

# **PHLEBOTOMY PROGRAM**

Student Handbook

2024

Pending Approval April 2024



Welcome to Western Dakota Technical College's Phlebotomy Program!

This document is intended to provide students with policies and procedures that apply specifically to the Phlebotomy program. Be advised that this handbook is in addition to the WDTC Student Handbook. Please read and review this document thoroughly and ask your advisor for clarification of any policies that are unclear before you sign. An acknowledgement form appears at the end of this document that states you agree to the policies while you are enrolled as a student in the Phlebotomy program. The form must be signed and turned in to your advisor at the beginning of your first semester.

The Phlebotomy program reserves the right to make changes to policies and procedures. Students will receive in writing any revisions as they occur. As stated, the policies and procedures in this document are in *addition* to the policies and procedures in the Western Dakota Tech Student Handbook.

Thank you for choosing WDTC's Phlebotomy Program for your education and training. We are excited to have you!

**Program Director for Phlebotomy Program**

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## **Mission Statement of WDTC Phlebotomy Program**

The goal of the Phlebotomy Program at WDTC is to educate and train students by providing the necessary theory and skills required to graduate from the program. It is the mission of the Phlebotomy Program that upon successful completion of the didactic coursework and clinical rotations, students will be expected to successfully demonstrate entry-level competencies as a Phlebotomy professional in the workforce.

### **Intended Phlebotomy Program Outcomes**

Refer to the Program Learning Outcomes on [www.wdt.edu](http://www.wdt.edu) under the Degree Programs link. The Phlebotomy Program Learning Outcomes and additional professional standards of a Phlebotomist are also discussed later in this document.

### **ADA/504 Accommodations**

Students Rights to Assistance or Accommodations: Western Dakota Technical College (hereinafter WDTC) does not discriminate on the basis of disability. If you have a disability as defined by federal or state law, including a temporary disability related to pregnancy and/or parenting as a result of a medical necessity due to childbirth, WDTC will provide reasonable accommodations including but not limited to architectural access, aids and services necessary for effective communication, and modification of its policies and procedures. To request ADA/504 accommodations, students must contact the Student Resource Coordinator who serves as the Disability Services Coordinator. The Student Resource Coordinator will work with the student and the student's instructor(s) to establish approved accommodations. For a full list of WDTC ADA/504 guidelines, see the [WDTC Disability Services Handbook](#).

### **Western Dakota Technical College's Diversity, Equity, Inclusion, and Belonging Definition**

Western Dakota Technical College (WDTC) respects the uniqueness of every individual who works at, attends, or visits WDTC and is committed to diversity, equity, inclusion, belonging. We know and acknowledge all of us have different strengths and backgrounds that contribute to the success of us as individuals and WDTC as a whole. We believe everyone should have equitable access to technical education and the professional career pathways it provides. Thus, WDTC strives to provide a supportive and inclusive environment for all employees and students, regardless of areas of difference, so individuals can find both personal and professional success at WDTC.

### **Discrimination and Harassment**

All employees, non-employees, and students have a responsibility to maintain a positive learning, work and school activity environment by reporting all incidents or suspected incidents of discrimination and/or harassment involving themselves or others.

## **Notice of Non-Discrimination**

WDTC will not tolerate racism, discrimination, harassment, exploitation or victimization of students, school employees, non-employees, or any person who is an invitee of WDTC for any reason, including but not limited to race, color, ethnic background, national origin, pregnancy, marital status, religion, creed, age, sex, citizenship, political affiliation, mental and/or physical challenge, disability, sexual orientation, genetic information, gender identity, gender expression, status as a veteran, or any other status protected under applicable federal, state or local law. WDTC is committed to providing an environment free from harassment and other forms of discrimination for students, employees, non-employees and its invitees. The following person has been designated to handle inquiries or complaints regarding the non-discrimination policies: Director of Student Success who serves as the Title IX Coordinator.

### **Title IX at Western Dakota Technical College**

Title IX of the U.S. Education Amendments of 1972 ("Title IX") is a federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. Western Dakota Technical College (WDTC) does not discriminate on the basis of sex in the education programs or activities that it operates including admissions and employment.

