

Phlebotomy Certification Program

Phlebotomy Technician, PBT (ASCP)

SAD 1 Adult & Community Education and the University of Maine at Presque Isle

The primary function of phlebotomy technicians is to obtain patient blood specimens by venipuncture or micro techniques. They aid in the collection and transportation of other laboratory specimens and may be involved with patient data entry. Phlebotomy technicians also draw blood for transfusions, donations, and research. They must like challenge and responsibility. Phlebotomy technicians must be accurate, work well under pressure, and communicate effectively. They must be able to deal with patients and be able to calm patients. Safety is essential, and all safety precautions must be taken to prevent the transmission of infectious diseases.

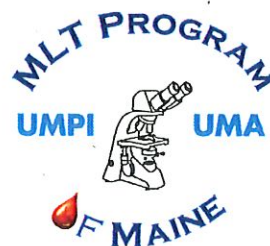
Duties differ by doctor's office, hospital, or laboratory, but may include:

- Drawing blood from patients or donors for medical purposes.
- Assembling equipment such as needles, blood collection devices, gauze, tourniquets, cotton, and alcohol.
- Verifying or recording identity of patients or donors.
- Conversing with patients to allay fears about the procedures.
- Applying tourniquets to arms, locating veins, swabbing areas with disinfectant, and inserting needles into veins to draw blood into collection tubes.
- Labeling and storing blood containers for processing.
- Conducting interviews, taking vital signs, and testing blood samples to screen donors at a blood bank.
- Analyzing information and making appropriate recommendations.

Program Overview

This phlebotomy certification course is designed to meet the American Society of Clinical Pathology (ASCP) certification requirements for a phlebotomy technician. Students must have a high school diploma (or equivalent) and complete a two-part program, consisting of 40 clock hours of classroom training, including anatomy and physiology of the circulatory system, specimen collection, specimen processing and handling, and laboratory operations (e.g. safety, quality control, etc.), AND 100 clock hours of clinical training and orientation in a CLIA certified/accredited laboratory with a minimum performance of 100 successful unaided blood collections including venipunctures and skin punctures.

Locally and nationally, the job outlook for phlebotomists is very promising. Becoming a certified phlebotomist provides excellent technical skills in a fairly short training period. As part of the healthcare team, phlebotomists may pursue opportunities to further their education and become a medical laboratory technician, medical assistant or nurse.



Program Information

MLT 103 Phlebotomy Course Description:

This class represents an introduction to blood collection: safety precautions, types of specimens, collection and handling techniques. Routine venipuncture and dermal puncture equipment and procedures as well as special situations and additional techniques used to accommodate them.

Classes will be held at SAD 1 Adult & Community Education on Monday and Wednesday from 9:00-11:30 am for 8 weeks. Labs will be held 8:00-11:30 am at UMPI. Distance learning opportunities via Tandberg may be available in Adult Education Learning Centers in Aroostook County. All students, regardless of class location, are expected to make arrangements to be physically present for all pre-scheduled lab classes, no exceptions.

*2 college credits will be awarded to students that successfully complete MLT 103.

MLT 104 Phlebotomy Practicum Clinical Description:

This is a 100-hour practicum in phlebotomy that utilizes the laboratory facilities and staff at the University of Maine at Presque Isle and clinical affiliated hospitals. The fundamentals of specimen collections, specimen processing and handling with a minimum performance of 100 successful unaided blood collections including venipunctures and skin punctures will be performed. The clinical is scheduled after the successful completion of all classroom work. A grade of C+ or higher in MLT 103 MUST be achieved in order to be eligible for clinical placement.

Clinical locations include The Aroostook Medical Center, Cary Medical Center, Northern Maine Medical Center and Pines Health Services. Students will be assigned 100-hours of clinical time between a hospital laboratory and one of the Pines Health Center locations in Caribou, Van Buren or Presque Isle. The typical schedule for a clinical experience is Monday through Friday, 6:00-2:30, 7:00-3:30 or something similar. Students are responsible for transportation to and from clinical locations.

*1 college credit will be awarded to students that successfully complete MLT 104.

Certification Exam:

Upon completion, students are eligible to take the Phlebotomy Technician (PBT) certification exam administered by ASCP Board of Certification. Exams are scheduled at a Pearson Testing Center and the closest location is Bangor. Group transportation arrangements will be made and provided by SAD 1 Adult & Community Education at the conclusion of the clinical practicum. You have the option to use your own transportation.

