



**Certificate of Technical Studies-Phlebotomy  
Phlebotomy Student Handbook**

**2023-2024**

**FLETCHER TECHNICAL COMMUNITY COLLEGE  
Allied Health Department  
Schriever, LA  
(985) 448-5944**

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## Phlebotomy

### **Mission**

The Phlebotomy program which is a part of the Allied Health department is dedicated to the intellectual development of students by mentoring them through the learning process. This is accomplished by offering quality programs that facilitate the acquisition of the skills and qualifications necessary for employment, career advancement, and future learning in the profession of nursing and health care.

### **Vision**

The Phlebotomy program strives to be recognized by the community, business and industry, and other educational institutions as a diverse educational community of faculty and students who are focused on providing exceptional care to the needs of the citizens.

### **Phlebotomy Program Description**

Phlebotomy is the drawing and collecting of blood samples for testing in hospitals, medical facilities, or clinical laboratories. The Phlebotomy program at Fletcher provides instruction on venipuncture (drawing of blood from veins), basic anatomy, physiology, and infection control. Students participate in clinical activities in a hospital under the direct supervision of an instructor and preceptor.

Fletcher's Phlebotomy program cohort count is based on the number of available clinical sites. Should a situation arise where there are more students in the program than clinical sites available, every effort is made to ensure all admitted students complete all program requirements including but not limited to extension of the semester, and/or after hours or weekend clinical.

### **Termination of Clinical Facility**

In the event a clinical facility terminates its agreement with the program students will be reassigned to another approved clinical affiliate in order to complete their program requirements.

### **Accreditation Status**

The Phlebotomy Program achieved Approval Status in the Fall 2005 with the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018, phone (713) 714-8880, fax (713) 714-8886, website: [www.naacls.org](http://www.naacls.org).

As of April 22<sup>nd</sup>, 2022, NAACLS considers all program as accredited. The Fletcher Phlebotomy program is therefore an accredited program under the guidelines set forth by NAACLS.

### **PROGRAM COORDINATOR:**

Kerry Toups, MS MLS (ASCP), effective August 9, 2023

### **Program Outcomes:**

1. **Certification Rates:** Maintain graduate certification rates demonstrating an average of at least 75% pass rate for those who take the exam within the first year of graduation calculated by the most recent three-year period.
2. **Graduation Rates:** Maintain graduation rates demonstrating an average of at least 70% of students who began the program go on to successfully graduate as calculated by the most recent three years.

3. **Attrition Rate:** Maintain attrition rates demonstrating an average of at or below 30% of students are lost during the program as calculated by the most recent three years.
4. **Job Placement Rates:** Maintain job placement rates demonstrating an average of at least 70% of respondent graduates either find employment in the field or a closely related field.

### **Graduate Competencies:**

1. Demonstrate knowledge of the healthcare delivery system and medical terminology.
2. Demonstrate knowledge of infection control and safety.
3. Demonstrate basic understanding of the anatomy and physiology of body systems and anatomic terminology in order to relate major areas of the clinical laboratory to general pathologic conditions associated with the body systems.
4. Demonstrate understanding of the importance of specimen collection and specimen integrity in the delivery of patient care.
5. Demonstrate knowledge of collection equipment, various types of additives used, special precautions necessary and substances that can interfere in clinical analysis of blood constituents.
6. Follow standard operating procedures to collect specimens.
7. Demonstrate understanding of requisitioning, specimen transport, and specimen processing.
8. Demonstrate understanding of quality assurance and quality control in phlebotomy.
9. Communicate (verbally and nonverbally) effectively and appropriately in the workplace.

## **PHLEBOTOMY**

**1 semester program**

**16 total credit hours**

### **Courses:**

HPHL 1110	Introduction to Health Care	3 credits	45 clock hours
HPHL 1010	Phlebotomy Principles	2 credits	30 clock hours
HESC 1110	Medical Terminology	3 credit	45 clock hours
HPHL 1020	Phlebotomy Techniques	7 credits	205 clock hours
HPHL 1120	Body Structure and Function	1 credit	15 clock hours
		16 Credits	340 clock hours

\*Course description can be found in the Fletcher Catalog for the appropriate year.

### **Technical Standards Required:**

A qualified applicant is one who meets academic requirements and, with adequate instruction, can meet the required technical standards of phlebotomy practice. Technical Standards reflect the abilities required to provide safe, competent care.

The individual must possess sufficient:

- Communication skills in speech and writing, in the English language
- Speaking ability to be able to converse with a client and to relay information about the client to others
- Hearing ability with auditory aids to understand the speaking voice without viewing the speaker's face
- Visual acuity with corrective lenses to identify visual changes in a client's condition or to see small numbers on medical supplies

- Strength and psychomotor coordination necessary to perform technical procedures (ability to perform venipuncture) and cardiopulmonary resuscitation (at floor or bed level)
- Possess a current CPR card.
- Problem solving ability to:
  - Collect, read and interpret data.
  - Use the data to plan and implement a course of action
  - Evaluate the action taken.
  - Physical and emotional ability to adapt to situations necessary to fulfill program requirements
  - Stamina to fulfill the requirements of the program and the customary requirements of the profession

### **POLICY ON SELF-REPORTING OF PERSONS WHO ARE HIV/HBV POSITIVE**

Students/applicants who have been diagnosed as HIV/HBV Positive MUST give notice to Fletcher Technical Community College of the diagnosis by letter addressed to the Program Director marked “Personal and Confidential”.

