

PHLEBOTOMY PROGRAM STUDENT HANDBOOK 2024-2025

Walla Walla Community College

Allied Health & Safety Education

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Table of Contents

Purpose of the Student Handbook	7
Accommodations for Students with Disabilities	7
Accommodations for Religion/Conscience	7
Equal Opportunity Statement	7
Notice of Jeanne Clery Act required Annual Security Report	8
Commitment to Diversity	8
Tobacco Free Campus Policy	8
Latex Allergy/Sensitivity	8
Greetings from the Interim Dean of Nursing and Allied Health & Safety Education	9
Welcome	10
Vision	10
Mission	10
Phlebotomy Technician Program Description	10
What Phlebotomists do	10
Working Environment	10
Personal Characteristics	10
Employment Opportunities	11
Certificate & Credentialing	11
Intended Learning Outcomes	11
Course Topics	11
Phlebotomy Technician Program Course Sequence	15
APPROXIMATE COSTS:	15
The Society for Clinical Laboratory Science Medical Laboratory Professionals (ASCLS) Code of Ethics.....	16
PREAMBLE	16
I. DUTY TO THE PATIENT	16
II. DUTY TO COLLEAGUES AND THE PROFESSION	16
III. DUTY TO SOCIETY	17

PLEDGE TO THE PROFESSION.....	17
For more information visit ASLCS at this link.....	17
POLICIES and PROCEDURES	18
Appearance and Dress Code for Clinical Lab and Practicum	18
Attendance Guidelines.....	18
Attendance.....	18
Excused Absence/Tardy	19
Unexcused Absence/Tardy	19
Classroom & Lab attendance/preparation	19
Communications and Conduct.....	19
Criminal Background Checks.....	19
Due Process/Grievances and Appeals.....	20
Grading.....	20
Grading Scale	20
Incomplete (“I”) Grade.....	21
Grading Policy	21
Other Completion Requirements.....	21
Clinical Completion Requirements.....	21
Statements of Concern	22
Inclement Weather and School Closures.....	23
Invasive Procedures Policy.....	23
General Information	23
Benefits	23
Risks/Discomforts	23
Your Rights	23
Procedure for Use and Disposal of Needles and Sharp Instruments.....	24
Occupational Exposure	24
Protective Barriers	24

Universal Precautions	24
Management of Occupational Exposure	25
Plagiarism and Academic Dishonesty	25
Plagiarism	25
Expectations and Consequences of Plagiarism	26
Academic Dishonesty (aka “Cheating”)	26
Clinical attendance/preparation	27
Legal Responsibilities	27
Exit from the Phlebotomy Technician Program	28
Re-admission to the Phlebotomy Technician Program	28
Required Documentation	28
Student Rights, Responsibilities and Professional Behavior	28
Student Rights	28
Student Responsibilities	29
Professional Behavior Expectations	29
Social Media Use	29
Use of Electronic Devices	30
Consent for Electronic Recording/Video of Communication	30
Unauthorized Children on Campus	30
Non-Student Restriction	30
Substance Abuse	30
Expectations	31
Reporting Suspected Substance Abuse	31
Procedure	32
Readmission	32
MISCELLANEOUS INFORMATION	32
Student Support Services	32
Financial Aid	32

Student Advising and Counseling Center.....	33
Accommodations for Students with Disabilities and Equal Opportunity Statement	33
Child Care	33
Personal Health Insurance	33
APPENDICES	35
Phlebotomy Program Statement of Concern	37
UNUSUAL OCCURRENCE REPORT.....	39
NEEDLE STICK AND SHARP OBJECT INJURY AND BODY FLUID EXPOSURE REPORT	45
STUDENT SIGNAGE PAGES.....	53
INFORMED CONSENT AND.....	55
ACKNOWLEDGMENT OF INSURANCE AVAILABILITY	55
EXPECTATIONS IN REGARD TO PLAGARISM AND ACADEMIC DISHONESTY (“CHEATING”).....	57
Invasive Procedures Consent Form and Student Agreement for Use of Invasive Supplies.....	59
PHLEBOTOMY TECHNICIAN STUDENT HANDBOOK ACCEPTANCE STATEMENT	61

INTRODUCTION

Purpose of the Student Handbook

The purpose of this handbook is to acquaint students with the program structure, the resources available and the program policies that will help guide students during their Phlebotomy education. Every effort is made to ensure accuracy at the time of printing, however, the Walla Walla Community College Phlebotomy Program reserves the right to change any provision or requirement at any time.

Accommodations for Students with Disabilities

Walla Walla Community College complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) of 1990 as amended in 2008. Information regarding student accommodations may be obtained by contacting:

Walla Walla Campus	Clarkston Campus
<i>Kristen Duede, LICSW</i> <i>Disability Support Services Coordinator</i> <i>Phone: (509)527-4543</i> <i>TTY: (509)527-4412</i> <i>Email: kristen.duede@wwcc.edu</i>	<i>Heather Markwalter</i> <i>Student Affairs Coordinator/Retention Specialist</i> <i>Phone: (509) 758-1721</i> <i>TTY: (509) 527-4412</i> <i>Email: heather.markwalter@wwcc.edu</i>

The Section 504 Coordinator is responsible for monitoring and implementing the district's compliance with state and federal laws prohibiting disability discrimination. Brooke Marshall, Vice President of Human Resources, (509)527-4382, serves as the Section 504 Officer.

COVID-19-related Accommodations: If you have a disability or medical condition that presents an academic obstacle or prevents you from wearing a face covering, please contact Disability Support Services.

COVID-19-related Absences: If you or a member of your family becomes ill, please contact your instructor as soon as possible to discuss how academic requirements might be modified to prevent virus related obstacles from hindering academic success.

Accommodations for Religion/Conscience

Reasonable Accommodations for Religion/Conscience: Students who will be absent from course activities due to reasons of faith or conscience may seek reasonable accommodations so that grades are not impacted. Such requests must be made within the first two weeks of the quarter and should follow the procedures listed in the Student Rights & Responsibilities section of the Academic Catalog.

Equal Opportunity Statement

Walla Walla Community College District No. 20 (WWCC) is committed to provide equal opportunity and nondiscrimination for all educational and employment applicants as well as for its students and

employed staff, without regard to race, color, creed, national origin, sex, sexual orientation, including gender expression/identity, genetic information, marital status, age (over 40), the presence of any sensory, mental, or physical disability, the use of trained guide dog or service animal by a person with a disability, or status as a Vietnam and/or disabled veteran, National Guard member or reservist in accordance with the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Federal Rehabilitation of 1973, the Americans with Disabilities Act of 1990 and any other applicable Federal and Washington State laws against discrimination. Brooke Marshall Vice President of Human Resources (509)527-4382, has Affirmative Action/Equal Opportunity, Title IX Coordinator and Section 504 Compliance program responsibility. The College's TDD number is (509) 527-4412.

Notice of Jeanne Clery Act required Annual Security Report

Walla Walla Community Colleges posts an [Annual Security Report](#) online. A paper copy of the report may also be obtained free of charge by visiting the Campus Security and Environmental Health and Safety office during normal business hours. The report contains policies and procedures related to campus safety and security, three years of crime statistics and other additional safety information.

Commitment to Diversity

WWCC encourages its employees and students to actively promote, develop, and value diversity on campus and in the community. [WWCC's complete Commitment to Diversity](#)

Tobacco Free Campus Policy

WWCC has adopted a 100% Tobacco Free Campus policy in Walla Walla and Clarkston Campuses, effective September 1, 2015. [WWCC Tobacco Free Campus Policy](#)

Latex Allergy/Sensitivity

Chemical and/or latex sensitivity is a concern for anyone entering a healthcare profession since latex products are commonly used in these environments. While the Nursing Program uses many non-latex products, it cannot provide a latex-free environment to students in either the Nursing Skills Practice Lab or in clinical placement sites off campus. Those with sensitivities can wear alternative vinyl or nitrile gloves, however they can still be exposed to latex residue of others working in the area or to latex present in equipment, models, supplies, or manikins. It is the student's responsibility to be aware of the hazards within the environment where they plan to study or work and to take appropriate precautions.

Greetings from the Interim Dean of Nursing and Allied Health & Safety Education



September 1, 2024

Dear Phlebotomy Student,

Welcome to the Phlebotomy Technician Program at Walla Walla Community College! We are glad that you chose to pursue your education here. You will find that the phlebotomy staff is dedicated to helping you accomplish your educational goals of becoming a phlebotomist. The phlebotomy instructors will provide quality instruction, guidance, and support to assist in the learning process. We strive to make the learning environment one that takes into account different learning styles, different student strengths, and diversity in our student population.

Learning is a partnership between the student and instructor. As such, you have the responsibility to be an active learner, be prepared for your classes, and to demonstrate integrity in all interactions. The curriculum is challenging and will take hard work, but it will lead to a rewarding profession in the field of medicine. We provide resources and guidance for learning to occur, but both the student and instructor have responsibilities in the learning partnership.

