



PHLEBOTOMY STUDENT HANDBOOK



Phlebotomy Student Handbook

This Phlebotomy Student Handbook contains important guidelines and documents for you to successfully complete your certificate as a Phlebotomy.

The Phlebotomy Certificate course provides theory and clinical experiences needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to safely perform procedures necessary for specimen collections on patients in various health care settings and may be eligible for national certification as phlebotomy technicians.



The South Piedmont Community College Phlebotomy Certificate Program is affiliated with and recognized by the American Medical Technologists (AMT). Our Phlebotomy Program meets the standards and requirements of the AMT, and students that successfully complete the Phlebotomy Certificate are eligible to sit for certification with American Medical Technologists (AMT). Information regarding how to become certified is available at www.americanmedtech.org. Students must register and pay for the exam to become a Registered Phlebotomy Technician separately from the cost of SPCC's phlebotomy course.



The South Piedmont Community College Phlebotomy Certificate Program is affiliated with and recognized by the National Healthcare Association (NHA). Our Phlebotomy program meets the standards and requirements of the NHA, and students that successfully complete the Phlebotomy Certificate are eligible to sit for certification with the National Healthcare Association (NHA). Testing on-site at South Piedmont Community College is available. Students must register and pay for the exam to become a Certified Phlebotomy Technician separately from the cost of SPCC's phlebotomy course.

NON-DISCRIMINATION STATEMENT and Title IX

The Board of Trustees and the administration of South Piedmont Community College (SPCC) are fully committed to the principles and practice of equal employment and educational opportunities. Accordingly, SPCC does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender, gender identity, pregnancy, disability, age, religion, veteran status, or any other characteristic or status protected by applicable local, state, or federal law in admission, treatment, or access to, or employment in, its programs and activities. SPCC commits itself to positive action to secure equal opportunity regardless of those characteristics. Should a student feel his/her rights under Title VI, VII, or IX have been violated, he/she may submit a harassment complaint, including sexual harassment, to the Director of Student Advocacy and Accountability/Title IX Coordinator by mail at PO Box 126, Polkton, NC 28135. Complaints may also be faxed to 704-272-5303, emailed to eclodfelter@spcc.edu, or submitted in person at the following office locations: Office # 2124 Braswell Building at the Old Charlotte Highway location in Monroe, or office #215 in the Garibaldi Building at the L. L. Polk campus in Polkton.

DISCLAIMER

All statements in this publication are announcements of present policies and are subject to change at any given time without prior notice. South Piedmont Community College reserves the right to make changes in program requirements and offerings, in regulations, and in fees. Students in the Phlebotomy Certificate will be notified of these changes when they occur.

DISABILITY SERVICES

SPCC provides an ongoing program of services that encourages students with disabilities to integrate themselves into all aspects of college life. The Disability Services provider is available to assist with registration, counseling, academic advisement and arrangements for appropriate accommodation. Reasonable accommodations are established on an individual basis. Students must provide documentation of a disability from a physician or other licensed professional in order to establish eligibility for services. (Please see the SPCC College Catalog for further details.)

MISSION STATEMENT

South Piedmont Community College promotes life-long learning experiences and inspires in its students an active desire for continuing personal growth and development, enhancing self-worth, occupational proficiency, and responsible citizenship. The Phlebotomy Certificate program provides for excellence of educational opportunity by adherence of its faculty in preparing phlebotomy students to assist in learning and placement of phlebotomy externship sites.

Program Outcomes

1. Demonstrate entry-level skills, knowledge, and competence in phlebotomy.
2. Perform and master capillary sticks, and venipuncture skills with the use of vacutainer and butterfly methods.
3. Demonstrate the use of an electrocardiogram (EKG) and patient preparation for this skill.

