

APPLICATION DEADLINE

FALL: July 10, 2015

SAN DIEGO MESA COLLEGE **PHLEBOTOMY TRAINING PROGRAM** Information/Application Guide for Fall 2015

Rev: 6/2015

Job Title

Phlebotomy Technician

Job Description

A Phlebotomy Technician (Phlebotomist) is an integral member of the medical laboratory team. The primary function of a phlebotomy technician is the collection of blood samples from patients by venipuncture or capillary puncture (micro-collection techniques). Phlebotomy technicians facilitate the collecting, transporting and handling of laboratory specimens. The phlebotomy profession mandates that strict professional behavior and standards of practice be followed to assure specimen quality and patient safety. Phlebotomy technicians may seek employment in inpatient hospital laboratories, outpatient laboratories, medical clinics, and physician offices.

Aptitudes of Phlebotomy Technicians

The phlebotomy technician is a person who is:

- A team player
- A life-long learner
- Flexible and interested in people
- Service oriented
- Able to work with a diverse population
- Responsible and reliable
- Able to face challenges
- Accurate
- Able to work well under pressure
- Able to communicate effectively
- Able to calm patients
- Capable of sound judgment and self control
- Competent both visually and auditory

Essential Functions

Candidates for the Phlebotomy Training Program must be able to:

- Sit or stand for up to 8 hours per day.
- Demonstrate the physical and emotional capacity to work a 40-hour work week while at clinical affiliation.
- Recognize and respond appropriately to individuals of all ages, genders, races and all socioeconomic, religious and cultural backgrounds.
- Identify non-verbal cues of patients.
- Respond immediately to patient's facial expressions and grimaces and take quick decisive action.
- See details at close range (near vision).
- Meet class standards for successful course completion.
- Demonstrate good cognitive, memory and problem solving skills.
- Behave in an ethically sound, competent, compassionate, and professional manner in the classroom, lab and at the clinical site.
- Complete tasks accurately and in a timely manner.
- Demonstrate excellent verbal communication skills.

Employment Outlook

Phlebotomy Technicians are in high-demand. Job opportunities are expected to be excellent. Employment for phlebotomy technicians is expected to be above average for allied health occupations.

***California requires all Phlebotomy Technicians to be certified and to have a state license.**

Probable Salary Range for San Diego County

The average salary for phlebotomy technician jobs in San Diego, CA is \$39,900 (LMI-2014). Average phlebotomy technician salaries can vary greatly due to company, location, industry, experience and benefits.

Program Director

Danielle Lauria
Office: S-317

Tel: (619) 388-2267
email: dlauria@sdccd.edu

Program Advisory

Eligible for or completion of English 47A or English 49 (Composition) and 48 (Reading) or W5, R5 assessment scores, (College Reading & Basic Composition. Eligible for or completion of Math 38 or M30 assessment scores. (Elementary Algebra) is required to be considered for entrance into the program. You may arrange to take a placement test in counseling if you are not sure of your skill level in these areas. Students must provide verification through college placement tests or college transcripts when submitting their application.

Advisory:

Students are expected to arrange their schedule to complete the program in one semester.

DISCLAIMER

"The San Diego Community College District is governed by its Board of Trustees. No oral or written representation by any employee of the college is binding on the SDCCD without the express approval of the Board of Trustees."

Students must submit a special application in order to comply with program participation and meet the standards for external accrediting agencies. Students applying to the Phlebotomy Training Program will be admitted on a **first come, first served basis until the program is full**. Complete applications will be date stamped with the date received. An application is not complete until all required documentation has been received. Applications received without the required material or qualifications will not be accepted.