### **OTHER REQUIREMENTS**

Completed Physical

Immunization Records- 2 MMR shots (measles, mumps, rubella), VZV (varicella) series completed

Tetanus-Diphtheria (TD) – (within the last 10 years)

Hep B series – (must be started)

Flu vaccine- (current)

TB skin test - (within the last year)

Background Check – Clear

12 panel Drug Screen- Clear

American Heart Association CPR certification- current

COVID-19 vaccination or proper waiver

### **ATTENDANCE and TARDY POLICY**

- A. Class attendance in lecture classes, labs, and clinical course is mandatory. Students are expected to attend all classes regularly and punctually.
- B. Students who miss more than ten percent of the total scheduled classes, regardless of reason, will face disciplinary action which may result in termination from the course.
- C. A student will be marked absent if they miss more than ½ of the scheduled class.
- D. Students who are absent for two consecutive days (no call/no show) shall automatically be dropped from the phlebotomy program.
- E. All reentries into the program shall be made by the Director or Director’s designee.
- F. Students who are absent due to an emergency or emergencies such as personal injury, illness or death in immediate family, active military duty, jury service, natural disasters or man-caused disasters shall be recorded as any other absence. However, the student shall be allowed to reenter immediately on returning to school. Validity and approval of these types of absences shall be determined by the Director or the Director’s designee and shall be validated at the time of each absence.

- G. Students are encouraged to bring physician's excuse; jury summons, etc. in order to validate these absences.
- H. Tardies: Per course: Students who arrive after the start of class, clinical, or lab, but before the halfway mark will receive a tardy mark for the class, clinical or lab. Leaving a class, clinical or other school activity early but not before the halfway mark will also result in a tardy mark for that class.
- 1st offense: Verbal Warning
  - 2nd offense: Written counseling between the student and instructor.
  - 3rd offense: Meeting with the dean, department head, and student; removal from the course.
  - 4th offense: Meeting with the dean, department head, and student; removal from the program

### **NOTIFICATION OF STUDENT TARDINESS OR ABSENCES**

If the student is unable to attend class/clinical course or will be tardy, proper notification must be made to the course instructor and clinical affiliate in advance. On classroom days, notification of absence or tardiness should be done prior to the start of class by emailing the course instructor directly. On clinical days, notification of absence or tardiness should be done by calling the appropriate clinic/hospital affiliate prior to the specified start time of assigned shift and speak with the designated preceptor. If the preceptor is not available, a message may be left to give to the preceptor. The **student must also notify the Program Director** by calling (985)448-7969.

\*\* \* If the student does not contact the instructor or clinical affiliate on or before a missed day due to illness or any other reason, the absence will not be excused regardless of the circumstance. Students are responsible for and expected to make up classroom assignments missed during their absence. Unexcused, missed clinical time cannot be made up and will result in the student being dropped from clinical and the program. If the missed clinical time is excused, the Program Director will decide whether the student may remain in the program. The student's history of tardiness and absences in all courses will be considered.

Excused:

- Student **MUST** inform instructor prior to start of class, lab or clinical. Failure to do so will result in an unexcused absence.
- Student **MUST** provide acceptable documentation for absence. Failure to do so will result in an unexcused absence. See Makeups below.
- All absences beyond 2 days will be considered unexcused regardless of the reason and will endanger the student's standing in the program.
- See Makeups below for information on missed assignments.

Unexcused:

- 1st offense: Verbal warning, AND
  - o Clinical: 20-point deduction for clinical grade
  - o Lab or class: Zero for all assignments
- 2nd offense: Written counseling by the instructor with the student AND
  - o Clinical: Dismissal from clinical course.
  - o Lab or Class: Zero for all assignments, possible academic probation
- 3rd offense: Meeting with the dean, department head, and student;
  - o Dismissal from lab, or class.

NOTE: this can result in permanent dismissal from the program.

## **VALIDATION OF ABSENCES**

Absences which qualify for validation and documentation required:

<u>Personal illness/injury.....</u>	<u>Doctor's statement</u>
<u>Dental appointment (emergency).....</u>	<u>Dentist's statement</u>
<u>Family Member illness*.....</u>	<u>Doctor's statement</u>
<u>Jury Duty.....</u>	<u>Copy of Summons/Subpoena</u>
<u>Military Duty.....</u>	<u>Copy of Orders</u>
<u>Death in Immediate Family.....</u>	<u>Death notice</u>
<u>(Parents, siblings, spouse, grandparents, children)</u>	
<u>Natural/Man-caused disasters.....</u>	<u>To be ruled on at time of occurrence</u>

\*Family member illness will be decided upon on a case-by-case basis. You must be personally responsible for the care of the family member for this to be considered excused. The Department Head will make the final decision.

## **STUDENT PROGRESS**

### **GRADING SYSTEM**

- A. Students will be graded upon written, objective and subjective tests, special assignments and projects, clinical evaluations, and job-related skills.
- B. Written tests are based upon performance objectives given to the student at the beginning of each course of study.
- C. A minimum of 80% is to be maintained in each course of study. Failure to do so is considered grounds for termination. A grade of 79 % or less may constitute academic counseling and/or probation.
- D. Students are encouraged to maintain records of their grades for verification and continuous documentation of status.
- E. Check-off of skills in the lab area is expected to be completed on the originally scheduled check-off date. Failure to complete skills in a satisfactory manner warrants placing a student on probation.

### **F. GRADING SCALE:**

100 – 94 = A  
93 – 87 = B  
86 – 80 = C  
72 – 73 = D  
72 – 0 = F

Lecture Grades are Weighted:

- Exams: 70%
- Quizzes and other assignments: 20%
- Final Exam: 10%
- HPHL 1020-Techniques has a unique scale:
  - (Clinical = 28%, Lab = 28%, Lecture = 44%)



- G. A grade of “F” for the course will be assigned to any student who cheats on an examination or for an assignment that a student plagiarizes. This type of conduct will subject the student to possible dismissal from Fletcher Technical Community College.
- H. Late papers or assignments will not be accepted unless the instructor has given prior approval.

