipuncture, assess the patient.
- \* Patient preparation.
- \* Skillfully and proficiently perform the procedure.
- \* Collect blood specimens in the correct tubes.
- \* Appropriately label all blood specimens at the patients' side (bedside).
- \* Appropriately manage the degree of bleeding and pain.
- \* Appropriately assess the patient after the procedure.

#### Technical Duties of the Phlebotomist

- \* Ability to manipulate small objects, tubes, and needles.
- \* Ability to select and use the appropriate equipment.
- \* Ability to learn and perform quality control procedures.
- \* Ability to transport specimens correctly and in a timely manner.
- \* Ability to process and prepare the specimens for testing and analysis.
- \* Ability to assist in laboratory testing procedures including washing glassware and cleaning equipment.

#### Clerical Duties of the Phlebotomist

- \* Are able to print, collate and distribute all laboratory requisitions and reports.
- \* Answer the phone in a professional manner.
- \* Answer all queries appropriately.
- \* Demonstrate a professional and courteous demeanor in all patient encounters.
- \* Maintain privacy and confidentiality for all patients and coworkers

## **REQUIREMENTS FOR PHLEBOTOMY STANDARDS AND GUIDELINES (continued)**

**Phlebotomy students should possess and be able to demonstrate the following:**

- 1. Critical Thinking:** Phlebotomy students should possess critical thinking sufficient for clinical judgment. For example, students must be able to identify cause-effect relationships in clinical situations.
- 2. Interpersonal:** Phlebotomy students should possess interpersonal abilities sufficient to interact with individuals and groups from a variety of social, emotional, cultural and intellectual backgrounds. For example, students must be able to establish a rapport with health care team members.
- 3. Communication:** Phlebotomy students should possess communication abilities sufficient for interaction with others in both verbal and written form. For example, the student should be able to explain phlebotomy procedures and document when appropriate.
- 4. Mobility:** Phlebotomy students should possess physical abilities sufficient to maneuver in small places and stand for extensive periods of time.
- 5. Motor Skills:** Phlebotomy students should possess gross and fine motor abilities sufficient to provide safe and effective performance in the handling of equipment and instruments.
- 6. Hearing:** Phlebotomy students should possess sufficient auditory abilities to perform efficiently.
- 7. Visual:** Phlebotomy students should possess sufficient visual acuity for performance of required tasks.
- 8. Physical:** Phlebotomy students should possess the ability to lift and manipulate/move 30 pounds of weight.
- 9. Occupational Exposures:** Phlebotomy students may be exposed to communicable diseases, and/or bodily fluids, toxic substances and shall use appropriate precautions at all times.
- 11. Working Conditions:** Phlebotomy students work in clean, brightly lit, and busy environments. At times, they may be exposed to unpleasant sights, odors, and materials. It is imperative that the attention of the phlebotomist be focused closely on the task at hand.

## **Phlebotomy**

*Estimated* costs for program (please note fees are estimated and are subject to change).

### **ESTIMATED EXPENSES CAPE FEAR COMMUNITY COLLEGE PHLEBOTOMY PROGRAM**

TUITION/FEES	\$200.00
BOOKS	96.00
UNIFORMS	100.00
SHOES (CLOSED TOED SHOES)	30.00
PHYSICAL	100.00
DRUG SCREEN & CRIMINAL	
BACKGROUND CHECK	78.00
CPR COURSE	5.00

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

NATIONAL REGISTRY EXAM (OPTIONAL)                    135.00

TOTAL PROGRAM COST                    \$744.00

## **STUDENT EXPENSES**

### **Tuition**

Tuition is established by the North Carolina State Legislature and is subject to change without prior notification. Current tuition rates for curriculum courses may be obtained in the admissions office.

### **Liability Insurance**

Students are required to carry liability insurance for clinical education. Students must purchase liability insurance from Maginnis & Associates under a master policy with the college. The coverage is limited to \$1,000,000 per incident and \$3,000,000 total. The cost is currently **\$15 per student per year.**

Students are furnished accident insurance from North American Assurance Company under a master policy with the college. Maximum coverage is \$12,000.

### **Other Costs**

- \* Books and supplies are purchased by students as they are needed.
- \* The student must provide uniforms and transportation for clinical education.
- \* Students will be responsible for replacement of lost name tags, ID cards, etc.
- \* A current TWO-STEP TB test is required. Current means within six months before the start of the program. The TB test must be repeated yearly. These related expenses will be the **student's responsibility**.
- \* Students are responsible for the required medical physical, as well as insuring that all inoculations are up-to-date.

*\* A pre-entrance physical and immunization form will be given to the student at orientation. All inoculations need to be documented and signed off on by your physician, physician assistant, or nurse practitioner prior to the clinical portion of this program. Failure to supply required documentation will result in removal from the clinical portion of the program and an F for the course.*

The student is required to have a drug screen and criminal background check, the current cost is approximately \$ 78.00 for the package.

**CERTIFICATION EXAM FEE.** The current fee for students is **\$135.00** and includes an ASCP membership, the ASCP certification guide and the certification exam/application fee. This fee is the responsibility of the student.

**\*\*\*Please note fees are subject to change\*\*\***

## **Transportation**

Students are responsible for having adequate transportation to and from all clinical sites. Students must be prepared to travel outside of New Hanover County (over 50 miles) to some clinical sites. Without having adequate transportation, the program requirements cannot be fulfilled. As such the student will receive an “F” in the course and dismissed from the program.

## **Financial Aid**

Financial Aid is currently not available for this program.

## **Withdrawal/Refund Policy**

A pre-registered curriculum student who officially withdraws from any or all classes will follow CFCC guidelines for the withdrawal process and be refunded according to CFCC guidelines found in the CFCC catalog.