Applicants interested in entering the WASC accredited and California Department of Public Health, Laboratory Field Services (DHS-LFS) approved Phlebotomy Training Program must:

1. Submit an application with verification of:
 - a. Accreditation requirements:
 - a. High school diploma or GED equivalent.
 - b. Be 18 years of age or older. Include a copy of a valid ID with DOB
 - c. Valid social security number (for state licensing).
2. Attend **one** of the one-hour information sessions to be held in the Allied Health Building. Please see the following link for dates. <http://www.sdmesa.edu/students/school/school2/allied-health/>

Upon acceptance into the Phlebotomy Training Program students must:

1. Have a current Class C Healthcare Provider CPR Certification or have completed the training and received a card by **August 14, 2015**.
2. Have a physical examination by **August 14, 2015**.
3. Have proof of Hepatitis B vaccination or have the series **completed** by **August 14, 2015**.
4. Be current/up to date with immunizations (measles, mumps, rubella, tetanus, varicella and PPD skin test or chest x-ray taken within the last 12 months for students with a history of a positive TB skin test) by **August 14, 2015**.
5. Agree to submit to a background check and drug screen by **August 14, 2015**. Students are responsible for the cost of the background check and drug screen fees (average cost: \$ 65.00).

***Students will be completing a majority of their clinical hours at R. J. Donovan Correctional Facility. ***

Note: Students are required to complete a background check for prison gate clearance (no cost).

Note: Students cannot have family members incarcerated at any California State Correctional Facility in order to complete their DCP hours at Donovan.

Program Description

The Phlebotomy Training Program is designed to prepare students to obtain blood specimens by capillary puncture and venipuncture using proper techniques and skills on adults, children and infants. Students in the phlebotomy program are at risk of exposure to potentially infectious blood and body fluids.

During the program students will learn proper collection, transport and handling of blood and blood collection equipment, capillary and venipuncture collection. The phlebotomy training program will also cover pre-analytic complications, specimen collection procedures and collection from adult, geriatric and pediatric patients. Laboratory training and a directed clinical practice (externship) are included in the program to reinforce the didactic content.

Students who successfully complete the one semester Phlebotomy Certificate of Performance are eligible to apply for California state licensure as a Certified Phlebotomy Technician 1 (CPT1).

The new California regulations were signed and became effective April 9, 2003. You may obtain a state certificate by following the three-step process: (1) take classroom instruction from an approved phlebotomy training program, (2) pass a written certification examination, and (3) submit an application form to the state with the required documents and fees.

For more information please go to <http://www.dhs.ca.gov/ps/ls/lfsb/html/phlebotomy.htm>.

Degrees and Certification Granted

Certificate of Performance– Phlebotomy Technician Training

Costs

Students are responsible for the purchase of all books, supplies, uniforms and background check (required by clinical site). Students meeting the California residency requirement pay \$46.00 per unit enrollment fee. A higher tuition is charged to students who are not residents of California. Financial aid is available. Contact the financial aid department for eligibility requirements [(619)388-2817]. Consult the current Mesa College catalog for specific information. Students who are eligible and wish to become certified must pay State or National Examination fees and provide all instruments and supplies needed.

If there are any further questions, please contact the Special Admission Clerk at (619) 388-2684 or the Program Director at (619) 388-2267 or dlauria@sdccd.edu.

PHLEBOTOMY TRAINING PROGRAM COURSE OUTLINE

<u>COURSE</u>	<u>WEEKLY HOURS</u>	<u>UNITS</u>
PHLB 050 Phlebotomy (12 weeks)	12	4
PHLB 060 Phlebotomy Directed Clinical Practice (4 weeks)	38	2
	Total	6

CURRICULUM

PHLB 050

Phlebotomy

UNITS: 4

This course provides basic and advanced training in capillary puncture and venipuncture through didactic and clinical instruction as required by the State of California, Department of Health Services-Laboratory Field Services. The basic lecture portion of this course includes Anatomy and Physiology of the body systems with emphasis on the Circulatory System, Medical Terminology and Infection Control. The advanced lecture portion of this course includes advanced Infection Control and biohazards, risk factors and appropriate responses to complications, anatomical site selection, quality assurance, pre-analytical source of error and ethical and legal issues related to phlebotomy. The clinical component of this course provides students with hands-on training in capillary puncture and venipuncture. Students apply knowledge of theory to the clinical setting. This course is intended for students in the Phlebotomy Training Program.

