

# College of The Albemarle



## Phlebotomy Student Handbook

Effective  
June 2024


Revised

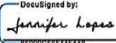
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**COLLEGE OF THE ALBEMARLE  
DIVISION OF HEALTH SCIENCES & WELLNESS PROGRAMS  
DEPARTMENT OF ALLIED HEALTH  
PHLEBOTOMY PROGRAM**

**PHLEBOTOMY STUDENT HANDBOOK**

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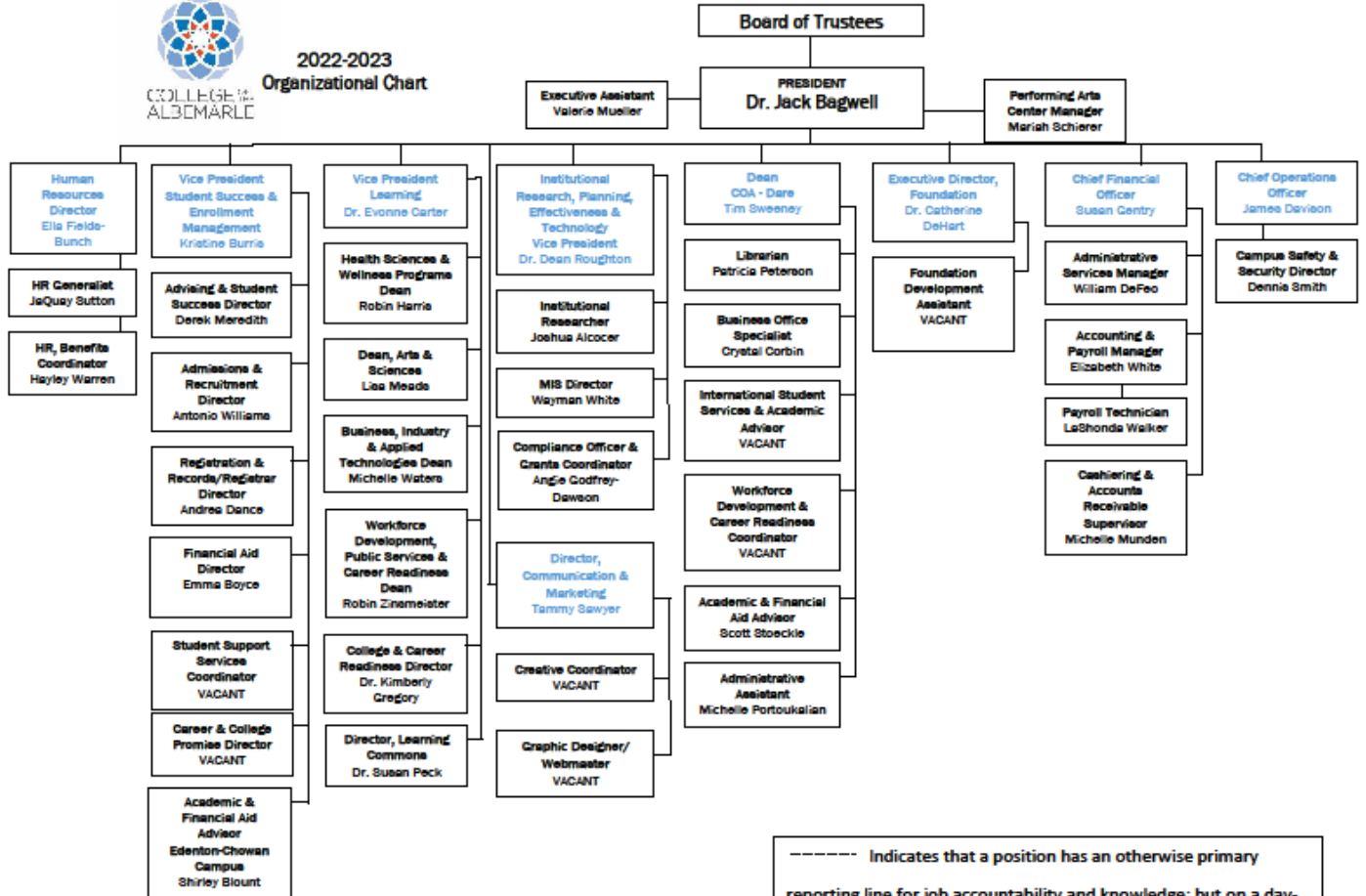
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## **I. Introduction**

This handbook supplements the policies and procedures adopted by the COA Board of Trustees. In the event of any conflict between a Board of Trustees' policies or any policy or provision of this Handbook, the Board of Trustees' policy shall be construed as setting forth the minimum expectations, rule or procedure applicable. In other words, some components of the policies set forth in this Handbook may impose greater obligations, expectations or responsibilities on students in the Phlebotomy Program than are generally applicable to other students. In the event that a student has a question or concern regarding inconsistencies in these policies, he/she should direct them to the Program Coordinator. The Program Coordinator may confer with the Department Chair, Dean, Vice President of Learning and other administrative officials to resolve any such issue or conflict.



2022-2023  
Organizational Chart



----- Indicates that a position has an otherwise primary reporting line for job accountability and knowledge; but on a day-to-day operational basis receives direction, supervision and support from an on-campus dean.

**Health Sciences & Wellness Programs Dean  
ADN Faculty**  
Robin Harris

**Administrative Assistant**  
Bethany Markham

**Instructor, Simulation; Health Sciences & Wellness Programs Admissions/Advisement Director**  
Chris Robertson

**ADN Department Chair**  
Katie Miller

**ADN Faculty**  
Michelle Coley

**ADN Faculty RN to BSN STEP Center Advisor**  
Kathy Lawrence

**Instructor, ADN; Simulation Coordinator**  
Elizabeth Biggs

**ADN Faculty & Clinical Coordinator**  
Mary Blackburn

**Allied Health Department Chair Physical Education Program Coordinator**  
Jeff Carter

**Health & Fitness Science Instructor/Program Coordinator**  
Andrea Thomas

**Human Services Technology Program Coordinator**  
Laura Gardner

**Medical Office Administration & Medical Assisting Program Coordinator**  
Rebecca Walker

**Pneumology & Medical Laboratory Technology Program Coordinator**  
Liza Sanders

**Surgical Technology Program Coordinator**  
Brandy Wooten

**Practical Nursing Program Coordinator**  
Jackie Sawyer

**PN Faculty**  
Michelle McGrath

**Nurse Aide & Health Occupations Program Coordinator**  
Morgan Barnes

**Client Relations & Records Specialist**  
VACANT

**EMS Director**  
Walter Meads

**Client Relations & Records Specialist - EMS**  
Minnie Chappell

**EMS Instructor**  
Carla Godwin

**EMS Instructor**  
Clifton Beaman

**AHA Training Center Director (Part-Time)**  
Michael Whitehurst



**COLLEGE OF THE ALBEMARLE**

**Division of Health Sciences & Wellness Programs  
2024-2025 Organizational Chart**

## II. Phlebotomy Faculty/ Staff

	<b>Extension</b>	<b>Office</b>
<b>Liza Sanders, MS, MLS(ASCP)<sup>CM</sup></b> Program Coordinator Medical Laboratory Technology & Phlebotomy liza_sanders24@albemarle.edu	2999	OC 207

**Jodi Yates**  
Phlebotomy Instructor  
jodi\_yates09@albemarle.edu

### Curriculum

<b>Bethany Markham</b> Administrative Assistant, Health Sciences bethany_markham70@albemarle.edu	2283	OC 102
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	2304	OC 107
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**Chris Robertson**  
Director, Health Sciences and Wellness Programs  
Admissions/Advisement  
chris\_robertson37@albemarle.edu

### Continuing Education

<b>Elizabeth England</b> Client Relations & Records Specialist Workforce Development and Career Readiness elizabeth_england78@albemarle.edu	2368	FC 129
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### III. General Information

The COA Phlebotomy Program is a one-semester certificate program. The North Carolina College System, overseen by the State Board of Community Colleges supports the COA Phlebotomy Program. The program of instruction is governed by regulations and requirements of the North Carolina Community College System and the Institutional Policies of COA.