Under Title IX, discrimination on the basis of sex can also include sexual harassment which is defined as conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the College conditioning the provision of education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo); or
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the institution's education program or activity; or
3. Sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the WDTC Title IX Coordinator, or by any other means that results in the WDTC Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number, electronic mail address, or by mail to the office address listed for the WDTC Title IX Coordinator. The following person has been designated to handle inquiries regarding the non-discrimination policies and/or laws: Kelly Oehlerking, Title IX Coordinator; 800 Mickelson Drive, Office D160A, Rapid City, SD, 57703; 605-718-2931; Kelly.Oehlerking@wdt.edu

WDTC Policies 2001/4001, 2001/4001.Procedure.001, and 2001/4001.Procedure. 002 provide information on WDTC's grievance procedures and grievance processes, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how WDTC will respond.

*Policy - <https://www.WDT.edu/assets/docs/uploads/about/policies/4001.pdf>*

*Procedure. 001 <https://www.WDT.edu/assets/docs/uploads/about/policies/4001procedure001.pdf>*

*Procedure. 002 <https://www.WDT.edu/assets/docs/uploads/about/policies/4001procedure002.pdf>*

Inquiries about the application of Title IX may be referred to the WDTC Title IX Coordinator, to the Assistant Secretary, or to both. The Assistant Secretary contact information is U.S. Department of Education, Office of Postsecondary Education, 400 Maryland Avenue, S.W., Washington, DC 20202, Main Telephone: 202-453-6914.

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## **Essential Functions:**

The United States Equal Employment Opportunity Commission (EEOC) defines an essential function as the basic job duties that an employee must be able to perform, with or without reasonable accommodation.

Essential functions refer to those physical, behavioral, and emotional demands and abilities that are necessary for satisfactory completion of all aspects of the curriculum and for the development of professional attributes required of students upon completion of the program.

The Phlebotomy Program has established a comprehensive list of minimum essential function requirements according to industry standards and current position listings that must be met, with or without reasonable accommodations, in order to participate in the program and graduate. In accordance with the EEOC and the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), the premier international agency for accreditation and approval of educational programs in the clinical laboratory sciences, students enrolling in and graduating from the Phlebotomy Program must meet the essential function requirements of the academic program and of the Phlebotomy profession. The student must be able to contribute to colleagues' progress, to their instructors' or supervisors' completion of appropriate tasks, and render services that contribute to the wellbeing of patients. The Phlebotomy student must be capable to perform the essential functions listed below in this document and willingly provide signature of agreement concerning these essential functions. Students enrolling in and graduating from the Phlebotomy Program at WDTC must meet the *essential functions* of the academic program and of the Phlebotomy profession. The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) requires that accredited Phlebotomy Programs define and publish essential functions required for admission to the program, and to determine that "there shall be a procedure for determining that the applicant's or student's health will permit them to meet the essential functions of the program."

### **Essential Functions**

All students in the program must be able to perform the essential functions of the profession and meet the standards of the curriculum. Students seeking exceptions to these standards or reasonable accommodations should contact the program director.