ADVISORY:

ENGL 047A with a grade of "C" or better, or equivalent or Assessment Skill Level W5/R5 or

ENGL 048 with a grade of "C" or better, or equivalent or Assessment Skill Level R5

&

ENGL 049 with a grade of "C" or better, or equivalent or Assessment Skill Level W5 MATH 038 with a grade of "C" or better, or equivalent or Assessment Skill Level M30

Limitation on Enrollment:

Special Admission - must be admitted to program.

PHLB 060

Phlebotomy Directed Clinical Practice

UNITS: 2

This course is an unpaid 150 hour clinical experience designed for students to gain additional experience in phlebotomy. Students complete 50-100 venipunctures, 25 capillary punctures and observe 2 arterial punctures at an appropriate clinical site. Students apply knowledge of theory to the clinical setting. This course is intended for students in the Phlebotomy Training Program.

Prerequisite:

PHLB 050 with a grade of "C" or better, or equivalent

Limitation on Enrollment:

Special Admission - must be admitted to program.

**SAN DIEGO MESA COLLEGE
PHLEBOTOMY TRAINING PROGRAM**

APPLICATION FOR FALL 2015

****APPLICATION DEADLINE: July 10, 2015****

Please mail completed application to: San Diego Mesa College, Special Admissions – I4-102, 7250 Mesa College Drive, San Diego, CA 92111

1. General Information (Please Print or type)

Name _____
Last First Middle

CSID _____ **Telephone** _____

Address _____
Street City Zip

Email _____

Emergency Contact _____
Name Telephone#

18 years of age or older ? **Yes**___ **No**___
(Verification required)

Valid social security number (for state licensing)? **Yes**___ **No**___

2. Education

High school or GED equivalent completed? **Yes**___ **No**___
(Verification required)

3. Program Focus

a. Have you had any prior experience in the Allied Health Field?
(If yes, please explain position and length of time)

CONFIRMATION CHECK LIST

Name _____ (please print) CSID# _____

Instructions: Read each item and then place a check mark confirming notification. It is recommended that you retain a copy for your records.

- _____ I have read all of the material contained in the Phlebotomy Training Information/Application packet and understand the application and selection process.
- _____ I understand that after my application is accepted and verified, it is my responsibility to notify the Mesa College Special Admission Clerk of any changes in my address or telephone number.
- _____ I understand that, in the event I should require accommodation to any part of the application, selection process, it is my responsibility to contact the College Disabled Student Program and Services office (619-388-2780) early in the process so as to ensure time to validate and establish the necessary reasonable accommodation which maintains the essential elements of the program.
- _____ I understand it is my responsibility to: meet program requirements; insure course equivalency; follow proper application procedures; provide transcripts; and keep informed on revisions regarding degree requirements, program requirement, and selection process. I have enclosed assessment testing verification (if applicable).
- _____ I understand that the general education requirements for the certificate are subject to change with the publication of each year's Mesa College catalog.
- _____ I understand that if I am notified of being admitted into the program, my failure to submit a "confirmation of acceptance" with the Special Admission Clerk in the allotted time frame constitutes grounds to assign my position to an alternate.
- _____ I understand that the Phlebotomy Training program admission policies are based on published College policies; program admission is an equal opportunity process and persons are not excluded based on ethnicity, age, gender, or religion.
- _____ I understand that a wait list is generated as a result of the Special Admissions Process. Program admission is based on a first-come, first-served basis.
- _____ I understand that Mesa College reserves the right to revise program requirements and/or selection procedures, immediately after the application filing date.
- _____ I have read the current Allied Health Department Policy manual (<http://www.sdmesa.edu/01/assets/File/allied-health/policy-manual.pdf>) and understand that I will be expected to adhere to the terms and conditions outlined in the most current version of the manual as part of my participation in an Allied Health Department program.
- _____ I agree to submit to a background check and drug screen as required by many clinics and understand that the cost of a background check required by the clinic is my responsibility.
- _____ I agree to complete a background check for prison gate clearance at R. J. Donovan Correctional Facility.
- _____ I am confirming that I **do not** have family members incarcerated at any California State Correctional Facility.

Signature _____ Date _____