The information in this Phlebotomy Student Handbook is provided to assist and guide you toward successful completion in this program. It is your reference for questions as you enter and continue in a program. ***You are responsible for reading the handbook, signing the forms at the end as indicated, returning the signed forms to the designated instructor, and for asking questions if any policy is unclear to you.***

If you are having difficulties, please take advantage of the assistance offered to you by your phlebotomy instructors. Your success is our goal!

Best wishes in your endeavors,

Kathleen Adamski

Interim Dean of Nursing and Allied Health

Walla Walla Community College

Welcome

The Phlebotomy Technician program is part of WWCC's Allied Health & Safety Education

The purpose of Allied Health & Safety Education (AHSE) is to create a learning environment to support a variety of educational, personal enrichment, and career development goals in the field of health and safety. The clientele served by AHSE comprise a wide age group at a variety of educational levels and differing learning outcomes that range from obtaining and maintaining job skills, training for new careers, and personal growth.

Vision

The vision of Allied Health and Safety Education is for healthy and safe communities to have continuous access to flexible, high-quality education that meets the ongoing needs of their healthcare workforce.

Mission

The mission of Allied Health and Safety Education is to satisfy the demand for skilled healthcare workers and first responders by providing quality education and real-world training experiences to students entering a career in Allied Health or Safety professions as well as for those seeking continued professional development in healthcare and emergency response.

Phlebotomy Technician Program Description

Prepares the student to perform competently and safely in a clinical setting as a phlebotomy technician. The student learns to collect, handle, transport, and process blood specimens for analysis. Upon successful completion of the course, the student will qualify to apply for WA DOH MA-Phlebotomist (MA-P) certification and will be eligible to sit for examination for credentialing certification with the American Society of Clinical Pathologists.

The Phlebotomy Technician Program may be completed in one quarter consisting of 9 credits of programmatic and related instruction. Depending upon placement testing, students may need to complete additional prerequisite coursework in reading.

What Phlebotomists do

Phlebotomists draw blood for tests, transfusions, research, or blood donations. Some explain their work to patients and provide assistance when patients have adverse reactions after their blood is drawn.

Working Environment

Phlebotomists work mainly in hospitals, medical and diagnostic laboratories, blood donor centers, and doctors' offices. Phlebotomists generally work a 5-day, 40-hour week that may include weekends. Shift work may be required if you work in the hospital. Part-time employment is often available.

Phlebotomists spend a lot of time walking and standing.

Personal Characteristics

Being a Phlebotomy Technician requires the ability to multi-task and use critical thinking skills.

Prospective students should possess personal integrity, have the ability to pay close attention to detail,

be conscientious, and orderly. Physical requirements include the ability to either sit or stand for long periods of time. The nature of the career requires adequate vision, hearing and manual dexterity.

Employment Opportunities

According to the U.S. Bureau of Labor statistics, "Employment of phlebotomists is projected to grow 25 percent from 2016 to 2026, much faster than the average for all occupations. Hospitals, diagnostic laboratories, blood donor centers, and other locations will need phlebotomists to perform bloodwork."

In Washington State, the Employment Security Department estimates that demand for phlebotomists will continue to increase, with job openings corresponding to a 2.3% annual growth rate projected between 2016 and 2026.

Certificate & Credentialing

Upon successful completion of the program, the student will receive a Certificate of Completion in Phlebotomy Technician Course from Walla Walla Community College. The certificate of completion of the program is required to test for the MA-P credential. The MA-P credential is required for employment as a phlebotomist in WA State.

Additionally, upon successful completion of the course, the student will be eligible to apply to take the national certification with the American Society of Clinical Pathologists as a Phlebotomist.

Intended Learning Outcomes

Students will be evaluated on the following learning outcomes:

- Demonstrate proficiency in clinical skills of a phlebotomist.
- Identify anatomy and perform correct procedures for specimen collection.
- Use medical terminology with proper meaning and context.
- Demonstrate behaviors that maintain and respect client's rights.
- Demonstrate effective communication and interpersonal skills.
- Demonstrate skills related to phlebotomy in a safe manner adhering to principals of infection control.

Course Topics

- Vascular anatomy
- Medical terminology
- Clients rights/privacy/HIPAA
- Effective communication
- Clinical skills for phlebotomy
- Infection control/BSI
- Specimen collection/handling
- Laboratory administrative procedures

Phlebotomy Technician Program Course Sequence

Fall Quarter

Course Number	Course Title	Credits
PHLB 106	Phlebotomy Technician Program	9
	CPR certification required	
	Total	9

APPROXIMATE COSTS:

Tuition and Fees, based on current fee schedule	\$ 1,224.27	WA Residents
Allied Health & safety Education fee	\$ 75.00	
Text (estimated)	\$ 108.00	
Background Checks	\$ 37.00	
Immunization fees approximately	\$ 450.00	
Liability insurance	\$ 18.75	
Expenses associated with clinical uniforms	\$ 150.00	
Travel/transportation expenses	Varies	
Washington State Medical Assisting Phlebotomist License after class completion	\$145.00	

The Society for Clinical Laboratory Science Medical Laboratory Professionals (ASCLS) Code of Ethics

PREAMBLE

The Code of Ethics of the American Society for Clinical Laboratory Science sets forth the principles and standards by which Medical Laboratory Professionals and students admitted to professional education programs practice their profession.

I. DUTY TO THE PATIENT

Medical Laboratory Professionals' primary duty is to the patient, placing the welfare of the patient above their own needs and desires and ensuring that each patient receives the highest quality of care according to current standards of practice. High quality laboratory services are safe, effective, efficient, timely, equitable, and patient-centered. Medical Laboratory Professionals work with all patients and all patient samples without regard to disease state, ethnicity, race, religion, or sexual orientation. Medical Laboratory Professionals prevent and avoid conflicts of interest that undermine the best interests of patients.

Medical Laboratory Professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining the highest level of individual competence as patient needs change, yet practicing within the limits of their level of practice. Medical Laboratory Professionals exercise sound judgment in all aspects of laboratory services they provide. Furthermore, Medical Laboratory Professionals safeguard patients from others' incompetent or illegal practice through identification and appropriate reporting of instances where the integrity and high quality of laboratory services have been breached.

Medical Laboratory Professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to patients and other health care professionals. Medical Laboratory Professionals respect patients' rights to make decisions regarding their own medical care.

II. DUTY TO COLLEAGUES AND THE PROFESSION

Medical Laboratory Professionals uphold the dignity and respect of the profession and maintain a reputation of honesty, integrity, competence, and reliability. Medical Laboratory Professionals contribute to the advancement of the profession by improving and disseminating the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

Medical Laboratory Professionals accept the responsibility to establish the qualifications for entry to the profession, to implement those qualifications through participation in licensing and certification

programs, to uphold those qualifications in hiring practices, and to recruit and educate students in accredited programs to achieve those qualifications.

Medical Laboratory Professionals establish cooperative, honest, and respectful working relationships within the clinical laboratory and with all members of the healthcare team with the primary objective of ensuring a high standard of care for the patients they serve.

III. DUTY TO SOCIETY

As practitioners of an autonomous profession, Medical Laboratory Professionals have the responsibility to contribute from their sphere of professional competence to the general wellbeing of society. Medical Laboratory Professionals serve as patient advocates. They apply their expertise to improve patient healthcare outcomes by eliminating barriers to access to laboratory services and promoting equitable distribution of healthcare resources.

Medical Laboratory Professionals comply with relevant laws and regulations pertaining to the practice of Clinical Laboratory Science and actively seek, to change those laws and regulations that do not meet the high standards of care and practice.

PLEDGE TO THE PROFESSION

As a Medical Laboratory Professional, I pledge to uphold my duty to Patients, the Profession and Society by:

- Placing patients' welfare above my own needs and desires.
- Ensuring that each patient receives care that is safe, effective, efficient, timely, equitable and patient-centered.
- Maintaining the dignity and respect for my profession.
- Promoting the advancement of my profession.
- Ensuring collegial relationships within the clinical laboratory and with other patient care providers.
- Improving access to laboratory services.
- Promoting equitable distribution of healthcare resources.
- Complying with laws and regulations and protecting patients from others' incompetent or illegal practice
- Changing conditions where necessary to advance the best interests of patients.

For more information visit ASLCS at [this link](#).