#### A. Phlebotomy Program Mission Statement

The College of the Albemarle (COA) Phlebotomy Program prepares individuals with the knowledge and skills necessary related to obtaining blood and other specimens for the purpose of laboratory analysis. The COA Phlebotomy Program mission is to provide education and training in the field of phlebotomy while maintaining high standards of instruction and service delivery. This is accomplished by providing theory and clinical experiences in a professional environment that is conducive to diverse learning needs of students.

#### B. Phlebotomy Program Goals

To provide sound education resulting in:

1. Competent graduates who could serve as quality employees for the healthcare community and who have a working knowledge of phlebotomy and healthcare at the entry level.
2. Graduates who have been adequately equipped with the knowledge that will allow them to successfully pass national certification exams; and,
3. A workforce to meet the needs of a growing healthcare community.

#### C. Phlebotomy Program Student Learning Outcomes

Successfully perform venipuncture by vacuum collection devices.
Successfully perform skin puncture to obtain specimen for whole blood testing and serum/plasma testing.
List essential information that should be on laboratory requisitions and specimen containers for identification.
Demonstrate appropriate interaction and communication with patients and staff
Demonstrate a professional attitude and behavior in the workplace.

## IV. Admissions

### A. Curriculum Admissions

#### PHASE I: CURRICULUM PRE-ADMISSION REQUIREMENTS:

Applicants seeking admission into the Phlebotomy program must complete the following steps **by June 15th 2024** in order to be considered for acceptance for the Fall Semester 2024 (At the discretion of the Phlebotomy Program Coordinator, some applications may be considered after the deadline.)

\_\_\_\_\_ A. **Complete and submit a COA Application for Admission**, which expresses interest in the Phlebotomy program, to the Admissions Office, Elizabeth City Campus.

\_\_\_\_\_ B. **Bring or send an official high school transcript and all official post-secondary transcripts**, if applicable, to the Admissions Office.

\_\_\_\_\_ C. **Attendance at a Health Sciences & Wellness Programs (HSWP) Orientation Session is highly recommended**, for a review of the admission process. Check with the admission department or the Health Sciences Admission Coordinator for scheduled dates and times. On-line orientation can be viewed at:

<http://newalbemarle.mediasite.mcnc.org/mcnc/Play/b70d20c908fc4b8dba0fdc9320c6dc241d>

\_\_\_\_\_ D. Achieve minimum English and Reading competencies. Minimum English and Reading competencies must be met and may be accomplished by a variety of measures, including previous placement test scores, standardized test scores, and/or previous developmental coursework.

**To qualify for the Phlebotomy Curriculum course, the student must meet all the pre-requisites for ENG 111 (without a co-requisite requirement.)**

Note: The course listed is the *expected level of minimal competency* and may not be a required course within the program itself. Students should meet with an academic advisor if they do not meet this requirement and need guidance on course selection.

\_\_\_\_\_ E. **Achieve and maintain a 2.0 minimum cumulative grade point average** on the transcript of record (most recent transcript with 12 accredited credit hours or more). If the transcript of record is not the COA transcript and the student has taken courses at COA, then the COA transcript must also show a 2.0 minimum cumulative grade point average (regardless of the number of hours). If the most recent 12-hour transcript of record is the high school transcript, the **unweighted GPA** will be used. Achieve a minimum of "C" grade on each relevant COA or transfer course. Only grades of "C" or better will be accepted for point earning, transfer purposes, and program completion.

**F. Applicants in the Therapeutic & Diagnostic Services Pathway must have completed one unit of biology in high school that counts as at least 1 full credit on the transcript - or the equivalent at a post-secondary institution (BIO 090 or higher). An official transcript must be provided. This is not required for Certificate students.**

**REQUIREMENTS A, B, C, D, E, and F must be met in entirety before applicants may complete a Phlebotomy Application. Once students have met criteria A-F completely, they should contact the Health Sciences Admissions Technician (Annette Roberson, Ext 2221) for validation of requirements. One week after submitting validation forms, students may contact the HSWP Admissions & Advising Director (Owens Center, Office 107, Ext. 2304), who will confirm their form has been validated.**

## **PHASE II: CURRICULUM PHLEBOTOMY APPLICATION REQUIREMENTS:**

### **G. ATTEND THE PHLEBOTOMY PRE-ADMISSION MEETING.**

After meeting the minimum PRE-ADMISSION qualifications for admission to the Phlebotomy program and submitting the Phlebotomy application, qualified applicants will receive a letter of notice and must attend a mandatory pre-admission meeting with the Phlebotomy faculty. The purpose of the pre-admission meeting is to inform prospective applicants about the Phlebotomy program and answer questions or concerns of the applicants.

- **Applicants failing to report at the scheduled time for the pre-admission meeting will have their names withdrawn from consideration unless they have previously notified the HSWP Administrative Assistant's office, Owens Center, Office 102, Extension 2283.**
- **It is the applicant's responsibility to maintain communication with the college via the Health Science Administrative Assistant's office, Owens Center, Office 102, Extension 2283.**

### **CURRICULUM PHLEBOTOMY PROGRAM RANKING PROCESS**

All students who have met all the required academic and testing criteria, have a complete Phlebotomy application and validation form on file, have attended the pre-admission meeting, and have validated the accuracy of the compiled academic data will be ranked on a **first come-first serve basis, based on the date their validation form was submitted to the Health Sciences Admissions Technician (Annette Roberson).**

## **PHASE III: CURRICULUM SELECTION PROCESS**

**A. Letters of contingent acceptance** will be sent to the top applicants for the number of program slots available.

**B. Letters to other applicants who qualified**, but did not place within the allotted number of slots, will be sent and these applicants will be assigned an "alternate" number based on their dated validation form. It is from this alternate list that any vacancies that occur prior to the first day of classes may be filled at the discretion of the Phlebotomy Program Coordinator, whose decision is final, starting with "Alternate 1."

**C. The admission process ceases and the alternate list is void beginning with the first day of class in fall semester.** Any qualified applicants or alternates who do not enter the program must begin the admission process again and resubmit all paperwork in order to be considered and re-compete for the next time the phlebotomy program is offered.

An applicant who has concerns about the admissions process to the Phlebotomy Program should contact the Phlebotomy Program Coordinator (Owens Center, Office 207, Ext. 2999).

## B. Continuing Education Admissions

### PHASE I: CONTINUING EDUCATION PRE-ADMISSION REQUIREMENTS

#### A. Achieve minimum English and Reading Competencies

High school diploma or GED; or a minimum reading placement score of 244-248 on the CASAS, or 10<sup>th</sup> grade level on the TABE.

#### B. Complete the COA Noncredit Registration Form.

Located on the COA noncredit-Workforce Development and Career Readiness website

#### C. Submit Registration Form and Education Documentation

Bring in person or email the COA Noncredit Registration Form and a copy of your high school transcript / diploma OR GED OR Placement test to [Elizabeth\\_england78@albemarle.edu](mailto:Elizabeth_england78@albemarle.edu)

#### D. Provide payment for the course (\$270.00)

Payment can be made online, in person, or over the phone at 252-335-0821 ext. 2368

### PHASE II: CONTINUING EDUCATION SELECTION PROCESS

- A. **Letters of contingent acceptance** will be sent to the top applicants for the number of program slots available who have completed all steps in Section V: Phase I.
- B. **In the event a seat becomes available due to a student withdrawing from the course, students who have previously contacted the Continuing Education department in regards to the phlebotomy department will be contacted. The first student who completes Section V: Phase I will be given the available seat.**
- C. **The admission process ceases and the alternate list is void beginning with the first day of class in fall semester.** Any qualified applicants or alternates who do not enter the program must begin the admission process again and resubmit all paperwork in order to be considered and re-compete for the next time the phlebotomy program is offered.