The withdrawal process and associated paperwork can be obtained from the admissions department. Obtaining and completion of withdrawal paperwork is the responsibility of the student. The student should contact the program director to set an appointment to complete the necessary paperwork to complete the withdrawal process.

Questions regarding withdrawal and/or refunds should be directed to the admissions office.

## **ACADEMIC /PROGRAM REQUIREMENTS AND SCHEDULING**

### **Classes**

Classes will be held online through Blackboard. Students are required to watch lectures, read chapters, complete graded assignments, and complete practice assignments for a total of eight (8) hours a week. All assignments are due each week by Sunday at Midnight.

### **Laboratory Sessions**

The Phlebotomy Program will contain laboratory sessions in which the student practices necessary skills introduced in the classroom. Students are required to participate as a student phlebotomist, and encouraged to take part in the role of the patient for their fellow students. The laboratory is currently located on the third floor room 311 in the Health Sciences building and first floor of the Surf City Campus room 103.

Students are expected to come to class and/or lab **fully** prepared which includes **wearing required uniform** and bringing academic supplies (i.e., pen, pencil, etc.). Failure to do so will result in loss of points from the grade as defined in the respective syllabus.

## **ATTENDANCE POLICIES FOR CLASSROOM AND LAB INSTRUCTION**

### **Tardiness/Absence**

Students are expected to report for class in a timely fashion and tardiness will not be tolerated. **Attendance requirements may differ from the college policy, therefore, please refer to the course syllabus for a detailed description of the specific attendance policy.** In recognition of the variability of the required classroom and lab hours within the individual courses, attendance requirements may also differ between courses, therefore, **the attendance policy as defined by the course syllabus supersedes any other policy documentation.**

## **GRADING AND ACADEMIC PROGRESS**

### **Progression**

1. All Phlebotomy core courses required in the curriculum are taken during the same semester.
  - a. The student must make a grade of "A," "B," or "C" in the Phlebotomy courses before being allowed to complete the program.
  - b. The student must maintain a "C" or better in the lab component of each course in order to move forward to clinicals.
2. Students are expected to make satisfactory progress toward obtaining a certificate.
3. A cumulative GPA of a 2.00 must be met.
4. A student who receives a grade of "D," "F," or Withdrawal in the Phlebotomy program will result in failure of the program.

### **Academic Grading Scale**

1. Grading is done by the traditional method of "A" through "F". A full explanation of grading and grade point averaging is addressed in the Cape Fear Community College catalog and Student Handbook.
2. Grades will be determined by each instructor based on specific criteria deemed appropriate by the instructor and published in the course syllabus. The following scale will be used:

A = 92-100     B = 84-91     C = 76-83     D = 68-75     F = 0-67

## **REMEDIATION**

1. The Phlebotomy Program curriculum consists of didactic, laboratory, and clinical education courses. Participation in all areas of the curriculum is mandatory in order to become a successful healthcare team member. Competency in the Phlebotomy Program is attainable through simulated practice outside of the classroom and **additional practice in the laboratory during scheduled class/lab time.**
2. Students who have utilized the resources offered through the classroom and laboratory sessions may request remediation in the event that they do not feel competent in their phlebotomy skills. Requests for remediation should be submitted to the program director in writing. Remediation plans will be determined on the basis of the needs of the individual student and faculty availability.
3. If a student fails a skill competency test, a **mandatory**, documented, remediation plan will be completed by the student and submitted to the program director.

## **WAITING LIST (ALTERNATE STATUS) POLICY**

In the unlikely event that a clinical site is not available, a waiting list will be used. All students will be assigned points for the following criteria: GPA (program GPA), attendance/tardy, and laboratory skills assessments. In the event of a tie then the student's selective admission ranking will be used to break the tie. Students will then be assigned to a clinical training site in the order in which he/she is placed in the ranking. All students will be required to sign a clinical assignment waiver indicating understanding of this policy.

## **ACADEMIC HONESTY AND INTEGRITY**

1. All students are expected to take responsibility for adherence to high ethical standards. Unfair or unethical practices on the part of any student will be considered an extremely serious offense and will be subject to disciplinary actions.
2. Dishonesty in assignments, examinations, or other academic work or plagiarism (failure to give credit for ideas or materials taken from another without acknowledgement) is extremely serious offenses and will be grounds for immediate failure and dismissal from the program.

## **SAFETY**

### **Pre-Entrance Physical and Immunizations**

1. Students must submit a pre-entrance physical examination by a physician, physician assistant, or nurse practitioner prior to final enrollment in the program.
2. The physical must include the following:
  - a. A 2-step TB skin test (A chest x-ray is required if the skin test is positive).
  - b. Long distance and color vision check.

- c. Evidence of physical, emotional and mental well-being.
  - d. Drug screening
- 3. The following immunizations are required:
  - a. Individuals born before January 1957 must have proof of a rubella titer or the vaccination. Individuals born after January 1957 must have proof of MMR vaccination given after 1967 and a booster dose of MMR given as a teenager or adult.
  - b. Current DPT.
  - c. If the immunity status for varicella (chicken pox) is unknown, it is required that the individual get a titer and get 2 varicella vaccine. An individual without immunity or the vaccine will be removed from the clinical setting the 10<sup>th</sup> through the 21<sup>st</sup> day following exposure.
  - d. Hepatitis B series or signed declination form.
  - e. Flu vaccine (seasonal)
- 4. Other requirements deemed necessary and/or mandatory by appropriate parties may also be added at any time.
- 5. A twelve (12) panel drug screen and criminal background check is required.

•American Heart Association Training Instruction to receive the BLS for Healthcare Providers course completion card. This CPR certification for adult, children, and infant is also required prior to beginning the program and must be maintained throughout the program.

