Phlebotomy Program Handbook

Moraine Valley Community College

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Moraine Valley Community College Mission Statement

The mission of our college is to educate the whole person in a learning-centered environment, recognizing our responsibilities to one another, to our community, and to the world we share. We value excellence in teaching, learning and service as we maintain sensitivity to our role in a global, multicultural community. We are committed to continuous improvement and dedicated to providing accessible, affordable, and diverse learning opportunities and environments. –

See more at: https://www.morainevalley.edu/about/mission-and-history/mission-statement/

PHLEBOTOMY PROGRAM MISSION STATEMENT

The mission of the Moraine Valley Community College Phlebotomy Program is to educate and train students to meet standards of practice for entry level phlebotomy professionals. Faculty will use appropriate methodologies to promote student learning.

Student learning will emerge from the cognitive (intellectual), psychomotor (physical), clinical and affective (social, emotional and ethical) elements of phlebotomy as defined for the entry-level practitioner by the **National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)** and the Moraine Valley Community College Phlebotomy Program Advisory Committee. Student learning will occur within an intellectual atmosphere that promotes continuing education as part of professional dedication and lifelong learning and within an ethical framework for student conduct in both the classroom and clinical settings.

PHLEBOTOMY PROGRAM OUTCOMES (GOALS)

Program outcomes (goals) have been identified for the Moraine Valley Community College Phlebotomy Program. The outcomes have been developed based on the **National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) Phlebotomist Competencies** and the recommendations of the Moraine Valley Community College Phlebotomy Program Advisory Committee.

Upon completion of the Moraine Valley Community College Phlebotomy Program the student will be able to:

1. Discuss the health care delivery system and define medical terminology as it relates to phlebotomy.
2. Apply knowledge of anatomy and physiology while collecting blood specimens.
3. Apply knowledge of collection equipment, various types of additives used, special precautions necessary and substances that can interfere in clinical analysis of blood constituents.
4. Perform specimen collection, transport, and processing according to CLSI standards using appropriate specimen collection equipment while observing infection control and safety protocols.
5. Perform and interpret quality assurance and quality control as it relates to phlebotomy.
6. Demonstrate professional communication and ethical conduct that is appropriate in the healthcare workplace.

Completion of the Moraine Valley Community College Phlebotomy Program is NOT dependent upon successful completion of a Phlebotomy certification exam.

PHLEBOTOMY PROGRAM ESSENTIAL FUNCTIONS

All students must be able to perform the essential functions of the curriculum. In addition to the general admission criteria required by the college, phlebotomy students must be able to:

- Use digital fine motor skills with both hands continually throughout the day.
- See clearly enough to read hand-written and computer-generated communications.
- Work standing on their feet for the majority of the day.
- Walk to and from patient service areas of the hospital for the majority of the day.
- Help patients in and out of phlebotomy chairs and tables.
- Respond to patients who experience difficulty prior to, during or after the venipuncture procedure.
- Write and speak to patients and staff effectively.
- Interact appropriately with patients, physicians, peers and supervisors.
- Use good judgment to seek assistance when needed.
- Lift a minimum of 25 pounds unassisted.
- Apply safety and infection control standards learned in the program to maintain a safe and clean environment for patients and self.

Please note: ALL students are expected to draw blood from all other students in the class for a variety of reasons. It benefits all students in gaining experience with a variety of different capillary puncture and venipuncture sites during PHB110. If necessary, a student may need to bring volunteers in order to achieve the required 20 live venipunctures.

PHLEBOTOMY PROGRAM Course Sequence

First Part or First Semester

PHB110: "Principles and Practice of Phlebotomy" 6 credit hours

Second Part or Second Semester (must be taken within two semesters of successful completion of PHB-110):

PHB111: "Phlebotomy Clinical Practice Seminar" 2 credit hours

PHB112: "Phlebotomy Clinical Practice" 2 credit hours

COURSE DESCRIPTIONS

PHB-110: Principles and Practice of Phlebotomy:

PHB-110 is a six-credit hour course consisting of lecture and laboratory components. Lecture topics addressed in this course include proper patient and specimen identification, medical terminology, anatomy and physiology appropriate to the practice of phlebotomy, professionalism, communication skills, safety, infection control, including isolation techniques, blood collection equipment and blood collection procedures, including venipuncture, skin puncture, arterial puncture, special collection procedures, specimen processing and point of care testing, collection of body fluids, including urine, feces and sputum, specimen transport and storage requirements, quality assurance and quality control. The laboratory component includes practice in the procedures discussed in the lecture component. Students begin practicing skin puncture and venipuncture procedures using simulators, and then progress to practicing skin puncture and venipuncture procedures on their lab partners. To successfully complete PHB-110,

students must complete at least 33-35 successful venipunctures—13-15 taken from artificial arms and a minimum of 20 from fellow students and volunteers. Successful completion of PHB110 is a prerequisite for PHB111 and PHB112 and students must earn a minimum of 77% in both lecture and lab in order to progress to the second part of the program. ***PHB-111 and PHB-112 must be taken within two semesters of successful completion of PHB-110 unless the accelerated section of PHB-110 is taken then students must complete that same semester by taking PHB-111 & PHB-112 during the last seven weeks of the semester.***

General Common Learning Outcome
By the end of PHB-110 the student will be able to:
Develop and express ideas using effective communication for a variety of audiences.

PHB-111: Phlebotomy Clinical Practice Seminar:

PHB-111 is a two-credit hour hybrid course and is designed as a capstone experience for students assigned to a phlebotomy clinical rotation. The three main components are cultural diversity, preparation for the Mock Exam, and job placement preparation. Discussion topics include student reaction to supervised clinical experiences, professional issues, communication skills appropriate for a diverse patient population, application of customer service skills, job search topics: skills checklist, application, resume, cover letter and interview question, and preparation for the mock certification exam.

General Common Learning Outcome
By the end of PHB-111 the student will be able to:
Examine diverse perspectives and cultures as they relate to the individual, regional, or global community.

PHB-112: Phlebotomy Clinical Practice:

PHB-112 is a two-credit hour course consisting of a minimum of 100 contact (clock) hours of supervised clinical practice of phlebotomy at one of the Moraine Valley Community College Phlebotomy Program's clinical affiliate sites. This course provides the student with additional phlebotomy practice in a clinical setting and is designed to develop student blood collection skills to a level consistent with entry into the profession. Upon successful completion of the Principles and Practice of Phlebotomy (PHB-110) course, a student is scheduled for a minimum of 100 hours of clinical practice. Only one student is scheduled at a clinical facility at a time, except for Northwestern Medicine Chicago. Therefore, student clinical rotations are staggered throughout the semester. Please see the website for a listing of current clinical affiliate sites Moraine Valley Community College Phlebotomy Program

There is a pre-clinical orientation as part of PHB-110 which includes a draft of clinical sites for the upcoming semester and provides guidance and requirements on selecting clinical sites.

There is a mandatory 4-hour clinical site orientation for all students attending clinicals. This is typically held during the last week of the semester or the week before the semester begins. Specific guidance is provided for each clinical site. The date and time of this orientation will be communicated to the students.

In the event that an Affiliation Agreement is not renewed for a subsequent term, students who are participating in the practical learning and clinical educational experiences at the time of the termination, shall be allowed to complete such assignment under the terms and conditions set forth in the Affiliation Agreement.

Students are required to adhere to the policies below while at clinical. Non-compliance with any of the PHB-112 policies may result in the student being sent home from clinical and the day recorded as an unexcused absence.

General Common Learning Outcome
By the end of PHB-112 the student will be able to:
Examine diverse perspectives and cultures as they relate to the individual, regional, or global community.

Program Faculty

Program Coordinator/PD: Rita Kealy, MM, MLS(ASCP)
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Externship Coordinator: Lori Schmidt, MS, SBB, MLS(ASCP)
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Program Faculty: Lori Berg, MBA, MLS(ASCP)
(708) 974-5708
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Rita Kealy, MM, MLS(ASCP)
See above

Lori Schmidt, MS, SBB, MLS(ASCP)
See above

PLEASE NOTE: The office phone number is (708) 974-5708. The office phone is equipped with phone mail after the office staff leaves. Students may leave a message any time of the day or night.