### PHASE III: CONTINUING EDUCATION APPLICATION REQUIREMENTS

#### **Attend the Phlebotomy Pre-Admission Meeting**

After meeting the minimum PRE-ADMISSION qualifications for admission to the Phlebotomy program, submitting the Workforce Development and Career Readiness application, and submitting payment, qualified applicants will receive a letter of notice and must attend a mandatory pre-admission meeting with the Phlebotomy faculty. The purpose of the pre-admission meeting is to inform prospective applicants about the Phlebotomy program and answer questions or concerns of the applicants.

- **Applicants failing to report at the scheduled time for the pre-admission meeting will have their names withdrawn from consideration unless they have previously notified the Phlebotomy Program Coordinator at extension 2999.**
- **Students who were unable to attend the scheduled orientation and either previously contacted the Phlebotomy Program Coordinator or were given a seat in**

**the course after orientation, must arrange with the Instructor a time to meet either in person or over web conference prior to the first day of class.**

## **OTHER IMPORTANT INFORMATION RELATED TO THE PHLEBOTOMY PROGRAM**

**Upon conditional acceptance, but prior to enrollment in the Phlebotomy program, applicants will be required to provide additional information including:**

**A. The fully completed and signed COA health care examination form indicating physical and emotional health and record of immunizations. This must be submitted via the assigned third party vendor and available for review prior to the beginning of the PBT 101 Practicum. Students who do not meet this requirement may be dropped from consideration for the PBT program, even if they have met all other criteria and have initially been accepted into the program. Students will be required to sign a release to allow the program to provide specific medical information that may be required by authorized clinical sites (example: immunizations record).**

**B. Criminal background check and/or drug testing** may be required by clinical sites prior to participation in the clinical component of this program. Progress toward graduation will be limited by any inability to complete the clinical portion of the program. Students with certain misdemeanor or felony convictions may have limited certification and employment opportunities.

**C. Documentation of current BLS CPR Certification through the American Heart Association** – must be received by the Phlebotomy Program Coordinator prior to the beginning of the PBT 101/PBT 3022A Practicum. Students who do not meet this requirement may be dropped from consideration for the PBT program, even if they have met all other criteria and have initially been accepted into the program.

## **READMISSION PROCESS**

**Definition of Re-Admit: A student who has previously been enrolled in any Phlebotomy Program.**

- Applicants applying for readmission into the first semester of the phlebotomy program should contact the Phlebotomy Program Coordinator (ext. 2999) for information concerning this special situation.

### **C. SPECIAL ADMISSION CIRCUMSTANCES – “DEFERRED ACTION FOR CHILDHOOD ARRIVALS (DACA)” AND “UNDOCUMENTED IMMIGRANT” STUDENTS**

COA Health Sciences and Wellness programs will allow the admission of students with DACA classification. However, DACA students should be aware of the following:

- a. Neither federal law, nor North Carolina law permits individuals with DACA classification to receive professional licenses. See 8 U.S.C. § 1621(a) and (c)(1)(A). Ability to obtain other certifications may also be limited.
- b. It is the current position of the State Residence Committee that individuals with DACA classification do not have the capacity to receive in-state tuition.

COA Health Sciences programs will allow the admission of students with “undocumented immigrant” classification. However, undocumented immigrant students should be aware of the following:

- a. For the purposes of this Section, "undocumented immigrant" means any immigrant who is not lawfully present in the United States.
- b. An undocumented immigrant admitted shall not be considered a North Carolina resident for tuition purposes.
- c. Federal law prohibits states from granting professional licenses to undocumented immigrants. Ability to obtain other certifications may also be limited.
- d. Students lawfully present in the United States shall have priority over any undocumented immigrant in any class or program of study when capacity limitations exist.

## **V. Progression**

### **A. Class Schedule**

#### **1. Curriculum Program**

The **Phlebotomy Curriculum Program** is offered via the following pathways: Therapeutic and Diagnostic Services – Phlebotomy Diploma and Phlebotomy Certificate.

The Phlebotomy certificate program can be completed in one semester. There are two (2) core phlebotomy courses and three (3) related curriculum courses: the two phlebotomy core courses include PBT 100 (Phlebotomy Technology) and PBT 101 (Phlebotomy Practicum); the three related curriculum courses include PSY 101 (Applied Psychology) or PSY 150 (General Psychology), ACA 111 (College Student Success), and CIS 111 (Basic PC Literacy). All five of these courses can be completed in one semester, although a student may have completed the PSY101 or PSY 150, ACA 111, and CIS 111 course credits prior to enrolling in the phlebotomy program. ACA 111, CIS 111, and PSY 101 or PSY 150 are co-requisites or pre-requisites to PBT 100 and PBT 101. If a student is enrolled in any or all of the related curriculum courses, along with the PBT courses, and he/she withdraws from any of these courses, they will also be withdrawn from the PBT courses, and therefore, withdrawn from the Phlebotomy Program.

The Therapeutic and Diagnostic Services- Phlebotomy Diploma requires 40 credit hours. The same PBT courses within the certificate program are required, as well as the general education courses that are listed in the curriculum guide. PBT 100 and PBT 101 courses are taught in Spring semesters. These courses have limited space, and are available on a first-come first serve basis. Class size is capped at 15 students. In order for a diploma to be awarded, all 40 credit hours listed on the curriculum guide must be completed.

The sixteen (16) week semester period is divided into two eight-week sessions for the Phlebotomy classes, PBT 100 and PBT 101. PBT 100 is scheduled and completed during the first eight-week session, and PBT 101 is scheduled and completed during the second eight-week session. This allows each student to be able to complete the theory and laboratory components of the program before entering into the clinical component of the program. The other required classes are scheduled for the entire 16 weeks, unless otherwise stated on the semester schedule.

PBT 100 classroom sessions and/or most lab sessions, are held on the COA-Elizabeth City or the COA-Edenton/Chowan or the COA-Dare campus during the first 8-week session. The second 8-weeks of the semester is when PBT 101 is completed. The times will vary according to the individual site that is assigned to each student. The days of attendance for the clinical component will be determined by the student's class schedule and the facility assigned.

A variety of facilities are utilized for clinical rotations. Some of these include local hospitals, private healthcare provider offices, and public health departments.

## **2. Continuing Education Program**

**Phlebotomy Continuing Education Program**, PBT-3022A: Phlebotomy Experience, consist of a total of 256 course hours. The first 112 hours will be the didactic (lecture) portion of the course. This is delivered in a hybrid format. Most of the lecture portion of this class is delivered on-line. The students will meet as a group one to two times per week to take test and practice skills in the student lab environment.

The second portion of this course will be the clinical practicum. The students will spend a total of 144 hours in the clinical setting. The practicum sites will be healthcare facilities within the college service area and the Tidewater region. The times will vary according to the individual site that is assigned to each student. The days of attendance for the clinical component will be determined by the facility assigned.

A variety of facilities are utilized for clinical rotations. Some of these include local hospitals, private healthcare provider offices, and public health departments.

### **B. Attendance**

Students are expected to attend every meeting of every course in which they are enrolled. If an absence should occur, it is the responsibility of the student to obtain all class notes, handouts, and assignments given on that day. It is NOT the responsibility of the faculty to seek out the student in order to provide this information.

Attendance at all scheduled tests is required. Failure to notify the instructor prior to missing a scheduled test will automatically result in a 7-point drop in test grade. It is the responsibility of the student to notify the instructor of possible times to reschedule the test. It is strongly encouraged that the test be rescheduled before the next class meeting, if at all possible.

Tardy is defined as not being in the classroom at the scheduled time for the beginning of class. *Three (3) tardies will calculate as one hour of absence. A pattern of excessive tardiness is unacceptable and could lead to dismissal.*

*Excessive student absences are defined as in excess of 10 course hours. Students who miss more than 10 hours of classes will be dropped from the roll. A pattern of excessive tardiness and/or absence from the clinical experience may necessitate the student's assignment in the facility being cancelled, resulting in an unsatisfactory clinical evaluation and/or failure of the course. Any time that is missed during the clinical experience, is the responsibility of the student to make arrangements with the facility to make up the hours that were missed.*

When inclement weather occurs (snow, storms, etc.), students should listen to local radio and TV stations for information about the closing of the College of The Albemarle. Students may also call the main COA number, 252-335-0821, for information.