**\*\* Students must successfully complete all HPHL courses before advancing to the clinical component of HPHL 1020 - Phlebotomy Techniques.**

### **CLINICAL EVALUATION**

Before admission to the Clinical component the student must have completed HPHL 1010, HPHL 1110, HPHL 1120 with a grade of C (80%) or better, and have at least a C in HPHL 1020 at the time of clinical placement. Clinical performance will be evaluated during clinical experience of each student by the supervising preceptor.

- A. A written, graded clinical evaluation will be completed during each learning experience.
- B. Additional evaluations will be presented as determined by the preceptor and student performance.
- C. A minimum score of 80% is required on graded evaluations. Failure to maintain this grade will constitute grounds for clinical probation.
- D. Patient confidentiality is a must. Failure of student to maintain the patient confidentiality is grounds for dismissal from the Phlebotomy program.
- F. Failure of student to perform clinical duties and responsibilities as assigned in the clinical area is grounds for dismissal from the Phlebotomy program.

### **Academic Dishonesty**

Plagiarism, cheating and other forms of academic dishonesty are prohibited. Academic dishonesty will result in the following:

- The instructor will assign a zero to all students involved and for all exercises, assignments or exams.
- Students involved will not be allowed to retake the assignment, exercise or exam.
- If a repeated offense occurs, a grade of “F” will be given for the course to all students involved.
- See additional policies regarding cheating and academic dishonesty in the Fletcher Technical Community College Student Handbook.

### **MISSED TESTS AND LABS**

Labs:

- Cannot be made up. Missing a lab will result in a zero for all activities scheduled for that lab period.

Clinical

- Cannot be made up. Student will receive an automatic maximum of 80% on clinical grade for a 1 day absence in clinical. Missing more than 1 day of clinical time will result in a zero score for the clinical grade.

Class:

- Makeup exams are not given.

- o 1st offense-The final exam grade may be substituted for the missed exam grade IF the absence was excused. If unexcused, the exam grade is recorded as a zero.
- o 2nd offense and beyond: Any subsequent missed unit exams will be recorded as zero regardless of documentation.

## **PROBATION**

- A. Unsatisfactory progress, academically or clinically, warrants placing a student on probation. This includes unsatisfactory behavior in the classroom and /or clinical area.
- B. A written and signed statement indicating the reasons for probation, time limit of probation, and expectations for students in order to be removed from probationary status will be presented to the student at the time of the probationary conference. The student may be asked to develop a written contract stating mechanisms to be utilized to achieve satisfactory performance.
- C. Upon completion of probationary period, the probation may be terminated if satisfactory progress has been made, or extended if progress has been demonstrated but not all expectations have been met, or the student may be terminated from the program if progress has been altogether unsatisfactory.
- D. Informal, verbal counseling and/or formal counseling, with written, signed counseling documents are conducted as indicated by student behavior, conduct, or progress.
- E. These probationary and counseling documents are considered part of the student's permanent record.

## **Chain of Command/Grievance**

The Phlebotomy program follows the judicial system policy for all students as outlined in the Fletcher Student Handbook found on the website. If the student has a grievance, it is the student's responsibility to make an appointment with the appropriate instructor first. If the student is not satisfied with the outcome of the conference, the student has the right to schedule an appointment with the program director. If the matter remains unresolved, an appointment may then be scheduled with the Dean of Nursing and Allied Health. To take the matter further, students are to follow the policy stated in the Fletcher Technical Community College Student Handbook. The Grievance Form is available on the Fletcher website.

## **DISMISSAL AND REENTRY**

- A. A student may be dismissed from school for failure to maintain satisfactory progress, violation of the attendance requirements, failure to pay tuition, failure to comply with school rules and regulations, leaving the clinical or classroom without proper notification of the instructor.
- B. Dismissal or voluntary withdrawal from the phlebotomy program will not ensure placement in the next class. The student will have to reapply as a new student.
- C. Any student dismissed or suspended for reasons other than excessive absences who wish to enroll must give reasonable assurance, acceptable to the Program Director that original causes for suspension will not reoccur.
- D. Students who have voluntarily withdrawn or have been dropped from enrollment in accordance with the attendance policy should keep the school informed concerning their intentions to seek reentry.

## **COMPLETION REQUIREMENTS**

### **Graduation Requirements:**

1. The student must have completed the required hours of instruction and clinical practice.
2. The student must maintain a grade of 80% in all courses to complete the requirements for graduation.
3. The student must display the qualities of personal fitness desirable and expected of a graduate of the school.
4. The final decision of the eligibility of the candidate to graduate from this school shall be that of the faculty and school administration, based on overall evaluation. The student's completion will not be contingent upon passing an external certification or licensure exam.

## **CLASSROOM REGULATIONS**

- A. Be respectful of others at all times.
- B. Be aware of length of remarks as they dominate conversation and use valuable class time.
- C. Respect input of others without ridicule.
- D. Unprofessional comments or questions are not necessary or appreciated and will not be tolerated.
- E. Conversing with neighbors during lecture distracts others and is rude and will not be tolerated.
- F. Sleeping during class will not be tolerated. Those students caught sleeping will be marked absent for the class time missed and be instructed to sign out and leave school for the rest of the day. The time missed will be considered unexcused.
- G. Cellular phones, smart watches, or any other electronic devices are not allowed during classroom/clinical time. Cellular phones should be placed on vibrate during classroom instruction. Personal phone calls should be made during break time.

