



COLORADO MESA
UNIVERSITY

Department of Health Sciences

Phlebotomy Technician

Information Packet

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Application

Phlebotomy Technician Career:

A career as a Phlebotomy Technician is a rewarding path for someone who desires to work directly with patients. Phlebotomists use care and skill to obtain blood specimens from patients for analysis in the clinical laboratory. Laboratory testing personnel and physicians depend upon the phlebotomist to collect quality patient specimens in order to produce quality laboratory results. Phlebotomy technicians are trained to create an atmosphere of trust and confidence in patients while drawing blood specimens in a skillful and safe manner. Employment opportunities include, but are not limited to, hospitals, clinics, physicians' offices, laboratories, and blood banks.

Course structure and delivery:

MLTP 101 Phlebotomy course is designed for the student to gain knowledge and skills necessary to obtain patient samples for laboratory testing. Emphasis is placed on venipuncture and dermal collections. Skills necessary for limiting pre-analytic errors with sample collections and processing, as well as knowledge of POC testing, patient collection instructions, send out testing and informatics are learned. Review of regulatory, ethical and legal issues, healthcare delivery system, certification and licensure, organ systems, basic medical terminology, infection prevention, and professionalism are covered as well.

The course is delivered in a blended format, both online and face-to-face in the first eight-week module of the semester. The course is offered in the spring as well as the fall semester each year. The online portion of the course can be accessed 24/7. The face-to-face sessions will meet on five pre-selected days during the week for four hours each. The time and day of the week varies each semester and is available through the CMU registration website. The selected dates for the face-to-face will be listed in the syllabus provided to the students a month before the course starts via the CMU email system. A *Desire2Learn* orientation for all first time students enrolled in an online course is required for all students. Students will not have access to the course until the orientation is complete, nor will students have access to the course until the first day of class if they have already completed the orientation. The course moves at a fast pace, students are encouraged to purchase the textbook and start reviewing material prior to the start of the course.

MLTP 102 Applied Phlebotomy course provides the student with an applied experience arranged by the MLT Program Director at a limited number of accredited affiliate sites in Western Colorado. Students enrolled in the course will be oriented to the clinical lab areas and workflow for a total of **100 hours in a four-week time period** following successful completion of the MLTP101 course. Additionally, students are required to perform 100 successful unaided venipunctures and dermal collections during this time in order to meet the minimum laboratory time and venipuncture requirements by the certifying agency.

The two courses are required for national phlebotomy certification, as well as a requirement for students planning on pursuing a degree in Medical Laboratory Technology (MLT). Students have the option of learning the skill of phlebotomy and not becoming nationally certified, those students can enroll in the MLTP 101 Phlebotomy course alone. Please be sure to mark your application if you are planning to become a certified phlebotomist.

Clinical Placement Policy

- Clinical placement varies each semester depending upon the clinical site's laboratory operations. Agreements are reached between the MLT Program Director and laboratory management each semester for the number of students that can be reasonably placed at each site. Students are not allowed to make their own clinical arrangements.
- Students enrolled in the Medical Laboratory Technology program take preference in clinical placement sites and four-week time slots.
- Students must be able to complete the 100 hours within the four-week period assigned by the MLT Program Director. It is advised that students not be employed while taking the course or taking more than twelve credits including the two phlebotomy courses.
- Students are scheduled for clinical hours by the clinical site coordinator/liaison, Mon-Fri only and the hours vary with each site. Hours may begin as early as 4 a.m. and may last until 6 p.m., generally the hours are 8 a.m.- 4 p.m.

- Special clinical site accommodations will not be made for students that have failed to plan for travel time to and from a clinical site or need to be employed during the clinical sites hours of operation.
- Students will perform their clinical hours when CMU classes are in session (students cannot perform clinical during Spring or Thanksgiving breaks), students not enrolled in the MLTP102 course will not be allowed to perform clinical hours.
- Students are asked at the time of application to state the clinical sites they are willing to travel to, students accepting a seat in courses must be willing to travel or relocate out of Grand Junction for the sites listed on their application.

Clinical sites are available at the following locations:

Family Health West, Fruita	Community Hospital, GJ	VAMC, GJ
St. Mary's Hospital, GJ	Valley View Hospital, Glenwood Springs	Gunnison Valley Hospital, Gunnison
Aspen Valley Hospital, Aspen	Vail Valley Hospital, Vail	Delta County Memorial Hospital, Delta
Montrose Memorial Hospital, Montrose	The Memorial Hospital, Craig	Heart of the Rockies, Salida

- Students unable to complete the clinical for any reason will not be allowed to re-enroll in the course unless space is available with subsequent semester offerings and at the discretion of the MLT Program Director.