## **Health and First Aid Services**

- 1. In cases of illness or injury on campus, the **OFFICE OF STUDENT DEVELOPMENT** should be contacted for first aid or transportation to a medical facility.
- 2. For injuries that occur in the clinical setting, the clinical instructor should be notified for referral to the appropriate treatment setting.
- 3. The student will be financially responsible for the cost of any and all treatment necessary as a result of clinical education. All students are provided with an opportunity to enroll in an accident insurance policy when they enroll at CFCC. At no time will CFCC or any affiliating clinical agency be responsible for the cost of treating injuries during clinical education.
- 4. A CFCC incident report must be filled out for all injuries incurred on campus. Both a CFCC incident report and an affiliating clinical agency incident report must be completed for injuries incurred during clinical education.

## **Admission of HIV Positive Students**

- 1. Being HIV positive will not constitute a cause for denial of admission to a prospective Phlebotomy student. The student's physician will need to judge whether clinical work poses a threat to the health of the student.
- 2. The Phlebotomy Program, on the basis on medical judgments, may establish that exclusion or restrictions are necessary in individual cases. The following factors will be considered:
  - a. The potential harm that the individual poses to other people.
  - b. The ability of the individual to accomplish the outcomes of the course or curriculum.
  - c. Whether or not reasonable accommodation can be made that will enable the individual to safely and efficiently accomplish the outcomes and/or tasks of the course or curriculum without significantly exposing the individual or other persons to the risk of infection.

3. Evaluation of an applicant or currently enrolled student with a known infectious disease will include a physician's statement of the individual's health status as it relates to the individual's ability to adequately and safely accomplish the essential outcomes of his/her course or curriculum. The physician's statement must also indicate the nature and extent of an individual's susceptibility to infectious diseases often encountered when accomplishing the outcomes of an individual's course or curriculum.

## **COMMUNICABLE DISEASE POLICY/ INFECTIOUS DISEASE/UNIVERSAL PRECAUTIONS**

### **Hepatitis B**

1. Hepatitis B is more common in clinical areas than HIV. Although, individually less lethal than AIDS, hepatitis cumulatively accounts for 200-300 deaths per year among health care workers.
2. Hepatitis B virus can be transmitted by contact with body fluids including blood (including contaminated needles), semen, tears, saliva, urine, breast milk, and vaginal secretions. Health care workers are at high risk of acquiring Hepatitis B because of frequent contact with blood or potentially contaminated body fluids. A vaccine can prevent Hepatitis B. It is highly recommended that students have initiated and is possible, completed vaccination prior to clinical contact.
3. Students **are required to present the program with proof of vaccination or a signed declination for the Hepatitis B vaccine.** Hepatitis B vaccination is the financial responsibility of the student.

### **Universal Precautions**

1. Students will be instructed in the use of universal precautions and precautions applicable to working with individuals with infectious diseases, including AIDS. The precautions will be reviewed with students continually throughout the program.
2. The specific infectious disease policies of the facility or agency providing the clinical experience will be reviewed with the student prior to assignment in that facility.
3. Good personal hygiene must be followed at all times with special emphasis on good hand washing technique.
4. Gloves must be worn for any direct contact with any blood or body fluids.
5. Students with exudative lesions or weeping dermatitis will refrain from all direct patient care and from performing phlebotomy procedures until the condition resolves.
6. The student will follow recommendations from the affiliating clinical agencies regarding positive HIV/HBV practices for health care workers.
7. The student should also comply with current guidelines for disinfection and sterilization of reusable devices used in invasive procedures.
8. Students and faculty will be governed by the infectious disease policy of the agency or facility with which they are currently associated for their clinical experience, as well as the policies of the Phlebotomy Program. Faculty members will inform students of the agency policy and the course of action to be taken by students if an incident occurs.

## **Exposure Events**

1. In the event a patient is exposed to a student's blood or body fluids, the student will immediately report the incident to the clinical instructor, who will in turn, report the incident to the infection control nurse/site physician. The clinical instructor will complete an accident/incident report and send it to the Phlebotomy Director. This procedure of reporting applies to **ALL** students regardless of their HIV/HBV status. A student is ethically obligated to undergo testing for a bloodborne pathogen when a patient has been clearly exposed to the student's blood or body fluids.
2. In the event a student is exposed to a patient's blood or body fluids, the student will immediately report the incident to the clinical instructor, who will in turn, report the incident to the infection control nurse/site physician. The clinical instructor will complete an accident/incident report and send it to the clinical coordinator or program director.

## **Health and First Aid Services**

The Office of Student Development should be contacted for first aid and/or transportation to medical facility, for cases of injury on campus.

Injuries occurring during a clinical day – Notify your preceptor for a referral to the appropriate treatment setting. Phlebotomy Director must be notified ASAP.

The student will be held financially responsible for the cost of any and all necessary treatment resulting during the clinical setting. All students are provided an opportunity to enroll in an accident insurance policy when they enroll at CFCC. At no time will CFCC, or any affiliating clinical agency be responsible for the cost of treating injuries during clinical education.

A CFCC incident report must be filled out for all injuries incurring on campus. Both a CFCC incident report and an affiliating clinical agency incident report must be completed for injuries incurred during clinical education rotations.

## **Reporting a Communicable Illness**

The student must report illness, communicable disease and any condition which might affect the health of the student, patients and clinical staff. This should be reported to the program director and clinical site preceptor. Failure to report this will result in probation and possible dismissal from the phlebotomy program.

To protect those around you and as a safeguard to patients, all students are required to meet safe health standards. Any student with an infectious/communicable disease must notify the program director immediately. This includes the following:

- ✓ Elevated temperature (100 degrees F. or more orally).
- ✓ Symptoms of urinary infection (dysuria, urgency, or frequency).
- ✓ Symptoms of respiratory infections.
- ✓ Symptoms of gastrointestinal infections.
- ✓ Symptoms of conjunctivitis (pink eye).