4. Obtain specimens and perform CLIA waived: hematology, chemistry, urinalysis, immunology, and microbiology testing.
5. Differentiate between normal and abnormal test results while maintaining quality control.
6. Demonstrate proper disposal of biohazardous material to include sharps and regulated wastes.
7. Successfully complete 120 hours of lab externship.

Grading Policy

“Satisfactory” completion of the phlebotomy course is met with a final course average of at least a 70%. A final course average of 69.49% or less is “unsatisfactory”, indicating students have not successfully passed the phlebotomy course.

All final grades will be rounded to the nearest hundredth of a grade when configuring averages.

Competencies

Students must successfully pass all required course competencies with a score of 77% or higher. Students have two attempts to attain a 77% or higher. Competencies are *subjectively* assessed by instructors in the following performance standard areas:

- Accuracy while performing steps outlined on each competency check list
- Adhering to lab safety standards, practices, and protocols when completing each competency
- Accurate competency documentation
- Demonstrating *confidence* in skill mastery

Students that fail to complete skills with two attempts may not proceed in the phlebotomy program.

Phlebotomy Technical Standards

In order to perform the tasks required of a phlebotomist, certain physical capabilities are required. Students must demonstrate the ability to perform required functions as a routine part of classroom, laboratory, and while completing the lab externship. Students should be aware that successful completion of the Phlebotomy program will depend upon the ability to meet the following technical standards.

1. Critical Thinking: Possess critical thinking ability sufficient for clinical and class judgment. Example: You must be able to identify cause and affect relationships in clinical situations, participate in patient instructions, etc.
2. Ethical Behavior: Provide services with respect for human dignity and the uniqueness of the patient/client unrestricted by consideration of socioeconomic status, personal attributes, or the nature of health problems. Example: You will care for patients/clients assigned regardless of race, gender, religion, or diagnosis and uphold integrity as a medical professional.
3. Legal Behavior: Provide care within the scope of practice as stated in the American Medical Technologist of Phlebotomists Code of Ethics and Practice. Example: You will safeguard the

confidentiality of all patient/client information as required by law unless permission is granted by the patient/client.

4. Interpersonal Skills: Possess interpersonal abilities sufficient to interact with individuals, families, groups, etc. from a variety of psychosocial cultural backgrounds. Example: You will establish rapport with patients/clients and healthcare team members by behaving in a professional, courteous manner.
5. Communication Skills: Possess communication abilities sufficient for verbal and nonverbal interaction with others, regardless of language or physical barriers. Example: You will be able to **clearly** explain lab procedures to patients/clients/family, document patient/client responses, and report to others regarding patient/client results.
6. Mobility: Possess physical abilities sufficient to move from room to room and maneuver in small spaces, stand, walk, and bend over for extensive periods of time. Example: You will be able to move between work station, patient/client's room and treatment areas.
7. Motor Skills: Possess gross and fine motor skills sufficient to provide safe and effective healthcare. Example: You must be able to use equipment, position patients/clients, venipuncture, etc.
8. Hearing Skills: Possess auditory ability sufficient to monitor health needs and collect data. Example: You must be able to hear patient responses and questions, etc.
9. Visual Skills: Possess visual ability sufficient for observation and data collection. Example: You must be able to observe a patient during venipuncture and read the labels of tubes used in collection.
10. Tactile Skills: Possess tactile ability sufficient for data collection. Example: You will be able to identify a vein for venipuncture.
11. Physical Requirement: Major activities of this job include frequent walking, standing, and light physical effort performed on a level surface. Some carrying, lifting, kneeling, bending, reaching and squatting are involved in the medical office. You must possess the ability to lift and manipulate/move 40-50 pounds. Example: You will be able to move equipment, position patients, etc.
12. Working environment/safety: The phlebotomist's work environment is indoors in an office/clinical setting. There are mechanical, electrical, chemical, and infectious material hazards in existence. Infectious material hazards involve regular exposure to disease-bearing specimens, body fluids, wastes and risk of blood-borne diseases. Electrical and mechanical hazards exist in areas of equipment use. Laboratory testing procedures may expose the student to some odorous chemicals and specimens. Phlebotomy procedures require contact with patients under a wide variety of circumstances and conditions. The work environment in the medical office is subject to frequent interruptions and at times, irregular hours. Occasional pressure due to multiple calls and inquiries exist.