### **H. Testing rules:**

1. Each student should be prepared for each test or assignment so as to be comfortable with their ability to perform well.
2. All exams are given on computer using LockDown Browser. You must be in class, ready to take your exam at the exam start time.
3. Be prepared. Desk must be cleared off of EVERYTHING except for items necessary for the exam.
4. Once an exam has begun, no one will be admitted to the exam.
5. Once an exam has begun there will be no talking among students for any reason.
6. The exam is considered begun once the instructor provides the access code.
7. A student is expected to keep his/her eyes strictly on his/her computer screen.

8. Any form of cheating will be dealt with according to the Fletcher Student Code of Conduct.
9. The student who allows or supplies information for cheating will be in the same trouble as the student who has tried to look, ask, or borrow the answer.
10. Students are not allowed access to phones or smart watches during exams.

## **DISMISSAL**

A student who commits any of the following acts may be subject to dismissal from the program according to the procedure for disciplinary dismissal:

1. Failure to pay tuition by the enrollment census day of the current semester
2. Failure to comply with school or program regulations
3. Violation of school policy including but not limited to plagiarism and cheating, Illegal possession, use, sale or distribution of drugs; illegal possession of weapons; theft; Chemical (drugs or alcohol) impairment in the school/clinical setting; Conduct which is unrelated to the learning and inappropriate for either clinical or classroom (e.g. abusive language, threats, assault and battery, disruptive attitude or talking, use of cell phone or other device during classroom/ lab instruction)
4. Falsification of information given on official school or state document
5. Falsification of records regarding patient care
6. Unauthorized possession of an examination
7. Commitment of any act which would result in ineligibility for certification
8. Failure to meet expectations relating to student behavior as defined in the Fletcher Student Handbook and the Phlebotomy Student Handbook.
9. Failure to perform clinical duties and responsibilities as assigned by an instructor.
10. Failure to maintain confidentiality both in and out of the clinical facility
11. Failure to maintain satisfactory progress
12. A pattern of behavior throughout the curriculum which is in violation of the policies of the handbook
13. Violation of the attendance and/or tardiness policy
14. Leaving the clinical or classroom without proper notification to the instructor
15. Failure to maintain current scope of practice in clinical.
16. Receiving 2 Counseling Notices during the course of the program.
17. Blatant disrespect or dishonesty to any instructional personnel
18. Violation of Clinical Site regulations regardless of the practices of site personnel
19. Harassing or aggressive behavior or language towards other students or personnel including through digital means.
20. Plagiarism and cheating
21. Conduct which is inappropriate for either clinical or classroom (e.g. abusive language, threats, assault and battery, disruptive talking, inappropriate conversations)
22. Failure to meet expectations relating to student behavior as defined in the student handbook
23. Failure to meet the core performance standards as defined in the student handbook

**\*\*This list is not meant to be all inclusive, but serves to identify examples of behavior which warrant disciplinary dismissal.**

## **DRESS CODES**

### **SCHOOL DRESS CODE**

- A. Fletcher Technical Community College is conducting programs to prepare individuals for employment. Employers from business and industry consider neat appearance and good personal hygiene prerequisites for employment.
- B. All students must wear clothing that is appropriate for the occupation in which they receive training.
- C. Students are required to exercise personal hygiene. Self-discipline, appropriate conduct, and approved safety practices will be required at all times.
- D. Students are prohibited from wearing tight fitting outer garments or see-through clothing without proper opaque undergarments so that the torso is not visible.
- E. Wearing clothing that exposes the back, chest or midriff is prohibited. All students must wear appropriate undergarments. Excessively long clothing which presents a safety hazard is not allowed. Sundresses without coordinating jackets are prohibited.
- F. Clothes should be neat and clean upon reporting to class and should be maintained accordingly. Attire worn should be appropriate for the respective training area. Uniforms worn for employment are not to be worn to class (after working a shift at employment) because of health risks.
- G. Blue jeans are permissible. Frayed-edged jeans, patched jeans or jeans with holes in them are not permissible. If blue jeans are worn, blouses or shirts worn must completely cover the midriff (even during movement) – no exposed abdominal areas. If worn, student will be sent home to change clothing. Shirts and pants with inappropriate slogans are prohibited.
- H. Shorts, leggings, and excessively tight clothing are unacceptable. Student will be sent home to change clothing.
- I. NO eating, drinking, or chewing gum allowed in classroom, clinical, or lab areas.
- J. For further clarification, in all questions regarding dress and grooming, if the instructor decides that the student's attire or appearance is disruptive of the learning process, or so offensive or suggestive as to distract other students, then the attire or appearance will not be allowed.
- K. Failure to adhere to the dress code regulations will result in the student being sent home and counted absent for the time missed.

### **UNIFORM DRESS CODE for Clinical and Labs**

- A. The Phlebotomy student's scrub uniform with name tag is official identification of Fletcher Technical Community College and must be worn to and from clinical situations and for labs by the date deemed by the instructor. The Phlebotomy student uniform must be worn while on duty and when arriving and leaving the clinical situation area. It must be clean and neat in appearance at all times. Name tags must be worn in the clinical area only, and must be removed when entering public facilities on the way to and from clinical. Students must wear official school name tag during clinical or will be sent home from clinical for the entire day (absence of 8 hours).