POLICIES and PROCEDURES

Appearance and Dress Code for Clinical Lab and Practicum

What a student “looks like,” “smells like,” and “behaves like” communicates messages to clients, families, coworkers, and prospective employers about the value the student places on Phlebotomy Technician practice and the student’s career in Phlebotomy. Clients and their families frequently judge the quality of care provided based on the student’s appearance. Prospective employers note the student’s appearance while they are in practicum agencies and may use this data in employment decisions. The following protocols shall be followed:

1. WWCC Phlebotomy Student name tags must be worn while at the clinical site.
2. Students must be clean, neat and well groomed. Personal hygiene is mandatory.
3. The student will follow the agency and program dress code for each clinical experience.
4. Professional, comfortable shoes that enclose toe/heel are mandatory for duty shoes, and should be worn only during the practicum.
5. Hair must be clean and professionally styled. Hair that droops around eyes and face, on shoulders or into the work field is not acceptable. Long hair should be pulled back, off the collar, and well secured. Beards and moustaches must be neatly trimmed. Hair color should not fall outside those shades which can be found naturally (i.e., pink, green, purple, etc. are not acceptable.)
6. Fingernails are to be kept clean and cut below the ends of the fingertips. No nail polish, artificial nails or overlays are allowed as they harbor microorganisms.
7. Jewelry is limited to a watch, one small stud earring in each earlobe. One plain finger band is allowed. Other jewelry is to be left at home. No other visible body piercing (including tongue) is allowed in the clinical setting or lab.
8. Avoid odors that may be offensive, such as foods with strong odors, tobacco, colognes or other strongly-scented personal hygiene items.
9. Body art (tattoos) must be covered with clothing when working in the practicum site or clinical lab. A long sleeve white T-shirt may be required to cover body art that extends down the arms.
10. White T-shirts or white turtlenecks may be worn under the uniform top.

Students are expected to maintain a professional appearance and demeanor in class, lab, and clinical settings. Professional dress to and from the clinical site is required. Failure to adhere to the dress code will result in a warning, possible removal from clinical and/or the program.

Attendance Guidelines

Attendance

Attendance at all scheduled classes, skills practice labs and clinical is expected. Absences should be limited to illness or family emergencies. Students are expected to notify the instructor and or clinical site if they will be absent or tardy; patterns of attendance will be monitored. A pattern of repeated absences and/or tardies will be addressed by the instructor and may result in counseling and/or the issuance of a Statement of Concern. Three (3) or more unexcused absences from class/lab will result in receiving a “D” or lower grade, and the student will not be eligible for the Certificate of Completion.

Excused Absence/Tardy

For an absence to be considered “excused,” students must notify, the instructor and clinical agency contact from which they will be absent/tardy.

A student should not attend a clinical while ill or impaired. Instructors may ask a student who seems “ill” or unable to provide safe patient care to leave the practicum agency. To ensure student and patient safety, students who have been under a physician’s care for an injury, surgery, or temporary disability may be required to provide a release from their physician or other healthcare provider before being readmitted to the Practicum Area.

Unexcused Absence/Tardy

Failure to notify the instructor (and assigned clinical facility contact if applicable) prior to any scheduled class, clinical activity, or skills practice lab experience will be considered an unexcused absence/tardy.

Classroom & Lab attendance/preparation

(Refer to course syllabi for specific policies)

The Phlebotomy Program is fast paced and attendance is necessary for successful completion. Students are expected to attend each class session. This stringent attendance policy is due to instructional time requirements to remain eligible for WA State and the National ASCP certification testing.

Communications and Conduct

The Phlebotomy program requires dedication and commitment to learning. The student is preparing to enter the professional work world. Behaviors and actions are a reflection on the student, the school, the clinical site, the profession and the community at large. Students are expected to maintain professional relationships. Students are held to the code of conduct of Walla Walla Community College and the Phlebotomy Technician Program’s policies. Students are encouraged to meet immediately with the instructor for clarification of any program requirement, school problem or difficulty. Students are expected to maintain open communication with their instructor to promote the highest level of understanding and learning. The instructor contact information will be posted on each syllabus. The Allied Health office is available to the student at (509) 527-4589 in Walla Walla and (509) 758-1706 in Clarkston.

Criminal Background Checks

Acceptance into the Phlebotomy Technician Program is contingent upon the results of a criminal background check. Initially, phlebotomy students are screened by Americhек Inc. A second background check is conducted through the Washington State Patrol in spring quarter before clinical practicum. In the event that a criminal background check reports finding that will automatically disqualify an individual from having unsupervised access to vulnerable adults or minors, the student will be notified by phone and by letter. Consequently, this finding would prevent the student from completing the Phlebotomy Technician Program. Criminal background checks are valid for six (6) months from the date completed. Clinical agencies have the right to request a copy of a criminal background check. Note, The Department of Health uses its own standards when issuing Phlebotomy credentials that may include these disqualifying crimes, but may not be limited to them.

Student ability to attend the clinical portion of this program is contingent on the results of the Americhek Inc. investigation which is conducted at the beginning of the program, and a subsequent Washington State Patrol background check that will be conducted in the quarter just prior to the start of practicum.

Reference: [WAC 246-320-126](#) and [WAC 246-827-0400](#)

Reference: [Disqualifying Crimes](#)

PLEASE NOTE: Students are expected to self-report any and all incidents that may affect clinical placement in phlebotomy.

Due Process/Grievances and Appeals

Faculty decisions and application of Phlebotomy Technician Program policies are final. WWCC policy allows students to file a formal grievance. The grievance must be presented in writing and orally within 5 days of the decision or occurrence. The grievance steps should occur in the following order:

1. Meet with the Instructor of the Phlebotomy Technician Program
2. Meet with the Director of Allied Health and Safety Education and Dean of Health Science Education
3. Meet with the Vice President of Instruction

Grievances/Appeals should be related to a variance in program policy/procedure leading to the student's inability to meet minimum standards. Failure to meet course/program expectations and/or achieve the required points should not be considered a valid reason for appeal.

If dismissal from the Phlebotomy Technician Program due to a student's actions is being deliberated, the student will be given an opportunity to address the Director of Allied Health and Safety Education and the Dean of Health Science Education on their own behalf and may be accompanied by a support person of their choosing prior to a dismissal decision. Dismissal from the Phlebotomy Technician Program is different than exiting the program due to personal issues. If dismissal is the action warranted, the student will receive a failing grade ("F") in the Phlebotomy course.

Grading

The Grading Scale for the Phlebotomy Technician Program is reflected in the following table:

Grading Scale

GRADE	SCORE %	POINT
A	94-100%	4.0
A-	90-93%	3.7
B+	87-89%	3.3
B	84-86%	3.0
B-	81-83%	2.7

C+	78-80%	2.3
C	75-77%	2.0
C-	70-74%	1.7
D+	67-69%	1.3
D	63-66%	1.0
F	0-62%	0.0
I	Incomplete	

Incomplete (“I”) Grade

An incomplete (“I”) grade may be assigned only upon the request of the student and with the concurrence of the instructor. It is given to the student who is doing passing work and has completed at least two-thirds of the coursework when circumstances arise that prevent normal completion. A student must obtain an Incomplete Grade Contract and negotiate a formal agreement with the instructor specifying the work done, the work remaining to complete the course, and the time allowed to do that work. The required work must be completed within two weeks of the beginning of the following quarter unless otherwise stipulated in the contract. Incomplete grades not made up within this time frame will be converted to the grade earned, but no higher than a “C-” and the student will not be allowed to progress.

Grading Policy

All students must complete the Phlebotomy Program with a final grade of 75% or greater a (“C”) or better to receive the Phlebotomy Certificate of Completion and be eligible for WA State or national certification.

Other Completion Requirements

Students must demonstrate appropriate manual dexterity to successfully complete laboratory assignments according to verbal or written instructions.

Students must demonstrate appropriate professionalism in communication, both verbal and written. A positive response to individual oral or written guidance by the instructor related to both psychomotor skills and affective behaviors while in classroom, laboratory or clinical learning environments is expected of each student.

Students must receive a comprehensive grade on quizzes and tests with a “C” (75%) or higher.

Clinical Completion Requirements

100 successful venipunctures and 25 successful skin punctures

Log a minimum of 120 clinical hours

Statements of Concern

A student's grade or progression in the program may be affected by serious problems or repeated incidences related to unethical/unprofessional behavior and/or unsafe practices. Each "Statement of Concern" will be documented, discussed, signed, and dated by the student and instructor. Documented concerns will be handled through appropriate channels.

A student may receive more than one "Statement of Concern." A grade reduction can be expected for each "Statement of Concern." The amount of grade reduction will be determined on an individual basis by the instructor.