Theme	Essential Functions	Example of Required Activities (Not all inclusive)
<b>Observation</b>	Candidates must be able to observe demonstration and participate in hands-on learning in the classroom, laboratory, and clinical settings. Candidates must be able to acquire information from written documents and computer systems.	<ul style="list-style-type: none"> <li>• Reading small, fine print in all environments, including low-light conditions for accurate patient identification.</li> <li>• Recognize and assess patient changes in mood, activity, cognition, verbal, and non-verbal communication.</li> <li>• Acquire information from various equipment such as alarms and emergency signals.</li> <li>• Differentiate basic colors and their hues in relation to distinguishing tube types and equipment choices.</li> <li>• Utilize depth perception to determine where your device is in relation to the patient and surrounding environment.</li> <li>• Assess point of care testing such as pH litmus paper by comparing test-strip results to value chart.</li> <li>• Recognize patient’s changing condition regarding skin integrity and temperature.</li> </ul>
<b>Communication</b>	Candidates must be able to communicate effectively, sensitively, and efficiently with patients, families, health care professional and faculty. Candidates must be able to acquire the patient’s medical history in a timely manner, interpret non-verbal information, and establish a therapeutic rapport with patients. Candidates are also required to record information accurately and clearly; and communicate efficiently in English with other health care professionals.	<ul style="list-style-type: none"> <li>• Sufficiently communicate in English to retrieve information from literature, computerized databases, and lectures to communicate concepts on written exams and patient charts.</li> <li>• Communicate effectively and efficiently with patients, students, staff, faculty, and all members of the healthcare team during all learning experiences.</li> <li>• Fluently read and comprehend the English language necessary to understand caregiver’s written and/or electronic orders and understand any signage related to safety and patient care.</li> <li>• Respond to overhead announcements and pages.</li> <li>• Interact with healthcare faculty, patients, and family in person and via the telephone.</li> <li>• Correctly identify patients, within noisy environments per institutional policy.</li> </ul>



<p style="text-align: center;"><b>Motor Skill &amp; Mobility</b></p>	<p>Candidates must have sufficient motor functions that they are able to execute movements required to provide general care and treatment to patients in all health care settings within a specified amount of time.</p>	<ul style="list-style-type: none"> <li>• Full range of motion allowing for gross movements within confined spaces such as bending, stooping, squatting, lifting, and pushing.</li> <li>• Full use of both hands, along with the ability to grasp, pinch and perform some repetitive motions including typing and tube inversions.</li> <li>• Fine motor skills, steady hand function and hand-eye coordination.</li> <li>• Locate veins and arteries, by palpation, allowing for vascular access.</li> <li>• Perform basic life support, transfer and position patients and re-position self around patients.</li> <li>• Position and operate typical equipment found in the health care environment (i.e., oxygen tanks, wheelchairs, imaging equipment, etc.)</li> </ul>
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<p style="text-align: center;"><b>Interpersonal Behavior &amp; Social Skills</b></p>	<p>Candidates must exhibit the emotional stability required for full utilization of their intellectual abilities, which includes, but is not limited to, the exercise of good judgment, and the prompt completion of responsibilities associated with the care of patients. Candidates are expected to exhibit integrity, honesty, professionalism, compassion, and display a spirit of cooperation and teamwork.</p>	<ul style="list-style-type: none"> <li>• Tolerate physically, mentally, and emotionally demanding workloads, function effectively under stress, adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of patients.</li> <li>• Express compassion, integrity, concern for others, interpersonal skills, interest, and motivation when working with patients, staff, and faculty.</li> <li>• Manage apprehensive patients with a range of moods and behaviors in a tactful, culturally sensitive, congenial, personal matter so as not to alienate or antagonize them.</li> <li>• Accept feedback and respond by appropriate modification of behavior.</li> <li>• Show genuine empathy, understanding, interest and professionalism while interacting with patients.</li> </ul>
<p style="text-align: center;"><b>Cognitive &amp; Intellectual</b></p>	<p>Candidates must be able to assimilate detailed and complex information presented in both didactic and clinical coursework. Candidates are expected to possess the ability to measure, calculate, reason, analyze, synthesize, and transmit information. Candidate must also command the ability to think critically, possess problem-solving and organizational skills necessary the classroom, laboratory, and clinical setting.</p>	<ul style="list-style-type: none"> <li>• Learn through a variety of methods including, but not limited to, classroom instruction, small group, problem-based learning groups, team and collaborative activities, individual study, preparation, and presentation of reports simulations, and through the use of technology.</li> <li>• Organize time independently and manage multi-faceted demands and schedules.</li> <li>• Comprehend three-dimensional relationship and to understand spatial relationships of anatomic structures.</li> </ul>

Please refer to the last page of this document to indicate that you have read and understood WDTC's Phlebotomy Program's *Essential Functions* and believe that you can meet the comprehensive list of essential function requirements.