Criminal Background Checks:

Phlebotomy students entering the clinical practicum must have a completed criminal background check on file. If a student's criminal background check returns evidence of a felony criminal conviction or other serious charges that could result in a clinical affiliate denying clinical rotation access to that student, a review of the situation will be conducted by the MLT Program Director. If a student has a criminal history, the clinical affiliate has the right to deny that student access to its facility. Failure to be placed in a clinical rotation would prevent the student from completing the clinical training and therefore, not eligible for the ASCP certification exam.

In the event that the student feels that an error has been made in the results of the criminal background check, it is the responsibility of the student to contact the external vendor for a verification check.

The University of Maine at Presque Isle has partnered with CastleBranch to perform the required student background checks. The cost of the background check is \$58 with possible additional costs if there are findings that have to be verified. The student is responsible for the cost of the background check. To order your background check, please visit: <https://portal.castlebranch.com/UV35>.

Admission Requirements:

1. Must be at least 18 years of age.
2. Must have a high school diploma or HiSET.
3. Provide proof of vaccination for MMR, Tetanus-diphtheria, Hepatitis B series and titer, Varicella titer, and a 2-step PPD at the first class. ***Preference for placement in the class will be given to applicants that have this VERY IMPORTANT piece completed at the interview.**
4. Provide documentation of a recent physical exam.
5. Provide a copy of your health insurance card.
6. Complete the required background check through CastleBranch by the first class.
7. Ability to read and write English. Reading grade level of at least 9.0, preferably 12.9. A baseline-reading test (eCASAS) will be part of the interview process to verify reading ability.
8. Possess good physical and mental health, good grooming and personal hygiene. Demonstrate an absence of drug and alcohol abuse, including marijuana.
9. Possess dependable, reliable work habits.
10. Must be comfortable using a computer: Internet, email, submitting information electronically, downloading materials, accessing apps, printing, etc.

Program Requirements:

- Attendance is mandatory as it demonstrates professionalism. Regular and punctual attendance is the expectation in the professional workplace and the expectation is the same for the classroom setting.
- Notification of your absence must be provided to your instructor in a timely manner, no later than 30 minutes prior to the start of class.
- Students MUST maintain an average of C+ or higher. Failure to do so will result in your dismissal from the program prior to the clinical practicum.
- Students MUST be present for ALL pre-scheduled labs. There will be three 3.5-hour lab experiences held at the University of Maine at Presque Isle campus.

Evaluation:

MLT 103 Grading:

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| Exams: | 60% |
| Labs: | 10% |
| Blackboard and Media Lab Quizzes: | 10% |
| Homework: | 10% |
| Participation/Clicker Responses: | 10% |

MLT 104 Grading:

| | |
|-------------------------------------|-----|
| Instructor Evaluation: | 30% |
| Checklist/Objective Completion: | 15% |
| Successful Venipunctures Performed: | 25% |
| Practical Exam: | 15% |
| Writing Assignment: | 15% |

Cost:

Total training cost is: \$1,350.00 and must be made payable to SAD 1 Adult & Community Education. This fee includes the cost of 3 college credits, UMPI's unified credit fee, text book, iClicker Polling app, background check, access to Media Lab Phlebotomy Exam Simulator, PBT (ASCP) Certification Exam and round-trip travel to Bangor for the exam.

Additional items needed for class include scrubs and comfortable shoes.

Essential Functions of a Phlebotomist

The abilities and skills which students must possess in order to complete the training associates with the phlebotomy certification program are referred to as essential functions or technical standards. These are the minimum essential requirements, which every student must meet, with or without reasonable accommodations, in order to participate fully in all aspects of training and eventual employment.

Observational

- a. Possess visual acuity, sufficient to differentiate colors and clarity
- b. Determine specimen suitability
- c. Read preprinted labels and requisitions, and identify patients

Movement

- a. Move freely and safely about the clinical facility and respond appropriately to alarms, pagers, telephones
- b. Reach laboratory bench tops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture
- c. Perform moderately taxing continuous physical work, often requiring prolonged standing for several hours
- d. Perform duties requiring manual and finger dexterity: performing venipunctures, operating and maneuvering specimen collection equipment safely
- e. Travel to selected sites for clinical experience

Communication

- a. Communicate with faculty members, fellow students, staff, and other healthcare workers by giving and receiving instructions and various messages verbally and in recorded format
- b. Effectively, confidentially, and sensitively converse with patients regarding laboratory tests
- c. Clearly instruct patients prior to specimen collection

