



## **Department of Health Sciences**

### **Phlebotomy Course Information Packet**

#### **Phlebotomy Technician Career:**

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

#### **General Information:**

An application must be placed for the courses; MLTP101 Phlebotomy (3 credits) and MLTP102 Applied Phlebotomy (2 credits "clinical"), enrollment is by permission only. If space allows, up to twelve students are accepted each Fall and Spring semester to enroll in the two courses. Seating in the courses is limited if clinical sites are not available to accommodate all students. The two courses are completed in one semester; MLTP101 takes place in Module 1 and MLTP102 takes place in Module 2. Students successfully completing both courses are eligible for national certification, students not desiring certification may enroll in the MLTP101 course only. It is advisable for students to consider the time commitment for the courses, particularly the clinical hours, before applying.

#### **National Certification:**

The two phlebotomy courses do not culminate in a certificate or degree conferred by CMU. However, students successfully completing both courses meet the Route 2 Board of Certification eligibility requirements from the American Society for Clinical Pathology, BOC (ASCP). Students who successfully pass the BOC phlebotomist exam are eligible to work as a certified phlebotomist in the health care setting. Information for the certification exam is provided to students during Module 2. National certification is optional and not a requirement to pass the phlebotomy courses. Students are not eligible for IV certification with these courses.

#### **Course structure and delivery:**

MLTP 101 Phlebotomy provides students with the knowledge and technical skills necessary to obtain patient samples for laboratory testing. Emphasis is placed on venipuncture collections and professionalism in healthcare. The hybrid course is delivered online and in face-to-face classes during the first eight weeks of the semester in Module 1. The online portion of the course can be accessed at any time (asynchronous delivery). The face-to-face portion of the course will meet on campus for four pre-selected dates on Mondays from 8:00 a.m. to 12:00 p.m. Students practice drawing blood during the face-to-face sessions, as well as practicing other phlebotomists' skills. Students are given the pre-selected dates for the face-to-face sessions after they have been accepted in the courses. The course moves at a fast pace; students are encouraged to purchase the textbook early and start reviewing material prior to the start of the course.

MLTP 102 Applied Phlebotomy course is required for national certification. The course takes place in Module 2 for a total of 100 hours in a four-week period following successful completion of the MLTP101 course. In addition to the 100 hours, students are required to perform 100 unaided successful venipunctures required for national certification. The

clinical sites have additional health and safety requirements that need to be met by the student prior to attending clinicals, such as, but not limited to, immunizations, criminal background check, and drug screening.

#### **Clinical Affiliate Requirements:**

Students enrolled in the MLTP102 course will be given instructions and resources for meeting the following hospital clinical affiliate requirements on **August 1** for the Fall course, or **January 1** for the Spring course through their MavZone email. Students will have one and one-half months to complete the requirements. Students are responsible for meeting and documenting all requirements through Complio and myClinicalExchange. **Students failing to meet the requirements by the due date will not be able to attend clinicals and will be dropped from the MLTP102 course.** The clinical affiliates require the following from students:

- The purchase of Complio and myClinicalExchange accounts,
- Proof of cultural awareness, HIPAA, and blood borne pathogen education,
- Successful criminal background check,
- Completed Physical and Mental Capacity health assessment and ability to fulfill the ***Phlebotomy Essential Functions***,
- TST and Immunizations,
- Proof of liability insurance,
- Negative Drug Screen, and
- Any additional requirements set forth by the clinical affiliate which may include but are not limited to a government criminal background check, American citizenship (VAMC), and finger printing.

#### **Clinical Placement Policy:**

Clinical sites for students are appointed by the Program Coordinator at an affiliated Western Colorado hospital laboratory for all students meeting the forementioned Clinical Affiliate Requirements. Students should be prepared to travel to any of the following clinical sites before applying.