Incidents that involve one or more of the following will be referred to the Director of Allied Health and Safety Education, and will result in a "contract" or dismissal from the program (see below):

1. Unsafe practice – behavior or errors in practice that could endanger the life and health of self or others.
2. Unethical/unprofessional behavior – behavior including, but not limited to the following:
 - a. Inappropriate disclosure of confidential patient or clinical agency information that is gained in the capacity as a WWCC Phlebotomy student
 - b. Condoning or participating in activities of academic dishonesty (plagiarism, stealing or copying another's assigned work, allowing others access to assigned work for the purpose of copying, recreating items or portions of any test/quiz in any format for personal use or use by others)
 - c. Lying about any situation related to patient care or performance in the Phlebotomy program
 - d. Inappropriate disclosure of information about faculty, peers, patients, family members, or any clinical agency on any electronic venue (i.e. Facebook, My Space, Twitter, cell phones, etc.)
 - e. Forgery: signing or initialing any document with someone else's name (such as an instructor, healthcare provider, or peer)
 - f. Any performance that violates the policies contained in this Handbook or the [WWCC Student Code of Conduct](#).
3. Conduct that obstructs or disrupts educational processes or otherwise has a negative impact on the learning environment (see also "Conduct Unbecoming" in the WWCC Student Code of Conduct).
4. Poor judgement – decisions that have the potential for endangering self or others.
5. Faulty thinking – evidences of thinking patterns that have resulted or are likely to result in harm to others.
6. Consistent inability to meet expected performance criteria - evidence of a documented performance pattern that does not achieve standards for safe/satisfactory practice.
7. Irresponsibility – failure to accept accountability for actions that interfere with safe practices.
8. Moral turpitude – conduct contrary to justice, honesty, modesty or good morals (Marsh vs. State Bar of California 210 Cal.303, 291 P. 583, 584).

9. Falsification/alteration of patient care documents - changing or marking records in such a way as to alter recorded information or documenting known false information.

Inclement Weather and School Closures

Communication between faculty and students during inclement weather is essential. Students are expected to frequently check the WWCC website and Canvas if school closure or cancellation of clinical is a possibility. As soon as school closures are official, faculty will notify students by posting closure announcements via Canvas and/or email. If a college campus closes due to weather, the clinical rotations for that campus will be cancelled. Students are encouraged to sign up for emergency notifications via the college website: www.wvcc.edu. Select "Campus Safety & Security" from the Quicklinks drop down menu and then click on the gold "Sign up to get emergency notifications" button.

Invasive Procedures Policy

General Information

During the Phlebotomy Technician Program, you will be participating in laboratory activities in which learning by students requires the use of human subjects as part of the training procedures. As part of your learning activities you will be asked to perform specific skills or be asked to be the subject of specific skill practice by other students.

Learning activities that use human subjects shall be conducted under the supervision of the instructor who has been assigned to teach the course.

Before involvement as a human subject, a student must give informed consent. If under the age of 18, informed consent must be obtained from the parent or the legal guardian unless the participant is determined to be an emancipated minor. The Invasive Procedure Consent form is located in the Appendices of the Phlebotomy Technician Student Handbook.

Benefits

The planned learning experiences have been selected because they are skills essential to the learning process and the faculty believes that realistic practice is essential for optimum learning. Participation will enhance the learning process and the acquisition of technical skills. An alternative experience may not provide as realistic an opportunity to practice and therefore may result in less effective learning.

Risks/Discomforts

Participation may create some anxiety for you. Some of the procedures may create minor physical or psychological discomfort.

Your Rights

You have the right to withhold consent for participation and to withdraw consent after it has been given. If you withhold consent, you will be required to participate in an alternative learning experience. If you do not participate in either the planned or the alternative activity, you will not be able to successfully complete the course. You may ask questions and expect explanations of any point that is unclear.

Procedure for Use and Disposal of Needles and Sharp Instruments

1. There will be no “sharps” outside of the Phlebotomy Technician Practice Lab. Students who take sharps outside of the lab should expect disciplinary action.
2. Sterile needles for use on human subjects must be obtained from the Phlebotomy Lab Instructor and used only under the direct supervision of the Lab Instructor.
3. Non-sterile or outdated needles for use on manikins or injection practice pads will be labeled and kept separate from sterile needles for use on human subjects.
4. Needles used on human subjects will be discarded immediately after use in a sharps container. No-sterile needles used only on manikins or injection practice pads may be used for that practice session and then discarded in the sharps container.

Occupational Exposure

Medical Professionals must balance occupational risks with providing quality care to all patients/clients. As front-line providers of care in the medical clinic, phlebotomists have an increased risk of exposure to potentially infected blood and body fluids with blood-borne pathogens such as human immune deficiency virus (HIV), hepatitis B virus (HBV), hepatitis C virus (HCV), Ebola, and other blood-borne pathogens.

The WWCC Allied Health Programs follow the Center for Disease Control recommendations that all healthcare workers should strictly adhere to and use of Protective barriers and Universal Precautions as the most effective means of preventing exposure and transmission of potentially infectious secretions.

COVID precautions and policies are subject to change and may be updated throughout the quarter.

Protective Barriers

Protective barriers reduce the risk of exposure of the health-care worker’s skin or mucous membranes to potentially infective materials. For universal precautions, protective barriers reduce the risk of exposure to blood, body fluids containing visible blood, and other fluids to which universal precautions apply. Examples of protective barriers include gloves, gowns, masks, and protective eyewear. Gloves should reduce the incidence of contamination of hands, but they cannot prevent penetrating injuries due to needles or other sharp instruments. Masks and protective eyewear or face shields should reduce the incidence of contamination of mucous membranes of the mouth, nose and eyes.

Universal Precautions

Universal precautions are intended to supplement rather than replace recommendations for routine infection control, such as handwashing and using gloves to prevent gross microbial contamination of hands. Because specifying the types of barriers needed for every possible clinical situation is impractical, some judgment must be exercised.

The risk of nosocomial transmission of HIV, HBV, HCV, Ebola and other blood-borne pathogens can be minimized if healthcare workers use the following general guidelines:

1. Take care to prevent injuries when using needles and other sharp instruments.

- a. a. Immediately activate the needle safety shield or place needles/sharps in a puncture-resistant disposal container.
 - b. b. Do not recap needles by hand.
 - c. c. Do not remove used needles from disposable syringes by hand.
2. Use protective barriers to prevent exposure to blood, body fluids containing visible blood, and other fluids to which universal precautions apply.
 - a. a. The type of protective barrier(s) should be appropriate for the procedure being performed and the type of exposure anticipated.
3. Immediately and thoroughly wash hands and other skin surfaces that are contaminated with blood, body fluids containing visible blood, or other body fluids to which universal precautions apply.
 - a. a. Use gloves for phlebotomy, IV insertion, or finger/heel sticks.
 - b. b. Change gloves between patients.
4. Practice hand hygiene between patients
 - a. a. Thoroughly wash hands with soap and water
 - b. b. Alcohol-based hand sanitizers may be used if hands are not visibly dirty or greasy.

Any student, who has any temporary or permanent condition that may put them or their clients/patients at risk, has the responsibility to notify their practicum instructor. Students with exudative lesions or weeping dermatitis should refrain from all direct client care until the condition resolves.

Management of Occupational Exposure

1. Provide immediate care to the exposed site:
 - a. Wash wounds and skin with soap and water.
 - b. Flush mucous membranes with water.
2. Initiate report:
 - a. immediately report the incident to the practicum instructor.
 - a. Complete any clinical agency-specific unusual "incident report". (see Appendices)
 - b. Complete the "Unusual Occurrence/Practicum Incident Report" and "Needle Stick and Sharp Object Injury and Body Fluid Exposure Report" found in the appendices.
 - c. Submit all forms to practicum instructor for appropriate distribution and follow up
3. Activation of follow-up treatment:
 - a. Level of risk will be assessed according to agency policy.
 - b. Post-exposure prophylaxis (PEP) will be initiated based on risk potential and CDC guidelines at the student's expense

Plagiarism and Academic Dishonesty

The Health Science Division/Allied Health Department faculty adhere to the policies described in the WWCC Student Handbook under the [WWCC Student Code of Conduct](#). The following resource gives students additional information as to what constitutes plagiarism: [WSU Plagiarism Information Tutorial](#).

Plagiarism

All students must sign that they understand and accept the Expectations with Regards to Plagiarism form in the appendices of the Phlebotomy Technician Student Handbook. By signing this document,

student acknowledge that they have been made aware of the expectations and consequences of plagiarism while in the Phlebotomy Technician Program.

Expectations and Consequences of Plagiarism

Plagiarism is defined as presenting someone else's work, including the work of other students, as one's own. People's ideas may be contained in written text, visual text, multi-media products, including websites, music, and written text.