Textbooks

All textbooks are available in the MVCC bookstore by semesters listed below. All Textbooks purchased must be current editions. We recommended purchasing your books from the MVCC bookstore, but not required.

PHB-110

A. Required

- *Phlebotomy Essentials*, 8th ed.: Ruth E. McCall. (2024)
- *PHB110 Course Packet* – Rita Kealy and MVCC Phlebotomy Program Faculty (available for purchase in the MVCC Bookstore)

B. Supplies and/or equipment which must be purchased by the student:

- ***3-ring binder.*** A three-inch, 3-ring binder (notebook), set of at least 10 dividers and 5 various colored highlighters are required to organize course materials.
- ***Closed-toe, non-skid shoes.*** Students are required to wear closed-toe, non-skid shoes to every class session and clinicals.
- ***Scrubs:*** required beginning second week of semester. (Note: MVCC Phlebotomy Program Scrubs are required for PHB112.)

PHB-111

- *What Language Does Your Patient Hurt In,* 3rd ed. Suzanne Salimbene
- *Phlebotomy Exam Review Book:* Ruth E. McCall, 8th edition or Navigate 2

Program Policies

A. Disciplinary Action: Academic Alert for Unacceptable Affective Behavior(s) **(see form included on pages 27-28)**

Violations of program policies for affective behavior will merit a disciplinary alert (a disciplinary alert write-up that includes a performance improvement plan). After an observation of behavior in any of the following categories: Adaptability, Relationship to Others, Productivity, Confidence, Dependability, Initiative, Discretion, Action under Stress, Criticism, Professionalism, and Professional Appearance, the faculty member issuing the safety will meet with the student to discuss and develop a corrective action plan and discuss any questions the student may have about the incident within five days. Documentation of the ALERT and the corrective action plan will be recorded by the appropriate faculty member, signed by the student and placed in the student's permanent Phlebotomy program file. ***If two alerts are issued, the student will be dismissed from PHB-110, PHB-111 or the Phlebotomy Program.***

B. Student Rights and Responsibilities Code of Student Conduct

The faculty and staff of Moraine Valley Community College assume that students govern themselves in terms of appropriate behavior with emphasis on self-respect and respect for others.

The Code of Student Conduct, however, has been established to control action that is inconsistent with this assumption, and to maintain order on campus while guaranteeing the

broadest range of freedom for all who come to learn at the college. The code provides fair and reasonable rules and procedures to ensure that students do not engage in conduct that interferes with the mission or the operation of the college. Sanctions imposed for violating this code may range from a written reprimand to expulsion from the college.

Each student is responsible for knowledge of and compliance with the Code of Student Conduct, which is available through the Student Life Office (U115), from the vice president of Student Development (D201), or from the Police Department (Building P100).

Moraine Valley acknowledges each student's procedural right to due process—including notice, a fair hearing and appeal. Any student cited for violation of the Code of Student Conduct will receive written notice of the alleged violation, be provided the opportunity to present defense to a judicial body, and be notified of the right to appeal a decision of a judicial body, according to the procedure noted in the code. If the student requests an appeal, any sanction ordered by the judicial body will be held in abeyance until the case has been reviewed. However, a student may be excluded from attendance at the college or from college sponsored activities if, in the judgment of the assistant dean of Student Life and Judicial Affairs, continued attendance is dangerous to health and safety of the college community.

Student Complaint and Hearing Process

Students have the right to express concern if they believe to have been treated unfairly, subjected to harassment, or discriminated against. The student complaint and hearing process provides a means to express such concern, request some form of relief, and receive an objective hearing. Student complaints are categorized in two ways:

1. Those arising out of an academic decision, primarily, the assignment of a final grade.
2. Those unrelated to an academic decision.

You are encouraged to use the complaint and hearing process when you believe it is necessary to do so. The right to complain, however, is accompanied by the responsibility to act with integrity. As such, it is inappropriate to file unfounded complaints against a student or staff person. Members of the college staff can assist you in deciding if filing a complaint is an appropriate step.

More detailed information is found online at the following link:
https://www.morainevalley.edu/right-to-know/file-a-complaint-or-report/

For additional information regarding student's rights and responsibilities, please visit the online catalog at:
https://morainevalley.smartcatalogiq.com/en/2025-2026/catalog/student-rights-and-responsibilities/

C. Privacy Rights of Parents and Students (FERPA)

Moraine Valley complies with all rules and regulations issued by the United States Department of Health and Human Services with respect to privacy rights of parents and students.

The Family Educational Rights and Privacy Act of 1974 (FERPA) as amended — This act requires that students be advised of their rights concerning education records and of certain categories of public information which the college has designated "directory information." Moraine Valley Community College sends an email notification to all students on an annual basis explaining these rights. This notification's purpose is to explain the requirements designed to protect the privacy of student records, student's ability to access their record and under what conditions the records may be released. The full policy and procedures regarding the Family Educational Rights and Privacy Act can be found on the college's website.

Students have the right to inspect and review all records that meet the act's definition of "education records." Education records are all records maintained by the college about each student.

The following are exceptions:

- employment records
- medical, psychological and counseling records used solely for treatment
- records of the Police Department
- financial records of a student's parents
- confidential letters and statements of recommendations placed in records prior to Jan. 1, 1975
- confidential letters and statements of recommendation for admission, employment or honorary recognition placed in records after Jan. 1, 1975, for which students have waived the right to inspect and review

Records are not maintained in a central location on campus. Requests to review records must be made separately to each office that maintains records. Requests must be made in writing and presented to the appropriate office. That office will have up to 45 days to honor requests. For most students these offices include the Cashier's Office; Bookstore; Admissions; Records; Registration; Financial Aid; Corporate, Community and Continuing Education; Counseling and Career Development Center; Library; Academic Skills Center; Center for Disability Services; and Code of Conduct.

Students may challenge any information contained in education records that may be misleading or inappropriate. This right does not extend to reviewing grades unless the grade assigned by an instructor was inaccurately recorded. To challenge information in a file, students must make a written request for a hearing to the vice president of Student Development.

The hearing shall be held within a reasonable period of time after the administration has received the request. The student shall be given notice of the day, place and time well in advance of the hearing. The hearing will be conducted by three staff members and two students appointed by the vice president of Student Development. A decision of the panel will be final and based solely on the evidence presented.

If the hearing is not conducted according to the student's expectation, he or she may insert a note of exception in the record. The institution will correct or amend any documented record in accordance with the decision of the hearing panel.

Under the act, prior written consent must be obtained before information may be disclosed to third parties unless they are exempted from this provision. These exemptions include the following:

- requests from the college staff with a legitimate educational "need to know"
- requests in accordance with a lawful subpoena or court order
- requests from representatives of agencies or organizations from which students have received financial aid
- requests from officials of other educational institutions in which students enroll
- requests from other persons specifically exempted from the prior consent requirement by the act (certain federal and state officials, organizations conducting studies on behalf of the college, accrediting organizations)
- requests for directory information

In accordance with the act, the college has designated the following categories of information as public. This information will be released to any inquirer with the approval of the dean of Enrollment Services unless students request that all or part of this list be withheld. These categories are the following:

- name
- city/town of residence
- major field of study
- participation in officially recognized activities and sports
- weight and height of members of athletic teams
- dates of attendance (including current classification and year, matriculation and withdrawal dates)
- degrees and awards received (type of degree and date granted)

If students wish to file a request withdrawing some or all of the information in the directory classification, they should report to the Registration Office and complete the necessary form. After students file this form, the Registration Office will notify the appropriate college offices and begin to comply as soon as possible.

