



# Phlebotomy Packet

Fall Class held on the Davidson Campus (Aug.-Dec.)

Spring Class held on the Davie Campus (Jan.-May)

Admissions policies and procedures are subject to change as necessary and without prior notice.

## Phlebotomy Admission Requirements:

The following items must be completed before students may make an appointment to register. Applicants completing the process after the program is filled will be considered on a space available basis.

- a. **DCCC Application for Admission** for those not currently enrolled at DCCC.
- b. **Phlebotomy Intent Form** submitted. A form is included with this packet.
- c. **High school transcript OR GED.** (High school seniors should submit a current transcript by the deadline and a final transcript upon graduation);
- d. **OFFICIAL transcripts from all college(s) attended.** (Mailed directly from the college or hand delivered by the applicant in its original sealed envelope);
- e. **Acceptable placement scores in sentence skills, reading comprehension, arithmetic and computer use skills** within the last three years or completion of necessary preparatory courses if applicable (see Placement Benchmarks).
- f. **Eligibility Review** - After meeting all requirements, schedule an Eligibility Review appointment with your Admissions Counselor:

_____	_____	<b>A-F</b>	<b>Amy Kepley, (336)249-8186, extension 4668;</b>
_____	_____	<b>G-Mc</b>	<b>Brian Eschleman, (336)249-8186, extension 6277;</b>
<b>Appt. date &amp; time</b>	_____	<b>Me-T</b>	<b>Ronda Corriher, (336)249-8186, extension 6205;</b>
	_____	<b>U-Z</b>	<b>Amy Kepley, (336)249-8186, extension 4668;</b>
	_____		<b>Davie Campus, Sandra Porter, (336)249-8186, extension 4853.</b>

Applicants meeting program requirements will be added to the Phlebotomy List in order of eligibility date.

## Phlebotomy Facts:

- Meeting all admissions requirements does not guarantee a seat in the Phlebotomy program.
- Acceptance and registration appointments are based upon date of meeting all requirements above, eligibility review and available seats.
- Class size is limited to 16 students each fall semester and 16 students each spring semester.
- Fall Classes, (August – December) are held on the Davidson Campus in Lexington, NC.
- Spring Classes (January – May) are held on the Davie County Campus in Mocksville, NC.
- Phlebotomy **does not** qualify for financial aid such as the Pell Grant so students must be prepared to pay full tuition and fees at the time of registration (*unless sponsored by an outside agency*).
- Estimated Costs\*:
 

Tuition** & Fees:	\$875.00 (due at registration)
Books &Supplies	\$200.00 (prior to first day of class)

\*Students may also incur the cost of immunizations if they are not up to date. \*\*Based on NC In-State Tuition.

- The Phlebotomy Certificate program is 16-weeks long (one semester) and is a full-time day program totaling 12 credit hours. A sample schedule is below, but is subject to change:

First 8 weeks:

PSY 118 Interpersonal Psychology	Offered as an on-line or hybrid class.
PBT 100 Phlebotomy Technology Lecture	M,T,W,Th 9:30 AM - 11:45 AM
PBT 100L Phlebotomy Tech Lab	T & Th 12:00 PM - 1:50 PM

Second 8 weeks:

PBT 101 Phlebotomy Practicum (120 clinical hours)	M,T,W,Th 6:00 AM - 2:30 PM
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**Placement Benchmarks:**

<b>COMPUTER SKILLS</b>	Computer Skills score of 60 or above within the last 5 years	Satisfactory completion of CTS 080 within the last 5 years.	Satisfactory completion (grade "C" or above) of an acceptable college-level (associate degree or higher) or high school computer course within the last 5 years.
<b>WRITING</b>	ACCUPLACER Sentence Skills score of 86 or above within the last 3 years	Satisfactory completion of ENG 090 or ENG 095	Satisfactory completion ("C" or above) of an acceptable college-level (associate degree or higher) course in English composition.
<b>READING</b>	ACCUPLACER Reading Comprehension score of 80 or above within the last 3 years	Satisfactory completion of RED 090 or ENG 095	Satisfactory completion ("C" or above) of an acceptable college-level (associate degree or higher) course in English composition
<b>MATH</b>	ACCUPLACER Arithmetic Skills score of 55 or above within the last 3 years	Satisfactory completion of MAT 060	Satisfactory completion ("C" or above) of an acceptable college-level (associate degree or higher) math course

**Applicant/Student Responsibility**

As a Phlebotomy applicant you are expected to read this packet. If you have questions about the steps or deadlines it is your responsibility to contact the Admissions Office to follow up or obtain further information. You are responsible for submitting and completing all of the admissions requirements steps outlined on page one of this packet and doing so in a reasonable time for review. After completing all of the required items you are responsible for making an appointment with your admissions counselor to review your eligibility and will be notified of next steps at that time.