1. A student must give credit to the originality of others and acknowledge indebtedness whenever:
 - a. directly quoting another person's actual words, whether oral or written
 - b. using another person's ideas, opinions, or theories
 - c. paraphrasing the words, ideas, opinions, or theories of others, whether oral or written
 - d. borrowing facts, statistics or illustrative material ie. offering materials assembled or collected by others in the form of projects or collections without acknowledgment.
2. Any student who aids or abets the accomplishment of such activity as defined in subsection one (1) above shall also be subject to reasonable action by the instructor as defined below.
3. An instructor may take reasonable action against any student who is deemed to have been guilty of plagiarism. The course of action might include, but not be limited to:
 - a. student receives warning
 - b. student receives a lowered grade
 - c. student receives failing grade for the course
 - d. student dropped from the course
 - e. student be referred to the College's conduct officer for violation of the WWCC Student Code of Conduct
4. An instructor taking action against any student for an act of academic misconduct may report such action to the Vice President of Instruction and the conduct officer, as soon as possible, but no later than five working days after the incident. Any student subject to the action of an instructor for a violation of this section may seek review of that action by referring to the Grievance Procedure for Instructional Issues.

Academic Dishonesty (aka "Cheating")

Students are expected to maintain high standards of academic conduct and integrity. Any student found cheating will undergo disciplinary action up to and including possible dismissal from the Phlebotomy Program.

Examples of cheating include but are not limited to the following:

1. Giving and/or receiving unauthorized information from another student during any type of test or examination. Please note: Telling a classmate what is on a test that they have not taken is considered cheating.
2. Obtaining or providing unauthorized questions relating to a test or examination prior to or after the time of the test or examination.

3. Using or having in your possession any unauthorized sources of reference during any test, examination, or assignment. This includes notes written on paper, use of cell phone, or any Smartwatch (e.g. Apple watch) or activity tracker that receives electronic information or texts.
4. Engaging in any and all forms of plagiarism. Plagiarism is the act of using the literary composition of another's writing, or the ideas or language of the same, and passing them off as the product of one's own mind.

Clinical attendance/preparation

Students must complete the number of clinical hours required by the American Society for Clinical Pathology. Additional hours may be needed to complete the required 100 venipunctures.

The student may be required to travel out of town for the clinical experience. Transportation to and from clinical sites is the responsibility of the student. Schedules will be made available to the student prior to the start of the clinical rotation. The student will complete clinical attendance documents as directed for each clinical date. Arriving late or leaving prior to the end of the clinical schedule without permission will be grounds for disciplinary action. Punctuality is a desirable professional behavior and will be expected at all times.

If the student is unable to attend a clinical he/she is required to notify the clinical site **and** the instructor no less than one hour prior to the missed clinical. Lack of notification will result in a "no call, no show" unexcused absence. At the second clinical absence the student will receive a written warning related to absenteeism. The third clinical absence will result in a meeting with the student, instructor and program director and may result in the student's withdrawal from the Phlebotomy Technician Program.

Students who are not properly prepared will not be permitted to remain in the clinical area. The student will be removed from clinical for any unsafe and/or unethical practice. Follow-up conferencing will occur and may result in probation or program dismissal.

Any student who has an Unusual Occurrence/Practicum Incident (medication error/near miss, patient or student injury, etc.) must notify the instructor immediately and complete both the clinical agency's incident report form and the Phlebotomy Program's Unusual Occurrence/Practicum Incident Report (found in the appendices of this handbook). If the Unusual Occurrence/Practicum Incident involved a needle stick, sharp object injury, and/or a body fluid exposure, a Needle Stick and Sharp Object and Body Fluid Exposure Report (also found in the appendices of this handbook) will be completed. The instructor will supervise and assist the student in the completion of any clinical agency or Phlebotomy Technician Program incident reports. All Unusual Occurrence/Practicum Incident Reports and Needle Stick Reports will be kept on file in the Allied Health & Safety Office.

Legal Responsibilities

The student is legally responsible to practice within the student's current scope of practice and level of education. This level is determined by how other students at the same level of phlebotomy education would be expected to act in a similar situation. Students will work under the direct supervision of assigned staff members at the discretion of the instructor.

Exit from the Phlebotomy Technician Program

When a student exits the Phlebotomy Technician Program, the instructors will follow WWCC grading policy in assigning a grade.

Re-admission to the Phlebotomy Technician Program

Any student who exits the program, whether it is their own decision or an academic performance issue, **must reapply** to be considered for re-entry. Readmission is on a space-available basis. Upon re-entry into the program a behavioral or academic contract may be issued. A meeting with the instructor or the Director of Allied Health & Safety may be required. An academic or behavioral or academic contract may be necessary depending on the reason for exiting the program.

Required Documentation

The following requirements must be met prior to the start of the quarter:

PLEASE NOTE: STUDENTS MAY NOT ATTEND CLINICAL WITHOUT HAVING COMPLETED THE TB SCREENING, VACCINATIONS, AND PROOF OF HEALTH INSURANCE.

1. For the TB/Vaccination requirement the student must provide a completed Vaccination and TB Screening Form showing documentation of current attainment of the following:
 - a. Annual Tuberculosis screening.
 - b. Varicella (Chicken Pox) evidence of immunity (written documentation from healthcare provider showing 2 doses of vaccine or laboratory evidence of immunity).
 - c. Measles/Mumps vaccination (written documentation from healthcare provider showing 2 doses of vaccine or laboratory evidence of immunity).
 - d. Rubella vaccination (written documentation from healthcare provider showing 2 doses of vaccine or laboratory evidence of immunity; at least one of the doses must be live rubella vaccine).
 - e. Tetanus-Diphtheria-acellular Pertussis (Tdap) vaccination with a Td booster every ten (10) years.
 - f. Hepatitis B vaccinations and post-vaccination titer (documentation of 1st injection or titer required by the first day of the quarter).
 - g. Influenza vaccine (required annually).
 - h. Covid-19 Vaccines.
2. Health Insurance Requirement: All students are required to provide proof of personal health insurance with a minimum of catastrophic health insurance coverage.

Student Rights, Responsibilities and Professional Behavior

Student Rights

As noted in the [WWCC Student Handbook](#), each student has the right to expect a campus climate in which all students:

1. Are given the opportunity and encouragement to succeed
2. Are treated with dignity and respect
3. Demonstrate good manners and courtesies

4. Are safe from sexual harassment and discrimination
5. Are free to ask for help

Student Responsibilities

In addition to rights, each student has a responsibility to:

1. Support a learning environment that provides opportunities for all students to succeed
2. Prepare mentally and physically to be the best they can be
3. Treat all students and staff with dignity and respect
4. Exhibit good manners and common courtesies at all times
5. Serve as a positive role model for less experienced students
6. Respect the property and space of others
7. Help keep the campus litter free
8. Refrain from swearing and using any inappropriate communication
9. Read and abide by the college rules in the WWCC Student Handbook
10. Be accountable for their own actions

Professional Behavior Expectations

Students who have chosen Phlebotomy as a career are expected to demonstrate professional behavior and judgement both inside and outside of the academic setting. The student's behavior reflects character, personal integrity, and respect for others. Students should anticipate a Statement of Concern with a possible letter grade drop and/or dismissal from the course or program for behaviors including, but not limited to the following:

1. Falsification of documents or Electronic Health Record (EHR)
2. Lying and/or cheating
3. Theft of property from the college, affiliated agencies, or fellow students
4. Plagiarism
5. Performing skills outside of the Scope of Practice of a phlebotomist
6. Refusing to follow instructions of agency staff or instructors or abide by agency expectations
7. Violating confidentiality
8. Discussing one's own personal issues with patients or families
9. The use of abusive language in any format (written, verbal, or otherwise), or disruptive behavior directed toward peers, staff, faculty, or agency personnel
10. Threats of violence or retaliation toward others

Social Media Use

Students should be aware that using internet social networking sites (including, but not limited to, Facebook, Twitter, and Instagram) to discuss confidential information about patients, classmates, instructors or the Phlebotomy Technician Program is unacceptable.

Use of Electronic Devices

Electronic devices, including cell phones, may only be used in the learning environment for learning purposes and with professional courtesy. Use of computers during class for personal use “surfing the web” or social media (Facebook, Instagram, etc.) is distracting to classmates and the student may be asked to leave class. Cell phone volume/vibration should be turned off. Emergency messages may be routed through the Allied Health department contact number. Cellphones or other devices may not be used in the clinical environment.

Students may use only simple, non-programmable calculators during testing if allowed. Cell phones may not be used as a calculator during testing. Calculators may not be shared between students during testing.

Consent for Electronic Recording/Video of Communication

As stated in [RCW 9.73.030 Intercepting, recording, or divulging private communication](#), it is unlawful to record any private in-person conversation or other communication between two or more individuals without their express consent. Consent for photography or videotaping of Phlebotomy students will be obtained by the Phlebotomy Technician Program for any photos or recordings used in the learning environment. Students have the right to refuse to be videotaped by others (patients, family, etc.) in the clinical environment.

Unauthorized Children on Campus

To avoid an unsafe situation and/or disruption of the learning environment, children are not allowed to attend classes with their parents or care-taker. If children are present, the parent or care-taker will be asked to leave class. An exception is made for breast-feeding mothers and a lactation room is available on both the Walla Walla and Clarkston campuses.