The general attendance policy for the College of the Albemarle can be found in the college catalog.

### **C. Grading System**

The Phlebotomy Program follows the grading system described in the College of the Albemarle Catalog. It is as follows:

A	93-100
B	85-92
C	77-84
D	70-76
F	less than 70

The student receives separate grades for each Phlebotomy course. The method of grade determination for each course is included in specific course syllabi. A grade of 77% or better is required for PBT 100 (theory and laboratory components) the first 8 weeks of the semester and to proceed to PBT 101 (clinical component) the second 8 weeks of the semester.

For the *Continuing Education Program (PBT-3022A)*, documentation of 100 successful venipunctures and an overall course grade of 77%, or better, combined with clinical practicum evaluations is required to successfully pass the course.

## **VI. Academic Policies**

The Academic Standards and Discipline Policy as found in the College of the Albemarle Catalog are adhered to for the Phlebotomy Program.

## **VII. Resources**

The main phlebotomy lab is Owens Center Room 215. This space is shared with the Medical Laboratory Technology Program. The lab contains equipment that will be utilized during the course of the semester. Please do not experiment with the equipment that you are unfamiliar with and have not covered in class. It is up to the students and faculty to maintain the classroom and equipment in proper order. Should you become aware of any materials or equipment that is not in proper working order, please report it immediately to the faculty. Material should not be removed from the classroom area without specific permission.

The College of the Albemarle Library and computer lab have various texts and software related to phlebotomy and other health care areas. In addition, Internet access is available in the library, computer lab, and the phlebotomy classroom.



Student Success and Enrollment Management provides programs designed to increase student retention and graduation rates, and promote a climate of support for the students. Academic Support services can help you develop study skills, test-taking abilities, and provide tutorial services for general education courses. If the student requires tutoring for PBT (Phlebotomy) course, he/she should contact the Phlebotomy Program Coordinator. Student Success and Enrollment Management is located in the AE-building and Academic Support is located in the C-building on the Elizabeth City campus. Students attending the Dare campus can receive information at (252) 473-2264.

## VIII. Essential Functions of the Phlebotomy Student

The safe practice of phlebotomy involves cognitive, sensory, affective, and psychomotor performance requirements. Therefore, the essential eligible requirements for students in the phlebotomy program shall be further defined according to the following standards.

### **Physical and Emotional Standards:**

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

1. **Interpersonal Skills** – Inter personal abilities sufficient to interact with individuals, families, and other health care professionals from a variety of emotional, cultural, and intellectual backgrounds. For example, the phlebotomy student shall establish rapport with patients/clients and the health care team members.
2. **Communication Skills** – Communication abilities sufficient for interaction with others in the verbal and written form. For example, explain the venipuncture procedure to a patient/client.
3. **Cognitive Abilities** - Ability to be oriented to time, place, and person: organization responsibilities, and making decisions. For example, recognize and report physical problems that occur when attempting venipuncture on a given patient/client.
4. **Mobility** – Physical abilities sufficient to move from room to room and around patients in a wide range of positions, maneuver in small spaces, to bend, stoop, kneel, squat; stand and walk for extensive periods of time; and sufficient balance to enable carrying various items when walking. For example, trips from the laboratory to patient/client rooms.
5. **Motor Skills** – Gross and fine motor skills sufficient to provide safe phlebotomy procedures. For example, demonstrate proper needle insertion and withdrawal technique when performing venipunctures.
6. **Hearing** – Auditory ability sufficient to monitor health needs of patients/clients. For example, hear monitor alarms, emergency signals, patient/client requests.
7. **Visual** – Visual ability sufficient for observation and skills necessary in phlebotomist duties. For example, observe patient/client response to

venipuncture, changes in specimen color, and accurately read letters, numbers, and/or symbols at least 1/16 of an inch or larger from a safe distance.

8. **Tactile** – Tactile ability sufficient for collecting specimens. For example, identify potential sites for venipuncture, capillary, and arterial punctures.
9. **Health Status** - Students who pose a risk to the health, safety or well-being of patients or other students, whether due to infectious diseases or otherwise, may be removed from clinical settings. If a student should contract or be a carrier of any infectious disease whether acute, chronic, active or inactive, it is the student's responsibility to report this immediately to the course/clinical instructor. Patient wellbeing, safety and health are the primary concerns of all clinical facilities and clinical sites. All clinical sites and clinical facilities, as well as COA, reserve the right to require medical verification that a student may participate in a clinical setting without posing a risk to the health, safety or well-being of patients, other students or staff.

The College may take a number of steps and precautions at all campuses providing additional information and resources related to COVID 19 for students; implementing additional health and safety protocols; adjusting some facility, physical space and campus operations; and modifying classes and academic delivery as needed.

Students should understand that COVID-19 and other communicable diseases are a public health risk; that COA and clinical facilities cannot guarantee safety or immunity from any infection; and that each student voluntarily assumes all risks associated with participating in health science programs related activities on campus and at clinical facilities, including the risk of exposure or infection with COVID-19 and other infectious diseases.

**The above examples are illustrative only and are not all inclusive!** If a student or applicant believes that he or she cannot meet one of the standards without accommodations or modifications, the student should confer directly with the program coordinator to determine whether or not any additional accommodations can be provided and whether such accommodations are feasible. Students needing any form of accommodation are expected to engage in an interactive process with the program coordinator, and any other administrative officials, to determine what modifications or accommodations may be reasonable and appropriate.

### **Religious Observance Policy**

In compliance with the North Carolina Administrative Code, Title 23, Chapter 2, Sub-Chapter 2C, Section .0213 requirement as authorized by Section 115D of the NC General Statutes, College of The Albemarle will grant any student of the College two excused absences each academic year for religious observances required by the faith of the student. The two excused absences may be taken at any time during the academic year either on separate days or on two consecutive days and must be taken within the absences allowed in the College's approved attendance policy as published in the COA Academic Catalog and specific program handbooks for those students enrolled in a program. Students must submit a "Request to be Excused For

Religious Observance Form” to the Vice President of Student Success and Enrollment Management within the first two weeks of the semester in which the absence will occur.

### **IX. Liability Insurance**

Each student is required to have Liability insurance. Phlebotomy students are enrolled in a group policy through C. Berry & Smith Insurance Company with the premium being paid by the applicant to the Business Office tuition and fees are collected. Applicants who enter the program must pay their insurance prior to enrollment in clinical course during the summer semesters.

### **X. Disability Services Statement**

College of The Albemarle seeks to comply with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Section 504 is a Federal Civil Rights Law, which prohibits discrimination against individuals with disabilities. The Americans with Disabilities Act expands the scope of institutional and service provider responsibility for providing reasonable accommodations to people with disabilities. Elizabeth City or Edenton-Chowan students requesting accommodations based on a disability must register with the Disability Services Director, (Building AE, Room 119) (335-0821 ext. 2277). Students attending the Dare Campus should contact (Main Office, Room 108) (473-2264).

### **XI. Student Conduct**

#### **General Guidelines**

Students should be constantly aware that they represent the health science program and the College to the public when dressed in the COA program uniform and that they will be viewed by the College, by other professionals, and by the public in general as representatives of COA. Therefore, students are charged with portraying a positive image of health science and wellness occupations and the college. The COA health science program and the College reserve the right to dismiss any student whose on or off campus behavior violates any of COA’s rules or policies governing expected conduct of students including those prohibiting any student from engaging in any criminal conduct; any conduct or behavior prohibited by COA policy; or any other conduct or behavior particularly while dressed in uniform or otherwise while representing COA that tends to portray the student, the program or COA in a negative fashion or otherwise tends to cause harm to the reputation of the program or COA.