Certification:

The two phlebotomy courses do not culminate in a certificate or degree conferred by CMU. However, students successfully completing both courses are eligible to obtain national certification through the American Society for Clinical Pathology (ASCP). The phlebotomy courses meet the ASCP requirements under certification Route 2, in which the program is a formally structured program that meets the educational hours, clinical hours and desired entry-level competency for a phlebotomist. Students who pass the exam are entitled to use the credential PBT (ASCP) behind their name and are eligible to work as a phlebotomist in the health care setting.

Minimum requirements prior to application, students must:

- be at least 18 years of age
- be a high school graduate or equivalent (GED)
- be registered as a student at CMU, all students will be notified of acceptance or denial into the courses via CMU email within one week of the application deadline. Applications submitted without a CMU email address or student ID number will be discarded.
- be able to travel outside of Grand Junction to a clinical site
- be able to perform 100 hours during the MLTP102 clinical time frame, scheduled hours are at the discretion of the clinical site. Generally, students are scheduled Monday-Friday, between the hours of 4am-6pm. Student may also be scheduled outside of these times at the discretion of the clinical site. It is advised that students not be employed during this time
- read and agree to the *Phlebotomy Essential Functions* and the *Clinical Placement Policy*
- Submit a completed application* by **July 1** for the Fall phlebotomy courses, and by **October 1** for Spring courses.
*Incomplete applications will not be considered.

Selection Criteria

Due to limited clinical affiliate sites, entrance into the phlebotomy course is obtained by permission only from the Medical Laboratory Technology Program Director. The maximum number of students that can be accepted each semester is twelve, the number may be less if our clinical sites are not able to accommodate all of our students. Students are selected based on the following criteria in no particular order:

- MLT students take preference in course seating and clinical placement
- Positive interactions (verbal and nonverbal) with Department of Health Sciences staff members
- Willingness to perform a clinical outside of Grand Junction
- Experience with direct physical patient care
- Information session with the Program Director, please email tmatthews@coloradomesa.edu to set up an appointment before placing your application.
- Prior application

Notification of acceptance or denial:

- Within a week of the application deadline, students will be notified via their Colorado Mesa University email address whether they have been accepted or denied.
- Students are encouraged to view their CMU email daily during the week following the application deadline for the notification.
- Additional requirements, instructions and deadlines will be supplied at the time of acceptance.
- Students failing to meet the deadlines will be notified via their CMU email address that they have been dropped from the list and the next alternate added.
- Alternates will be notified by the phone number supplied in their application.
- Applications are not saved for future course offerings; students are encouraged to reapply for the next offering.

Additional requirements once accepted into the courses:

- Successful criminal background check
- Completed health assessment and immunizations
- Proof of health and liability insurance
- Negative Drug Screen
- Any additional requirements set forth by the clinical affiliate which may include but are not limited to a criminal background check, American citizenship (VAMC) and drug screening.

Approximate Costs for 2016

MLTP 101 Phlebotomy Costs (3 credits) all costs are approximate	
Colorado Mesa University Application Fee	\$30.00
Phlebotomy lab fee	\$50.00
Tuition and fees	\$800.79*
Professional Liability Insurance for a Phlebotomy Student-per year	\$37.00
Books at CMU Bookstore	\$50.00
Scrubs (\$40 x 2 recommended)	\$80.00
Health Exam	Variable
Personal Health Insurance	Variable
Immunizations/TST/Antibody Titers	Variable
Drug Screen	\$55.00
Background Check	\$60.00
MLTP 102 Applied Phlebotomy Costs (2 Credits) all costs are approximate	
Tuition and fees	\$533.86*
PBT(ASCP) certification fee (optional)	\$135.00
Travel to Denver for certification (optional)	Variable

Travel costs to clinical affiliate	Variable
Housing (if unable to travel daily to remote site)	Variable

*Tuition and fees are listed as in-state and assume COF eligibility. Please visit the following website for the most current information on tuition and fees: <http://www.coloradomesa.edu/businessoffice/expenses.html>

Contact Tracy Matthews, Medical Laboratory Technology Program Director, at tmatthews@coloradomesa.edu to schedule an information session for the phlebotomy courses or an advising session for the Medical Laboratory Technology program if needed.