Non-Student Restriction

To minimize disruptions, unregistered persons are not permitted in the classroom, lab, or clinical site; this applies to children and adults alike. A guest must be approved in advance by the instructor.

Substance Abuse

For the purposes of this program, substance abuse is defined as: the abuse or illegal use of alcohol and/or drugs, and being under the influence of such, while participating in any school-sanctioned activity.

In accordance with RCW 18.130 (Washington State Department of Health, Regulation of Health Professions, Uniform Disciplinary Act), and the Walla Walla Community College Substance Abuse Policy, the Allied Health & Safety Education department faculty actively oppose the ingestion of any substance that interferes with healthy development and function in the physical, psychological, social, occupational, and spiritual areas. Unauthorized alcohol intake is prohibited on the WWCC campus.

Walla Walla Community College Policies and Washington State laws governing Health Care Providers both consider substance abuse to be a health and safety problem. Substance abuse has significant negative effects on safety and performance. Clients are at risk for serious injury if a student is under the influence of a substance which inhibits performance. SAFETY IS OUR FIRST PRIORITY.

- Drug Testing: Although the WWCC Phlebotomy Technician Program does not conduct drug testing without cause, students placed at some clinical agencies will be required to submit to a mandatory urine drug screening test on Day 1 of clinical.
- Marijuana Use: Although the State of Washington passed a law (I-502) that legalized personal use of marijuana, it is essential that all Phlebotomy students understand that Washington's system of legalized marijuana does not preempt federal law. Federally, marijuana is illegal. It is listed as a Schedule 1 drug which is defined as drugs, substances, or chemicals with no currently accepted medical use and a high potential for abuse (source: <http://www.dea.gov/druginfo/ds.shtml>). If a Phlebotomy student tests positive for marijuana metabolites, the student will be immediately dismissed from the WWCC Phlebotomy program. Clinical agencies are bound by Federal Law with regards to Marijuana use. **As guests at our clinical agencies, we are bound by this same policy.**

Expectations

All students shall abstain from alcohol and/or drug use that alters mental, verbal, or motor responses within eight hours prior to their practicum and class periods. This includes the use of illegal drugs, the illegal use of prescription drugs, and the abuse or illegal use of alcohol. Attending classes and/or practicum while under the influence of alcohol and/or drugs will be cause for suspension/dismissal from the program.

If a student takes a prescribed medication that may impair consciousness, alertness, or cognitive ability, they must inform the instructor. If the medication causes the student to demonstrate altered mental, verbal, or motor responses, the student may be sent home. An individual on medications that dull the senses is not considered a safe practitioner. THE SAFETY OF THE CLIENT IS OUR FIRST PRIORITY.

ALL REPORTS OF SUBSTANCE ABUSE IN ANY SCHOOL-SANCTIONED ACTIVITY WILL BE ACTED UPON IMMEDIATELY. (See "Procedure" below).

If an Allied Health & Safety Education student should be convicted of a drug-related felony, the student will be dismissed from the Allied Health & Safety Education Program. Healthcare facilities will not allow students who have been convicted of a drug-related felony to practice in the practicum area.

The Allied Health & Safety Education Department will assist and support any student who wishes to obtain help for drug-related problems.

Reporting Suspected Substance Abuse

A staff member of the practicum agency who suspects a student of being under the influence of alcohol and/or any other drug should immediately report this observation to the agency supervisor and the WWCC instructor.

A student who suspects a peer of being under the influence of alcohol and/or any other drug should immediately report this observation to the WWCC instructor or the agency supervisor (if instructor not immediately available).

Procedure

An instructor who has received a report of suspected abuse or who suspects a student of being under the influence of alcohol and/or any other drug will immediately remove the student from direct patient care. The instructor will then confer with another instructor or agency staff member to assess, and if possible confirm, the evidence of suspected alcohol or drug use.

Should two agree that there is observable evidence of substance abuse, the following will occur:

- The student will submit to urine and blood drug testing immediately after signing a consent/release of information form (see “Allied Health Laboratory Test Results Certificate of Agreement” attached). *Failure to submit to the testing and/or signing the Certificate of Agreement form will result in immediate suspension from the program.*
- Every effort should be made to obtain testing within one hour from the initial observation of suspected influence. If the suspected offense occurs at a facility with testing capabilities, testing should occur at that facility.
- If the student is in the classroom or in a practicum setting which does not have testing capabilities, it will be the student’s responsibility to arrange for transportation to the testing facility. Students suspected of substance abuse may not transport themselves. The instructor will contact the testing facility and facilitate expeditious testing, informing them of the student’s impending arrival and need for drug/alcohol testing.
- If the test results are positive or not immediately available, the student will not be allowed to drive and/or leave the testing facility alone. It is the student’s responsibility to arrange for safe transportation home.
- The student will be suspended from all Allied Health & Safety Education Program activities until the Director of Allied Health & Safety Education receives a copy of the test results.
- If the results for alcohol and/or drugs are positive the student will be immediately dismissed from the program.

All expenses incurred due to mandatory testing and/or required transportation shall be the responsibility of the student.

Readmission

Students dismissed for alcohol/drug problems must provide documentation of substance abuse treatment prior to readmission to any Allied Health & Safety Education Program. In addition, the student will be required to adhere to a plan, developed in conjunction with a counselor, for ongoing evaluation of compliance to the substance abuse policy.

MISCELLANEOUS INFORMATION

Student Support Services

Financial Aid

The Phlebotomy Technician Program as a stand-alone program is not eligible for Federal Financial Aid. Grants, short-term loans and other funding sources may be available. If you are in need of aid, please contact Workforce Education Services, Clarkston Campus 509-751-4078 or Walla Walla Campus, 509-529-1113.

Student Advising and Counseling Center

The college offers many services to students who need assistance with study habits, reading, test taking, and other academic concerns. The following services are offered through the Student Advising and Counseling Center: Career Services, Completion Coaching, Counseling, Disability Support Services, Transfer Center, Veterans Services, and TRiO. Students may also find assistance through the Tutoring and Learning Center (TLC), Writing Center, and Workforce Education Services office.

Students who need part-time job placement should contact the WorkSource office at (509) 524-5230 (Walla Walla) or (509) 758-1716 (Clarkston).

For any needs, it is always best to seek assistance early, before difficulties arise. There may be times when an instructor will refer a student to seek additional counseling services.

Accommodations for Students with Disabilities and Equal Opportunity Statement

These statements can be found at the beginning of this handbook

Child Care

The Walla Walla and Clarkston campuses have on-site daycare facilities for student use. For more information, call:

- Walla Walla campus (509) 527-4544
- Clarkston campus (509) 758-1779

Personal Health Insurance

Students are responsible for providing their own injury and illness insurance. All students are required to provide proof of personal health insurance with a minimum of catastrophic health insurance coverage before being allowed to attend practicum. **The college and practicum agencies do not assume any financial responsibility for student accidents occurring during the course of their studies.** While the WWCC Phlebotomy Technician Program cannot force a student to enroll in health insurance (RCW.28. B.10.660), the ability to fully participate in a variety of practicum experiences is essential and this requires that phlebotomy students show evidence of enrollment in a health insurance program. Due to Clinical Agency requirements, a student without health insurance may be prevented from attending certain practicum experiences and could receive a failing grade for the practicum course.

Students may purchase an Injury Only healthcare insurance policy at a low cost through [WWCC Student Injury Only Insurance](#) .

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APPENDICES

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Phlebotomy Program Statement of Concern

Date _____

_____, this is to notify you that there are areas of concern regarding your progress in class. **Below areas marked with an (X) indicate what coursework requires improvement:**

	Grades:		Attendance:		Conduct:		Clinical Pre-requisites
	Failure to complete assignments and/or turn in homework on time		Absence from class, lab, or clinical (no call/no show)		Failing to observe safe practices in the lab or clinical area.		Unsuccessful completion of Immunizations
	Class work or lab grade average less than 75%, which is required to pass		Tardiness or leaving early from class, lab, or clinical		Lack of respect for learning environment for fellow students.		Unsuccessful completion of TB Screening
	Clinical grade average less than 75% which is required to pass		Failure to arrive at class, lab or clinical site ready to practice with appropriate attire or equipment		Lack of respect or professionalism at facilities used as a learning environment		Unsuccessful completion of CPR
					Not taking responsibility for your own learning		Disqualifying findings on Criminal History Screen

The instructor may ask a student to leave the program at any time for infraction of rules or the judgment of the instructor that the healthcare field is not the appropriate field for the student

Instructor Comments and Recommendations *(cite syllabus or phlebotomy handbook)*

- _____ Referral to Student Services
- _____ Referral to study group
- _____ Complete daily reading and study for quizzes and test
- _____ Referral to Director of Allied Health and Safety

Instructor's Signature _____ **Date** _____

Student Improvement Plan: My plans for improving my class performance are _____

Student's Signature _____ **Date** _____

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UNUSUAL OCCURRENCE REPORT

Student Name: _____ Faculty Name: _____

Date report completed: _____

This form is to be completed by the student and the faculty member together. The completed form is to be submitted to the instructor.