\*\*Even if the student is under the care of a private physician, the aforementioned symptoms must be reported to the phlebotomy director.

A condition that is transmittable by skin or droplet shall not be in direct patient contact (TB). State law requires that persons with chronic skin conditions of the hand refrain from direct patient care. Students with readily contagious diseases shall refrain from activities which may place other persons at risk. HIV positive students shall refrain from activities which place persons at risk. The program official or clinical instructor is responsible for reporting the condition to the clinical affiliate.

## **Responsibilities of Students with Infectious/Communicable Diseases**

1. Any student with an infectious/communicable disease must notify the program director immediately.
2. Any student with a condition that is transmittable by skin or droplet shall not be in direct patient contact (e.g. tuberculosis).
3. State law requires persons with chronic skin conditions of the hand to refrain from direct patient care.
4. Students with readily contagious diseases shall refrain from activities, which may place other persons at risk. HIV positive students shall refrain from activities, which place persons at risk.

## **CFCC Policies**

### **Drug and Alcohol Policy**

1. Cape Fear Community College is committed to providing an educational atmosphere that is free of substance abuse and encourages healthy and safe lifestyles. Therefore, in compliance with the *Federal Drug-Free Workplace Act of 1988*, and the *Drug-Free Schools and Communities Act Amendments of 1989*, it is the policy of CFCC that the unlawful use, possession, distribution, manufacture, or dispensation of a controlled substance or alcohol, is prohibited while on college premises, the college workplace, or as part of any College sponsored activity.
2. The full policy is set forth in the Cape Fear Community College Catalog and Student Handbook and in publications available in the Office of Student Development. Any student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.
3. Each student is required to inform the college in writing within five (5) days after a conviction of any criminal drug or alcoholic beverage control statute where such violations occurred in the college workplace, on college premises, or as part of any college sponsored activity.

### **Sexual Harassment and Abuse Policy**

Sexual Harassment Discriminatory personal conduct, including sexual harassment toward any member of the College, is a violation of both State and Federal law and college policy and cannot be tolerated in the College community. All members of this college community are expected and

instructed to conduct themselves in such a way as to contribute to an atmosphere free of sexual harassment. Sexual harassment of any employee or student by any other employee or student is a violation of the policy of this college and will not be tolerated. Requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by any employee or student constitutes sexual harassment when: submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic or student status, or submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual, or such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile, or offensive environment in the workplace or the classroom. Any student who believes that he or she has been subjected to sexual harassment in violation of this policy should make a confidential complaint to one of the Student Development counselors. If this is not feasible, the student may take the complaint to the Vice President of Student Development.

## **Tobacco Policy**

CFCC is a tobacco-free campus - *Tobacco use is prohibited on all CFCC property. The first offense is a warning and the second offense may result in disciplinary action. (See full policy in CFCC catalog).*

## **Inclement Weather**

In the event of inclement weather, the President of CFCC will make a decision to cancel or delay classes. The announcement will be posted on the CFCC website as well as other sources (TV, radio). Please check to ensure understanding of the schedule. If school is **closed** then all sessions (class, lab, clinical) are cancelled. If school is delayed, the session (class, lab, or clinical) will **start at the start time** listed for the school. For example, if school is delayed until 10:00 am, then any class, lab, or clinical session scheduled for that day **will begin at 10:00 am**....so if you were scheduled for a class that meets from 8-11 am, class **will be** held from 10-11am. Attendance will be taken and an absence will be recorded if not present. Required make up time will be defined by the instructor.

# **PHLEBOTOMY PROGRAM DISCIPLINARY PROCEDURES**

## **Disciplinary Documentation - Student Critical Incident Report**

Any infractions or consultations with students will be documented with the appropriate Phlebotomy Critical Incident Report along with the defined associated disciplinary implications. Critical Incidents may result in probation or immediate program dismissal.

## **Program Dismissal**

1. Students will be dismissed from the Phlebotomy Program for any of the following reasons:
  - a. Failure to meet academic, lab, or clinical criteria

- b. Physical or emotional health problems which indicate impairment in ability to provide safe care (e.g., impairment due to drugs or alcohol)
- c. Unprofessional communication (i.e., use of profanity), behavior or demeanor, as well as insubordination. Insubordination being defined as refusing to follow orders or of being deliberately disrespectful to authority.
- d. Failure to comply with the Phlebotomy Program Attendance Policy either clinical or academic.
- e. Violations of policies noted in your CFCC catalog or student handbook.
- f. Falsification of information
- g. Breach of confidentiality in any manner, and/or removing schedules, or any documents with a patient's name.
- h. Students who do not submit required paperwork within the specified time frame, are not meeting course requirements, and therefore are subject to dismissal
- i. Any student who shows behavior to cause concern for alcohol or drug abuse will be requested to submit to an immediate drug/alcohol test at their own expense. Failure to comply or a positive drug or alcohol screening test will result in immediate dismissal from the program and an "F" for all phlebotomy courses enrolled in at the time.
- j. Violation of any hospital or clinical site policy
- k. Unsatisfactory performance in the clinical setting

**\*\*A student who believes the dismissal is unfair and elects to appeal the decision may be granted permission to attend classes, and/or lab, and/or clinical with the permission of the Phlebotomy Program Director while the case is being investigated via the appeals process.**

**\*\*A written request from the student must be submitted and approved prior to attend class, lab, and or clinical session.**

### **Phlebotomy Readmission Procedure**

The procedure followed by the Phlebotomy Department for readmission to the Program is to allow former students **one** opportunity to apply for readmission.