#### **Phlebotomy Student's Professional Behavior**

The following characteristics are consistent with professional behavior and are expected at all times:

To maintain professional conduct, the phlebotomy student:

- Refrains from loudness, profanity, sneering, rudeness, and sleeping in class or clinical
- Is truthful

- Listens receptively and respectfully
- Takes advantage of self-learning opportunities
- Assumes responsibility for course preparation and participation
- Approaches individuals with kindness, gentleness, helpfulness and respect
- Offers companionship without becoming involved in a non-therapeutic manner
- Accepts constructive criticism
- Is neat, clean and appropriately attired, wears make-up in moderation.
- Is consistently punctual
- Accepts assignments and willingly assists others
- Recognizes and performs within own limitations
- Uses break time appropriately
- Uses correct spelling and grammar
- Communicates in a medical professional manner
- Cooperates with agency policies
- Observes legal and ethical standards of practice
- The use of cell phones is prohibited in the classroom and clinical settings. Refrain from using social networking, text messaging or other electronic media for posting insulting, disparaging or inflammatory comments regarding COA, the Health & Fitness Science program, any member of the COA campus community or affiliated internship sites and their employees. Criticisms of or concerns regarding these issues should be expressed through the COA chain of command so that the concerns may be addressed, and not in a manner which could disrupt the clinical program or operations at practicum sites. Students are also prohibited from disclosing confidential information through such media or from discussing confidential information in any other manner that may reach third parties outside of COA staff or clinical site personnel. COA Health Sciences and Wellness Programs Social Media Policy does not allow students in clinical/practicum/internship related activities to post ANY pictures or information depicting or while engaged in activities relating to hospital, practicum, and/or internship activities, facilities, staff, volunteers and/or patients without express, written consent from the College and the facility. This includes, but is not limited to, “selfies” taken while at these facilities and social media posts about facility events or staff. Such actions have the tendency to disrupt program activities, to portray the student and COA staff in a negative and/or unprofessional light, to potentially violate the rights of facility staff, volunteers or patients, and to otherwise negatively impact COA’s programs and reputation.
- Students are prohibited from secretly recording classroom, lab or clinical activities; and any conversations, meetings, or conferences or other interactions with faculty, COA employees, patients, or anyone in any setting/facility associated with the program’s activities. Use of personal recording devices to record lectures in class, lab or clinical is prohibited. Students with documented accommodations that request recording capability must meet with the nursing department to determine appropriate means and parameters of making recordings.

Each student is also required to maintain a reliable means of communication including a valid

telephone number and email address via the COA Moodle account.

Students of the College of the Albemarle MLT Program are considered adults. Student conduct, which reflects the dignity and integrity of the college, is expected to be professional at all times. The Student Code of Conduct Policy stated in the College of the Albemarle Catalog will be adhered to at all times.

Eating and drinking in the lab or classroom are prohibited. Students are expected to leave classrooms and labs clean and in order.

Eating and drinking are limited to designated areas of clinical facilities and the college; the use of tobacco products on the college campus or in the classrooms is prohibited. Chewing gum or using tobacco products are **not** permitted while in the clinical setting.

Students should be constantly aware that they represent the health science program and the College to the public when dressed in the COA program uniform and that they will be viewed by the College, by other professionals, and by the public in general as representatives of COA. Therefore, students are charged with portraying a positive image of health science and wellness occupations and the college. The COA health science program and the College reserve the right to dismiss any student whose on or off campus behavior violates any of COA's rules or policies governing expected conduct of students including those prohibiting any student from engaging in any criminal conduct; any conduct or behavior prohibited by COA policy; or any other conduct or behavior particularly while dressed in uniform or otherwise while representing COA that tends to portray the student, the program or COA in a negative fashion or otherwise tends to cause harm to the reputation of the program or COA.

### **Criminal Background Check and Drug Screening**

Phlebotomy students must successfully complete rotations at clinical sites as part of their program requirements. Phlebotomy students will be required by clinical sites to have criminal background checks and drug screens prior to clinical rotations. By applying for admission to any health science program, a student consents to drug and alcohol screening and criminal background checks and sex offender checks as required by the contracted clinical affiliate and may be responsible for payment. A written consent form must be signed by each student prior to the performance of a background check and drug screen. Information obtained within the criminal background check and sex offender check will be provided to any hospital or other clinical facility prior to clinical rotations upon request.

The presence, purchase, sale, consumption or use, and/or being under the influence of alcoholic beverage or controlled substances (except when used in strict compliance with the prescription) is strictly forbidden on campus, at campus sponsored functions, at clinical laboratory experiences or any time while in the COA Program uniform. Violations of the chemical abuse policy of the Program will render a student subject to disciplinary action up to and including immediate dismissal from the Program with a grade of "F" and removal from all Program courses.

### **Clinical Access**

COA does not guarantee the admission of any student to any clinical facility or clinical site. A student's acceptance, participation and continuation at any clinical site is subject at all times to

the approval and consent of the clinical site. Students must be able to attend and progress in the assigned clinical facility for each course. Alternate assignments will not be made because of inability to progress in an assigned clinical setting.

For these reasons, all students must understand that it is critical that they comply with all policies and procedures of these clinical sites and that they must satisfactorily perform and conduct themselves at any clinical site at all times. Students are under a continuing obligation to supplement the information provided to COA and any clinical facility concerning background checks, immunizations, health status, criminal histories or convictions or any other background information. Failure to promptly provide updated or corrected information may be cause for removal from a clinical facility or clinical site and/or from the program.

### **Clinical Performance Policy**

The faculty will provide learning opportunities in the classroom and laboratory to develop phlebotomist competencies before students are placed in clinical settings. Once students are placed in clinical settings, clinical faculty will participate in clinical practicum evaluations of students. The instrument used and method of grading for student evaluations are included in the PBT 101/ PBT 3022A course syllabus. The ability of students to meet clinical objectives, demonstrate phlebotomist competencies, and maintain patient/client safety is required to receive a passing grade. When a student is unable to meet these criteria, the faculty may dismiss the student from the clinical assignment resulting in failure of PBT 101/PBT 3022A.

Students must agree to comply with all rules and requirements of the clinical facilities to which the student may be assigned. Should a student be dismissed from a clinical facility for any reason, the student may be unable to complete the requirements of this Program and may be ineligible to receive a certificate of completion.

Students are expected to adhere to the College's Drug-Free and Smoke-Free Environment Policies and Student Code of Conduct. No smoking, use of tobacco, use or purchase of alcohol, drug consumption, or other violations of the College Student Code of Conduct are allowed in college vans, campus buildings, campus parking lots, or in or on the grounds of clinical facilities or any time while in a COA health science program uniform. Students may not buy, sell or consume alcoholic beverages or illicit drugs while in a COA health science program uniform (including street clothes while in facilities) or lab coat. Violation of this alcohol/drug policy will result in disciplinary action up to and including a grade of unsatisfactory in clinical, consequently an "F" in the health science course, and immediate dismissal from the Program and all program courses.

Students may not smoke while in a COA uniform health science program uniform (including street clothes while in facilities) or lab coat. The smell of smoke on a student uniform will be considered unprofessional in the clinical setting and a "noxious odor". The student will be removed from the clinical setting until they are able to return without the odor as determined by the clinical instructor. Any missed time will count under the attendance policy as absent clinical time for the course. Repeated violations of this policy may result in disciplinary action up to and including clinical failure and dismissal from the clinical site, and/or consequently dismissal from the program.

### **A. Patient/Client Privacy and Confidentiality**

**At no time** shall discussions regarding any patient/client be conducted in a public place (this includes breaks, lunch, elevator, etc.). The student will recognize that improper use of and/or disclosure of protected health information may result in disciplinary action, up to and including dismissal from the program.

### **B. Visitors**

Family members/visitors **may not** accompany students to class, lab, or clinical areas due to legal implications and responsibility for safety of the persons attending state supported schools/colleges. **No** personal phone calls or personal visits are allowed in the clinical settings, except in emergency situations.

### **C. Clinical Environment**

The student should realize that student phlebotomists are, by nature of the profession, exposed regularly to: body fluids, infectious diseases, combative and difficult patients.