All information, records, and correspondence are directed only to the student. These rights to educational records transfer to the student when he/she reaches the age of 18 or attends a school beyond the high school level. Under the act, prior written consent from the students must be obtained before information may be disclosed to a third party unless they are exempted from the provision.
Requests in accordance with a lawful subpoena or court order:
This request must be routed to the dean of Enrollment Services Office. The dean will notify the owner of the student records about the lawful order to release student records. Illinois court rules require seven days before the date on which the appearance is required for a deposition, hearing, or trial. See guidelines from Illinois Council of School Attorney at iasb.com/law/FAQsubpoena.pdf.

If students have questions regarding the provisions of the act, they may contact the office of the dean of Enrollment Services, S116.

For MVCC's policy on Academic Progress, please visit the online catalog at:

https://morainevalley.smartcatalogiq.com/2025-2026/catalog/grading/standards-of-academic-progress/

D. Attendance Policy for PHB-110 & PHB-111:

Absences will be excused **ONLY** when the student contacts the instructor (email is preferred) – **ON THE DAY of the student's absence by email or phone** – advising the instructor of the student's absence.

Absences **NOT** documented by the instructor will result in a **grade of zero awarded for all class work collected or performed on that day**. *Students please note:* If you call the subdivision office regarding your absence, it is important that you obtain the name of the person you spoke with at the time of your call. In addition, the following will apply:

UNEXCUSED Absences:

- One **UNEXCUSED** absence will result in **forfeiture** of **ALL** opportunities for extra credit.
- Two **UNEXCUSED** absences will result in **forfeiture** of **ALL** opportunities for extra credit and final course grade will be dropped one letter grade.
- Three or more **UNEXCUSED** absences will result in a second dropping of final course grade.

EXCUSED Absences:

- 3 **EXCUSED** absences, **ALL** opportunities for extra credit **will be forfeited**.
- 4 or more **EXCUSED** absences, in addition to **forfeiting ALL** extra credit and final course grade will be dropped one letter grade.

- A student **missing three consecutive classes or clinical rotation days must have a doctor's note authorizing the student's return to class or clinical**. Students missing three consecutive classes or clinical days will not be readmitted to class or clinical without a physician's note authorizing their return.
- Students are **expected to arrive for class and clinical ready to participate**, including all exams, lectures and labs scheduled for that day. A student's absence will **NOT** excuse the student from work scheduled for the next class attended.

TARDY:

Tardy is defined as coming to class 5 minutes or more past the start time **or leaving before class is dismissed without prior approval**. If the student is tardy **more than 3 times**, **ALL** opportunities for extra credit will be **forfeited**. Any tardy will result in loss of ability to make up missed work. **NO EXTRA CLASS TIME** will be allotted to make up labs or any other course work. **Being tardy 5 times or more**, will cause the student's final course grade to be dropped one letter grade.

E. SAFETY and HEALTH ISSUES

- **Needle Stick Incident/Injury Reporting:** Students who are accidentally stuck with a non-sterile needle or have their skin exposed to contaminated material must wash the affected area immediately and notify the lab personnel or phlebotomy program facility. Students may be required to seek treatment from the local health care facility. A student incident or injury report will be completed and submitted to Campus Safety & Emergency Coordinator.

- Students with a medical condition must provide a letter from their healthcare provider or physician authorizing participation in the class. **Please note:** A "medical condition", including pregnancy, is defined as a condition requiring a healthcare provider or physician's attention on a regular basis. Students will not be allowed to continue in the program until the healthcare provider or physician's note authorizing participation is provided.

- Any student suspected to be under the influence of drugs or alcohol while in the classroom may be asked to submit to a drug and/or alcohol test. If the instructor requests that a student submit to a drug and/or alcohol test, the student must comply. Failure to comply with a request for a specimen for drug and/or alcohol screen will result in immediate dismissal from the program.

- Students are required to adhere to all of the safety policies as posted in the classroom and in the Course Packet. A grade of zero will be awarded for every lab session where student behavior is inconsistent with the safety policies.

- Students must adhere to the instructions/directives of the instructor at all times. Failure to do so may result minimally in a grade of zero for the lab assigned and maximally immediate dismissal from the program.

A. The MVCC Police Department is located in the P Building. Campus police officers are on campus 24 hours a day, 7 days a week. The Police Department may be reached by phoning (708) 974-5555 or ext. 5555, or in an emergency dial 911 on any phone. The red phones located in the hallways are direct lines to the MVCC Police Department. The blue phones on the campus grounds are also a direct line to the Police Dept.

- Students requiring emergency services should first contact the Police Department. If necessary, the Police Department will summon an ambulance or other needed emergency services. The MVCC Police Department provides many services for the College, including emergency first aid, crime awareness programs, assistance in motorist emergencies, resolution of safety hazards and processing of lost and found items. For a complete list of services, visit the college web site at https://www.morainevalley.edu/police/.

F. Cheating/Plagiarism Policy

All students are expected to demonstrate academic integrity as they complete homework assignments, quizzes/exams, labs and lab study questions, projects and extra credit activities. The definition of academic integrity for this course requires that students submit their own work. Students should not share their work with others, allow others to complete their work for them, copy homework or ideas from other unauthorized sources (i.e. websites, friends, etc.) without proper attribution, or completing exams with unauthorized notes or assistance. In addition, certain behaviors, called "irregularities", define cheating.

Cheating/plagiarism/irregularities include, but are not limited to:

- Submitting as your own the work of someone else (i.e. copying homework, failure to cite

sources or copying from websites).

- Sharing work between yourself and another classmate.
- Using or obtaining unauthorized assistance in any academic work.
- Giving unauthorized assistance to other students.
- Looking at a classmate's paper OR computer screen during an examination
- Plagiarizing information included in a written report or project, failing to use in-text citations and develop a works cited page
- Falsifying initials on a lab report OR time logged
- Displaying or looking at a cell phone, laptop or any other electronic device during a quiz or examination
- Taking credit for blood collections when performed by another person, e.g. preceptor.
- Falsifying the number or type of successful blood collection procedures, patient types, and specimen types or inflating the success rate
- Violating the College's Code of Academic Integrity

If the student is unclear about whether a particular situation may constitute a code of conduct violation, the student **MUST** notify the Program Coordinator and/or Clinical Coordinator immediately.

If the instructor observes or obtains evidence of any of the irregularities listed above or other behaviors consistent with the concept of "cheating", the instructor will initiate disciplinary action.

Students found cheating on an exam (written or practical) or article review project will be dropped from the course and will automatically receive a course grade of "F."

Students found cheating on an assignment, e.g. quiz, lab, or lab study questions other than an exam or article review project, will also be subject to disciplinary steps, i.e. receive a grade of "zero" for the assignment and be counseled for cheating. If there is a second occurrence of cheating on an assignment, the student will be subject to further disciplinary steps including being dropped from the course and receiving a grade of "F" for the course. In the case where two or more students hand in the same work, each student will be subject to the above disciplinary steps regardless of which student originated the work.

When cheating results in a grade of "F" for the entire course, withdrawal from the course at this point will not be an option. In addition, the student may be dismissed from the program.

Students found cheating on an extra credit activity will be subject to a grade of zero for the activity and also forfeit all other extra credit earned/accrued during the semester and will not be permitted to earn any other extra credit in this course for the remainder of the semester.

If a student is unclear about whether a particular situation may constitute a code of conduct violation, the student is expected to ask the instructor immediately. For this class, it is permissible to assist classmates in general discussions and in study sessions. General advice and interaction among classmates are encouraged. Each student, however, must develop his or her own solutions to the assigned projects, assignments, and tasks. A student may not use or copy another's work (even small portions) and represent it as his or her own. Students are expected to submit work that has been created for this class; you may not submit any work that has already been completed for another course. You are taking this course to gain new knowledge and learn

new skills and therefore will not learn if a project is 'recycled'. A failing grade will be issued for the course if you turn in a 'recycled' project or the same project from another course. Safe Assign or other plagiarism checker will be used to submit the article summary project paper and presentation.

G. Specific Disciplinary Action for PHB-112

Students caught in an Act of Dishonesty (cheating or plagiarism) will be subject to disciplinary action.