**Please mail completed application packet for consideration of acceptance to the Phlebotomy Program. Completed applications will be reviewed on a first come, first serve basis.**

**Admission Selection Process for Acceptance to Phlebotomy Program:**

The following general application instructions will be utilized to assess all **completed** applications received for admission to the Phlebotomy Program at Western Dakota Technical College.

**General Application Instructions for Phlebotomy Program:**

1. Applicants are responsible for maintaining current mailing address, phone numbers, and email addresses with the Phlebotomy Program department as well as WDTC's Admissions Office.
2. As a matter of courtesy, accepted applicants are requested to inform the Phlebotomy Program Director of their decision not to enroll in the Phlebotomy Program; other applicants are waiting for vacancy.
3. Transfer Students: Courses from NAACLS accredited Phlebotomy Programs and Military Laboratory Specialists Programs will be evaluated on an individual basis.
4. Applicants who are not accepted for admittance will not be carried over to the following year. Applicants must reapply to the Phlebotomy Program by the next application deadline and must comply with the admission requirements for the current program year. It is the responsibility of the applicant to be aware of any application change in criteria.
5. A criminal background check may be required prior to entering any Phlebotomy clinical rotation. In the event the student background check reveals any disqualifying factors, that student will not be permitted to continue with the clinical rotation portion of the Phlebotomy Program. Additionally, students may be required to perform and pass a drug test(s) depending on the clinical rotation's policy. The background check and drug test(s) may be the financial responsibility of the student. Please note that successful completion of the Phlebotomy clinical rotation is a requirement for graduation.



## Phlebotomy/Laboratory Assistant Application Process

To gain acceptance into the WDT Phlebotomy/Laboratory Assistant program, applicants must:

- \_\_\_\_\_ 1. Complete WDT Application online at [www.wdt.edu](http://www.wdt.edu)
- \_\_\_\_\_ 2. Submit High School transcript or GED scores.
- \_\_\_\_\_ 3. Submit Immunization Records verifying two doses of MMR vaccinations.
- \_\_\_\_\_ 4. Submit official college transcripts if you have previously attended a post-secondary institution.
- \_\_\_\_\_ 5. Schedule an Admissions Advising Session (can be completed on campus or by phone).
- \_\_\_\_\_ 6. Complete the ACCUPLACER test (\$15.00 fee). Call 605-718-2565 to schedule an appointment.

(The ACCUPLACER test will be waived if you have an ACT sub score of 18 or better in English, Math, and Reading, or a SAT sub score of at least 440 in Verbal and Math. The scores must be within the last five years.)

To continue into Phlebotomy/Laboratory Assistant clinical, students may have to provide the following:

- \_\_\_\_\_ 1. Background check\*
- \_\_\_\_\_ 2. Complete a drug test\*
- \_\_\_\_\_ 3. Provide a copy of immunization records (Hepatitis B Series, Varicella, TDAP, Annual Record of TB, COVID-19 and Annual Flu Shot)\*

\*Students are responsible for additional costs.

The program lead instructor will assist students with any clinical or internship site requirements.

**Note:** If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

Students that sit out for a spring or fall semester or longer, will return under a new Catalog and may be required to repeat courses or successfully complete new or revised skills or competency assessments. Before readmittance, the program may need to determine if a student is eligible to continue in technical courses. Program sequencing and cohort size may prevent enrollment in technical courses.

Clinicals, practicums, and internships may include, but are not limited to differential shifts (evenings, nights, weekends, and holidays) to meet industry expectations. Clinicals may occur during summer semester depending on program enrollments. This may require travel outside the Rapid City Area.

11/2021

### **Purpose of the Training Program**

WDTC's Phlebotomy Program educates and trains students for positions in hospitals, medical clinics, physician offices, laboratories, public health facilities, and blood centers as well as veterinary, industrial, and environmental laboratories nationwide.