- B. Clean, plain, white, leather shoes with low, medium heels. White leather tennis shoes will be considered on an individual basis. No clogs are to be worn during clinical rotations.
- C. A simple, neat hairstyle with the hair off the uniform collar is correct style of hair dress while in uniform. Dangling hair around face is not acceptable. No ornamental barrettes or bows.
- D. Make-up must be moderate and in good taste.
- E. Fingernails are to be rounded and not protrude beyond the flesh and must not be brightly colored. Only clear nail polish is acceptable. Artificial nails are not acceptable and will not be allowed in the clinical area.
- F. No gum chewing, eating, or smoking in the clinical area.
- G. Only white warm-up jackets or lab-issued lab coats may be worn over the uniform while in the clinical area.
- H. No jewelry, other than plain band wedding ring and watch, can be worn while in uniform. Small hoops or post-type earrings for female students will be accepted at the discretion of the instructor. Only one (1) earring per ear.
- I. Pants must be ankle-length and not have banded bottoms – must be the school approved uniform.
- J. Appropriate undergarments must be worn by both the female and male students. Plain white t-shirts or turtlenecks may be worn under scrub top.
- K. Students are required to remain in uniform and follow the uniform dress code pertaining to hair and other criteria when assigned to a partial day in clinical and are to return to the school classroom.
- L. Failure to comply with these guidelines may result in the student being denied the experience in the clinical area.

### **GENERAL EXPECTATIONS DURING CLINICAL**

During clinical experiences, these special instructions are to be followed:

- A. Student is due at the clinical facility at designated time. There are no half-day clinical days.
- B. Student is allowed a 30-minute lunch period and will be allowed a morning break of 10 minutes – if feasible and only at the discretion of the preceptor.
- C. No eating, smoking, or chewing gum in classroom or on clinical units.
- D. The student is urged not to bring a purse or large sums of money to unit. Leave them locked in trunk of car.
- E. Notify family that if they need student for an emergency, that they are to notify the school at 985-448-7969. The school will then contact the facility, who in turn, will notify the student. Family members are not to visit student or call student on clinics or hospital units.
- F. If student is going to be absent or tardy, notify the appropriate preceptor by leaving a message prior to the beginning of the designated shift AND the program director.

- G. Student must follow uniform dress code at all times unless within special clinical areas where special instructions will be given at that time.
- H. Student may not be substituted for regular staff during their student experiences. In the event the facility is attempting to use the student as staff and is not paired with a preceptor, the student is to notify the faculty member immediately.

## **POLICIES FOR CLINICAL PRACTICE**

Phlebotomists must function within the realm of the health care agency's written policies.

Before beginning clinical practice, students will have instruction in Blood Borne Pathogen Exposure Control plan.

Standard precautions will be observed by Health Occupation students/faculty at this facility and on each clinical site, in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual. Re-capping used needles is not permitted.

In the event that the health care agency has more stringent regulations than those stated, the policy of the institution will be followed.

Fletcher's phlebotomy program does not require service work outside of clinical time. Interning (Clinical) students are not allowed to take the place of the facility's qualified clinical staff during their clinical experience. They are always under direct supervision. If for some reason the student is participating in supervised service learning outside of their scheduled clinical hours, the service learning must be voluntary.

The relationship between the student and client must remain professional and not social.

## **Insurance**

The student is personally responsible for any expenses incurred from accidents or injuries, either in clinical area or at Fletcher Technical Community College. While at the clinical facility the student must follow the facility's policies for injury or accident. Personal liability insurance is provided under the policy of the college liability insurance. Students may purchase additional coverage prior to starting clinical. All students in clinical must provide proof of current health insurance.

## **CLINICAL FACILITIES**

Clinical practice under the supervision of the faculty is provided through formal contracts with the school and local health care agencies. The formal contracts are binding to phlebotomy students and faculty. Failure to adhere to these regulations may forfeit the school's privileges in the agency.

**Clinical Sites:** Cardiovascular Institute of the South, Children's Hospital, Leonard J. Chabert Medical Center (Ochsner-Chabert), Ochsner Clinic Foundation, Ochsner Foundation, Omega Diagnostics, Ochsner-St. Mary (Formerly Teche Regional), Terrebonne General Medical System, Thibodaux Regional Health Systems, University Medical Center.

In the event a clinical facility terminates its agreement with the program, students will be reassigned to another approved clinical affiliate to complete the program requirements

## **Clinical Conduct**

1. All students must be in sound state of physical, mental, and emotional health to enter and remain in school. Proof of good health must be documented and maintained.
2. All students are expected to exert ordinary measures to maintain good health, including a balanced routine of activities and rest.
3. Students must provide a negative drug screen upon admission to the program.
4. Students must provide written proof of negative TB test yearly or a negative chest x-ray.
5. Students must provide written proof of measles, mumps, rubella, varicella, and unexpired tetanus vaccines. Positive titers can substitute for vaccines.
6. Students must provide proof of COVID-19 fully vaccinated status OR complete a waiver for either medical or religious exemption. It should be noted that not all clinical sites accept waivers.
7. Students must provide written proof of Hepatitis B vaccine series.
8. Students must provide proof of immunity (positive titers) for the measles, mumps, rubella, and varicella virus. If titer is deemed to be negative (nonimmune), the student will be required to obtain the booster injection.
9. Students who are first time freshmen must provide proof of meningitis vaccine or a waiver of denial.
10. Students must provide yearly proof of the flu vaccine between the months of September and March.
11. Students must maintain CPR for Healthcare provider's certification from an American Heart certified provider.
12. In addition to the pregnancy policy, clinical practices will be continued during pregnancy unless contraindicated by a physician. Special precautions which must be taken during clinical practice to maintain a healthy pregnancy:
  - o Able to perform duties per the technical standards.
  - o Avoid radiation – scans, x-rays, portable x-ray, radiation implants.
  - o Avoid clinical practices in the heart catheterization lab.
  - o Continue wearing the approved scrub uniform with adjustment to fit. White support hose or white socks must be worn.
  - o Prenatal care and follow-up visits with the physician are encouraged, but should not be scheduled during clinical or class time as with any other routine, scheduled appointments. Emergencies will be handled on a case-by-case basis.
  - o Forms for students who are pregnant can be found at the end of this document.
  - o Students are encouraged to keep up with regular check-ups,
  - o Reasonable accommodations will be granted for students who demonstrate need as verified by their physician under The Title IX Rights of Pregnant and Parenting Students policy set forth by the Louisiana Community & Technical College System.