### **D. Student Service Work Policy**

1. Students are not encouraged to work as a phlebotomist, but may do so if the work is performed outside of the required academic hours.
2. Students must successfully complete their clinical evaluation before working independently as a phlebotomist to ensure all phlebotomy competencies have been demonstrated.
3. Service work by students must be paid, supervised and subject to the institution's employee regulations.

Students must inform their Phlebotomy Instructor or Program Director if they are performing any service work at any time during their clinical rotation.

## **XII. Phlebotomy Certification Examinations**

Graduates/Completers of the College of the Albemarle Phlebotomy Program are encouraged to take a national certification examination for phlebotomy technicians. Certification represents the recognition of someone who has met all of the required qualifications specified by the certifying agency or association. COA recommends the American Society for Clinical Pathology (ASCP) Board of Registry.

ASCP Board of Registry  
PO Box 12277  
Chicago, IL 60612-0277  
312-738-1336  
[www.ascp.org/bor](http://www.ascp.org/bor)

Other certifying agency:

American Society of Phlebotomy Technicians (ASPT)  
P.O. Box 1831  
Hickory, NC 28603  
[www.aspt.org](http://www.aspt.org)

### **Certification Eligibility**

Students are at all times responsible for determining and maintaining their own eligibility for taking the certification exam.

## **XIII. Dismissal**

The Phlebotomy Faculty reserves the right to recommend the dismissal of a student from the Phlebotomy Program. The Program Coordinator has the right, authority, and responsibility to make a decision on such a recommendation.

### **Causes for Dismissal**

The COA Policy on Student Code of Conduct and the student disciplinary procedure set forth in the COA Catalog shall apply to all students in the Phlebotomy program. The following reasons, though not intended to be all-inclusive, also constitute cause for a student to be dismissed from any Phlebotomy Program.

- 1. Failure to meet the academic standards as set forth in the COA Catalog and the Phlebotomy Student Handbook.**
- 2. Health problems and disabling conditions.** A student's physical and emotional health is discussed at faculty-student conferences. It should be noted that health problems which result in excessive absences or non-completion of classroom, lab or clinical competencies may be grounds for dismissal from the Program. It is the philosophy of the Phlebotomy faculty that a student's personal health has priority over one's educational program. A student should not continue in the program at the expense of endangering one's health.
- 3. Excessive absences or habitual tardiness.**
- 4. Student performance in the clinical setting which (1) indicates difficulty in making clinical judgments or (2) conflicts with patient safety essential to safe Phlebotomy practice, leading to unsatisfactory clinical performance and failure.** Such behavior is defined as a failure to assess or act appropriately on information other students at the same level would recognize as important to patient health and safety. Any student who requires an inordinate amount of an instructor's time in the clinical setting because of concerns related to poor judgment, poor decision-making skills, or safety violations will be subject to failure and dismissal from the Program.
- 5. Intentional Falsification of information in any form – verbal, non-verbal, or written.** Any student who submits false, misleading, incorrect, and/or incomplete information as part of the Phlebotomy Program Admission Process or while enrolled in the program may be dismissed from the program.
- 6. Cheating.** It is expected that all Phlebotomy students will be honest in their dealing with members of the faculty and staff at COA, their peers as well as with staff members and patients at all clinical facilities. Students are expected to report any observed instances



of dishonesty to the instructor. Failure to do so makes the observer morally as guilty as the one who is cheating. Any instructor who discovers possible cheating or to whom it is reported will ensure that the matter is fully investigated. If after careful consideration of all evidence the instructor documents that cheating has occurred, the evidence will be presented to the Program Coordinator who will meet with all parties involved.

- Cheating in any form as designated by the college Academic Integrity Policy will not be tolerated and could result in automatic, immediate dismissal from the program and the student will receive a grade of "F" for the course grade.
- Students that are discovered sharing information or passing notes during any testing situation will be found guilty of cheating.
- Students who are found in possession of any information on test content in advance of all students taking the test, during a test administration, or during/after a test review may also be found guilty of cheating.

7. **Plagiarism.** Plagiarism is the use of someone else's words, writings, thoughts, or ideas without giving proper credit. Taking a section of a book or a magazine article and copying it essentially word for word without giving proper credit to the author is one example of plagiarism. The use of Artificial Intelligence (AI) to create or assist in the completion of writing assignments, papers, reports, or other academic work without properly documenting or acknowledging sources will be considered plagiarism. All papers and assignments may be subject to screening via plagiarism and AI detection software.

The instructor who detects a first instance of plagiarism will review with the student the circumstances which constitute plagiarism. The student will be required to re-submit the work to receive credit and the student's grade will be adjusted accordingly. A second instance of plagiarism during any period of the Phlebotomy Program will be considered cheating and treated as such. **Refer to Policy as printed in the College Catalog on Plagiarism and Cheating.**

8. **Infraction of health agency policies while on affiliation in that agency.** Each student is to review a copy of the Contractual Agreement between the College and the clinical agency as well as the policy regulations and rules of the affiliating clinical agency at the beginning of the course. It is the student's responsibility to understand and abide by these policies.

9. **Violation of the patient's right to confidentiality.** The Phlebotomy student is legally (Privilege Doctrine and HIPAA Regulations) and ethically obligated to maintain confidentiality regarding any information concerning a patient's illness or treatment which is obtained in the normal course of his/her professional duties. No patient information is to be revealed without the patient's permission.

It is appropriate to discuss patient condition/Phlebotomy care in a learning situation such as instructor/student conference with the understanding that said discussion will not be repeated outside of the conference setting. The student will recognize that improper use of and/or disclosure of protected health information may result in disciplinary action, up to and including dismissal from the program.

10. **Negligent acts resulting in harm to patient.**

11. **Drug/Alcohol Use.** The substance abuse policy set forth COA's Policy and Procedure

Manual shall apply.

- (a) The presence, purchase, sale, consumption or use, and/or being under the influence of alcoholic beverage or controlled substances (except when used in strict compliance with the prescription) is strictly forbidden on campus, at campus sponsored functions, at clinical laboratory experiences or any time while in the COA Program uniform. Violations of the chemical abuse policy of the Program will render a student subject to disciplinary action including immediate dismissal from the Program with a grade of "F" and removal from all Program courses.
- (b) Any student who diverts any controlled substance from a clinical facility will be dismissed from the Phlebotomy Program and may face criminal prosecution.
- (c) Any student whose behavior or appearance provides reasonable suspicion that the student is under the influence of alcohol or non-prescribed controlled substances, any chemical that alters cognitive functions, and/or is abusing prescribed medications in violation of subparagraph (a) of this section - may be required to submit to a breath analysis, saliva test, urinalysis, or blood analysis. Phlebotomy faculty may make the determination that reasonable suspicion exists. Refusal to offer the required sample will be grounds for disciplinary action up to and including dismissal from the program. A positive test indicating use or being under the influence during class, labs, meetings or clinical rotations of controlled substances, mind altering chemicals or alcoholic beverages will be grounds for dismissal from the program and all program courses.

### **The Dismissal Process**

Any student who is recommended for dismissal from the Phlebotomy Program will have a conference with the Instructor to discuss the reason(s) for the dismissal. Then the student, the Instructor, and the Program Coordinator will discuss the reasons(s) for the dismissal. The student will receive a letter stating the reason(s) for dismissal. The dismissal will take effect immediately and the student will not be allowed to return to class, lab or clinical.

**Students dismissed from the program related to item number 1 will receive the grade as earned per the course syllabus and program academic policies.** Dismissal from the course will take effect immediately and the student will not be allowed to return to class, lab or clinical for that course. If a student is enrolled in multiple program courses within the same semester, the student will be allowed to complete any other program courses specific to progression within the program that they are enrolled in for the same semester, and then will be dismissed from the program at the end of that semester.

**Students dismissed from the program related to item number 2 will receive a grade of "W."** The program dismissal will take effect immediately and the student will not be allowed to return to class, lab or clinical and will be immediately withdrawn from all program courses specific to progression within the program.