The Phlebotomy Program is in the process of programmatic accreditation through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). Programs that participate in the NAACLS programmatic accreditation process culminate in a certificate upon completion. Participation in the accreditation process is voluntary since there is no legal requirement for specialized programs and institutions to participate. WDTC's NAACLS accreditation status allows the Phlebotomy graduates to sit for the American Society of Clinical Pathology (ASCP) Board of Registry Certification exam. ASCP Board of Certification can be reached at (800-267-2727); [info@ascp.org](mailto:info@ascp.org). NAACLS can be reached at 5600 N. River Rd. Suite 720, Rosemont, IL 60018 or phone (773-714-8880) and fax (773-714-8886). Email: [naacsl@mcs.net](mailto:naacsl@mcs.net) Webpage: [www.naacsl.org](http://www.naacsl.org)

Further information regarding the NAACLS accreditation is available from the Phlebotomy Program Director.

#### **Program Goals:**

- 1) Deliver high quality education to WDTC students by teaching up-to-date curriculum to thoroughly prepare all Phlebotomy Technician graduates for a career in phlebotomy
- 2) Provide an educational clinical practicum experience that builds upon their academic success in the classroom
- 3) Assure Phlebotomy Technician graduates enter the work force with a strong understanding of professionalism

- 4) Offer Phlebotomy Technician graduates knowledge, technical skills, and practical experience to qualify for the national Phlebotomy certification examination

### **Program Learning Outcomes & Professional Standards**

Program Learning Outcomes (may also refer to the Program Learning Outcomes on [www.wdt.edu](http://www.wdt.edu) under the Degree Programs link) performed by a Phlebotomy include, but are not limited, to:

#### **Critical Thinking:**

Apply critical thinking skills in the laboratory field by recognizing specimen integrity in the delivery of patient care and evaluation clinical lab data to correlate with various disease states.

#### **Technical Knowledge and Skills:**

Demonstrate technical knowledge and skills by operating laboratory equipment according to standard procedure, assessing quality assurance, and adhering to safety practices in the laboratory environment.

#### **Communication:**

Demonstrate professional communication skills by relaying lab test information and pursuing effective communication with patients and appropriate healthcare professionals.

#### **Professionalism:**

Demonstrate professionalism by exhibiting accountability, displaying professional conduct, model ethical behavior and operate as a vital member of the medical lab team.

Additional unique standards must be met by Phlebotomists to demonstrate competence in their profession. These standards are set forth by the following descriptions of the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS):

### ***Description of Entry Level Competencies of the Phlebotomist***

#### **Professional Knowledge (Cognitive):**

By the end of the program the student will be able to:

- Know the principles underlying the profession of phlebotomy, including but not limited to anatomy, physiology, venipuncture, venipuncture equipment, personal protective equipment, order of draw, skin punctures, and hand-hygiene.
- Utilize knowledge of the techniques used in phlebotomy and the ability to assess objectively the evidence for their effectiveness.
- Acquire skills to promote self-directed, life-long learning in the field of

phlebotomy.

Professional Skills (Psychomotor):

By the end of the program the student will be able to:

- Perform practical skills required to work as a competent phlebotomy technician by correctly performing a minimum of 100 successful phlebotomy draws.
- Apply phlebotomy skills with compassion, safety, and appropriate patient care measures.
- Utilize quality improvement techniques to enhance the accuracy and appropriateness of phlebotomy testing results
- Participate (in the role of phlebotomy technician) as part of a clinical team providing comprehensive care for patients

Professional Attitudes, Behaviors and Cultural Competencies (Affective): By

the end of the program the student will be able to:

- Commit to practice according to the ethical principles and legal requirements of the profession of a phlebotomy technician.
- Value cultural competency and respect for diversity in all professional interactions
- Exhibit appropriate and professional skills of interpersonal communication with all patients and other members of the health team.
- Understand the responsibilities of all health care workers to contribute to enhancing the health and welfare of society.

## **Phlebotomy Program: Total Program Cost**

The total program cost of the Phlebotomy Program can be accessed on Western Dakota Tech's website ([www.wdt.edu](http://www.wdt.edu)) under the Paying for School (Cost) link. WDTC produces a cost sheet annually and provides total program costs, including tuition and books, fees (institutional fee, facility fee, M&R fee, State Technology fee) and other costs (laptop computer, uniforms, and career fees) associated with each program. While WDTC strives for accuracy, the cost sheet may not reflect the exact costs for any program. Please contact Enrollment Services for any questions and explanations regarding the cost of programs at Western Dakota Tech.