## **Clinical General Expectations**

1. Student phlebotomists may legally perform functions of a phlebotomist with appropriate supervision of faculty provided they have demonstrated knowledge and competency to practice safely.
2. They must also function within the realm of the health care agency's written policies.
3. Standard precautions will be observed by clinical laboratory students/faculty at this facility and on each clinical site, in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual. Re-capping used needles is not permitted.
4. In the event that the health care agency has more stringent regulations than those stated, the policy of the institution will be followed.



5. The student will perform procedures assigned by instructors. Check with your instructor for clearance and supervision prior to performing any procedure.
6. Smart watches and cell phones in the clinical setting are not allowed and are considered disruptive to the learning environment. Students should give faculty phone numbers to family members for emergency purposes while in clinical. Family members are not to visit student or call student on hospital or other clinical site premises.

## **Work Service**

As part of the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) accreditation regulations, no student may engage in service work during his/her clinical experience. All laboratory test results generated by students during their clinical hours must be directly supervised by clinical laboratory staff. While the student is performing their clinical hours, they must be performing duties as a student, and not an employee. Definition of Service Work: Providing or generating results of clinical tests on patient samples without direct supervision of clinical staff or supervisor managers which exceeds the expected component required for the educational process.

## **PERSONAL PROPERTY**

The technical community college will not be held responsible for personal properties of students. Automobiles and other items cannot be left on technical community college property without permission from administration. No illegal or hazardous properties are allowed. Lost or stolen properties should be reported to the instructor. Items that are considered a deterrent to studies are not allowed.

## **TELEPHONE**

- A. Only emergency phone messages are immediately delivered to students. Keep messages to a minimum.
- B. Office telephones are reserved for official school business only—not student use.
- C. Students may make personal calls at break times only.

## **PARKING AND TRAFFIC REGULATIONS**

- A. Only vehicles of Fletcher Technical Community College students and staff will be allowed to park on school parking lots.
- B. Parking spaces in the front of the building which bears the national symbol for wheelchairs is reserved for handicapped persons only.
- C. Students are expected to follow ALL regulations outlined in the Fletcher Parking Policy for all campuses and Clinical sites

## **INSTRUCTOR CONFERENCES**

If the student is required or wishes to meet with an instructor, it is the student's responsibility to make an appointment with that particular instructor.

## **STUDENT HEALTH/PREGNANCY**

- A. All students must be in sound state of physical, mental, and emotional health to enter and remain in school.
- B. A student whose state of health is not satisfactory will be asked to withdraw from the school until such time that improvement enables a resumption of the course of study.

- C. All students are expected to exert ordinary measures to maintain good health, including a balanced routine of activities and rest.
- D. Students must notify the instructor immediately upon suspicion of pregnancy. There are hazards in phlebotomy that the student and instructor must be aware of.

**\*\*Clinical practices will be continued during pregnancy unless contraindicated by a physician.**  
A statement must be presented from the student's physician stating that continuance in clinical practice and classroom experience will be permissible with no restriction in activities.

Special precautions must be taken during clinical practice to maintain a healthy pregnancy.

1. Ask for help with lifting.
2. Avoid radiation – scans, x-rays, portable x-ray, radiation implants.
3. Clinical practices in the heart catheterization lab are not permissible.
4. Remind clinical preceptor of pregnancy if inadvertently assigned patient with infectious disease or radiation.
5. Continue wearing the approved scrub uniform with adjustment to fit.
6. Prenatal care and follow-up visits with the physician are encouraged.

## **GENERAL POLICIES**

### **No Venting Policy**

Students enrolled in the Nursing or Allied health programs are expected to avoid venting about the program, the college, or any clinical facility in public spaces. The Department of Nursing and Allied health defines “public” as any person(s) **not** involved in the situation including face-to-face, phone calls, and social media sites. The department defines “venting” as any loud, angry, negative, and/or abusive language. Examples of venting include but are not limited to “I hate...” and “the facility is always...” Students are encouraged to vent in “safe zones” including a faculty member’s office behind a closed door where one can surface issues, collaborate on solutions, and address individual problems, needs or ideas. Any student caught publicly venting about the program, the college, or a clinical facility can face immediate dismissal from the program.

### **Convictions and Arrest**

All students entering the Phlebotomy Program are expected to submit to a background check through the state "Louisiana Department of Public Safety and Corrections (DOC)" and the "Federal Bureau of Investigation (FBI)" as part of the application process.

Any student admitted to the Phlebotomy Program cannot be currently serving under any court-imposed order of supervised probation, work-release, school release or parole in conjunction with any felony conviction(s), plea agreement or any agreement pursuant to the Louisiana Code of Criminal

Procedure, Article 893. Falsification or omission of criminal records to Fletcher Technical Community College will result in denial of entry or progression in the program.

A student charged with a felony while enrolled in the Phlebotomy program will be dismissed and deemed ineligible to reapply to any nursing and allied health programs at Fletcher Technical Community College.