**Students dismissed from the program related to item number 3 will receive a final course grade of “F”;** and the dismissal from the course will take effect immediately and the student will not be allowed to return to class, lab or clinical for that course. If a student is enrolled in multiple program courses within the same semester, the student will be allowed to complete any other program courses specific to progression within the program that they are enrolled in for the same semester, and then will be dismissed from the program at the end of that semester.

**Students dismissed from the program related to items numbered 4, 5, 6, 7, 8, 9, 10, 11, and 12, involving a program course will receive a final course grade of “F”;** and the program dismissal will take effect immediately. The student will not be allowed to return to class, lab or clinical for any program courses and will be immediately withdrawn from all other program courses specific to progression within the program.

**Any student dismissed from the Phlebotomy program for the above reasons with the exception of 1, 2, and 3 is not encouraged to apply for readmission to the program.**

### **A. Appeals Process**

The Grade Appeal policy set forth in the COA Catalog shall apply to all students in the Phlebotomy program. Students dismissed from the program related to items 1,2,3, and 4 shall have the right to appeal his/her grade and dismissal from the program as provided in the Grade Appeal procedure set forth in the COA Policy on Grading, Grade reporting, and Grade Appeal. The COA Policy on Student Code of Conduct and the student disciplinary procedure set forth in the COA Catalog shall apply to all students in the Phlebotomy program. Students dismissed from the program related to items 5,6,7,8,9,10, and 11, shall have the right to appeal his/her suspension or removal from the program as provided in the disciplinary appeals procedure set forth in the COA Policy on Student Code of Conduct.

### **B. Complaints**

The Program Director and faculty are responsible for responding to complaints. Complaints should be made in writing, but may be verbally and/or anonymously. The Program Director or faculty is responsible for consulting with the appropriate individuals to develop a response to the complaint. A written response will be made, in response to a written complaint. If the response is unsatisfactory, the complainant may contact the Health Science and Wellness Programs Division Chair. If the response remains unsatisfactory to the complainant, the COA due process procedures described in the College of the Albemarle catalog should be followed. Records of complaints will be maintained by the Phlebotomy Program Director and/or the Health Science and Wellness Programs Division Chair.

1. Complaints regarding the Phlebotomy Program curriculum or its policies and procedures should be presented to the Program Director.
2. Complaints regarding the actions of a Phlebotomy Program faculty member should be directed to the faculty member involved. If the student feels uncomfortable with this, the Program Director should be contacted. If the complaint concerns the Program Director, the student should contact the Health and Wellness Programs Division Chair.
3. Complaints regarding the actions of affiliations should be presented to the faculty and/or the Program Director.

4. Complaints regarding individuals outside the Phlebotomy Program should be presented to the Program Director.

### **C. Due Process**

Any student having questions regarding courses, tests, clinical progress evaluations, or other concerns is expected to first seek assistance from the appropriate faculty. If a student has a concern he/she should address the faculty involved. If the problem cannot be resolved at this level, the student should refer to procedures described in the College of the Albemarle catalog.

## **XIV. Clinical Dress Guidelines**

All students will adhere to the following dress guidelines while in the clinical setting. Remember, the phlebotomy student should dress to convey professionalism.

1. Effective personal hygiene must be practiced at all times.
2. Perfumes are **not** permitted in any clinical setting.
3. Hair must be neat, clean, of natural color, and worn in a conservative style at all times.
4. External artificial cosmetic enhancements (i.e. eye lashes, hair pieces, etc.) are not to be worn.
5. Male students should be clean-shaven or have a neatly trimmed mustache/beard.
6. Make-up should be used only in moderation.
7. Lab coats and uniforms must be clean and neatly pressed.
8. Program selected colored uniforms must be worn at all times while in clinicals at an assigned site.
9. Clean white or black shoes are to be worn in the clinical settings.
10. Jewelry worn in the clinical setting should be conservative. Large Hoop earrings are unacceptable. Jewelry worn in nose, eyebrow, tongue, or other visible pierced body parts is **not** acceptable. Ear gauges are **not** acceptable in the clinical setting.
11. All visible tattoos are to be covered, at all times, while in clinicals at an assigned site.
12. Fingernails should be short, clean, and well-manicured. Artificial nails are not allowed.

13. College of the Albemarle student ID must be worn at all times while in clinical rotations.

Clinical/lab attire will be addressed in each clinical course.

Each student is required to have the school's designated uniform the first clinical day or as designated by the program coordinator. The uniform must be neat, clean, well-pressed/ironed and well fitted throughout the student's participation in the program. Uniforms and physical appearance must meet the guidelines developed by the Program faculty and worn properly at all times while in uniform. Students will not be allowed to deliver patient health science program uniform care if the uniform guidelines are not met and any missed time from clinical will count as attendance hours missed.

The COA health program uniform may only be worn when engaged in the role of a COA program student for an approved program activity. Students shall not visit units in assigned or unassigned health care agencies in a visitor role while wearing the COA student uniform. Students should not wear the uniform in public places such as grocery stores, malls, etc. either before, during, or after clinical experiences.

The College Student Code of Conduct applies to students at all times they are in a COA uniform – whether on or off campus; and whether or not they are actively engaged in a college sponsored event.

**Professional appearance is expected to promote patient/client confidence in your ability. The Phlebotomy student represents College of the Albemarle and the Phlebotomy profession. The student is expected to look neat and clean at all times. If the student is not appropriately dressed while in the clinical setting, the faculty will dismiss them from the clinical experience.**

## XV. Phlebotomy Schedule

### A. Continuing Education

#### Phlebotomy Experience (Phlebotomy Certificate)

Course	Title	CEU
PBT-3022A	Phlebotomy Experience	25.6

### B. Curriculum

#### Phlebotomy Curriculum Certificate – C45600

Course	Title	Contact	Credit
ACA 111	College Student Success	1	1
PBT 100	Phlebotomy Technology	7	6
PBT 101	Phlebotomy Practicum	9	3
PSY 101 or PSY 150	Applied Psychology General Psychology	3	3
CIS 111	Basic PC Literacy	3	2
<b>TOTAL CREDIT HOURS</b>			<b>15</b>

#### Therapeutic and Diagnostic Services – Phlebotomy Diploma Pathway

Course	Title	Contact Hrs	Credit Hrs
ACA 111, 118 or 122 College Student Success		<b>1</b>	<b>1</b>
ENG 111 Expository Writing	P=ENG090/RED090 or ENG 095	<b>3</b>	<b>3</b>
Medical Terminology I	P= ENG090 and RED090 or ENG 095	<b>3</b>	<b>3</b>
CIS 111 Basic PC Literacy or CIS 110 Intro to Computers		<b>3-4</b>	<b>2-3</b>
BIO 163 Anatomy and Physiology I	P=One unit of HS Biology or BIO 090 or higher, and ENG 090 and RED 090 or ENG 095  (BIO 168 & BIO 169 will be accepted – must take both)	<b>6</b>	<b>5</b>
PSY 150 General Psychology	P=ENG 090/RED090 or ENG 095	<b>3</b>	<b>3</b>
HEA 112 First Aid and CPR		<b>3</b>	<b>2</b>
MED 118 Medical Law and Ethics	P= ENG090 and RED090 or ENG 095	<b>2</b>	<b>2</b>
*Humanities/Fine Arts Must choose either PHI 240 or HUM 115	P=Varies	<b>3</b>	<b>3</b>
Medical Terminology II	P= MED 121	<b>3</b>	<b>3</b>
PBT 100 Phlebotomy Technology	P=Admission to Phlebotomy program  Coreq: PBT101, CIS 111, ACA 111, PSY 150	<b>7</b>	<b>6</b>

PBT 101 Phlebotomy Practicum	P=Admission to Phlebotomy program Coreq = PBT100, CIS 111, ACA 111, PSY 101 or PSY 150	9	3
COM 231 Public Speaking	P=ENG 111	3	3
<b>TOTAL DEGREE HOURS</b>			<b>39-40</b>

**XVI. Estimated Expenses**

*Tuition is established by the North Carolina State Legislature and is subject to change without prior notification.*