## **Phlebotomy Program's Discipline Policy**

All student issues must follow the Student Code of Conduct as found in the WDTC Student Handbook and the Phlebotomy Program Preceptor Handbook.

## **Phlebotomy Program Student Policies and Procedures**

The Phlebotomy program has established the following policies and procedures in addition to the policies in the Western Dakota Tech Student Handbook.

### **A. Student Advising**

Students will meet with their assigned academic advisor at the start of each semester, at mid-semester, and as needed throughout the course of the program. The advisor will have posted office hours for each semester and will assist in the following areas:

- a. Registration assistance, scheduling, and general record keeping
- b. Referrals to student resources (counseling, financial aid, disability services, learning resources, tutoring, Student Success Coaches, placement, and career services)
- c. Student questions or concerns
- d. Degree requirements and graduation procedures

### **B. Student Liability**

Students are covered during their clinical experience as long as they are in an unpaid position. All Phlebotomy clinical rotations will be unpaid, without exception. As an enrolled WDTC student, each student is automatically covered:

- a. Up to \$1,000,000 each claim professional liability coverage
- b. Up to \$3,000,000 aggregate professional liability coverage
- c. Students are responsible for their own personal medical and health care costs. Affiliated sites will provide emergency health care to students; however, students will bear the associated costs.

### **C. Student Health, Illness, And Injury Policies and Procedures**

Students incurring any injury in the clinical or lab setting must report immediately to an instructor or preceptor for the necessary policies and procedures of the facility. Required emergency treatment and appropriate report forms must be completed. If the facility assesses cost for this treatment, the student is responsible to pay those charges. WDTC is not responsible for those charges.

If a student sustains an injury at WDTC, it must be reported, and an accident report must be completed.

In the event of exposure to a communicable disease or a needle sharps/stick during a clinical rotation, adherence to the policy of treatment for that facility is required. The student must report any injury or incident to WDTC Human Resources as soon as possible and to the Phlebotomy Program Director within 72 hours. Students will be instructed to complete required accident report paperwork (will be given to student to complete). All expenses incurred from the injury/accident during a clinical rotation must be submitted to WDTC Human Resources as soon as possible. Timely reporting of any incident to the Vice President for Teaching and Learning or designee is required by the clinical instructor or personnel at the clinical practicum site.

#### **D. Background Screening**

To continue into the Phlebotomy clinical course, the clinical site organization may require a criminal background check. Each organization will follow their own procedures and practices for background check review and acceptance of the clinical student. Even if the student is granted admittance to the program, they may be denied registration, certification, or employment based on that entity's policies and procedures. If students have questions or concerns, they may contact their academic advisor, the national certification board, or a potential employer.

#### **E. Drug Testing**

Drug Testing will be based on Clinical site preferences. If a student is placed in a Clinical site that requires a drug screening(s), they will notify the student and guide the student through their process. This cost may be incurred by the student.

#### **F. Load/Study Time**

A large amount of course material is covered in a short period of time. Readings and assignments must be completed, and the student will need to make arrangements for study time outside of class time. The amount of study time needed will vary for each individual. For example, a three-credit lecture course will meet a total of 48 hours over the semester. Homework can take approximately 96 hours over the same period of time. The result is a student can expect to spend 144 hours on one three credit class. Each student will require a different amount of time studying and completing homework; therefore, the homework time is an average calculation.

#### **G. Transportation**

Student Lab classes will be held on campus or within the Rapid City area. **Clinical experiences may be scheduled in areas outside of Rapid City and possibly outside of the state of South Dakota.** Clinical hours are scheduled according to the preceptor's needs and may include days, nights,



weekends, and some holidays. Transportation and lodging are the responsibility of each student. The student must allow sufficient time for commuting and must have reliable transportation.

#### **H. Attendance Policy**

Regular attendance is required for all classroom and clinical experiences and is a significant factor that promotes success in coursework. Students must adhere to the attendance policies stated in each course syllabus.