The arrest details will be reported to the clinical laboratory administrator of the clinical facilities the student is attending that semester. Ability to continue in the program will be determined by the clinical laboratory administrator of the clinical facility and the Dean of Nursing and Allied Health.

### **Faculty-Student Relationships**

During clinical rotation faculty members are encouraged to socialize with Phlebotomy students outside of instruction time during lunch break as long as the entire group is involved. Faculty members are discouraged from social activities that only involve part of a group. This can or may be interpreted as favoritism.

### **Needle Stick Policy (Clinical)**

The student must report the incident to the facility preceptor at the contracted facility immediately. The student must complete all paperwork/forms required by the facility within the required time and care should be taken to adhere to facility policies. The student must notify the Phlebotomy Program Coordinator and/or designee (Phlebotomy Instructor) in the Allied Health Department at Fletcher Community College of the specific incident within 24 hours or the beginning of the next regular business day. The student must provide a copy of the facility specific incident report(s) to the Program Coordinator and /or designee. "See Hold Harmless Agreement"

### **Needle Stick Policy (Lab)**

The student should wash with soap and water. If mouth or eyes are involved flush thoroughly with running water for 15min. The student must notify the instructor of the exposure immediately. The student must fill out an incident report form. It is recommended that the student and the source seek medical attention within 2hrs after exposure. The student must use their medical insurance for medical evaluation. "See Hold Harmless Agreement"

### **Drug Screen Policy and Procedures**

The policy regarding the use of alcohol and other drugs and screening procedures is as follows:

- A student with a positive drug screen must have documentation on file with Fletcher Technical Community College and the drug screening lab from a physician verifying that he/she is under supervised treatment. A written letter must be submitted to the program coordinator with an explanation for the necessity of the drug as well as a statement of the student's ability to physically, mentally and/or emotionally progress through the MLT program. If the student failed to notify Fletcher Technical Community College of a prescription prior to the positive drug screen, the student will be dismissed from the program.
- Drug screens will be scheduled randomly and for cause with approved designated test sites. Students will be responsible for the cost of random drug testing, which is approximately an additional \$65. Drug screens for cause will be direct observation exams.
- The student will be responsible for the cost of additional testing if the initial test is positive and the sample is sent for further testing. Students must submit a medication list of drugs they are

prescribed before any drug testing is done. Any time the student's medication list changes it must be resubmitted immediately to the Program Coordinator or Program Director.

- Students who receive positive results for the following substances including but not limited to synthetic street drugs, amphetamines\*, barbiturates\*, cocaine, marijuana, benzodiazepines\*, opiates\*, phencyclidines\*, Ritalin\*, or Adderall\* will be dismissed from the program immediately if a letter was not presented to the department prior to testing. \*Positive results accompanied by a letter from the prescribing doctor will be reviewed by a Medical Review Officer who will determine validity of the result.
- If illegal drug use is identified, the student will be dismissed from the Phlebotomy Program and will not be allowed to return as a student in the Division of Nursing and Allied Health unless approved by the Dean of Nursing and Allied Health.
- Refusal to submit to a drug testing will result in dismissal from the Phlebotomy Program.
- Any attempt to adulterate a drug screen specimen will be handled as if positive. Drug screens that indicate a specimen is invalid as determined by creatinine and/or specific gravity will be treated as a positive unless the student can provide proof of a medical condition from a physician.

## **EQUAL OPPORTUNITY STATEMENT**

In compliance with Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973 this Educational Agency upholds the following policy:

THIS IS AN EQUAL OPPORTUNITY SCHOOL AND IS DEDICATED TO A POLICY OF NONDISCRIMINATION IN EMPLOYMENT OR TRAINING. QUALIFIED STUDENTS, APPLICANTS OR EMPLOYEES WILL NOT BE EXCLUDED FROM ANY COURSE OF ACTIVITY BECAUSE OF AGE, RACE, CREED, COLOR, SEX, RELIGION, NATIONAL ORIGIN, OR QUALIFIED HANDICAP. ALL STUDENTS HAVE EQUAL RIGHTS TO COUSELING AND TRAINING.

Information contained within is subject to change as deemed necessary by the Louisiana Community and Technical College System Board of Supervisors.

**L. E. Fletcher Technical Community College**  
1407 Highway 311  
Schriever, LA 70395  
Dr. Kristine Strickland, Chancellor

**Phlebotomy Counseling Notice**

TO: \_\_\_\_\_ DATE ISSUED: \_\_\_\_\_ ID # \_\_\_\_\_

COURSE: \_\_\_\_\_

This is to certify that you have been given a counseling notice for one or more of the following reasons:

- \_\_\_\_\_ 1. Failure to meet academic standards
- \_\_\_\_\_ 2. Poor attitude
- \_\_\_\_\_ 3. Negative influence affecting fellow students
- \_\_\_\_\_ 4. Will not conform to school and/or classroom standards
- \_\_\_\_\_ 5. Attendance, failure to follow school requirements as listed in the student handbooks
- \_\_\_\_\_ 6. Other: \_\_\_\_\_

\_\_\_\_\_  
**INSTRUCTOR**

My signature below verifies that I have been warned, I understand the terms as out-lined, and I have received a copy of this notice.

\_\_\_\_\_  
**SIGNATURE of STUDENT**

Accredited by the NAACLS  
Main Campus 985-448-7900 Student Services (985) 448-7917

## **HOLD HARMLESS AGREEMENT**

*Note: Prior to signing, students are advised to discuss the risks and hazards associated with their program with the appropriate program faculty member. In addition, student are advised to discuss the terms of this agreement, and ask questions, to the appropriate program faculty member.*

By signing this document, I release the administration, faculty, and staff of Fletcher Technical Community College; the Louisiana Community and Technical College System; the Louisiana Board of Regents; and the State of Louisiana, from any and all liability associated with my participation in clinical training related to my program of study.