**HEALTH EVALUATION FOR ACCEPTED ALLIED HEALTH STUDENTS:**

**Applicants should be aware that admission to Allied Health Programs is dependent upon physical and emotional health, compatible with the ability to provide safe patient care.** To document evidence of satisfactory health, accepted Allied Health students may access a copy of the Student Health Forms, available on the website ([http://www.davidsonccc.edu/academics/hwp\\_index.htm](http://www.davidsonccc.edu/academics/hwp_index.htm)). Proof of required immunizations are also required. The cost to obtain the physical examination and required vaccinations is the responsibility of the student and should be completed in a timely manner for program entry.

An applicant with problems in physical or emotional health must provide evidence that appropriate treatment and/or counseling has taken place and that the problem has been alleviated. Persons with physical or emotional problems, which have not responded to treatment within a reasonable time, may be denied admission to the program.

**See Phlebotomy website for requirements and deadlines.**

## **CRIMINAL BACKGROUND CHECK & DRUG SCREENING FOR ACCEPTED ALLIED HEALTH STUDENTS**

Clinical sites require a criminal background check and drug screening prior to participation in clinical site visits. Background checks are conducted through a contracted agency and include nation-wide criminal record and sexual predator checks. A 12-panel urine drug screen must be obtained from a DCCC-approved lab. Additional details can be obtained on the website: [http://www.davidsonccc.edu/academics/hwp\\_index.htm](http://www.davidsonccc.edu/academics/hwp_index.htm)

If any facility refuses to allow the student to participate in the clinical experience at that agency as a result of those findings, the student will not be able to progress in the program. Inability to progress will result in failure of the course and removal from the program. Applicants for initial nursing licensure in North Carolina must have a criminal background check as well.

### **Scheduling of Classes in Allied Health Programs**

Enrollment in health programs will require attendance in class and/or clinical laboratories at varying times of the day or evening and varying days of the week. Travel to and from clinical agencies as far away as Winston-Salem, Greensboro, and Salisbury may be necessary. Notification regarding clinical lab schedules is given as soon as possible, usually several weeks in advance of the first day of clinical training. Students will be expected to attend clinical labs off campus at the site and time designated.

### **Technical Standards for Phlebotomy Students in the DCCC Program**

In addition to DCCC requirements and course objectives, there are professional standards that encompass communication, motor skills, sensory and cognitive ability and professional conduct that are essential for the competent study and practice of phlebotomy.

#### **The foundations for the Technical Standards for DCCC Phlebotomy Students are as follows:**

- The faculty has authority for the course as described in the Faculty Handbook.
- The instructor is to be treated with respect and has the right and authority to direct the class in whatever manner he/she determines will best facilitate the student's learning based upon the instructor's education and experience.
- Mutual respect is an essential component to effective education. It is important that all positions of a discussion are treated with equal respect and courtesy.
- The instructor's obligation is to design a learning opportunity and present it effectively.
- It is the student's responsibility to attend all components of the course and take responsibility for his/her performance in the course.

#### **These Technical Standards are to be used as a guide:**

- For admission, retention and graduation policies;
- For comprehensive evaluation of subjectively and objectively measured skills, behaviors and attributes;
- To articulate a set of standards for students and faculty to refer to for identification, reflection upon and correction of unsatisfactory behavior;
- To assist students to reflect on, understand and accept accountability for the overt and subtle aspects of their behavior and how it impacts the learning environment, clients, colleagues, and the academic and health care environments;
- To assess the reasonableness of requests for special accommodations that would allow the student to perform according to the medical assisting scope of practice without fundamentally altering the program of study.

#### **The Technical Standards are referenced in the following manner:**

- |   |                       |
|---|-----------------------|
| --Intent Form/Application Packet            | --Program Orientation |
| --DCCC General Catalog and Student Handbook | --Course Syllabi      |

**Process:** The syllabus is distributed and reviewed with students at the onset of the program. Once a variation in Technical Standards is initiated, it will remain in effect throughout the student's continuous progress through the program.

**The Technical Standards for Phlebotomy Students in the DCCC program are outlined below. These Technical Standards include but are not limited to the following:**

**I. Cognitive**

- A. Ability to measure, calculate, reason, analyze, integrate and synthesize information.
  - 1. Example: Apply information, evaluate the meaning of data and engage in critical thinking in the classroom and clinical setting.
  - 2. Example: Apply broad class concepts to unique client situations.
  - 3. Example: Concentrate to correctly perform procedures within their scope of practice and document appropriately in the often distracting and noisy, clinical setting.
  - 4. Example: Make correct judgments on seeking consultation or supervision in a timely manner.
  - 5. Example: Respond appropriately to constructive feedback.