Behavioral

- a. Remain calm and exercise good judgment under stressful and/or emergency situations
- b. Maintain a cooperative and productive working relationship with patients, students, visitors, and healthcare workers
- c. Maintain flexible, creative, and adaptive to professional and technical change
- d. Manage use of time and organizational skills to effectively complete professional and technical tasks
- e. Practice honest, compassionate, ethical and responsible conduct. Accept responsibility and accountability for one's own actions. The student must be forthright about errors or uncertainty
- f. Adapt to working with blood, body fluids and with infectious organisms
- g. Recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and persons nearby
- h. Show respect for diversity: works well with individuals of different age, ethnic background, religion, sexual orientation and/or educational backgrounds
- i. Exhibit professional behavior by conforming to appropriate standards of dress, appearance, language and public behavior

Intellectual

- a. Possess these intellectual skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, self-expression, and criticism
- b. Exercise sufficient judgment to recognize and correct performance deviations

Phlebotomy Application Form

Name: _____

Address: _____

Email: _____ Phone Number: _____

DOB: _____ Social Security Number: _____

Applicants must hold a high school diploma or GED and must meet the requirements for admission. Please answer Yes or No the following questions:

1. _____ Do you have a high school credential? Diploma or HiSET **Year of completion:**
2. _____ Are you currently employed? If yes, please provide your job title and current employer:
3. _____ Are you able to meet the minimum requirements of a phlebotomist as described in the "Essential Functions of a Phlebotomist" document?
4. _____ Some course content in this program is taught in a distance-learning format with content delivered online. Are you comfortable learning in this format?
5. _____ Do you own a computer or laptop?
6. _____ Do you have access to the Internet?
7. _____ Do you have any previous college or technical training? If yes, please specify:
8. _____ Do you have any previous healthcare training? If yes, please specify:
9. _____ Do you have reliable transportation?
10. _____ Do you have all of the required immunizations? (MMR, Tetanus-diphtheria, Hepatitis B series with titer, Varicella titer, 2-step PPD)
11. How will you pay for the course: self-pay or seeking funding? If you are seeking funding, has that been secured yet?
12. If we were to contact your employer or references, what are they likely to tell us in regards to your dependability/attendance?

Please answer the following questions:

Why are you interested in the Phlebotomy program?

What qualities do you possess that will help you be a good phlebotomist?

What are your professional goals?

Phlebotomy is a course in the Medical Laboratory Technology (MLT) Program curriculum; do you have any interest in furthering your education and earning an Associate of Science in MLT?

Criminal Background Checks WILL Be Conducted. Please answer the following questions truthfully.

*If you are unsure if a violation will appear on your background check please disclose it. If anything turns up that you did not disclose, you will automatically be excluded from the pool of applicants for this training.

If answering "YES" to any of the following questions, please provide a brief explanation. Please attach court documents if necessary.

1. Have you ever been convicted of any crime under the laws of Maine?

2. Have you ever appeared in any court, paid any fine, or been put on probation?

3. Have you ever been convicted of any crime under the laws of any other state?

4. Have you ever been convicted of any crime under the Federal law of the United States?

Personal/Professional References:

Name, complete address, email address and phone number:

1.

2.

3.

Policies Agreement and Waiver of Release from Liability:

I, _____ wish to be considered as an **applicant** for the Phlebotomy certification program offered by Adult & Community Education and University of Maine at Presque Isle's MLT program. I have read and understand the admissions qualifications for this program. **If accepted, I agree to abide by the rules and regulations of the program.** I understand that failure to comply will be grounds for dismissal with no refund.

I understand my references will be checked. Failure to provide proof of education, employment, and personal background may constitute adequate reason for disqualification of my application or subsequent dismissal from this program.

I fully understand that due to the nature of the training that I shall receive, there exists the possibility of injury or infectious exposure. I acknowledge and accept the fact.

I understand that if I do not pass the class with a grade of **C+ or higher**, I am not eligible to participate in the clinical training portion of this program.

Due to the importance of running a class at capacity to cover course expenses, I understand that if I withdraw or drop out of this program after it begins I am not entitled to a refund of my tuition.

Falsification of information on this application is reason for dismissal.

Printed Name

Student Signature

Date

Return application to SAD 1 Adult & Community Education:

Scan and email: lerae.kinney@sad1.org

Fax: SAD 1 Adult Education, 764-8107

Mail or drop off: 79 Blake Street, Suite 2, Presque Isle, ME 04769

Call with questions: 764-4776