Students must notify the instructor as early as possible prior to any known absences from class or clinical (weddings, funerals). They must also notify the clinical site. In the event of an unexpected absence (illness, transportation issues, weather conditions), the instructor and clinical site should receive notification before the starting time of class or clinical. Make-up work may be allowed at the discretion of the instructor. Make-up clinical time may be allowed at the discretion of the clinical preceptor. Promptness is expected. Students should arrive on time and prepared for class and clinical.

#### **I. Uniforms and Appearance**

Students will be required to wear scrubs during all labs and clinical rotations. Students must wear their name tag when at clinical or lab sites (according to facility policy) and when requested by an instructor.

Students are required to purchase a set of scrubs within the first 30 days of the semester. Students are required to wear scrubs every scheduled lab period.

Workplace requirements are adopted by the Phlebotomy program for lab and clinical, and for class where appropriate, and are as follows:

- Proper personal hygiene—personal cleanliness, use of deodorant, and good oral hygiene
- Hair should be clean, neatly combed, and styled so it does not fall forward
- Long hair must be pulled back
- Perfumes and colognes are not to be worn
- Jewelry is limited to a watch and wedding band and/or engagement ring
- Students with pierced areas that are visible to the public are to cover these areas during lab or clinical experiences or remove jewelry
  - Small stud earrings that do not dangle may be worn during lab and clinical
  - Students may be requested by a clinical affiliate to remove jewelry that is not considered acceptable professional attire
- Closed-toe and closed-heel shoes are required
- Dress code policy and personal hygiene standards of the clinical affiliate must be followed. A professional appearance is expected at all times.

#### **J. Social Guidelines**

- Privacy does not exist in the world of social media.

- Search engines can turn up posts years after they were created, and comments can be forwarded or copied.
- If you would not say it to an individual face-to-face, then don't post it.
- Confidential, trademarked, and student/faculty/patient information may not be posted.

#### **K. Student Conduct**

Students are expected to follow the conduct policies in the WDTC Student Handbook. Please see the WDTC Student Handbook Code of Conduct for details.

Clinical and lab affiliate policies for appropriate behavior must be followed when in clinical/lab areas. Professional conduct is expected at all times. Good judgment must be used in the choice of words. Profane language may not be used, and tactfulness is expected. Tobacco use is not permitted while in the clinical/lab area.

Confidentiality regarding any patient information is expected, and students must agree to and sign confidentiality policies of their clinical affiliates. Students will be provided patient confidentiality and HIPAA training prior to any clinical practice. Students are not to have a social relationship with patients and/or clinical preceptors as this is a conflict of interest. Honesty in all communication is expected.

#### **L. Progression Policy**

If a student fails to meet a passing grade requirement for a course but does wish to continue in the program, the student must meet with his/her advisor and the Student Success Center to determine the course of action for continuation in the program. Students must complete all phlebotomy and technical courses with passing grades to be eligible to graduate from the Phlebotomy Program and to progress to the phlebotomy clinical practicum.

Continuation in the program is at the discretion of the program director and appropriate WDTC staff in accordance with WDTC policy. All required technical courses must be successfully completed prior to entering the clinical phase of training.

#### **M. Discipline/Dismissal Policy**

All student issues will follow the Student Code of Conduct as found in the WDTC Student Handbook. Issues of concern may include:

- a failure to maintain a passing score in all required courses
- a lack of integrity (stealing, lying, cheating, plagiarism) or breach of confidentiality
- exhibiting behavior that jeopardizes the safety of others

The faculty reserves the right to recommend discipline at any time for a student who exhibits behavior that jeopardizes the safety of others.

#### **N. Service Work and Compensation**

Students must operate under the supervision of qualified personnel at all times. Students may not be compensated for procedures performed or substituted for regular staff during scheduled clinical/lab practice hours in accordance with NAACLS accreditation guidelines.

**O. Certification Exam Eligibility**

The Phlebotomy program and most employers strongly recommend national certification through the American Society of Clinical Pathologists (ASCP) following graduation from the program. After successful completion of the required phlebotomy courses, students will be provided application information necessary for Phlebotomy national certification. Program results and receipt of the certificate from the Phlebotomy Program at WDTC is not contingent upon passing any external certification or licensure exam.