If the clinical preceptor and/or the PHB-112 instructor observes or obtains evidence of student's omission and/or commission of an Act of Dishonesty, disciplinary action will be initiated.

If the student displays any Act of Dishonesty on any part of their clinical evaluation, including the Log Sheet, the student is subject to a grade of "F" for the course and dismissal from the program.

If a student is untruthful in any manner to the clinical preceptor and/or the site supervisor and/or the PHB-112 Instructor, disciplinary action will be initiated. The consequence to the student is a grade of "F" for the course and dismissal from the program.

H. Pre-Clinical/Practicum/Internship Requirements

The Phlebotomy Program requires students that participate in the clinical experience must meet specific requirements established by the healthcare facilities. All students must meet these clinical requirements in order to be granted a clinical internship. The clinical requirements include, but are not limited to, the following:

This grouping must be submitted to the Program Internship Coordinator: All Program Handbook agreements:

- Student Information Sheet
- Student Acknowledgement Page
- Waiver & Claims Form
- HIPAA signature form

Must be 18 years of age

Proof of High School Completion or GED (diploma, GED certificate or sealed transcripts)

This grouping must be submitted to the Castle Branch:

The Phlebotomy Program has partnered with Castle Branch to provide Background Check - Drug Test - Compliance Tracker/Immunization.

How to register for this requirement is found on **page 17-18** of this handbook. Upon completion of registration and payment you will find tutorials and contact information to assist you in imputing documents.

- Criminal background check demonstrating no felonies
- Negative drug screening (10-panel)
- Current immunizations, including Covid, Flu, and TB screening or testing
- Physical examination
- Current CPR certification (Basic Life Support from American Heart Association)
- Uploaded HIPAA course completion certificate
- Proof of Health Insurance

The one time/lifetime fee for these requirements is **$143.99** payable directly online to Castle Branch.
Alternate Payment Methods to Castle Branch:

Credit/Debit Payment: Just as any typical card payment method online

E-Check/Money Order: Student can pay with an electronic check or money order (they would be prompted to enter in specific information such as routing/account number, etc.

Please Note: There is a $10 processing fee for e-checks and money orders that would be added to the total cost of the package that they are ordering (non-refundable) and most importantly, the student will not have access to their account, nor would their background check process until that payment method clears, which can take 7-10 business days.

Installment Payments: The student would be prompted to only pay 50% of the total amount of their package up front, and then the remaining 50% would be broken up into 2 payments over the course of 2 months

Please Note: This payment method comes with an additional $2.99 processing fee for every installment payment (non-refundable)

How to place your order with Castle Branch:

1. Go to Castle Branch order page:
https://www.castlebranch.com/online_submission/package_code.php

2. **Package Code: OV35**

3. On next screen it will state the items included in the OV35 package:

Package: OV35
- Statewide Criminal Background Check IL
- Drug Test
- Nationwide Record Indicator with SOI
- Residency History
- Medical Document Manager CRR

Package Cost: $143.99

4. Click box indicating that you have read, understand, and agree to the Terms and Conditions of Use. Hit Continue

5. Complete Personal Information Page to set up your account. Hit Next

6. Complete payment page.

7. Complete order.

Supplies and/or equipment which must be purchased by the student:

1. **Personal Health Insurance:** Students are required to possess personal health insurance before they begin their clinical rotation. The health insurance coverage must be effective throughout the dates of the student's clinical rotation. *Please Note:* Students must carry personal health insurance to cover the cost of ***any*** illness or injury sustained by the student while assigned to their clinical rotation. Remember students are obtaining clinical training as ***guests of the site!*** Clinical sites will ***NOT*** absorb the cost of treating *any* injuries sustained by the student while engaged in their clinical rotation.

2. **Transportation:** Students are required to provide their own transportation (and parking fees as applicable) to clinical sites.

3. **Lab Coats/Uniforms:** In addition to the textbooks used above, students are required to purchase wine-colored scrubs. Students may purchase wine scrubs (top and pants) with the MVCC Phlebotomy Program patch on the left sleeve of the scrub top only. If a clinical site requires additional uniform (specific shoes, white pants, etc.), the student will be informed at the time of site selection. Students are expected to comply with the uniform code at the clinical affiliate site the student chooses for rotation.

I. Attendance Policy for Clinicals:

The clinical rotations include 108 clock hours of training at one of the program's clinical affiliate sites. Clinical internship rotations are staggered throughout the semester and assignments are decided by early completion of all pre-clinical requirements. Whoever completes pre-clinical requirements first, selects a clinical assignment first, including dates and location.

Availability of clinical sites is provided to eligible students and are considered temporary and may change without notice at the request of the clinical site. If the 108 hours of clinical practice cannot be completed due to unforeseen circumstances, the student will receive a grade of Incomplete ("I") for PHB-112 until such time the required hours can be completed. Once clinical practice hours have been completed, the "I", will be changed to letter grade earned.

Absence, Abandonment from assigned clinical hours/Unauthorized change of clinical hours and Tardiness

Absence:
If a student cannot attend a clinical site on a particular day or days, the student must place ***TWO*** phone calls on the date of their absence. The phone calls required are as follows:

1. The student must notify the contact person at their clinical site ***PRIOR*** to the time that the student is expected for clinical internship responsibilities to advise the contact person of his/her absence.
2. The student must ***ALSO*** call Ms. Lori Schmidt at (708) 608-4223 or email her at schmidtl66@morainevalley.edu to apprise of the absence at the clinical site, ***PRIOR*** to absence.

Student absences should be limited to the following circumstances:

- ❖ Jury duty, when documented
- ❖ Personal illness/hospitalization, when documented
- ❖ Hospitalization of an immediate family member, i.e., spouse, child or parent, when documented
- ❖ Death in the family, when documented
- ❖ Car trouble, when documented by a mechanic's bill

If a student misses three consecutive clinical days, they must provide a doctor's note authorizing their return to class. Students missing three consecutive days will not be readmitted to the clinical site (internship) without a physician's note authorizing their return. The physician's note must be submitted to Ms. Schmidt prior to returning to the clinical site.

Students please note: Failure to call **BOTH** the clinical site and the instructor constitutes an **unexcused absence**.

Excused absences are made up at the convenience of the clinical contact person and make-up date/time must be forwarded to Ms. Schmidt before the make-up date.

If the absence is NOT documented according to the 'Absence Policy', i.e. unexcused absence, the student is subject to being dropped from the Phlebotomy Program and earning an "F" for PHB-112.

***Abandonment from assigned clinical hours/Unauthorized change of clinical hours*:**
Students are expected to attend clinical assignments, as scheduled. Any deviation and/or revision from the assigned hours on the Clinical Rotation Assignment Sheet whether at the request of the student and/or clinical site must be coordinated with Ms. Schmidt by the student **PRIOR** to the change.

If the coordination with Ms. Schmidt is not done in a timely manner, the deviation from the assigned clinical hours, revision or absence from the clinical site during the assigned date/time will be considered an unexcused absence.

Depending on the gravity in failing to coordinate changes in a timely manner the student is subject to a grade of zero "0" in "Professionalism" on the PHB-112 Grade Sheet or a drop of one letter grade or a final course grade of "F."

Students who abandon the clinical site, i.e. leave without notifying their clinical preceptor or site supervisor AND the PHB-112 Instructor, Ms. Schmidt, **will receive a grade of "F" for**

PHB-112 and will not be granted a second clinical placement. NO exceptions!

Tardiness:

If a student expects to be tardy, he/she **MUST** call the site and notify the contact person of the expected time of arrival. The student must ***ALSO*** call Ms. Schmidt at (708) 608-4223.

Time 'missed' must be made up at the convenience of the clinical site.

Failure to notify the site of a tardy prior to the start of the clinical shift will result in the student being charged with an unexcused absence.

Depending on the level of tardiness and failing to contact the clinical site and Ms. Schmidt, the student is subject to a grade of zero "0" in "Professionalism" on the PHB-112 Grade Sheet or a drop of one letter grade or a final course grade of "F."