I voluntarily and knowingly assume any risk associated therewith and waive my right to assert any claim against the State of Louisiana, or any of its Departments, Agencies, Boards and Commissions, as well as officers, agents, servants, employees and volunteers for injury or damage to my person or property resulting from my participation in this program. I further release and hold harmless the State of Louisiana and all of its Departments, Agencies, Boards and Commissions, as well as its officers, agents, servants, employees and volunteers, from any and all claims, demands, causes of action, expense and liability arising out of injury or death to my person as a result of my participation in this program.

I also understand that I participate in this program at my own risk and agree to hold no organizing or participating agencies responsible, including financially responsible, for any injury or damage done to myself, others, or my property.

I acknowledge and accept that the clinical facility, at its discretion, may require me to submit myself for medical testing should I be personally injured within the facility. Furthermore, I acknowledge and accept that while I am not obligated to submit to medical testing, failure to participate in requested testing may hinder future clinical participation at the discretion of the facility and/or Dean. Finally, I acknowledge and accept that I am financially responsible for the requested medical testing and release all entities of the State of Louisiana, and associated employees, from any and all liability associated with personal injuries.

I knowingly and willingly agree to these terms and understand that participation in a clinical program may result in my exposure to risks and hazards in excess to the risks and hazards encountered during my normal activities.

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Date

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Name of Participant

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Signature of Participant

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FTCC Employee Witness Name and Signature

## FLETCHER TECHNICAL COMMUNITY COLLEGE

NURSING AND ALLIED HEALTH  
**VERIFICATION OF HEALTH INSURANCE**

Students participating in a Fletcher Technical Community College Nursing and Allied Health clinical program are responsible for all personal health care expenses, including expenses resulting from accident or sickness, illness or injury while engaged in learning experiences required by the Nursing and Allied Health program. Neither the College nor the clinical agency is responsible for these expenses. Students are encouraged to maintain a personal health care insurance policy.

**I am** currently covered under a health insurance policy and the policy will be in effect during my entire clinical course. I understand I am responsible for all personal health care expenses that may arise during my learning experiences.

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

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

\_\_\_\_\_  
 Student ID Number

\_\_\_\_\_  
 Date

**I am not** currently covered under a health insurance policy. I understand I am responsible for all personal health care expenses that may arise during my learning experiences.

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

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

\_\_\_\_\_  
 Student ID Number

\_\_\_\_\_  
 Date

01/18



### Signature Page

I understand that I am responsible for reading this student handbook and the materials within. I also understand that I am to keep this handbook and refer to it as necessary as long as I am in the phlebotomy program.

\_\_\_\_\_ initials

#### Confidentiality Statement

I will maintain strict patient confidentiality at all times. Patient confidentiality begins as soon as the patient's name is known, and never ends. Patient confidentiality includes giving out information or acknowledging the admission of the patient to a medical facility. Patient confidentiality includes information obtained directly from the patient or significant others, information documented in the patient's medical records, information discussed during pre- and post-conferences, results of assessments, tests, lab, x-ray, and all pertinent information.

\_\_\_\_\_ initials

#### Medical Documentation Consent

I consent to having any medical documentation turned into the Department of Nursing and Allied Health to be disclosed to any clinical facility I will be using as a clinical site during my study at Fletcher Technical Community College. I understand that these procedures are necessary to enhance the learning process.

\_\_\_\_\_ initials

By my signature below, I agree to follow all policies set forth before me.

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

EQUAL OPPORTUNITY EMPLOYER  
**L. E. Fletcher Technical Community College**  
 1407 Highway 311  
 Schriever, LA 70395

Dr. Kristine Strickland, Chancellor

**ACADEMIC PROGRESS REPORT-Phlebotomy**

TO: \_\_\_\_\_ DATE ISSUED: \_\_\_\_ \_\_\_\_\_ ID # \_\_\_\_\_

COURSE: \_\_ \_\_\_\_\_

This academic progress report serves as documentation of a meeting with you and your instructor to discuss an inability to meet academic standards.

Your current average is \_\_\_\_\_. In order to progress through the phlebotomy curriculum, you must achieve an average of 80% at the end of the course. As of now, you need a \_\_\_\_\_ on the final to pass with an 80%.

The student identified the following challenges:

The instructor recommends:

\_\_\_\_\_  
 INSTRUCTOR

My signature below verifies that I understand the terms as outlined, and I have received a copy of this notice.

\_\_\_\_\_  
 SIGNATURE of STUDENT

Accredited by the NAACLS  
 Main Campus 985-448-7900 Student Services (985) 448-7917  
 EQUAL OPPORTUNITY EMPLOYER

## FLETCHER TECHNICAL COMMUNITY COLLEGE

**HEALTH OCCUPATIONS' DEPARTMENT Information Sheet**

1. Name \_\_\_\_\_ SS# \_\_\_\_\_

2. Age \_\_\_\_\_ Date of Birth \_\_\_\_\_

3. Address \_\_\_\_\_  
\_\_\_\_\_

5. Telephone Number (including area code) \_\_\_\_\_

6. Cellular Phone Number (including area code) \_\_\_\_\_

Person to call in event of emergency:

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Telephone Number (including area code) \_\_\_\_\_

I certify that I have read and that I fully understand and agree to the rules and regulations of the Student Handbook of the Phlebotomy curriculum of Fletcher Technical Community College.

\_\_\_\_\_

Signature of Student

Date

\_\_\_\_\_

Signature of Instructor

Date