Occurrence Demographics	Recipient of Unusual Occurrence
<p>Date: _____</p> <p>Time: _____</p> <p>Location of event: _____</p> <p>Category of Event: (check one)</p> <p><input type="radio"/> Error</p> <p><input type="radio"/> Near Miss</p> <p><input type="radio"/> Fall</p> <p><input type="radio"/> Other: _____</p>	<p>Who was the recipient of the Unusual Occurrence?</p> <p><input type="radio"/> Patient</p> <p><input type="radio"/> Visitor</p> <p><input type="radio"/> Staff</p> <p><input type="radio"/> Student</p> <p><input type="radio"/> Other (specify): _____</p> <p>Status of the recipient of the Unusual Occurrence:</p> <p><input type="radio"/> No Harm</p> <p><input type="radio"/> Harm</p> <p><input type="radio"/> Death</p> <p><input type="radio"/> Other (specify): _____</p>

Type of Incident
<p><input type="radio"/> Medication error:</p> <ul style="list-style-type: none"> <input type="radio"/> Wrong dose/rate <input type="radio"/> Wrong route <input type="radio"/> Wrong client <input type="radio"/> Wrong drug/solution <input type="radio"/> Wrong time/delayed/out of sequence <input type="radio"/> Adverse/allergic reaction <input type="radio"/> Extra dose/ repeated <input type="radio"/> Omission <input type="radio"/> Patient self-medicated <input type="radio"/> Other (specify): _____ <p><input type="radio"/> Needle stick (complete "Needle Stick and Sharp Object Injury and Body Fluid Report")</p> <p><input type="radio"/> Blood/Pathogen exposure</p> <p><input type="radio"/> Fall event</p> <ul style="list-style-type: none"> <input type="radio"/> Witnessed: Yes _____ No _____ <input type="radio"/> Assisted to the floor: Yes _____ No _____ <input type="radio"/> Fall from: _____ <p><input type="radio"/> Injury to body</p> <p><input type="radio"/> Failure to assess and/or respond to an adverse change in client condition</p> <p><input type="radio"/> Breach of confidentiality</p> <p><input type="radio"/> Other: _____</p>

Unusual Occurrence Description
<i>Describe event in detail here:</i> _____

Reflection on Contributive/Causative Factors
<ul style="list-style-type: none"><input type="radio"/> Medication Error:<ul style="list-style-type: none"><input type="radio"/> Allergy not documented<input type="radio"/> Assessment inaccurate/Incomplete<input type="radio"/> Drug not documented as given<input type="radio"/> Drug not checked with order/MAR<input type="radio"/> Drug not available<input type="radio"/> MAR misread/misinterpreted/ incomplete<input type="radio"/> Medication not scanned<input type="radio"/> Drug name similarity with other drug<input type="radio"/> Overlooked medication<input type="radio"/> Client refused/ unavailable<input type="radio"/> Other (specify): _____ <input type="radio"/> Inadequate communication<input type="radio"/> Inadequate preparation and/or knowledge for providing patient care<input type="radio"/> Deviation from protocols<input type="radio"/> Equipment or medical device malfunction<input type="radio"/> Environmental safety – for self, patient or others<input type="radio"/> Inappropriate or inadequate supervision or assignment by faculty, preceptor, other student, health care team, patient, or visitor<input type="radio"/> Interruptions/Distractions<input type="radio"/> Client factors-for example, combative, agitated etc. (Specify): _____<input type="radio"/> Technical knowledge deficit<input type="radio"/> Other: _____ _____
Follow-Up Action
<p>Who was alerted?</p> <ul style="list-style-type: none"><input type="radio"/> WWCC Faculty-specify name(s): _____<input type="radio"/> WWCC Allied Health Administration-specify name and title of the individual(s): _____ _____ <input type="radio"/> Patient<input type="radio"/> Patient's family-specify: _____<input type="radio"/> Healthcare Provider-specify: _____<input type="radio"/> Other: _____<input type="radio"/> Unknown <p>Inform clinical agency:</p> <ul style="list-style-type: none"><input type="radio"/> Yes-specify name and title of individual(s): _____<input type="radio"/> No<input type="radio"/> Unknown<input type="radio"/> N/A <p>Agency incident report completed:</p>

- Yes (specify who completed the agency report): _____
- No
- Unknown
- N/A

Changes occurring as result of incident:

- System changes
- Policy changes
- Practice changes
- Curriculum changes
- Nothing at present
- Other: _____
- Unknown
- N/A

Measures to prevent his type of incident from occurring in the future: _____

Student Information

Current Quarter: _____

Student is:

- Returning student
- New student

Final Remarks

Provide any additional information you would like to add here: _____

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NEEDLE STICK AND SHARP OBJECT INJURY AND BODY FLUID EXPOSURE REPORT

Name: _____

Birthdate: _____

SID#: _____

Date of Injury: _____

Where did the injury occur? (check one)

- | | |
|--|--|
| <input type="checkbox"/> Patient Room | <input type="checkbox"/> Venipuncture |
| <input type="checkbox"/> Outside Patient Room (hallway, nurse's station, etc.) | <input type="checkbox"/> Dialysis Facility |
| <input type="checkbox"/> Emergency Department | <input type="checkbox"/> Procedure Room (X-ray, EMG, etc.) |
| <input type="checkbox"/> Intensive/Critical Care Unit | <input type="checkbox"/> Clinical Laboratories |
| <input type="checkbox"/> Operating Room | <input type="checkbox"/> Autopsy/Pathology |
| <input type="checkbox"/> Outpatient Clinic/Office | <input type="checkbox"/> Blood Bank |
| <input type="checkbox"/> Service/Utility Area (laundry, central supply, etc.) | |
| <input type="checkbox"/> Other, describe _____ | |

Was the source patient known? (check one)

- yes no unknown not applicable Medical Record # _____

Was the injured worker the original user of the sharp item? (check one)

- yes no unknown not applicable

Was the sharp item: (check one)

- contaminated (known exposure to the patient or contaminated equipment)
 uncontaminated (no known exposure to pt. or contaminated equipment)
 unknown

For what purpose was the sharp item originally used: (check one)

- unknown/not applicable
 injection, intramuscular/subcutaneous, or other injection through the skin (syringe)
 heparin or saline flush (syringe)
 other injection into (or aspiration from) I.V. injection site or I.V. port (syringe)
 to connect I.V. line (intermittent I.V./piggyback/I.V. infusion/other I.V. line connection)
 to start I.V. or set up heparin lock (I.V. catheter or Butterfly™ –type needle)

- to draw a venous blood sample
- to draw an arterial blood sample (ABG)
- to obtain a body fluid or tissue sample (urine/CSF, Amniotic fluid/other fluid, biopsy)
- fingerstick/heel stick
- suturing
- cutting (surgery)
- electrocautery
- to contain a specimen or pharmaceutical (glass items)
- other, describe _____

Did the injury occur: *(check one)*

- before use of the item (item broke or slipped, assembling device, etc.)
- during use of the item (item slipped, patient jarred item, etc.)
- between steps of multistep procedure (between incremental injections, passing instruments, etc.)
- disassembling device or equipment
- in preparation for reuse of reusable instrument (sorting, disinfecting, sterilizing, etc.)
- while recapping a used needle
- withdrawing a needle from rubber or other resistant material (rubber stopper, I.V. port, etc.)
- other after use, before disposal (in transit to trash, cleaning up, left on the bed, table, floor, or other inappropriate place, etc.)
- from item left on or near disposal container
- while putting the item into the disposal container
- after disposal, stuck by item protruding from the opening of a disposal container
- after disposal item protruded from trash bag or inappropriate waste container

What device or item caused the injury? _____

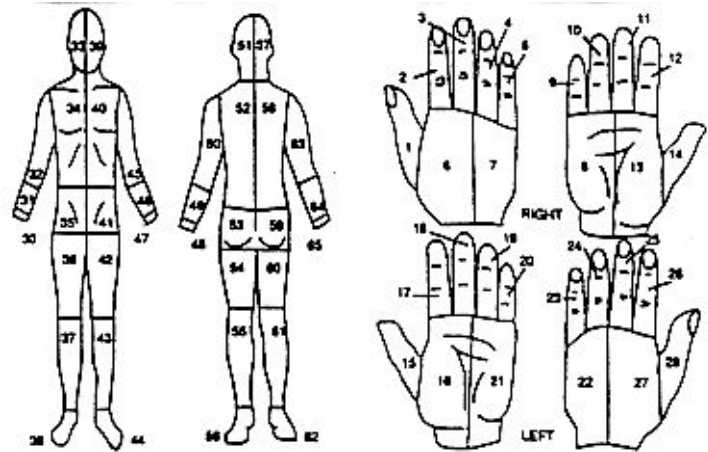
Mark the location of the injury:

If the item causing the injury was a needle, was it a “safety design” with a shielded, recessed, or retractable needle?