Due to the structure of the Phlebotomy Program, limited clinical space, and the number of individuals applying for acceptance in the Program, the following process will be utilized for all students applying for readmission. Each student must:

1. Reapply to the program under the *same process utilized for initial application*. Selection of students will be according to the **same** criteria as in an initial application, **no priority** is given for readmission. A student may only reapply one time.
2. Academic grade and all other requirements remain the same.

### **CFCC PHLEBOTOMY CLINICAL EDUCATION, PROFESSIONALISM, AND APPEARANCE**

## **Clinical Assignments**

Clinical rotation assignments are arranged by faculty to allow all students to experience the unique opportunities provided at individual sites, and **are not negotiable** for any reason. Disagreement with these decisions and/or refusal to participate will result in disciplinary action or dismissal.

Reassignment of clinical sites, either temporary or permanent can occur at any time during the rotation at the director's discretion.

Students must have adequate transportation to all clinical settings. Students must be prepared to travel outside of New Hanover County (over 50 miles) to some clinical sites. If you are unable to attend clinical education due to inadequate transportation, then you will not be able to fulfill the requirements of the program and will receive an "F" in the course and dismissed from the program.

**CFCC Phlebotomy Clinical Sites include New Hanover/Novant Hospital 2131 S. 17<sup>th</sup> St. Wilmington, NC and New Hanover/Novant Physician Group 1960 S 16<sup>th</sup> St Wilmington, NC.**

## **ATTENDANCE POLICIES FOR CLINICAL ROTATION**

### **Tardiness/Absence**

Clinical days are vital to the student's success for completion of the phlebotomy program and tardiness will not be tolerated due to the disruptive nature to the clinical environment.

- \* **ARRIVING LATE TO CLINICAL MAY RESULT IN EXCLUSION FROM CLINICAL PARTICIPATION FOR THE DAY.**
- \* **TARDINESS AND/OR LEAVING EARLY FROM A CLINICAL SITE (WITHOUT PERMISSION FROM PROF. MULDOWNEY) WILL CONSTITUTE AN ABSENCE.**
- \* The number of absences prior to being withdrawn is **DEFINED BY THE PHLEBOTOMY CLINICAL COURSE SYLLABUS.**
- \* Clinical schedules **WILL NOT BE** adjusted to meet work schedules or other individual preferences.

### **IF YOU MUST BE ABSENT:**

If a student is ill or cannot make the clinical assignment, the student shall take the following action:

1. Students must notify the clinical site instructor, as far in advance as possible but at least 15 minutes prior to the beginning of the clinical day. A voice message is only acceptable if the call is made prior to the opening of the clinical site.
  - a. The Student must notify the clinical preceptor via a voicemail to their office phone only if the call is placed before or after business hours. Text messages to laboratory personals

private cell phones **ARE NOT ACCEPTABLE** and will result in the five point deduction to the final clinical grade for **EACH** infraction.

2. Clinical absences **CANNOT** be made up except with special permission and documentation from the director of the phlebotomy program.

## **SPECIAL CIRCUMSTANCES**

### **Clinical Hours**

1. Failure to complete attendance requirements for a clinical course will result in an “F” for clinical education and the student being dropped from the program.
2. Clinical assignments that are missed or shortened due to school closing, inclement weather or for other reasons deemed appropriate by the program director will be rescheduled by the course instructor.
3. Students **must** attend the **rescheduled** clinical day. **Absence** from a rescheduled make-up day **will result in a recorded absence** for the clinical day.

### **Pregnancy**

If a student who is enrolled in the Phlebotomy Program learns that she is pregnant, the student is then required to notify the program director in writing. The student may then choose from the following options:

1. The student may choose to remain in the program, and if the student elects to remain in the program, the following shall apply:
  - a. The student must complete all clinical competencies required for graduation from the program.
  - b. The student must meet all attendance requirements for all courses, including clinical education courses as published.
  - c. The student acknowledges awareness of the increased risk due to potential exposure to bloodborne pathogens and/or toxins, and accepts responsibility for protection of the embryo/fetus during the pregnancy.
  - d. The student shall submit a physician’s statement giving her estimated date of delivery and indicating the student’s ability to continue the clinical activities of the program.
2. The student may elect to withdraw from the program at the time the pregnancy is discovered, or any time during the pregnancy if they so choose. If the student withdraws from the program, the following shall apply:
  - a. If the student withdraws during a semester, no credit will be awarded for work completed during that semester. All college policies and procedures regarding withdrawal will apply.

### **Clinical Documentation**

Students are responsible for completing all clinical documentation in a timely and organized fashion as described in the clinical course syllabus. **Failure to maintain and submit required documentation as defined will result in a failing grade (F) for the clinical course.**

## **Service Work:**

All student activities associated with the curriculum, especially while students are completing his or her clinical rotations, will be educational in nature. Students will not be receiving any monetary remuneration during this educational experience, nor will he or she be substituted for hired staff personnel within the clinical institution, in the capacity of a phlebotomist.

## **Professionalism:**

Each student is expected to act in a professional manner at all times and exhibit a professional, ethical attitude toward faculty, staff, physicians, patients and visitors.

**ANY ACTIONS VIEWED AS BEING UNPROFESSIONAL AND/OR UNETHICAL,  
AS WELL AS CLINICAL SITES DISMISSALS, WILL BE GROUNDS FOR DISMISSAL  
FROM THE PHLEBOTOMY PROGRAM.**

## **Appearance:**

### **Clinical Uniform Description**

You are required to purchase uniforms for your clinical education courses. It is your responsibility to make sure you come to all clinical sites properly dressed and with needed supplies (e.g. pen & note pad, etc.). The **REQUIRED** Phlebotomy uniform should be neat, clean, and have the appearance of being pressed, consisting of the **required selected** scrubs for the program. Shoes should be white with backs on them (No clogs allowed). More details will be available in the PBT 101 clinical syllabi.