Safety for the phlebotomy student is provided in the form of personal protective equipment and barrier precautions. Gloves, face shields, goggles, fluid resistant lab coats and manual pipetting devices are used. Additionally, adequate lighting, ventilation, adjustable work surfaces, sufficiently located utilities and area security are present in the medical office.

OCCUPATIONAL RISKS

Phlebotomists work directly with providers and patients, with the goal of providing healthcare and ensuring patient safety. It is a position with a great deal of responsibility.

As with any healthcare position, there are certain occupational risks that come into play with being a phlebotomist, and those hazards include the following:

- **Exposure to infectious diseases**
- **Sharps injuries**
- **Blood borne pathogens and biological hazards**
- **Chemical and drug exposure**
- **Ergonomic hazards from lifting, sitting, and repetitive tasks**
- **Latex allergies**
- **Stress**

At the same time, there are protections set up with the Occupational Safety and Health Act (OSHA), and those protections are particularly important within a healthcare environment. OSHA has a series of standards that protect the safety of healthcare workers and patients.

Phlebotomy programs are required to teach students about the hazards that they face on the job and the protocols that can be put into place to ensure a workplace culture that prioritizes safety.

Job Placement

South Piedmont Community College has no formal policy on the placement of Phlebotomy Certificate graduates. However, the instructors and the clinical coordinator works with recruiters and office managers to maintain ongoing information regarding potential job openings. The Career Services Department of the Student Services Division also assists students and graduates with resume writing, interview skills, and job search strategies. While the College makes no guarantee that students or alumni will be placed in jobs of their choosing, contacts with healthcare providers and recruiters are maintained to help bring prospective employers and employees together.

Student Work Policy

Student lab and clinical activities associated with the Phlebotomy Certificate Program are designed to be educational in nature. No monetary remuneration whatsoever will be paid to students as a result of their clinical experiences. Students are never to be used in place of hired staff personnel within the clinical facility.

Laboratory Subjects

In order to insure the highest quality educational experience it is necessary to perform on-campus venipunctures and capillary sticks in our lab, thus we must use student volunteers. Students are asked to give permission to be used as a laboratory subject in an educational nature. This on campus training is under the supervision of a qualified faculty member in the Phlebotomy Certificate Program at South Piedmont Community College.

Lab Externships

Instructors determine if student skills are at a “mastery” level necessary for lab externship assignment. Instructors have the right to refuse externship assignment to any student who fails to correctly and safely perform phlebotomy, and other required technical skills listed in this handbook.

Lab Externships for phlebotomy students are scheduled for 120 hours after completing the classroom portion. Externships dates will vary based on the availability of lab sites. You will be assigned a lab site by the Clinical Coordinator. Students do not have a choice of clinical sites, and cannot request a specific site. All clinical site placements will be coordinated by the Clinical Coordinator and either Novant or Atrium student placement coordinators. Clinical times are Monday – Friday from 8:00 a.m. to 5:00 p.m. Some clinical sites have varying hours and the students are required to follow the clinical hours of operation. If a clinical site will not allow you to remain in their site, the clinical coordinator will be notified. Depending on the severity of the reason, the clinical coordinator will make the final decision as to whether you can be placed at another site to finish your externship. If you are deemed to not be placed at another site or if another site is not available, you will receive an unsatisfactory for the course.

Clinical Preceptor Interaction:

You are not allowed to be employed by or exchange any services with a clinical preceptor for any reason. Bringing preceptors gifts or food is not allowed while in the Phlebotomy Program. You are not allowed to communicate with your preceptors through personal phone numbers, personal emails or social media. All communication should be through work phone numbers and work email accounts. If you are contacted by a preceptor through your personal email, personal phone number or social media please reply through their work phone or email. If you or your preceptors have questions about this policy clarification can be provided by your Clinical Coordinator or Program Director.