Valley View Hospital, Glenwood Springs	Community Hospital, GJ
Delta Health, Delta	Veterans Administration Medical Center, GJ
Montrose Memorial Hospital, Montrose	Intermountain Health/St. Mary's Hospital, GJ
Family Health West, Fruita	

- Module 2 is split into two, 4-week clinical periods. Students will be placed into one clinical period at one site. The dates of the clinical will be provided at the time of clinical assignment.
- Students must be able to complete 100 hours within the 4-week period for national certification.
- The specific clinical schedule is arranged between the hospital's laboratory coordinator and the student. Students should be available for 25 hours a week (or more considering travel time), Monday-Friday (no weekends), between prime laboratory operating hours of 6am-6pm. It is advisable that students consider the commitment required to successfully complete the clinical hours in such a brief period, along with other commitments such as work, family, and school.
- Students will perform their clinical hours when CMU classes are in session (students cannot perform clinical hours during Spring, Fall, Thanksgiving, or Christmas breaks).
- Special clinical site accommodations will not be made for students that have failed to plan for travel time or have other commitments that interfere with creating a clinical schedule during normal hours of laboratory operations.
- 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 Program Coordinator.

## Application Process:

Students interested in enrolling in the courses must first attend an information session with the Program Coordinator, [Tracy Matthews](#), prior to placing an application. The date/time/location of the information sessions can be found on the CMU Phlebotomy Course website. To apply, students must:

- be at least 18 years of age,
- be a high school graduate or equivalent (GED),
- be an admitted student at CMU with a valid CMU email address,
- have proof of at least one Hepatitis B vaccination (attach proof to application),
- be able to meet the **Clinical Placement Policy**,
- be able to meet the **Clinical Affiliate Requirements**,
- read and agree to the **Phlebotomy Essential Functions** (located at the end of the packet),
- submit a completed application\* by **May 1** for the Fall phlebotomy courses, and by **November 15** for Spring courses.

**\*Please review your application carefully before sending your application to the address listed on the application, incomplete applications will not be considered.**

## Selection Criteria

Due to limited clinical affiliate sites, entrance into the phlebotomy courses is obtained by permission only from the Medical Laboratory Technology Program Coordinator. Students are selected based on the following criteria:

- pre-MLT students take preference in selection
- Positive interactions (verbal and nonverbal) with Department of Health Sciences staff members
- Attendance of an information session
- Completed application and proof of at least one Hepatitis B vaccination (or the series)

## Notification of Acceptance:

- Within a week of the application deadline, students will be notified via their Colorado Mesa University (MavZone) email address whether they have been accepted or placed on an alternate list.
- Students will be given permission to enroll at this time and a deadline will be in place for enrollment, those students not meeting the enrollment deadline will be dropped and the next alternate added.
- Students are encouraged to view their CMU email daily during the week following the application deadline for the notification.
- Applications are not saved for future course offerings; students are encouraged to reapply for the next offering.

## Approximate Costs for 2026

<b>MLTP 101 Phlebotomy Costs (3 credits) all costs are approximate</b>	
Phlebotomy lab fee	\$50.00
Tuition and fees	\$ 901.20*
Scrubs, used for both classes (\$40 x 2 recommended)	\$80.00
Book at CMU Bookstore	\$80.00
<b>MLTP 102 Applied Phlebotomy Costs (2 Credits) all costs are approximate</b>	
Complio Account (Includes background check, drug screen, and required E-Learning modules)	\$138.00
myClinicalExchange (mCE) 6-month account	\$20.00
Physical and Mental Health Exam	Variable
Professional Liability Insurance for a Phlebotomy Student-per year	\$37.00
Immunizations/TST/Antibody Titers	Variable
Tuition and fees	\$600.80*

\*Tuition and fees are listed Undergraduate In-State Career and Technical Education for Health Sciences and assuming COF eligibility. Please visit the following websites for the most current information on tuition and fees:

### **Phlebotomy Essential Functions**

Health care professionals require the performance of essential functions, with or without reasonable accommodations, 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 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)