**II. Communication**

- A. Appropriate interpersonal interaction with other students, faculty, staff, patients, family and other professionals.
  - 1. Example: Establish and maintain a professional relationship with patients and colleagues.
  - 2. Example: Demonstrate appropriate impulse control and professional level of maturity.
- B. Effective communication with others, both verbally and in writing.
  - 1. Example: Explain procedures and treatments, document actions, record patient results in a professional manner.
  - 2. Example: Convey information in a clear, professional and timely manner.
  - 3. Example: Listen and respond to others in an accepting and respectful manner.

**III. Motor Skills**

- A. Sufficient motor function to execute movements required to provide general care, treatment to patients and perform procedures in all patient care settings.
  - 1. Example: Participate, within reasonable limits, to safely assist a patient in moving; for example, position a patient for specimen collection.
  - 2. Example: Manipulate equipment to perform procedures including specimen collections and the mobility to move about in patient rooms/collection areas.
- B. Sufficient physical endurance to participate fully in the clinical and academic settings at an appropriate level.
  - 1. Example: Participate completely in classroom activities.
  - 2. Example: Participate fully in required activities in clinical setting including extended periods of standing, manipulating equipment and walking briskly as is reflective of the general practice of phlebotomy.

**IV. Professional Conduct**

- A. Function effectively and adapt to circumstances including highly stressful or rapidly changing situations.
  - 1. Example: Examine and change his or her behavior when it interferes with professional relationships or the academic or health care environments.
  - 2. Example: Maintain mature, sensitive and effective relationships with patients, colleagues, faculty, staff and other professionals.
  - 3. Example: Demonstrate emotional stability to participate fully in the clinical and academic setting at an appropriate level.
- B. Incorporate professional standards of practice into all activities.
  - 1. Example: Engage in patient care delivery in all settings and be able to deliver care to all patient populations including but not limited to children, adolescents, adults, developmentally disabled persons, medically compromised patients and vulnerable adults.
  - 2. Example: Work effectively with a team in an academic or ambulatory care setting.
  - 3. Example: Use correct and appropriate grammar in written and oral communication, always being culturally sensitive and professional.
- C. Demonstrate integrity and accountability in clinical and academic setting.
  - 1. Example: Complete all assignments in a timely manner while adhering to the DCCC code of ethics.
  - 2. Example: Respond appropriately to constructive feedback.
  - 3. Example: Take all tests and final examinations as scheduled.
- D. Present self in a professional manner in clinical and academic settings.
  - 1. Example: Attend clinical following uniform policy or site policy, including appropriate hygiene with no detectable scents or odors.
  - 2. Example: Wear appropriate clothing that is not distracting or offensive when in the learning environment.
- E. Utilize computers correctly, effectively and professionally to acquire information and to communicate with others.
  - 1. Example: Use blackboard to collect course information.
  - 2. Example: Utilize clinical computers to deliver safe patient care.
  - 3. Example: Utilize the internet to collect current information from appropriated sources to provide accurate and reliable laboratory results.
  - 4. Example: Communicate via e-mail in a professional and ethical manner.

**V. Sensory**

- A. Hearing sufficient to assess health needs.
  - 1. Example: Hear an alarm on a clock or instrument; hear a cry for help.

- B. Vision sufficient for assessment necessary to perform appropriate procedures or report accurate results.
  - 1. Example: Observe a patient accurately, at a distance and close at hand. Accurately interpret nonverbal communications.
  - 2. Example: Read the scale on a syringe or pipette.
  - 3. Example: See a change in skin color. Distinguish color changes for the purpose laboratory testing.
- C. Sense of touch sufficient to perform a physical procedure and to detect movement.
  - 1. Example: Detect pulsation; palpate an artery or vein.



# Phlebotomy Intent Form

Please complete this form and submit it for program consideration.

PRINTED Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Student ID (OR Last 4 of SS#) \_\_\_\_\_ County of Residence: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

DCCC E-Mail Address: \_\_\_\_\_

Home Phone \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

### I am interested in the following Phlebotomy class:

\_\_\_\_\_ Fall Semester @ Davidson Campus, Lexington  
(August-December)

\_\_\_\_\_ Spring Semester @ Davie Campus, Mocksville  
(January-May)

***I have read the Phlebotomy packet and if I have any questions about the steps or program it is my responsibility to contact the Admissions Office to follow up or obtain further information.***

***I am responsible for submitting and completing all of the steps outlined in the Phlebotomy packet and doing so in a reasonable time for review.***

***After completing all of the required items I am responsible for making an appointment with my admissions counselor to review my eligibility and will be notified of my next steps at that time.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Admissions Office Use Only:

Eligibility: \_\_\_\_\_ YES; \_\_\_\_\_ NO Reason \_\_\_\_\_

App. \_\_\_\_\_; HS \_\_\_\_\_; College(s) \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Reading \_\_\_\_\_; Writing \_\_\_\_\_; Math \_\_\_\_\_; Computer Skills \_\_\_\_\_  
(80) (86) (55) (60)

Admissions Staff: \_\_\_\_\_ Review Date: \_\_\_\_\_