## **Name Badge:**

A **CFCC issued name badge** must be worn at all times and any other specified identification required by the clinical facility should be worn while at the location.

1. Your appearance will be evaluated by your clinical instructor.
2. Any deviation from the defined requirements will result in loss of clinical points and dismissal from clinical for the day, and will be recorded as an absence.

The personal appearance and demeanor of Phlebotomy students at CFCC reflects both the College and Program standards and are indicative of the student's interest and pride in the profession. There is no place for fashion trends in Phlebotomy, especially with the fairly conservative area our patient population will come from. Appearance of the phlebotomist is the first impression of your skills that your patients will have. Use it to your advantage. Each student is expected to follow these general guidelines:

1. Male and female students will purchase a program approved royal blue scrubs.
2. Uniforms should be clean, properly fitted, have the appearance of being pressed, and display proper identification.
3. Shoes must be clean and polished at all times. Low top, athletic shoe type, all white uniform shoes are allowed. Canvas shoes are not allowed. They must not display stripes or prominent brand name labels. Clogs or sandal-type shoes without a back are not allowed for safety reasons.
4. A white shirt may be worn under the uniform top if needed. It should not be of thin “tee shirt” type material and should be the type of shirt that could be worn alone without the top. Thermal underwear type shirts are not allowed.
5. White mid-calf length socks or white hose must be worn with the uniform. Sports socks or footies will not be permitted for reasons of practicality and professional appearance. White knee high hose will be permitted.
6. Hair will be neat, clean, and dry at all times. Long hair must be kept tied back and out of the face. Mustaches and/or beards must be kept neatly trimmed. Scarves and other hair ornaments are unacceptable, except for discreet clasps or barrettes. Make-up should be discrete and well applied. Perfumes, scented (perfumed) lotions, scented (perfumed) powders, or after shaves are not allowed. Hair coloring and styling should be of a conservative nature.
7. Students may wear wedding, class, or other small rings, but for reasons of practicality, rings with a set should not be worn. Rings should be limited to one per hand. Necklaces, bracelets, or medallions are not allowed for reasons of personal safety
8. One pair of small, stud type earrings that do not extend below the earlobe may be worn. No other visible type of body piercing is acceptable. No tongue piercing is acceptable. All visible tattoos must be adequately concealed while performing clinical rotations.
9. Fingernails must be kept short, clean, and neat for reasons of proper hand washing and patient safety. Fingernails must not extend beyond the tip of the finger, and should not be able to be seen when looking at the hand from the palm side. Tips and their equivalent, as well as colored nail polish are not acceptable.
10. Gum chewing is NOT allowed during clinical rotations. The smell of alcohol is reason for immediate dismissal!

The program faculty will have a “zero” tolerance for dress code infractions. Any student reporting to the clinical affiliate in improper uniform or attire will be sent home by the program faculty or clinical instructor. The student will be required to make up the missed time in accordance with published attendance policies and procedures. The clinical instructors and program faculty have the final authority for decisions made concerning questionable attire. Dress code infractions will be documented. Repeated infractions of the same policy are an example of insubordination and will result in dismissal from the program, as any behavior consistent with insubordination will result in dismissal!

## **Makeup:**

1. Makeup should be kept to a **minimum**.
2. Eye shadow and mascara may be worn, however, any student wearing excessive makeup in the opinion of the facility or college instructors, will be required to remove it or leave the clinical site and make- up the time missed.

## **Miscellaneous:**

Smoking is not permitted in any of the clinical facilities or college buildings. It is also not permitted on some of the clinical site grounds. If you smoke, just remember that you may not be permitted to leave your clinical area to do this.

During clinical education, students are required to keep a pen (black) and a small pocket size notebook for notes.

## **Clinical Grading**

1. Clinical education courses will be graded on the same letter grade system as academic courses. Grading criteria for each clinical education course will be published in the course syllabus and will include, at a **minimum**, periodic performance evaluations, attendance, completion of required paperwork, and other assignments.
2. A student may be placed on clinical probation or be removed from the program for reasons which include but are not limited to less than satisfactory clinical performance (unacceptable clinical evaluations). The clinical preceptor who recommends a student for clinical probation will devise a written contract approved by the program director which will state the conditions of the probation and the deficiencies, which must be corrected. Failure to comply with a clinical probation contract **will** result in dismissal from the program and an “F” recorded as the grade.
3. The program faculty may immediately remove a student from the clinical setting and recommend dismissal if he/she is judged to be incapable of performing patient care or who presents a threat to health and safety of patients. The student may then follow the steps of the Right of Appeal.
4. Any clinical faculty may submit a statement of concerns about a student to the Phlebotomy Director who may then proceed as set forth above.

## **Clinical Performance Evaluations**

1. The clinical performance evaluation grade is based on direct observation by your clinical instructor in conjunction with feedback from the preceptors with whom clinical hours are worked. The specific evaluation form will be included with the clinical syllabus.

**NOTE: It is the student's responsibility** to maintain and submit all required clinical documentation as defined in the course syllabus according to the required due date. Failure to submit the completed, required documentation will result in failure (F) of the course.

## **Clinical Requirements/Objectives**

1. A list of clinical requirements is given to each student prior to the beginning of each semester. These must be completed before the semester end.
2. Clinical objectives will be evaluated by the clinical instructors of the facility and the clinical coordinator/program director.
3. Students who fail to complete their objectives by the end of the semester due to any reasons such as absences, patient load, or other constraints will receive an “F” for the clinical education course.