J. Code of Student Conduct while at Clinical Sites:

1. Courtesy is to be maintained at all times.
   A. A professional attitude is to be maintained at all times in the healthcare agency and all patient draw areas.

   B. All persons shall be addressed in a respectful manner.

2. Proper dress is mandatory. Students must wear the approved uniform while participating in the Phlebotomy program. This means in PHB-110 class and at the Clinical site.

3.
   A. Uniform top and pants as assigned by the program coordinator.
      - Information about uniform purchase will be given in PHB-110.

   B. Shoes – must be closed-toed, non-porous, and non-skid.

   C. Jacket Coat – optional (must wear approved uniform under the lab coat and a program patch must be on the sleeve)

   D. Scarves (Hijab) should be white.

   E. Earrings – no dangling earrings and only one earring per ear is allowed. Dangling earrings are not permitted. Further, if the student wears pierced jewelry on body parts other than the ears, it must not be visible.

   F. No facial piercing.

   G. Hair must be secured off the shoulders (must not be loose).

   H. ID badges must be worn and clearly visible at all times if issued.

   I. A neat and professional appearance is expected.

   J. Facial hair should be shaven or kept groomed.

   K. Natural hair color only. If hair is dyed it must reflect a natural hair color.

   L. Fingernails should be short and neatly groomed. Fingernail polish limited to ONE neutral color and length that does not interfere with clinical responsibilities. **Artificial**

nails and bonding agents are prohibited.

M. Tattoos must not be visible.

4. Interdepartmental Relations
   A. No interdepartmental visits are allowed.

   B. No unauthorized personnel will be allowed in the department.

5. Students will report to their designated areas promptly at the beginning of the working shift.

6. Students may be assigned to another clinical area by the clinical supervisor or clinical instructor with approval of the college clinical coordinator or program coordinator.

7. Students are required to report illnesses to the clinical supervisor of their assigned healthcare agency **AND** the college clinical coordinator or program coordinator **within the hour before they are scheduled to be at their clinical rotations.**

8. In the clinical areas, students will follow the routines of the agency. They should work in a harmonious manner with the preceptor to whom they have been assigned.

9. Students should record their clinical experiences daily. Students will submit completed clinical experience records within 3 business days of completion.

10. The work area must be kept neat and orderly at all times.

11. Smoking is prohibited while at the clinical site even if it is allowed during scheduled breaks in approved areas. Do not ask permission for a smoking break. Some healthcare facilities are completely smoke-free. Clothing should not smell like smoke.

12. Food, drinks, and gum are prohibited except in designated areas.

13. Lunch and breaks are assigned by the clinical supervisor.

14. Personal telephone calls are to be made **ONLY** in emergencies; this includes personal cell phone use. Cell phone use is only permitted on lunch break. **All cell phones are to be turned off (not on vibrate). No texting is allowed during clinical.**

15. The clinical site reserves the right to terminate a student's participation in the program at that site for failure to adhere to the above regulations or for reasons of patient safety.

PHLEBOTOMY PROGRAM-Special Study Session#1:

Organizational Skills and Time Management

Address the following issues:

Preliminary questions:

1. What are my goals?
2. What are my concerns?
3. Do I feel organized?
4. What kinds of adjustments do I need to make to become organized?
5. Do I have a good place to study?

Key issues:

6. Can I make a commitment to accomplish my goals?
7. How can I get motivated?
8. How can I get organized?
9. How can I carry out my responsibilities?
10. How can I boost my self-esteem?
11. How can I work with a study partner(s) to do better in this class?

Organization Tools:

12. Class schedule
13. Syllabus
14. Books
15. Binder
16. Dividers/tabs: lecture, labs, tubes, blood test, research project, misc
17. Highlighters
18. Hole Puncher
19. Post-it notes
20. Date notes
21. Highlight readings
22. Jot questions for class

Resources:

23. Teacher
24. Study Partner
25. LRC
26. Navigator 2
27. Tutoring

Time Management Strategies:

Know Yourself:

1. Look at how you spend your time
2. Identify 'time wasters.'
3. Reserve your 'prime time' for most important tasks. (Prime time is when you are at your highest energy level.)
4. Set your goals.
5. Establish your priorities.
6. Keep a daily schedule/planner.

Work the Plan:

7. Plan 60% of the day; 20% for unexpected events; 20% for yourself.
8. Plan a week or month at a time.
9. Be flexible.
10. Consolidate tasks.
11. Delegate tasks.
12. Pace yourself.
13. Transfer unfinished tasks to the next day.
14. Learn to say 'No' with grace.
15. Schedule 'free time.'

Overcome Procrastination:

16. Divided large tasks into several smaller pieces; begin with the easiest or smallest and develop gratification to become motivated.
17. Visualize yourself completing the task.
18. Learn how to accept a 'less than perfect' job done.
19. Reward yourself for tasks accomplished.
20. Take a break before starting another task!

Be good to your body:

21. Eat balanced meals.
22. Drink plenty of water/liquids.
23. Take vitamins or supplements, if necessary.
24. Exercise.
25. Stop smoking!
26. Get enough sleep!

Special Study Session#2:

Note Taking and Test Taking Strategies

NOTE TAKING:

Before Class:

- Review notes from class
- Do the assigned reading(s), Review Power Point Lectures, and supplemental videos, etc

During Class:

- Identify the main topic, key points, how the thoughts are organized
- Note clues from the teacher (e.g. items to highlight, repetition of concepts, items written on the board or emphasized in the lecture)
- Make notes in the margin of your papers, highlight items to review in a special code
- Use a binder to organize your materials for easy retrieval

After Class:

- Clarify your notes and fill in missing information (rewrite notes as needed)
- Identify key words in the margin; cover your notes and repeat the idea or concept to yourself (out loud), then explain it to a friend or study partner
- On a weekly basis, review your notes (all of them) to keep up with the materials from the beginning of the semester
- Before a quiz/exam, review your notes in 'chunks' of time allowing for small amounts of information to be assimilated
- Make sure you understand the key concepts; if not, ask the teacher to re-explain.

Test Anxiety and Test Taking:

Anxiety associated with test taking:

Work through anxiety:

- Prepare
- Develop a 'positive' attitude
- Applaud yourself for being in class, especially as a 'returning' student
- Get enough rest before the test; eat balanced meals and exercise; take breaks when studying

Develop test taking strategies:

- Go over the directions (instructions) before you begin answering any questions
- If you don't understand the directions, ask the instructor
- Make a note in the margin for any question you wish to 're-think' or 'return to'
- Review your responses before turning in the test or answer sheet

Critical thinking:

- Recall (answers based on facts you've learned and understand)
- Similarities (look for similarities [or clues] in statements on the tests)
- Differences (if you've never seen it or heard it before, then, it probably was not covered in class or is a 'red herring')
- Cause and effect (analyze 'if this, then, that' items)

Types of test questions:

Multiple Choice

- Read directions
- Read each question thoroughly
- Underline key words or phrases
- Qualifies: only, except, not, etc.
- Process of elimination
- Look for clues in the choices
- Two similar answers, one of them is probably correct

True or False:

- Read carefully
- Look for qualifiers: only, except, not, etc.

Short Answer/Essay:

- Read the question
- Use action verbs
- Watch your time
- Write the response (essay)
- May need to rewrite the essay

Mistakes:

- Conceptual errors
- Careless mistakes
- Learn from mistakes

Moraine Valley Community College

Student Name: _____

Phlebotomy Program

Class:_____

Course/Semester/Year: FA SP SU

ACADEMIC ALERT FOR UNACCEPTABLE AFFECTIVE BEHAVIOR(S)

After 3 observations of behavior in any of the categories below an ALERT will be initiated. If two ALERTS are issued, student will be dismissed from PHB110 and/or the Phlebotomy Program.