Phlebotomy Essential Functions

Health care professionals require the performance of essential functions, with or without reasonable accommodations, in order to provide safe care, generate accurate data and communicate effectively to patients and other health care personnel. To effectively train phlebotomy professionals, the performance of these functions is incorporated throughout the program. Faculty and students are required to demonstrate proficiency of these functions in the campus lab and applied experience. The essential functions include, but are not limited to:

The Physical and Sensory Demands required include:

- ✓ Physical abilities to move about freely and safely in small spaces, walk for long periods of time and carry phlebotomy supplies to patient areas within the healthcare facility, reach patients lying in hospital beds or patients seated in drawing chairs, reach shelves and counters, to stand or sit for long periods of time.
- ✓ Physical ability to lift and move 25 pounds.
- ✓ Physical ability to travel to clinical sites for applied experience.
- ✓ Fine motor coordination to manipulate phlebotomy equipment to safely perform dermal punctures, venipunctures and microbiology specimen collections, process specimens, operate equipment and kit components used for culture setups and waived testing and to use an electronic keyboard to operate computers, centrifuges, mobile devices and other laboratory equipment.
- ✓ Tactile ability to locate and discriminate veins from other structures.
- ✓ Visual ability sufficient to discern colors, observe patients, specimens and demonstrations, and to observe and respond to emergency lights.
- ✓ Visual acuity to read and interpret test requests and physician orders in print and on monitor/computer screens, ability to read small print for patient identification.
- ✓ Sufficient hearing ability to answer phones, beepers and alarms, respond to questions and receive directions.

The Intellectual Demands required include:

- ✓ Ability to master relevant content in both didactic and applied courses delivered in a variety of different learning formats.
- ✓ Independently applies knowledge with computer systems and basic word processing and spreadsheet programs to prepare and submit assignments and take examinations.
- ✓ Read, comprehend and accurately remember and apply oral and written procedures
- ✓ Ability to measure, calculate and to maintain accurate records.
- ✓ Ability to organize and prioritize one's work for completion in a timely fashion.
- ✓ Ability to reason and exercise critical thinking skills to solve problems.

The Behavioral and Emotional Demands required include:

- ✓ Interpersonal abilities sufficient to effectively communicate, both verbally and non-verbally, in a professional, courteous, and respectful manner with patients, physicians, nurses, other health care and non-health care employees, and laboratory personnel.
- ✓ Establish and maintain effective working relationships including working as part of a team.
- ✓ Emotional stability to recognize and respond quickly and efficiently in unsafe and emergency situations in order to minimize injury to patients, self and nearby individuals.
- ✓ Exhibit compassion and tolerance for others, respect cultural diversity.
- ✓ Emotional stability to function effectively in stressful situations and complete all responsibilities, exercise sound judgment, be flexible and adapts to sudden unpleasant situations common in the clinical setting.
- ✓ Project a professional appearance by being well-groomed and punctual.
- ✓ Ability to maintain patient confidentiality and to exercise ethical judgment, integrity, honesty, dependability, and accountability in the performance of one's laboratory responsibilities.
- ✓ Evaluate own performance, accept constructive criticism and seek performance improvement.
- ✓ Maintain a cooperative and productive working relationship with fellow students, patients and other health professionals.

Note: Both Section 504 of the Rehabilitation Act 29 U.S.C.A. Sect. 794 and the new Americans with Disabilities Act prohibit discrimination against 'otherwise qualified' persons with a disability. If an applicant can perform those 'essential functions', he or she is 'otherwise qualified' under the law and must be treated the same as people without a disability. A person who cannot perform the 'essential functions' is not 'otherwise qualified' and may be denied access to the program without being subject to legal action for discrimination. (From NAACLS NEWS, Volume 50, fall 1991)



Department of Health Sciences
1100 North Avenue
Grand Junction, CO 81501

Submit application to the Phlebotomy Administrative Assistant, Ronna Lee Sharpe at rsharpe@coloradomesa.edu

Phlebotomy Application

I am applying for the:

- SPRING** courses
- FALL** courses

Deadline to apply for FALL courses is July 1, and SPRING courses is October 1.

Date _____

Contact Information:

Full legal name _____
Last First Middle Initial Maiden Name

Date of Birth ____/____/____ **Required** CMU No. 700 _____

Are you a current CMU Student? Yes No

Present mailing address: _____
(if different from above) City, State, Zip

CMU email address **required** (please print clearly): _____@mavs.coloradomesa.edu

Phone number with area code: () _____ Cell: () _____

Additional Information (fill in completely all that apply):

Yes	No	Are you planning a career as a certified phlebotomist?
Yes	No	Are you planning on becoming a medical laboratory technician? Beginning classes what year _____ ?
Yes	No	If yes, have you made an advising appointment?
Yes	No	Do you have health care experience? If yes, list job description, dates and duties on the back.
Yes	No	I have read the Clinical Placement Policy and agree to the terms.
Yes	No	I have read the Phlebotomy Essential Functions and agree that I can perform these functions.
List clinical sites you are willing to travel to:		

Incomplete applications will not be accepted. I certify that all the information on this application form is accurate and complete. Concealment of facts or false statements may result in dismissal from the phlebotomy courses.

Applicant Signature

Date