## Clinical Requirements

Students in the Phlebotomy program at Cape Fear Community College are required to satisfactorily complete the “minimum” number of venipunctures, dermal microcollections, butterfly sticks, blood cultures, as well as hours. The “minimum” number is defined below is based on the standards accepted by the Accreditation Review Committee of the National Accrediting Agency for Clinical Laboratory Sciences and the American Society of Clinical Pathologist.

## Right of Appeal

1. The following procedure applies to dismissal from **clinical education**. Any appeals for reasons other than clinical education should follow the appeals process outlined in the *Cape Fear Community College Catalog and Student Handbook*.
2. Oral and written warnings and probationary status cannot be appealed.
3. The appeal of suspensions and dismissals must first be considered by the Program Director and the Chair of Allied Health.
  - a. A written notice of appeal must be provided to the Director of Phlebotomy and the Department Chair of Allied Health within twenty-four (24) hours of the original suspension. Weekends are excluded.
  - b. Within two (2) school days, the Department Chair of Allied Health will convene a hearing panel consisting of five (5) allied health faculty, at least one of which will be the Director.
  - c. The student may request an opportunity to be heard at the review and to present written statements from witnesses.
  - d. The hearing panel will notify the Department Chair of Allied Health of its decision within five (5) school days. The Chair will notify the student and the Phlebotomy Program Director, with all decisions being final.
4. A student with an appeal in progress may attend classes, but not at the clinical site or perform laboratory exercises. The Phlebotomy Program Director must receive and approve, a written request to attend class prior to the start of said class.
5. The decision of the hearing panel is final.
6. Depending on the reason for dismissal, and only after a minimum of six (6) months absence from the program, a student may be permitted to reapply to the Phlebotomy Program with approval from both the Phlebotomy Program Director and the Department Chair of Allied Health.

## **MISCELLANEOUS**

### **Transportation**

Each student is responsible for his/her own transportation to and from the college and all clinical facilities utilized for learning experiences, a valid driver's license is required. Arrangements for transportation should be made prior to entering the program, as absences will not be granted for transportation problems involving poor planning by the student.

### **Hospital Visiting**

Students are expected to observe the visiting hours of the affiliating agency when visiting friends or relatives who may be hospitalized. Visits may not be made during clinical assignments without the approval of the clinical instructor.

### **Breaks**

Lunch and break periods in the clinical setting will be arranged by the preceptor and clinical instructor to be convenient to the area in which the student is assigned. Students are expected to return to their assigned area immediately after their lunch or break period is over. Thirty (30) minutes are assigned for lunch, or follow the clinical site rules for lunch breaks.

### **Personal Phone Calls**

Personal phone calls may not be received or made on clinical phones. They disrupt clinical services and tie up phones needed for hospital business.

### **Cell Phone Use**

Cell phones may not be used while in a clinical education area. You must keep your cell phones put away and not on the clinical floor! You may check messages only during scheduled breaks. You must go outside to make any phone calls on a cell phone. Anyone who needs to reach you for urgent business should use the clinical site phone number. Please give the phone number of the clinical sites to anyone who would need to reach you in an emergency.

**\*The Phlebotomy Program reserves the right to revise these policies at any time that it is deemed necessary for the proper function of the program.**

\*For all other Policy and Procedures please refer to CFCC Handbook or directly ask the Director Christy Chang at cdchang703@mail.cfcc.edu.

**NOTE: The following next 4 pages are duplicates of the signature sheets you have been given separately. If you have not signed these and turned them into the program director please do so immediately.**

**These copies are intended as a reminder and a record of what you have signed.**

## **CFCC PHLEBOTOMY PROGRAM STUDENTS PREGNANCY POLICY STATEMENT**

Due to the possible danger from bloodborne pathogens, a phlebotomy student who becomes pregnant or suspects she is pregnant is advised to notify the Program Director in writing of the fact at the earliest possible date. (Voluntary disclosure of pregnancy: It is the decision of the pregnant student as to whether or not she wishes to notify program faculty of her pregnancy).

Cape Fear Community College will not be obligated to permit any special work limitations to accommodate pregnant students. The school shall not be responsible for any decision made by the student.

I have read the above pregnancy policy statement, understand its content, and agree to comply with it.

Student name (please print) \_\_\_\_\_

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

## **CFCC Phlebotomy Program Student Handbook Signature Form**

I \_\_\_\_\_ have received a copy of the  
**(Print name)**

### **Cape Fear Community College Phlebotomy Program Student Handbook of Guidelines and Procedures.**

My signature below indicates that I have read, understand, and will abide by the policies and procedures defined in the Phlebotomy Policy Manual during my time of attendance in the phlebotomy program at Cape Fear Community College.

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**Student Signature**

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**Date**

## **CFCC PHLEBOTOMY PROGRAM STUDENT CONFIDENTIALITY AGREEMENT**

I acknowledge that during the course of performing my assigned duties at various clinical locations I may have access to, or may be working with confidential medical and other sensitive or private information. I acknowledge that it is my responsibility to respect the privacy and confidentiality of patient(s) and other confidential information. I will not access, use or disclose patient or other confidential information unless I do so in the course and scope of fulfilling my duties. I hereby agree to handle such information in a confidential manner at all times during and after my clinical rotation and commit to the following obligations:

- A. I will use and disclose confidential health information only in connection with and for the purpose of performing my assigned duties and then only to the proper person and in a manner and location, which insures that the conversation will not be overheard.
- B. I will not discuss anything about a patient outside of the host facility. This includes knowledge of admittance, and emergency treatment. This also pertains to family members, neighbors, friends, church members, etc. who are patients and whom I might see.
- C. I will request, obtain or communicate confidential health information only as necessary to perform my assigned duties and shall refrain from requesting, obtaining or communicating more confidential health information than is necessary to accomplish my assigned duties.
- D. I will immediately report any unauthorized use or disclosure of confidential health information that I become aware of to the appropriate personnel.