Required Steps to Obtain Your Credential	1. Students must successfully complete a National Accrediting Agency for Clinical Laboratory Science (NAACLS) accredited program or meet the American Society for Clinical Pathology (ASCP) - Board of Certification (BOC) eligibility requirements. The requirements are found at: <a href="http://www.ascp.org/certification">www.ascp.org/certification</a>
	2. Complete the online ASCP-BOC application and submit application fee
	3. Submit required documentation for verification of eligibility  <i>NOTE: ASCP must receive official transcripts prior to receiving certification</i>
	4. Receive approval to take the computerized exam at a Pearson Professional Center within a 3-month period upon exam eligibility
	5. Schedule the exam at the Pearson Professional Center of your choice  <i>NOTE: A preliminary pass/fail result will be provided at the end of exam</i>
	6. Receive email notification to login and view the final exam score report  <i>NOTE: Certificate will be sent approximately 4-8 weeks after receiving passing score report</i>
	7. Maintaining the certification - Initial certification is valid for 3 years. Credential Maintenance Program is required every three years to maintain certification  <i>NOTE: If you plan to work outside of South Dakota, you will be required to apply for registration and/or licensure within that state. Each state may have different requirements for this process.</i>

**P. Teach Out Plan**

The academic calendar of WDTC is subject to modification or interruption due to occurrences such as fire, flood, labor disputes, illness, accident, or death of an instructor, interruption of utility services, acts of God, civil disorder and war. In event of such occurrences, WDTC will make every attempt to accommodate its students. It does not, however, guarantee that courses of instruction, extra-curricular activities or other WDTC programs or events will be completed or rescheduled. Should such a condition occur, refunds will be made to eligible students as determined by the President in accordance with WDTC policy.

In the event of a Western Dakota Technical College campus closure, the institution will follow policy FDCR.B.10.010 from the Higher Learning Commission. WDTC will provide equitable treatment of students by ensuring they are able to complete the educational program in which they are enrolled within a reasonable period of time. WDTC will also provide prompt notification of additional changes to students, if any. In the event of the closure of Western Dakota Technical College, all permanent records of current and former students will be maintained by and available from Career and Technical Education, 700 Governors Drive, Pierre, South Dakota 57501

Each continuing program at WDTC is subject to an annual internal review to gauge its performance over the prior three years in the areas of enrollment, retention, and placement plus any other areas deemed important to the program by the institute. The Division of Career & Technical Education will conduct a risk analysis of all programs in the areas of enrollment, retention, and placement. Standards and performance levels used to determine at risk programs will be established by DCTE and WDTC. A program deemed as high risk may be required to move to a teach out status.

In the event of a program teach out status, the Program Director will notify any programmatic accreditor within 30 days of the occurrence. WDTC will also notify the SD Board of Technical Education. WDTC will provide written notification to students currently enrolled of the program's closure. WDTC will provide equitable treatment of students by ensuring they are able to complete the educational program within a reasonable period of time. This will include working with the Program Director, academic advisor, and Student Success Center to finalize degree plans for completion of the program. WDTC will also provide prompt notification of additional changes to students, if any.

**Western Dakota Technical College  
Phlebotomy Program  
Student Handbook**

I have received from my advisor a copy of the Phlebotomy Program Student Handbook. By signing below, I certify that I have read, understand, and agree to abide by the policies and procedures of the program.

Printed Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

\*Please turn in the signed form to the Phlebotomy Program Director.

**Western Dakota Technical College  
Phlebotomy Program  
Essential Functions Agreement**

I have received, been informed and understand the written essential functions requirements of the Phlebotomy Program as outlined previously in this document.

Printed Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

\*Please turn in the signed form to the Phlebotomy Program Director.

**WDTC Mission**

Western Dakota Technical College prepares students to be highly-skilled professionals through accessible, career-focused programs to improve their lives, while adapting to community workforce needs and positively impacting our economy.