1. ADAPTABILITY

____ Unable to prioritize work to accommodate change
____ Unable to adjust to change; and cannot complete assignment under changed conditions
____ Unable to follow directions
____ Rebels against change
____ Other _____

2. RELATIONSHIP TO OTHERS

____ Makes minimal effort to communicate or cooperate
____ Appears indifferent towards others
____ Is belligerent or hostile towards others
____ Is confrontational with classmates, instructors and/or clinical site staff/supervisors
____ Insists on doing 'things' own way
____ Is not a team player with peers in class (example, does not volunteer for live draws)
____ Other _____

3. PRODUCTIVITY

____ Requires instructions to be frequently repeated
____ Seldom completes assigned tasks in acceptable length of time
____ Can do only one thing at a time; very slow but usually completes required work
____ Fails to submit assignments and required paperwork on time
____ Other _____

4. CONFIDENCE

____ Unable to perform previously learned tasks without reassurance of abilities
____ Needs to be the center of attention to gain confidence
____ Other _____

5. DEPENDABILITY

____ Unable to assume responsibility for tasks or actions
____ Tends to assign 'blame' to others for personal deficiencies
____ Takes extended time for breaks
____ Does not return after break
____ Does not communicate with instructor/supervisor about leaving early
____ Other _____

6. INITIATIVE

____ Puts forth minimal or no effort in accomplishing assigned work
____ Avoids responsibility
____ Other _____

7. DISCRETION

____ Shows no apparent concern toward student/"patient's", classmates', instructor's rights or needs
____ Generally fails to respect professional confidentiality (gossips freely about clinical experiences)
____ Other _____

8. ACTION UNDER STRESS

____ Unable to perform required duties under stress
____ Lacks self-control needed to perform required duties under stress
____ Displays negative behavior when under stress
____ Other _____

9. CRITICISM

____ Displays negative attitude when given criticism; tries to put the blame on others
____ Does not accept constructive criticism; tries to put the blame on others
____ Makes excuses for unacceptable behaviors
____ Other _____

10. PROFESSIONALISM

____ Is insubordinate (does not abide by the syllabus, program policies and/or those at clinical site; is disorderly or unruly)
____ Fails to maintain professional demeanor in all interactions with faculty, staff, "patients" and classmates
____ Publicly degrades faculty, staff, classmates, phlebotomy program or college
____ Displays disruptive behavior in the classroom (i.e., angry or disruptive outbursts)
____ Dominates class
____ Uses inappropriate language
____ Other _____

11. PROFESSIONAL APPEARANCE

____ Does not wear neat, ironed, appropriate uniform
____ Is unkempt
____ Does not adhere to dress code (i.e., dangling earrings, hair, nails, etc.; displays tattoos)
____ Uses or has personal electronic device (phone) out during class or at clinical site
____ Other _____

Comments _____

_____

Corrective Actions: _____

_____

Add attachment for additional comments.

Signatures:

Student _____ Date _____

Phlebotomy Instructor _____ Date _____

Date of 1st ALERT: _____ Note: If one 'ALERT' has been issued, the 2nd 'ALERT' will result in a grade of "F" for the course(s) and dismissal from PHB-110 and/or the Phlebotomy Program.

_____ Copy to Program Coordinator and Clinical Coordinator

rev: 2018; Adapted from Respiratory Therapy 03/2016

Student Information Sheet

Year: _____ Semester: _____

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

PHONE NUMBER where a message can be left: _____

PERSONAL EMAIL ADDRESS: _____

I am taking this program because: _____

EXPERIENCE OR BACKGROUND IN HEALTH CARE? Yes or No (circle one)

If yes, briefly explain: _____

PREVIOUS CLASSES AT MORAINE VALLEY COMMUNITY COLLEGE OR OTHER COLLEGES? Yes or No (circle one)

PREVIOUS **ONLINE** CLASSES AT MORAINE VALLEY COMMUNITY COLLEGE OR OTHER COLLEGES? Yes or No (circle one).

Syllabus Contract Agreement

I understand that I am responsible for reading the program syllabi. I agree to abide by the policies and procedures as outlined in the syllabi. And, I understand that I am responsible for completing all program assignments per the dates in the course calendars and/or modified by the Instructor(s).

Program: **PHLEBOTOMY**

Student Signature: _____

Date: _____

Please use the back of this paper for any additional information or thoughts you wish to share about yourself or life/work experiences.

Thank you and welcome to the program.

PHB-110

STUDENT ACKNOWLEDGEMENT PAGE

Student Name:_____

(please print)

STUDENT SIGNATURE/ESSENTIAL FUNCTIONS

I have read the list of essential functions necessary to complete the requirements of the phlebotomy program. My signature below verifies that I can perform all essential functions defined for the Moraine Valley Community College Phlebotomy Program.

Student Signature _____ Date _____

STUDENT SIGNATURE/POLICIES

I have read, understood, and agree to comply with all of the policies specified for the Phlebotomy Program.

Student Signature _____ Date _____

STUDENT SIGNATURE/ABSENTEEISM/TARDY POLICY ACKNOWLEDGEMENT

I have read, understood, and agree to comply with the contract addressing absenteeism and tardiness.

Student Signature _____ Date _____

STUDENT SIGNATURE/UNACCEPTABLE AFFECTIVE BEHAVIORS ACKNOWLEDGEMENT

I have read, understood and acknowledge the consequences of unacceptable behavior.

Student Signature _____ Date _____

STUDENT SIGNATURE/Accidental Needlestick Injury Reporting

I have read, understood and acknowledge the accidental needlestick injury reporting policy.

Student Signature _____ Date _____

WAIVER & RELEASE OF CLAIMS FORM

WHEREAS, I _____ (please print), am about to

Participate in the PHB110 course at Moraine Valley Community College in Cook County,

Illinois on _____, 20 ____.

WHEREAS, I hereby voluntarily and with full knowledge of the medical risks involved, consent and submit to clinical blood drawing; and,

WHEREAS, in consideration of permission to participate extended to me by Moraine Valley Community College, its officers, agents, and employees, I do hereby for myself, my heirs, executors, administrators, and personal representatives, remise, release, and forever discharge Moraine Valley Community College, its officers, agents, and employees, from all claims, demands, actions, or causes of action for personal injury or property damage resulting from the clinical blood drawing.

I am at least 18 years of age and have read the foregoing release, understand it, and sign it voluntarily.

Signature: _____

Date: _____

MVCC PHB-110
Midterm Grade Status

(**Lecture Grade:** Lecture Prep Quizzes #2-#14, Quizzes #1-#4, and Midterm Exam; **Lab Grade:** Orientation Quiz, Labs #1-#11 Blood Tests #1-3, Midterm Practical; **Total Lecture Points to date = 244.52 Total Lab Points to date=220**)

NAME: _____ **Date:** _____

Lecture Grade Points: _____ Lecture Grade %: _____

Lab Grade Points: _____ Lab Grade %: _____

# of Tardys: _____ # of Excused Absences: _____ #of Unexcused Absences: _

Missing Assignments: _____

_____

Comments: _____

_____

_____

* *

Please note: The student must achieve a minimum of 77% in **BOTH** the Lecture and the Lab components, a minimum of "C" to be eligible to advance to PHB-111 and PHB-112.

Please transfer the above grades to the spaces provided below. Then, sign and date.

Thank you and good luck in the remainder of the class!

* *

I have met with my instructor to discuss this report and have received my Mid-term course grades and understand them.

Grades: **Lecture %**_____ **Lecture Grade** _____

Lab % _____ **Lab Grade** _____

Signature: _____

Date: _____

PHB-110
STUDENT FINAL SUMMARY SHEET

Instructor, please complete for each student in your section by the end of the semester. Forward a copy of completed sheets to L. Schmidt for the student's file. ***(This is a valuable resource when completing a Letter of Recommendation or an oral endorsement of the student/program graduate.)*** **Thank you.**

Student Name: _____

Semester enrolled in PHB-110: Fall Spring Summer (Circle one)
Year: _____

Final Grade*/PHB-110: _____

(*if final letter grade is lowered due to attendance/tardy policy or 77/77% policy, please indicate reason(s) on line below.)