All student activities associated with the program, especially while students are completing clinical rotations, will be educational in nature. Students will not receive any monetary remuneration during this educational experience, nor will the student be substituted for hired staff personnel with the clinical institution in the capacity of phlebotomist. You need to be aware that this is part of the practicum/school contract and understand that no monetary compensation is to be accepted.

STUDENT CONDUCT EXPECTATIONS

You are expected to conduct yourself with the courtesy and dignity customary to a healthcare profession.

Phlebotomy is a profession dealing with human life; therefore, unprofessional conduct such as lying, cheating, stealing, as well as the use of alcohol or nonprescription drugs while on duty is prohibited.

If you fail to comply with normal and accepted manners of behavior and/or performance while on campus or at a clinical site, you may expect disciplinary procedures to be immediately invoked by the instructor. The instructor will determine the nature and degree of disciplinary action necessary to re-establish the desired learning environment. Any time you are subject to dismissal from South Piedmont Community College's health programs for disciplinary reasons, you are entitled to due process, including the right to appeal. A student may or may not be dismissed from the college. Students may apply to the program for a future semester, however, application does not guarantee acceptance into the program.

While in class, lab, or clinical setting, you are required to maintain standards of dress and grooming that are consistent with good hygiene and professional conduct.

Dress Code

Classroom and Lab: You are expected to dress neatly and appropriately for classes in phlebotomy uniform.

Clinical: While in the clinical setting, you will wear the South Piedmont Community College student uniform for the Phlebotomy Certificate.

Any violation of the following dress/grooming codes will result in students being asked to leave class or clinical site. Students must rectify violation before returning to class or clinical site by the following day in order to remain in the program.

- ❖ While in uniform, you may not chew gum or smoke.
- ❖ The Phlebotomy certificate uniform consists of a black top and black pants, SPCC name badge, black shoes, and black socks.
- ❖ Instructors may require modification of hemlines, size, or other aspects of the uniform not meeting external site standards. All parts of the uniform must be kept clean (no stains or spots), wrinkle free, and neat.
- ❖ All phlebotomy students (male and female) will be required to purchase their uniforms. You will be given specific information on the purchase of uniforms when accepted into the program.
- ❖ I.D. badges are to be worn at all times.
- ❖ You must wear your full uniform during class, lab, and lab externship.

Grooming

- ❖ Hair (male and female) must be worn at or above the collar in a professional style. Long hair must be worn up or pulled back from the face in a secured tight manner. Ribbons or other colorful ornaments are not permitted. Artificial weaves/wigs are permitted if conservative, natural color, clean, and secure, and if no safety hazard is presented. Hair should be of a natural, conservative color.
- ❖ Beards, moustaches, and sideburns must be kept neatly trimmed.
- ❖ Fingernails should be clean and cut so that they do not extend beyond the fingertips. No fingernail gel or polish, artificial nails, or nail tips are allowed.
- ❖ Necklaces, bracelets, and other non-functional ornaments may not be worn with the Phlebotomy uniform.
- ❖ Engagement, wedding, wrist watches, and earrings may be worn. Earrings must be round and not more than one-half inch in diameter and conservative in style and only worn in the ear lobe. No more than one earring per ear is permitted.
- ❖ No observable body piercing or tattoos are allowed. All tattoos must be covered when in lab, class, or clinical. Facial piercings are considered body piercings and are not allowed. The only exception to this rule is a stud nose piercing, stud eyebrow piercing and cartilage piercing.

These **must** be covered with a clear retainer at all times during class, lab, and community service events or clinical.

- ❖ Sunglasses may not be worn in the classroom or clinical area unless prescribed by a physician or optometrist.