- yes
- no/not applicable

Was the injury: (check one)

- superficial (little or no bleeding)
- moderate (skin punctured, some bleeding)
- severe (deep stick/cut, or profuse bleeding)



Describe the circumstances leading to this injury:

BODY FLUID EXPOSURE:

Which body fluids were involved in the exposure? (check all that apply)

- blood or blood product
- pleural fluid
- vomit
- amniotic fluid
- CSF
- urine
- peritoneal fluid
- other, describe _____

Was the exposed part: (check all that apply)

- intact skin
- nose
- non-intact skin
- mouth
- eye(s)
- other, describe _____

Did the blood or body fluid: (check all that apply)

- touch unprotected skin
- touch skin through gap between protective garments
- soak through protective garments
- soak through clothing

Which protective items were worn at the time of the exposure? (check all that apply)

- single pair latex/vinyl gloves
- double pair latex/vinyl gloves
- goggles
- eyeglasses
- faceshield
- surgical mask
- surgical gown
- plastic apron
- lab coat, cloth
- lab coat, other _____
- other, describe _____

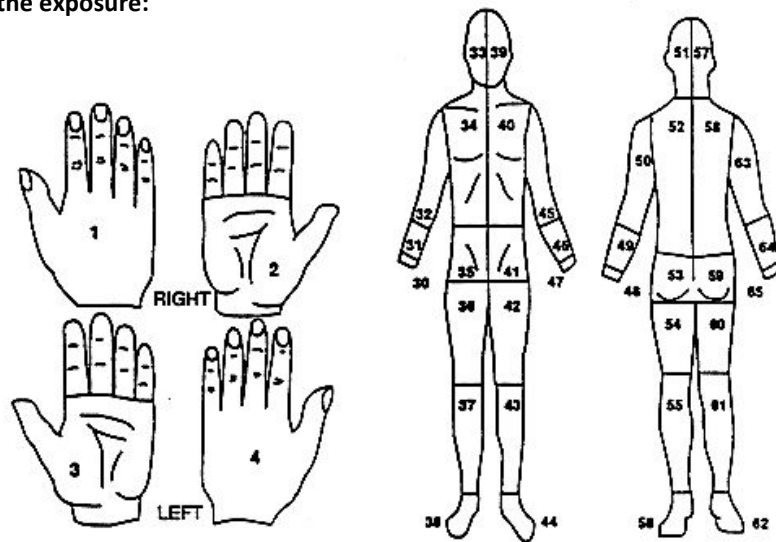
Was the exposure the result of: (check one)

- direct patient exposure
- specimen container leaked/spilled
- specimen container broke
- touched contaminated equipment
- touched contaminated drapes/sheets/gowns, etc.
- unknown

Estimate the quantity of blood or body fluid in contact with your skin or mucous membranes: (check one)

- small amount (up to 5 cc, or up to a quarter cup)
- moderate amount (up to 50 cc, or up to a quarter cup)
- large amount (more than 50 cc)

Mark the size and location of the exposure:



Describe the circumstances leading to this exposure:

Instructor comments:

Instructor Signature: _____ Student Signature: _____

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ALLIED HEALTH & SAFETY EDUCATION LABORATORY TEST RESULTS

CERTIFICATE OF AGREEMENT

Under the suspicion of substance abuse, I understand that testing must occur within one hour and, if transportation to a testing facility is required, I may not transport myself.

I hereby authorize _____ to perform a urinalysis and blood tests to determine the use of alcohol and/or controlled substances on specimens provided by me. I authorize Walla Walla Community College Allied Health & Safety Education Program to receive these results and utilize the results of this test to determine suitability for continued enrollment in the Allied Health & Safety Education Program.

Name (Please Print)

Student Identification Number

Signature

Date

Witness

Date

I hereby refuse to agree to the above testing and realize that my refusal **will** result in immediate suspension from the program.

Student Signature

Date

Witness

Date

Witness

Date

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STUDENT SIGNAGE PAGES

The following pages must be signed and returned to the designated instructor by the assigned due date.

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INFORMED CONSENT AND ACKNOWLEDGMENT OF INSURANCE AVAILABILITY

I am aware that during the practicum and/or lab experience in which I am participating under the arrangements of Walla Walla Community College, certain dangers may occur, including, but not limited to, the following:

- Infectious conditions
- Needle punctures
- Allergic reactions
- Muscular-skeletal injuries, etc...

In consideration, and as **part payment** for the right to participate in this clinical and/or laboratory experience and the other services of Walla Walla Community College, I have and do hereby assume all the risks involved and will hold the State of Washington, Walla Walla Community College, its employees, agents, and assigns, harmless from any and all liability actions, causes of action, debts, claims, demands of every kind and nature whatsoever, which may arise from or in connection with participation in any activities arranged for me by Walla Walla Community College. The terms thereof shall serve as a release and assumption of risk for the heirs, executors, administrators, and members of my family, including minors.

By my signature on this document, I acknowledge that I have been informed and further that I understand that I should have either personal health insurance prior to enrolling in this program or that I should enroll in student health insurance. My initials in the boxes next to the choices below show my preference:

- Personal Health Insurance
- Student Health Insurance

I am refusing to enroll in any health insurance program even though I am fully aware of the risks and dangers to my personal health, which may occur during my practicum/laboratory experience arranged for me by Walla Walla Community College.

Date

Signature of Student

Printed Name of Student

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EXPECTATIONS IN REGARD TO PLAGIARISM AND ACADEMIC DISHONESTY ("CHEATING")

Please read the follow procedure and place your initials beside each section, then sign and date at the bottom of this form and turn into the level lead.

___1) Plagiarism is defined as presenting someone else’s work, including the work of other students, as one’s own.

A student must give credit to the originality of others and acknowledge indebtedness whenever:

- ___a. directly quoting another person’s actual words, whether oral or written;
- ___b. using another person’s ideas, opinions, or theories;
- ___c. paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
- ___d. borrowing facts, statistics or illustrative material; or
- ___e. offering materials assembled or collected by others in the form of projects or collections without acknowledgment.

People’s ideas may be contained in written text, visual text, multi-media products, including websites, music, and written text.

___2) Any student who aids or abets the accomplishment of such activity as defined in subsection one (1) above shall also be subject to reasonable action by the instructor as defined below.

___3) An instructor may take reasonable action against any student who is deemed to have been guilty of plagiarism or academic dishonesty. The course of action might include, but not be limited to:

- a. student receives a warning;
- b. student receives a lowered grade;
- c. student receives a failing grade for the course;
- d. student dropped from the course;
- e. student be referred to the Director of Campus Life (conduct officer) for violation of the Student Code of Conduct

___4) An instructor taking action against any student for an act of academic misconduct may report such action to the Vice President of Instruction and the Director of Campus Life (conduct officer), as soon as possible, but no later than five working days after the incident. Any student subject to the action of an instructor for a violation of this section may seek review of that action by referring to the Grievance Procedure for Instructional Issues.

Printed Name: _____

Signature: _____

Date: _____

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Invasive Procedures Consent Form and Student Agreement for Use of Invasive Supplies

I _____ have read and understand the Invasive Procedure Policy. In accordance with these principles I agree to use kits intended for practice on mannequins, only on those mannequins and on equipment intended for that purpose. I also agree to use invasive kits for peer practice, on my peers only and in the presence of a WWCC instructor only. I understand that the intentional misuse of this equipment will be considered unethical conduct and such conduct will be brought before the administration for disciplinary action. I understand the risks/discomforts and benefits of invasive procedure practice and my questions have been answered. I agree to participate as a subject in these optional learning experiences. *(Check all that apply.)*

- Finger stick / capillary Venipuncture for specimen collection

Student Signature	Date	Instructor Signature
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OR

I, _____ **do not agree** to participate as a subject in any learning activities involving invasive procedures. I understand I must complete an Alternative Learning Activity. It is the responsibility of the student to contact the instructor to arrange alternative learning activities.

Signature of Student	Date
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PHLEBOTOMY TECHNICIAN STUDENT HANDBOOK ACCEPTANCE STATEMENT

Having read all of the WWCC Phlebotomy Technician Student Policies and Procedures as specified in this Phlebotomy Technician Student Handbook, I understand and accept the responsibilities of my role as a phlebotomy student at Walla Walla Community College. I agree to abide and be bound by these policies as a condition of enrollment in and graduation from the program. I have had an opportunity to have my questions satisfactorily answered by a Phlebotomy Technician Program Staff Member.

Printed Name: _____

Signature: _____

Date: _____