_____

Lecture Grade (in percent): _____ ***(if less than 77%, the overall grade is either "D" or "F")***

Lab Grade (in percent): _____ ***(if less than 77%, the overall grade is either "D" or "F")***

This student has met the criteria to advance to PHB-111 and PHB-112: (circle one) Yes No*

***No, because: _____**

Please check all that apply. In my opinion, the student demonstrated the following characteristics while enrolled in my section of PHB-110:

_____ Was punctual # of times Tardy: _____ ** **Was student issued a Safety? Y or N**

***If more than 3 times, ALL EC is forfeited; 5 or more times the student's final course grade is dropped one letter grade.*

_____ Attended class regularly, with minimal absenteeism

# of Excused Absences: _____ # of Unexcused Absences: _____

*One **unexcused** absence=EC forfeited and course grade dropped one letter grade; 2 **unexcused** absences =course grade dropped another letter grade; 3 **Excused** absences= EC forfeited; 4 or more **Excused** absences= final course grade dropped one letter grade and loss of EC.*

_____ Displayed a positive attitude
_____ Interacted well with classmates
_____ Demonstrated professional behavior, appropriate for the classroom
_____ Adapted well to the laboratory format and changes introduced by the instructor
_____ Demonstrated good oral communication skills

Additional comments: _____
_____
_____
_____

_____ _____
Faculty Signature **Date**

MORAINE VALLEY COMMUNITY COLLEGE

Student Name: _____
Please Print

CONFIDENTIALITY STATEMENT - HEALTH SCIENCES AND PUBLIC SERVICE

As a Moraine Valley Community College Health Science or Public Service Program student, you will have access to Protected Health Information (PHI). PHI includes, but is not limited to, the patient's name, address, phone number, medical records number, diagnosis, treatment, medications, billing codes, radiology and laboratory reports. Federal and state laws require this information to protect patient confidentiality.

Individuals (faculty, staff and students) who have access to this health information must be aware of their responsibilities and abide by policies and procedures protecting the confidentiality of this information. As a Moraine Valley Community College student and as a condition of my continuation in the_____Program, I agree to the following:

- ◇ I understand that I am responsible for complying with the HIPAA education, which was provided to me.
- ◇ I will treat all information received in the course of my education, which relates to the patients, as confidential and privileged information.
- ◇ I will not access patient information unless I have a need to know the information in order to perform my clinical or internship duties.
- ◇ I will not disclose information regarding patients to any person or entity, other than as necessary to perform my clinical or internship duties.
- ◇ I will not log onto any computer system that currently exists or may exist in the future using a password other than my own.
- ◇ I will safeguard my computer password and will not post it in a public place, such as the computer's monitor or a place where it will be easily lost, such as on my ID badge.
- ◇ I will not allow anyone, including other employees, to use my password to log onto any computer.
- ◇ I will log off of the computer as soon as I have finished using it.
- ◇ I acknowledge that any access to, and/or use of, health information may be monitored by the hospital.
- ◇ I will not take patient identification from the premises in paper or electronic form.
- ◇ I will limit conversations in patient care areas, hallways, stairwells, elevators, eating areas, and other places of public gathering in order to ensure that confidentiality is not violated.
- ◇ I will shred any paper-based health information before disposal.
- ◇ I will remove all patient identifiers from any document prior to submission of assignments.
- ◇ I agree to continue to maintain the confidentiality of any information I learned while a clinical or internship student and agree to tum over any keys and ID badge when I leave my clinical or internship experience.

I understand and agree to adhere to the guidelines described in the above confidentiality statement. I further understand that violation of these agreements could result in disciplinary actions, including dismissal from my program of study.

_____ _____

Health Science/Public Service Program Student Signature Date

Phlebotomy Program Student Authorizations and Signatures

Students: Please read and sign each of the following statements, documenting your understanding, authorization, and compliance:

Release of Information and Emergency Treatment

I hereby authorize Moraine Valley Community College, Palos Hills, Illinois to release copies of the college physical examination form, completed by my physician and myself, to affiliating hospitals and health care facilities to which I am assigned during my training period in the Phlebotomy Program.

In case of injury or illness requiring immediate treatment in an affiliating health facility, I hereby authorize emergency treatment under the direction of a staff physician, such treatment being deemed necessary for my physical well-being. These authorizations are in effect from the time of registration in the above-mentioned health science program until completion of the entire program. I have read, understood, and agree to comply with the above statements.

_____ _____

Student Signature **Date**

Policy Review and Compliance Statement

I have read all of the policy and procedure manuals for PHB-110, "Principles and Practice of Phlebotomy", PHB-111, "Phlebotomy Clinical Practice Seminar" and PHB-112, "Phlebotomy Clinical Practice" and agree to abide by all of the policies and procedures stated therein.

_____ _____

Student Signature **Date**

Clinical Site Availability - Limits Defined

I understand that in rare circumstances, the clinical site I am assigned to at the start of the semester may not be able to accommodate me as planned. I understand that in these rare circumstances, the Phlebotomy Program Internship Coordinator (Lori Schmidt) will collaborate with me to reassign another, mutually agreed upon, clinical site, but will ***not*** re-open the site selection process. I understand that if I am experiencing difficulty during my clinical rotation, I will notify the Phlebotomy Program Internship Coordinator (Ms. Lori Schmidt) of my concerns immediately and will collaborate with her and the clinical staff to resolve any issues I may be experiencing. I understand that being assigned a second clinical rotation will ***not*** be an option. I understand that I must ***never*** negotiate an alternative clinical placement on my own behalf under ***any*** circumstances. The only exception is work experience, as described in the PHB 112 Syllabus.

_____ _____

Student Signature **Date**

Release of Information to Prospective Employers

I hereby authorize the release of information regarding my education, work experience, classroom performance and attendance included in my student file, located in the Phlebotomy Classroom File Room to potential employers as part of the placement assistance provided by the Moraine Valley Community College Job Resource Center.

_____ _____

Student Signature **Date**

Bloodborne Pathogens / Orientation and Compliance

I verify that during my enrollment in PHB-110, "Principles and Practice of Phlebotomy", I was oriented to blood borne pathogens. The orientation included information on diseases caused by bloodborne pathogens, including symptoms, etiology, and modes of transmission. The orientation also included instruction in OSHA's Blood Borne Pathogen Standard, including the guidelines for preventing the spread of blood borne pathogens to laboratory workers, and specifically phlebotomists, as a result of their work-related duties.

As a part of the orientation I received, I viewed the following:

- Bloodborne Infections and Transmission of Bloodborne Infections, Part 1
- Exposure Control and Personal Protective Equipment, Part 2
- Work Practices, Part 3

These videos listed above inform employees in clinical laboratories of their rights and responsibilities under OSHA's standards on exposure to bloodborne pathogens. They further describe the role of OSHA in instituting and enforcing this regulation; the use of engineering controls, work practice controls, and personal protective equipment; the appropriate handling of waste; recordkeeping and training; hepatitis B vaccination; and exposure control programs, particularly in relation to HIV."

_____ _____

Student Signature **Date**

PHB-112 Pre-Clinical Orientation Certificate of Attendance and Compliance

I, _____(print name) certify that I attended the Pre-Clinical Orientation meeting on _____. Based on the information presented, I attest to the following:

1. I have been informed of pre-clinical requirements that must be met as a condition of receiving a clinical placement. I have received information on all the requirements, including, but not limited to: TB testing, titer testing (X4), hepatitis immunization, tetanus immunization, influenza immunization, COVID-19 vaccination, and ***10-panel*** drug screening.

2. I understand that in addition to the History and Physical Form signed by my health care provider, I must submit laboratory reports for the following: titer testing (X4); Hepatitis B surface antibody titer testing (if already vaccinated) and drug screen results.

3. I understand I must attend and satisfactorily complete HIPAA training (provided by the college and online training session) and ***CPR for Basic Life Support or Health Care Provider*** training, for which I am responsible for attaining on my own.