**SPCC Allied Health and Nursing
Appearance Guidance Chart**

ITEM	ACCEPTABLE	NOT ACCEPTABLE
Uniform	Adhere to program specific uniform selection. Clean, neat, non-wrinkled, in good repair and appropriate size.	Soiled, wrinkled, noticeably worn, and too tight or too loose. When standing, sitting, stooping, bending, or reaching, skin shows around the waistline or at the cleavage or mid-chest line.
SPCC I.D. Badges	Worn in an easily visible spot, on outer layer of clothing at or above the chest. Must be worn during class, lab, clinical, community service events and functions of the Allied Health/Nursing programs.	No SPCC I.D. badge, or worn in a place that is difficult to read (for example, waistband, lower pocket of lab coat).
Hair	Hair (male and female) must be worn at or above the collar in a professional style. Long hair must be worn up and pulled back away from the face, in a secured tight manner. No ribbons or colorful ornaments. Artificial weaves/wigs must be conservative, natural color, clean, secured and not a safety hazard. Hair must be of a natural, conservative color. Beards, moustaches, and sideburns must be kept neatly trimmed.	Extremes in hairstyles or color, messy buns or loose hair hanging below collar length. Colorful ribbons or ornaments (for example, bands, shells, etc.) Unkempt facial hair.
Hygiene	Use of deodorant and good oral and body hygiene.	Not using deodorant or heavy scent of tobacco smoke, body odor, perfume, fragrant lotions, aftershaves and mouth odor.
Jewelry	Engagement, wedding ring, wrist watch and earrings that are no more than one-half inch in diameter and conservative in style and only wore in the ear lobe.	Multiple bracelets, necklaces or rings. Dangling earrings and larger than one-half inch earrings. Multiple piercings in the ear (for example, cartilage piercings).
Make-up	Natural looking	Excessive make-up
Fingernails	Clean and cut so they do not extend beyond the fingertips. No fingernail gel or polish, artificial nails, or nail tips.	Not clean, extended beyond the fingertips. Polished or gel and artificial nails.
Body Piercing	No observable body piercings including facial piercings. Any stud nose piercings, stud eyebrow and	Body piercings not covered with a clear retainer. Tongue jewelry

	cartilage piercings must be covered with a clear retainer at all times during class, lab, clinical and community service or program functions. Earlobe expanders with open holes larger than that of an ear piercing is covered.	
Tattoos	Tattoos covered	Tattoos uncovered
Head gear	None – no hats, ball caps, or cowboy hats	In any class, lab or clinical.
Undergarments	Adequate and appropriate undergarments are worn. No exposed undergarments.	Visible underwear, including thongs, etc.
Shoes	Program approved, clean and polished.	Scuffed, dirty, unpolished, untied, visibly worn shoes. Open toed shoes.
Necklines	Conservative necklines that does not reveal underwear, cleavage or excessive chest hair	Plunging neckline or tops that expose cleavage or chest hairs.
Sunglasses	None, unless prescribed by a physician or optometrist.	Sunglass not prescribed.

Lab Policy

Many courses include hours designated as lab hours. During these hours, the student is expected to complete lab assignments as determined by the instructor. The instructor will monitor the lab, while providing direction and instruction.

While in the lab area, students are expected to adhere to the following policies and procedures:

- No food or drink is allowed in the lab at any time.
- No children are allowed in the lab area at any time (unless prior arrangements have been made with the Program Director, i.e. pediatric labs).
- The student will not move any electrical equipment or connections. If a connection needs to be replaced or connected, it should be reported to the instructor. Any electrical problems (ie. frayed wires, poor connections, loose plugs) or equipment damage is to be reported to the instructor immediately.
- Lab procedures are to be performed **under direct supervision only**. Students will not be allowed to operate equipment in the Phlebotomy lab without the presence of an Instructor/Program faculty member.
- Each student is responsible for cleaning up the lab area after use. Keep floors and walking areas clear of any impediment.
- Students are allowed to attend lab sessions only during the designated lab time he / she is assigned or during an open lab, set by the instructor of the Phlebotomy Certificate Program.

