



COLORADO MESA
UNIVERSITY

Department of Health Sciences

Phlebotomy Technician

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. Twelve students are accepted each Fall and Spring semester to enroll in the two courses if space allows. Seating in the courses may be limited to less than twelve students 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 (BOC) eligibility requirements from the American Society for Clinical Pathology, BOC(ASCP). Additionally, students applying for the BOC are required to provide proof of a high school diploma (or GED) and a social security number. Students who successfully pass the BOC phlebotomist exam are eligible to work as a 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. Skills necessary for limiting pre-analytic errors with sample collections and processing, knowledge of point-of-care 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 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 five pre-selected dates on Monday mornings, from 8 am-noon. Students practice drawing blood during the face-to-face sessions, as well as practicing other phlebotomist skills. Students are given the pre-selected dates for the face-to-face sessions after they have been accepted into 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 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 will 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 clinical.

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 two months to complete the requirements. Students are responsible for documenting all requirements through *myClinicalExchange*. **Students failing to meet the requirements by the due date will not be able to attend clinical and will be dropped from the MLTP102 course.** The clinical affiliates require the following of all students:

- The purchase of a *myClinicalExchange* account,
- Successful criminal background check,
- Completed Physical and Mental Capacity health assessment and ability to fulfill the ***Phlebotomy Essential Functions***,
- TST and Immunizations,
- Proof of health and 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 fingerprinting.

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 aforementioned Clinical Affiliate Requirements. Students should be prepared to travel to any of the following clinical sites before applying.

- Valley View Hospital, Glenwood Springs
 - Delta Health, Delta
 - Montrose Memorial Hospital, Montrose
 - Colorado Canyons, Fruita
 - Community Hospital, GJ
 - Veterans Administration Medical Center, GJ
 - St. Mary's Hospital, GJ
- Module 2 is split into two, 4-week clinical periods. Students will be placed into one clinical period at one site. The clinical dates will be provided at the time of clinical assignment.
 - Students must be able to complete 100 hours within the 4-week period assigned by the Program Coordinator.
 - 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 6 am-6 pm. It is advisable that students consider the time 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. Application requirements, 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 **March 15** for the Fall phlebotomy courses, and by **October 15** for Spring courses.
- *Carefully review your application before sending it 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:

- MLT students take preference in the 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 alternatelist.
- 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 2023

MLTP 101 Phlebotomy Costs (3 credits) all costs are approximate	
Phlebotomy lab fee	\$50.00
Tuition and fees	\$ 996.15*
Scrubs, used for both classes (\$40 x 2 recommended)	\$80.00
Book at CMU Bookstore	\$50.00
MLTP 102 Applied Phlebotomy Costs (2 Credits) all costs are approximate	
Professional Liability Insurance for a Phlebotomy Student-per year	\$40.00
6-month myClinicalExchange (mCE) account	\$20.00
Health Exam	Variable
Personal Health Insurance	Variable
Immunizations/TST/Antibody Titers	Variable
Drug Screen	\$60.00
Background Check	\$60.00
Tuition and fees	\$664.10*

*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>

Phlebotomy Essential Functions

Healthcare professionals require the performance of essential functions, with or without reasonable accommodations, to provide safe care, generate accurate data and communicate effectively with patients and other healthcare personnel. To effectively train phlebotomy professionals, the performance of these functions is incorporated throughout the program. Faculty and students are required to demonstrate proficiency in 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 the 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 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 to discern colors, observe patients, specimens, and demonstrations, and 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 the 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 of 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 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, and respect cultural diversity.
- ✓ Emotional stability to function effectively in stressful situations and complete all responsibilities, exercise sound judgment, be flexible, and adapt 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 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)