**PHLEBOTOMY PROGRAM: CONTINUING EDUCATION CERTIFICATE**

FIRST SEMESTER	
TUITION/FEES	270.00
BOOKS	450.00
UNIFORMS (varies)	100.00
CPR (varies)	50.00
Castle Branch (Document manager, drug screen, background check)	192.00
IMMUNIZATIONS (varies)	100.00
PHYSICAL (varies)	200.00
TRAVEL TO CLINICAL SITES (varies)	250.00
<b>TOTAL (in-state)</b>	<b>\$1,612.00</b>

**PHLEBOTOMY PROGRAM-CERTIFICATE  
ESTIMATED EXPENSES**

FIRST SEMESTER	
TUITION/FEES (in-state) \$76.00 x 15	1,140.00
TUITION/FEES (out-of-state) \$268.00	4020.00
STUDENT FEES	63.50
COURSE FEE/INSURANCE	50.00
BOOKS	450.00
UNIFORMS	100.00
CPR	50.00
Castle Branch (Document manager, drug screen, background check)	192.00
IMMUNIZATIONS (varies)	100.00
PHYSICAL (varies)	200.00
TRAVEL TO CLINICAL SITES (varies)	250.00
<b>TOTAL (in-state)</b>	<b>\$2,595.50</b>
<b>TOTAL (out-of-state)</b>	<b>\$5,475.50</b>

Revised 7/2024



## XVII. Facilities Utilized for Clinical Rotations

Each student will be scheduled for clinical rotations through one or more of the following clinical facilities that College of the Albemarle Phlebotomy Program has a contractual agreement. Every effort will be made to schedule each student in one acute care facility and one outpatient facility. Due to the fact that there are limited numbers of acute care facilities in this area, each student may only be able to spend limited time in this setting. Specific schedules are distributed to students prior to the start of PBT 101. Clinical facilities are listed below. This list is may change during the course of a semester.

Chowan Hospital 211 Virginia Rd. Edenton, NC 27932	Sentara Albemarle Medical Center 1144 N. Road St. Elizabeth City, NC 27909
Outer Banks Hospital 4800 S. Croatan Hwy. Nags Head, NC 27959	Sentara Kitty Hawk 5200 N. Croatan Hwy Kitty Hawk, NC 27949
Sentara OB/GYN 112 Medical Drive Elizabeth City, NC 27909	Tarheel Internal Medicine 102 Medical Drive Elizabeth City, NC 27909
Sentara Family Medicine 1141 N. Road St. Elizabeth City, NC 27909	Albemarle Medical Specialists 100 Medical Dr. Elizabeth City, NC 27909
Coastal Carolina Family Practice 600 S. Church St. Hertford, NC 27944	Roanoke Chowan Hospital 500 South Academy St. Ahoskie, NC 27910
Island Medical Center 715 N Hwy 64-264 Manteo, NC 27954	LabCorp (locations may vary)
Sentara Facilities <ul style="list-style-type: none"> <li>• Sentara Independence</li> <li>• Sentara Fort Norfolk Diagnostic Center</li> <li>• Sentara Greenbrier Healthplex</li> <li>• Sentara Frist Colonial Diagnostic Center</li> </ul>	

## XVIII. Phlebotomy Student Contractual Agreements

### Safety Agreement Form - Phlebotomy

Although there are certain hazards present in a medical laboratory, it is possible to make it a safe working environment. All personnel and students must agree to observe all safety rules, which are enforced by the employer or instructor. The following are some general rules, which will aid in your safety.

- Refrain from horseplay
- Avoid eating, drinking, smoking, gum chewing, or applying makeup in the work area
- Wear a buttoned laboratory jacket and closed-toe shoes (canvas shoes are not accepted)
- Pull long hair away from the face
- Avoid wearing loose hanging jewelry and keep your jewelry to a minimum
- Wear PPE (Personal Protective Equipment) when handling any biohazard specimen or chemical
- Disinfect the work area before and after procedures, immediately if there is a spill
- Wash your hands before and after procedures, before and after gloving, and any other time that is necessary
- Discard all contaminated materials into an appropriate labeled biohazard container. A rigid puncture-proof container, (Sharps), must be used for disposal of any object that would puncture a garbage bag, i.e. needles and lancets
- Wear safety goggles when working with chemicals or when splashes are likely to occur
- Avoid testing, smelling, or breathing chemicals
- Follow the manufacturer's instructions for operating equipment
- Handle equipment with care and store chemicals properly
- Report any broken or frayed electrical cord to your supervisor
- Discard any broken glassware into a "Sharps" container
- Use appropriate chemical spill kits to clean up spills
- Do not allow visitors in the working area of the Laboratory
- Report any accident to your supervisor

\_\_\_\_\_ I agree to follow all set rules as required.

\_\_\_\_\_ I have been informed that any biological specimen or blood product may possess the potential of transmitting diseases such as hepatitis and human immunodeficiency virus, which is the cause of AIDS.

\_\_\_\_\_ I understand that I must not remove any supplies or equipment from the lab without written permission. I am also aware that I should not practice invasive or potentially hazardous procedures on persons outside of the supervised laboratory setting.

\_\_\_\_\_ I understand that even though diagnostic products are tested for HIV antibodies and Hepatitis B Surface Antigen (HbsAg), no known test offers 100% assurance that products derived from human blood will not transmit disease.

\_\_\_\_\_ I am giving permission to have my blood collected by another student using venipuncture and capillary techniques as part of my learning process.

\_\_\_\_\_ I will follow all universal precaution measures but am aware that a blood spill, accident, or needle stick is a possibility of which I will not hold College of The Albemarle, staff or faculty, or fellow student responsible.

\_\_\_\_\_ I am covered by the malpractice insurance policy offered by College of The Albemarle.

\_\_\_\_\_ I am responsible for any medical attention (doctor's bill, etc.) that may be the result of an accident during laboratory classes.

Student's Name (please print): \_\_\_\_\_

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

Student's Signature \_\_\_\_\_

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

**College of The Albemarle  
Phlebotomy Program  
Venipuncture/Microcollection  
Informed Consent Form**

I, the undersigned, volunteer for venipuncture and microcollection procedures to be performed on me as part of the phlebotomy class. I am aware that these are invasive procedures and there are risks such as hepatitis, HIV, and other diseases.

I have read and agree to follow all lab rules and procedures listed for my protection and the safety of others as outlined in the safety agreement form. I have no knowledge of having any communicable disease such as hepatitis, HIV, or other disease such as anemia, cancer, TB, etc.

I understand that I may only perform venipunctures and microcollections within the lab/clinical setting and under the supervision of the instructor(s) or clinical supervisor(s).

I do not hold College of The Albemarle, faculty, or classmates responsible for any untoward effect from these procedures.

If applicable, I will obtain a physician's excuse which will exempt me from either/or both venipuncture and/or microcollection procedures to be performed on me before the beginning of PBT 100 course. The physician will need to specify which technique(s) I will be exempted from.

My grade will not be jeopardized by an exemption from these procedures.

Student signature: \_\_\_\_\_

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

Witness signature: \_\_\_\_\_

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

## Venipuncture/Microcollection Exemption Form

To Whom It May Concern:

The following student, \_\_\_\_\_, is exempt from **venipuncture** procedures to be performed on him or her.

The following student, \_\_\_\_\_, is exempt from **microcollection** procedures to be performed on him or her.

Physician's signature: \_\_\_\_\_

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

**College of The Albemarle**  
**Health Science Department**  
**Phlebotomy Program**  
**Phlebotomy Contractual Agreement**

I, the undersigned, have

- (1) received a copy of;
- (2) read;
- (3) received an explanation of;
- (4) and have had the opportunity to have my questions answered regarding

the policies and guidelines as stated in the Phlebotomy Student Handbook and the Health Science Program's Exposure Control Plan for Blood-borne Pathogens.

I also understand that I must comply with and follow these guidelines and policies during my enrollment as a Phlebotomy student at College of The Albemarle. I also understand that this signed agreement will be filed in my student file.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Student ID #

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Phlebotomy Program Coordinator

\_\_\_\_\_  
Date