- Students are NOT to wear open toed shoes or backless shoes when working in the lab area. This is for liability reasons. You are expected to wear your approved phlebotomy program shoes at all times in the lab.
- Live work will not be performed in the phlebotomy labs. This is defined as any work performed by students or instructors of SPCC that requires the payment of fees or any other guarantee written or implied.
- Return all equipment to its proper storage place
- Turn off all machines after use and replace all equipment to its correct location.
- **All accidents** will be reported to the Phlebotomy Certificate Program Director/Instructor, an accident report must be filled out immediately

Lab Externship

This course requires students to attend a lab externship. Students **must attend 120 clinical hours** to achieve “satisfactory” for the certificate. Students that fail to obtain 120 clinical hours receive an “unsatisfactory” grade. All absences/hours missed during the clinical externship must be made up to obtain the 120 clinical hours. Make-up hours are at the discretion of the clinical preceptor and the instructors of this course. **A signed physician’s notes for the date of absence is required to make-up clinical hours. The Program Director/Clinical Coordinator has the right to excuse absences under extreme circumstances. However, no more than one (1) day of absence will be excused by Program Director/Clinical Coordinator.**

During the externship, and throughout the course, students must complete a designated number of successful capillary and venipuncture sticks, which must be recorded in their venipuncture log. Failure to achieve the required number of "sticks" and obtain the required number of clinical hours will result in an unsatisfactory grade.

Clinical times will be held Monday –Friday at assigned off campus sites. Clinical site hours are generally 8am – 5pm, but site hours may vary. Students must accommodate the hours at assigned clinical sites; no special circumstances will be made to accommodate student schedules. Students are not guaranteed a specific rotation or clinical site.

You will be required to complete the healthcare system’s **non-employee modules prior to beginning your lab externship. If you do not complete the requirements prior to your start date of your rotation, you will not be allowed to be placed at a site and forfeit your lab externship rotation, resulting in receiving an unsatisfactory for the course.**

A Phlebotomy Externship Policy Handbook will be given to you prior to completing a lab externship.

Course Expectations

- Students must have the ability to read and verbally communicate without the help of an interpreter to translate the questions or scenarios being performed from one language to another
- Assignments: must be completed by due dates and submitted on time; late assignments are NOT accepted. Late assignments receive zeros.
- Submission: unless otherwise noted by the course instructor, assignments should be submitted into Canvas for grading. Under *no* circumstance will the course instructor accept assignment via email; all assignments should be submitted into Canvas for grading.
- Mechanics: when responding to assignments in Canvas, concise well written paragraphs are required. Do not use text-messaging style writing when completing assignments. Students must use proper spelling and grammar in their written work, as well as review work for errors.
- Course rubrics: Students should follow the course rubrics for max possible points. Students should address any questions about the rubrics prior to assignment due dates.
- Tests: will be completed online. Students have one attempt to complete tests by the due date and time. Tests will not be reopened or reattempted. Plan accordingly to avoid technical difficulties while taking tests.
- Cell phones/smart watches: Students are not permitted to have their cell phones or smart watches in class. Cell phones must be placed on silent, and put into bags. Students may use cell before and after class, and on break. In the event of an urgent situation, students must inform the instructor of the problem, and permission will be granted to have the cell phone on vibrate.
- Office 365 student email: students are required to use their **student email account** for all correspondence in this course. Instructors will not respond to personal email accounts. Student must check their emails daily for any announcements, and instructor requests. This is imperative to student success in this course and the MA/MLA Programs. Instructors are not responsible for students missing information or assignments because the student has not checked his or her email daily. Student emails must be set up the first week of class if not already established.
- Correspondence: instructors have a minimum for 24 hours to respond to emails and voicemails; students should respect this timeframe. Multiple emails on the same subject will only delay a response. Students should be professional and courteous when sending emails or leaving voicemails; a warm and gracious “tone” is considered professional, and do NOT make demands!
- Grading: Coursework will be graded within 7 days of assignment due dates. In the event grading will be prolonged, your course instructor will notify you of the delay. Students should frequently check the course gradebook for assignment grades and maintain an active “watch” on their overall grade. The minimum acceptable grade for this course is a 70%. Any grading questions should be addressed with the course instructor/instructor that graded the assignment only.
- Absences & coursework: students absent or tardy to class are not permitted to make up any seated coursework, except required skills; students will receive a zero for seated