4. I understand that I must submit to a background screen using Castle Branch screening mechanism and a conviction record may disqualify me from clinical placement.

5. I understand that I must submit evidence of high school completion either via an official transcript (or original HS diploma) or GED completion or HS equivalency from attendance in HS in another country.

6. I understand that I must provide proof of personal health insurance and also understand I am responsible for the cost of treating illness or injury sustained during my clinical placement. The PHB-112 instructor gave the following example: _____ _____ with an estimated cost of _____.

7. I understand that any of the pre-clinical requirements may change without notice and that I may be required to complete additional items at the request of the clinical site. I further understand that failure to do so in a timely manner may disqualify me from clinical placement.

8. I understand clinical assignments made by the PHB-112 instructor are considered temporary and may change without notice at the request of the clinical site.

9. I understand that if there is a change in clinical site availability, I will work with the PHB-112 instructor to schedule a suitable alternative. I also understand that if this unlikely event occurs, I will ***NOT*** be allowed to displace another student out of a clinical placement nor will the selection process be re-opened.

10. I understand that in rare circumstances, the clinical site I am assigned to at the start of the semester may not be able to accommodate me as planned. I understand that in these rare circumstances, the PHB-112 instructor will collaborate with me to reassign another, mutually agreed upon, clinical site, but will ***not*** re-open the clinical site assignment process for all students. I understand that I may ***not*** negotiate an alternative clinical placement or orientation session on my own behalf under ***any*** circumstances. If I do advocate with a clinical site on my own behalf, I will be dismissed from the program and a grade of 'F' for PHB-112 will be assigned.

11. (Psychomotor issues) I understand that if I am experiencing difficulty during my clinical rotation, I will notify the PHB-112 instructor of my concerns immediately and will collaborate with the PHB-112 instructor to resolve any issues I may be experiencing. I understand that being assigned a second clinical rotation will ***not*** be an option. If I do advocate with a clinical site on my own behalf, I will be dismissed from the program and a grade of "F" for PHB-112 will be assigned.

12. (Affective behavior issues) I understand that if I am experiencing difficulty during my clinical rotation, I will not confront the Site Supervisor, nor any staff with issues. I will notify the PHB-112 instructor of my concerns immediately and will collaborate with my PHB-112 instructor to resolve any issues I may be experiencing. I understand that being assigned a second clinical rotation will ***not*** be an option. If I do advocate with a clinical site on my own behalf, I will be dismissed from the program and a grade of 'F' for PHB-112 will be assigned.

13. I understand that if I am asked to leave a clinical site, told to leave a clinical site or removed from the clinical site at the request of the Site Supervisor and/or the PHB-112 instructor, being assigned a second clinical rotation will ***not*** be an option and a grade of 'F; for PHB-112 will be assigned.

14. I understand that I am to complete the pre-clinical requirements as soon as possible for early site selection. I also understand that my file of pre-clinical requirements must be complete three business days before I may begin my clinical assignment or by _____ _____ for potential late site selection. I understand that site selection is subject to site availability and ability to schedule orientation(s) for the clinical site. Please note that all the pre-clinical requirement ***MUST*** be completed by _____**.**

15. I understand that if I delay my clinical assignment, I am responsible for notifying the PHB-112 instructor of my desire for clinical placement early in the semester preceding the clinical internship, i.e., September 1st for spring semester clinical placement; June 1st for fall semester clinical placement, and February 1st for summer placement. I understand that if I miss these deadline dates I may ***not*** be eligible for a clinical placement until the subsequent semester. (Please note that this does not apply to the accelerated PHB-110 completers as those students must complete the program the same semester as completing PHB-110.)

16. I further understand that summer clinical placement opportunities are very limited and reserved for spring semester PHB-110 - *Principles and Practice of Phlebotomy* students. Student who delay a clinical placement may not be accommodated in the summer session due to limited clinical site availability.

17. I further understand that I must complete a clinical placement within 2 semesters (same semester of completion of the accelerated PHB-110 section*) of completing PHB-110. If I fail to complete a clinical placement within 2 semesters* of PHB-110, I will be required to repeat PHB-110 at my expense.

_____ _____

Student Signature Date

Moraine Valley Community College
Phlebotomy Program
Phlebotomy Clinical Practice, PHB112
Contract of Compliance

Student: _____

Clinical Site: _____

Dates of Internship: _____

1. I confirm that I have attained entry level skills in skin puncture and in venipuncture and in other clinical procedures appropriate to an entry level phlebotomist. _____

2. (Didactic issues) I confirm that I have attained a satisfactory understanding of the didactic material (i.e. lecture component) and am ready to put "knowledge in waiting" into "knowledge in use/practice" in the clinical setting. _____

3. I understand that successful completion of PHB112 is my responsibility to abide by college policy, policies related to the phlebotomy clinical setting as defined in the PHB112 Syllabus and in Grading Standards and Policies document, and the policies of the clinical site.

4. I understand that any of the preclinical requirements may change without notice and that I may be required to complete additional items at the request of the clinical site. I further understand that failure to do so in a timely manner may disqualify me from clinical placement.

5. Based on site availability for this semester, the Internship Coordinator will assign clinical sites and may consider student preferences. I understand clinical assignments made by the Internship Coordinator are considered temporary and may change without notice at the request of the clinical site.

6. I understand that if there is a change in clinical site availability, I will work with the Internship Coordinator to schedule a suitable alternative. I also understand that if this unlikely event occurs, I will ***NOT*** be allowed to displace another student out of a clinical placement nor will the selection process be re-opened.

7. I understand that in rare circumstances, the clinical site I am assigned to at the start of the semester may not be able to accommodate me as planned. I understand that in these rare circumstances, the Phlebotomy Program Internship Coordinator (Lori Schmidt) will collaborate with me to reassign another clinical site, but will ***not*** re-open the lottery. I understand that I must ***not*** negotiate an alternative clinical placement or orientation session on my own behalf under *any* circumstances. If I do advocate with a clinical site on my own behalf, I will be permanently dismissed from the program and a grade of 'F' for PHB 112 will be assigned.

8. (Psychomotor issues) I understand that if I am experiencing difficulty during my clinical rotation, I will immediately notify the Phlebotomy Program Internship Coordinator (Lori Schmidt) of my concerns and will collaborate with the Internship Coordinator to resolve any issues I may be experiencing. I understand that being assigned a second clinical rotation will ***not*** be an option. If I do advocate with a clinical site on my own behalf, I will be permanently dismissed from the program and a grade of 'F' for PHB 112 will be assigned.

9. (Affective behavior issues) I understand that if I am experiencing difficulty during my clinical rotation, I will not confront the Site Supervisor, nor any staff with issues. I will immediately notify the Phlebotomy Program Internship Coordinator (Lori Schmidt) of my concerns immediately and will collaborate with the Internship Coordinator to resolve any issues I may be experiencing. I understand that being assigned a second clinical rotation will ***not*** be an option. If I do advocate with a clinical site on my own behalf, I will be permanently dismissed from the program and a grade of 'F' for PHB 112 will be assigned.

10. I understand that if I am asked to leave a clinical site, told to leave a clinical site or removed from the clinical site at the request of the Site Supervisor and/or Internship Coordinator, I will do so promptly and I understand that being assigned a second clinical rotation will ***not*** be an option and a grade of 'F' for PHB112 will be assigned.

11. I further understand that I must complete a clinical placement within two semesters of completing PHB 110.* If I fail to complete a clinical placement within two semesters of PHB 110, I will be required to repeat PHB 110 at my expense.

*If PHB 110 is the accelerated section, I must complete PHB 111 and PHB 112 that same semester. If I fail to complete the second part of the program that semester, I will be required to repeat PHB 110 at my expense.

_____ _____

Student Signature Date

_____ _____

Externship Coordinator Signature Date

PLEASE NOTE: The Phlebotomy Program Handbook is subject to change in the event of exigent circumstances and therefore, may be changed without prior notice. Students will be advised upon changes as they may occur.