I understand and agree that my failure to fulfill any of the obligations set forth in this Agreement and/or my violation of any terms of this Agreement shall result in my being subject to appropriate disciplinary action, up to and including, dismissal from the CFCC Phlebotomy Program.

**Name of participant (print)**

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**Signature of participant**

**Date**

**Cape Fear Community College  
Hepatitis B Vaccine Consent/Declination Form**

**PLEASE READ CAREFULLY AND COMPLETE THE APPROPRIATE SECTION**

**Consent to receive the vaccine**

I choose to take the Hepatitis B Vaccine. I have read and understand the information in the student handbook about the Hepatitis B Vaccine.

	Dose	Date
Student printed name	1 <sup>st</sup>	_____
	2 <sup>nd</sup>	_____
Signature	3 <sup>rd</sup>	_____

---

Date

**Declination of vaccine**

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk for acquiring Hepatitis B Virus (HBV) Infection. I have been advised to be vaccinated with Hepatitis B Vaccine. However, I decline Hepatitis B Vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I will receive the vaccination series at my own expense.

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Student printed name

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Student Signature

---

Date

**CFCC PHLEBOTOMY PROGRAM STUDENT  
Communicable Disease Policy**

I acknowledge that during the course of performing my assigned phlebotomy duties at various clinical locations I may come into contact with a communicable disease. I acknowledge that it is my responsibility to follow all the policies set forth in the fall 2016 Phlebotomy Program Policy Manual, pages 21 through 24. I have read the 2016 Phlebotomy Program Policy Manual, and I have been given ample time to review this information and ask questions. I fully agree and understand the policies and procedures involved and stated in the manual.

Student Printed Name: \_\_\_\_\_

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

Attached are the physical examination and immunization record forms required to be completed for the program. Please begin completing the requirements below (especially making an appointment for a physical exam) as soon as possible as deadlines are near.

<b>Physical Exam</b>	Physical exam to include vision and hearing.
<b>Immunizations Record</b>	Please have a physician complete the attached "Physical Examination" and "Immunization Record" forms. (physical exam - approx. cost \$100)
<b>Measles, Mumps, Rubella (MMR)</b>	One of these is required: -documentation of 2 doses of MMR vaccine at least 4 weeks apart -or a positive antibody titer for Measles, Mumps and Rubella (lab report required) Titters must include date, dose and interpretation.
<b>Tetanus, Diphtheria, Pertussis (Tdap)</b>	Documentation of vaccination with 1 dose of Tdap within the past 10 years. (Td not accepted)
<b>Varicella (Chicken Pox)</b>	One of these is required: -documentation of vaccination with 2 doses of varicella vaccine at least 4 weeks apart. -or a positive antibody titer (lab report required) Titters must include date, dose and interpretation. -or a medically documented history of disease
<b>TB Skin Test</b>	Documentation of a negative <b>TB skin test</b> within the past six months.  If results are positive, provide a clear chest x-ray.
<b>Hepatitis B</b> <i>(recommended but optional).</i>	You are strongly encouraged to take this vaccine. One of the following is required: -documentation of a series of 3 vaccinations -or a positive antibody titer (lab report required). Titters must include date, dose and interpretation or the declination paperwork signed and uploaded -a signed declination form (available through your program director)
<b>Influenza Vaccine (flu shot)</b>	You will need this when it is available in the Fall semester.
<b>CPR Certification</b>	The required American Heart Association BLS course is included in the Phlebotomy course - \$5.00 for AHA CPR Card issued.

<b>Criminal Background &amp; 12-Panel Drug Screen</b>	This is done through our clinical screening company, CastleBranch. Information on where/how to obtain these will be provided at orientation. Please get registered as soon as possible. (approx. cost \$80)
<b>CFCC student ID badge</b>	This badge is available at no charge at the cashier's office in Union Station.
<b>Covid-19 Vaccine</b>	All students are required to be fully vaccinated before class begins. (no exemptions at this time)

All required Medical documents below must be submitted to the Phlebotomy Instructor before the first day of class. These will be collected for your on-campus program file. We strongly encourage students to also keep a copy of these records for themselves.

REQUIRED IMMUNIZATIONS				
	mo/day/year	mo/day/year	mo/day/year	mo/day/year
<b>Tdap</b>	Tdap dose within last 10 years	if expired,then Td booster		
<b>MMR</b> 2 doses or individual doses below	Dose #1	Dose #2	or positive antibody titer for MMR (lab report required) must include date, dose and interpretation.	
<b>Measles</b>	Dose #1	Dose #2	or Disease Date	or Titer Date & Result
<b>Mumps</b>	Dose #1	Dose #2	Disease Date NOT Accepted	or Titer Date & Result
<b>Rubella</b>	Dose #1	Dose #2	Disease Date NOT Accepted	or Titer Date & Result
<b>Varicella</b> 2 doses (chicken pox)	Dose #1	Dose #2	or Disease Date	or Titer Date & Result
<b>TB Skin Test</b> Tuberculin (PPD) or Gold Interferon	(1) Date given:  Date read:	result in mm  positive <input type="checkbox"/> negative <input type="checkbox"/>		
for positive TB <b>Chest x-ray</b>	Date:	Results:		
<b>Influenza Vaccine</b> (Flu)	Date:			
<b>Hepatitis- B Series</b> (optional but recommended)	Dose #1	Dose #2	Dose #3	or Titer Date & Result

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Print of Physician/Physician Assistant/Nurse Practitioner  
Area Code/Phone

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Office Address  
Zip Code

City

State

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Signature or Clinic Stamp REQUIRED above

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