course work for that day. The only exception to this is with a signed physician's notes for the date of absence.

- Uniform compliance: must be maintained at ALL times as specified in syllabus and clinical handbook. "Citations" will be given when uniform compliance is not met; citations impact a student's *Participation* grade. Each uniform compliance citation will impact student's grade by 5 points/100 points. Example: Hair not pulled back and tattoos not covered is 10 point deduction = 90%
 - Students are required to wear their phlebotomy uniforms during seated class, open lab, and during clinical. Uniform standards apply at all times. Students not in uniform and in lab will be asked to leave the classroom to change into their uniform.
 - At NO time are students permitted to bring visitors into the lab for class, scheduled open lab, or student lead open lab; this is for safety reasons.
 - Students must wear name badges at all times when they are in uniform. Authorized name badge holders are standard metal clips when student IDs are provided. No other name badge holders are permitted. Name badge holders must be worn at eye level on the collar.
- Other Compliance: Attendance/Punctuality, Attitude/Professionalism, & Class Participation: students are expected to be present, and on-time, for all classes. Absences and tardiness are documented by the course instructor and impact a student's *participation* grade. See "Attendance" below for additional information on attendance policies. Each citation impacts students' grades by 5 points/100 points. Example: one absence, and one citation for poor attitude is 5 points/100 = 95%.
- Repeat citations for punctuality, attendance, attitude, participation, negative attitude, or professionalism will result in student receiving a grade of unsatisfactory and not being placed at a clinical site.
- Threatening, harassing, violent, or inappropriate behavior towards faculty, staff, or student will result in immediate dismissal from Phlebotomy Experience program.

Attendance Policy

Regular attendance and participation are essential to student learning and successful completion of any course. South Piedmont Community College recognizes that students are adults with many responsibilities and occasionally absences are unavoidable. However, absences in no way lessen the student's responsibility for meeting the requirements of the course.

Students must make every effort to attend all seated classes and clinical days. There are no "excused" absences, and instructors are not obligated to accept late work should students miss class. Class consist of the following hours:

Seated lab class – 40 hours

Online on Canvas – 56 hours

Lab Externship – 120 hours

Students are permitted 1 absence in this course without penalty, 2 or more absences will result in less than the 216 hours required, students will not be placed at an lab externship site and

receive an unsatisfactory final grade. Students are not permitted to make up (or submit) any seated course work covered during a class absence. However, students are required to check off on competencies missed during an absence.

Students are considered tardy one minute after class is scheduled to begin. Tardies are also applied when students fail to return to class from break by the time noted by the course instructor.

Two tardies are considered 1 class absence. More than 1 absence (4 tardies) will result in an “unsatisfactory” grade for the course. Students must plan to stay the duration of the class time. Students that leave the class prior to class ending or coming in late will have the time recorded and deducted from the student’s attendance record.

Acknowledgement of Phlebotomy Student Handbook and Policies

Please sign and return to your instructor on the first day of class

I have carefully read, understand and will follow these SPCC Phlebotomy Certificate policies.

Student Name (printed): _____

Student Signature: _____

Date: _____

Instructor Initials: _____

COURSE: PBT-3022B

SECTION: _____

SEMESTER: _____