Hello and welcome to the online information session for the Phlebotomy Program at Austin Community College. This session is for people wishing to enroll in the nationally approved Phlebotomy Technician classes either for college credit or for continuing education credit.

We are pleased that you are interested in a career as a Phlebotomist and look forward to working with you in the near future.
The purpose of the Phlebotomy information session is to provide students with all of the information required for application into the Phlebotomy program as well as general information about the program itself. This information session will be a series of informative slides followed by a short posttest.

At the end of this information session, you will understand the course requirements as well as the process necessary to complete your application for the Phlebotomy Technician Program. After completing the information session you should be prepared to submit all of the documents necessary to complete the application process for the program.
Detailed information on topics covered in this presentation can be found by clicking on the links at the left of the slides. If you have questions at any time during the information session, press the pause button at the bottom of the slide and write down your question. Contact information for Health Sciences and the Phlebotomy Program are found at the end of the information session.
Have you ever wondered...

- What happens to the blood sample you give at the doctor’s office?
- How do doctors diagnose disease?
- How can you have a rewarding career helping others?
Welcome to the world inside the medical laboratory. It’s a world where medical laboratory professionals find answers to these questions and more.

In the laboratory, a highly-skilled medical team of pathologists, specialists, technologists and technicians work together to determine the presence, extent or absence of disease and provide valuable data needed to evaluate the effectiveness of treatment. The fact is, the practice of modern medicine would be impossible without the tests performed in the laboratory.
These professionals ...

- are problem solvers
- like challenge and responsibility
- are accurate and reliable
- work well under pressure
- communicate well
- set high standards for themselves
- are fascinated by science
Phlebotomy Technician

- The phlebotomy technician works directly with patients. They have the important responsibility of collecting blood specimens from patients. They must be accurate and excellent communicators. The phlebotomy technician must set high standards for themselves and be deeply committed to quality healthcare delivery.
“As a phlebotomist, I interact with patients, so they see me as the “face” of the laboratory. I work with patients in the hospital and those who are homebound. I love the variety of people I serve every day.”

Marilee Derr, PBT(ASCP)

The words of this practitioner illustrate the variety of patients she sees and her love for the profession.
As a phlebotomist you have a wide range of choices for practicing your profession such as:

- Laboratory
- Physician Office
- Hospital
- Insurance Companies
- Home Health
- AND MANY OTHER PLACES!!
How can you become a Phlebotomy Technician?

- You need to have excellent communication skills and want to work with patients.
- You must earn an high school diploma and complete a NAACLS accredited phlebotomy technician program or have acceptable work experience.
- You seriously consider taking the certification examination given by the American Society of Clinical Pathologists.

You need to have excellent communication skills and want to work with patients.

You must earn an high school diploma and complete a NAACLS accredited phlebotomy technician program or have acceptable work experience.

You seriously consider taking the certification examination given by the American Society of Clinical Pathologists. Many states require national certification, although at this time, the State of Texas does not.
The profession of phlebotomy is taught through classroom, student laboratory, and clinical experiences.

The student will be trained to perform a variety of blood collection methods using proper techniques and precautions including: vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture specimen collection on adults, children and infants.

Emphasis will be placed on infection prevention, proper patient identification, proper labeling of specimens, and quality assurance. Students will be taught specimen handling, processing and accessioning. Students will learn the theory and principles of CLIA waived laboratory tests such as pregnancy testing and urinalysis dipsticks, and perform these tests in the student laboratory.

The Phlebotomy Technician Program requires one hundred and twelve (112) out of classroom clinical hours. Clinical assignments are assigned by the instructor from available dates, times and locations approved by the clinical affiliates. The schedule will be provided during the next to the last week of class.

Students will be required to attend clinical assignments Monday through Friday during daytime hours eight hours a day. Special accommodations for shorter rotation days will be considered with no less than four (4) hours per day during eight (8) week semesters and six (6) hour days during the short five and half (5.5) week summer semester.

All students must attend all assigned clinicals in order to complete the mandated training requirements for completion of the certificate program. ACC Phlebotomy Technician Program has a strict rule that absences for reasons other than illness or emergencies WILL NOT be tolerated.
In order to develop proficiency in blood collection procedures it is necessary that students practice these skills on each other in the student laboratory. These blood collection procedures will only be performed UNDER THE DIRECT SUPERVISION AND GUIDANCE OF THE INSTRUCTOR. The instructor will evaluate the suitability of each student’s veins to determine whether or not an individual can be used for the practice sessions.

You must fill out and sign the Informed Consent form. You will be directed to print out this form at the end of the information session and submit the completed form with your application.

Failure to agree to participate in the laboratory activities may prevent you from participating in the clinical rotation assignment. Clinical affiliates expect students to have basic blood collection skills.
The Austin Community College Phlebotomy Technician Program is approved by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

Students successfully completing the program are immediately eligible to sit for national certification examinations.

http://www.naacls.org
You must be a High School graduate or have a GED in order to enroll in the Phlebotomy Technician classes, you must submit a copy of your GED or high school diploma with your application. If you are a high school graduate with college credits you may submit a college transcript instead. Tech Prep students must submit a form stating they are eligible for graduation from their high school.

In order to comply with state regulations and clinical affiliation agreements established between ACC and our clinical sites, students must provide written documentation proving immunity to certain diseases. For a complete list of program required immunizations there is a link to the immunizations form on the Application Process page on the left, Step 2. You can also find a list of community sites that can help you with any missing immunizations. The completed immunization form must be submitted with your application.

Each applicant must have a physical. Your healthcare provider must complete the appropriate sections on the Health Data Form and sign it. You must submit this form by the second week of class. Students must provide confirmation of a negative 2-step Tuberculosis (TB) test, a negative blood test, or a negative chest x-ray, that will be current during the time a student is in their clinical rotation.

All health sciences students at ACC must pass a criminal background check prior to being accepted into any health science program that has clinicals. All Phlebotomy Technician students are required to pass a Criminal Background Check from the ACC approved service provider, Pre-Check. Details on the process, fees, and provider may be viewed by following the link on the Health Science website. The student is responsible for the fees associated with requesting the criminal background check. Please do not request a background check until instructed by the Phlebotomy program to do so.

Effective January 1, 2013 all students (currently enrolled and new admissions) will be required to provide documentation of a negative 10-panel drug screen.

Health care providers are entrusted with the health, safety, and welfare of patients/clients. The safety and welfare of patients/clients cared for by our students is of primary concern.
Essential functions, as distinguished from academic standards, refer to those physical, cognitive and behavioral abilities required for satisfactory completion of all aspects of the curriculum, as well as the development of professional attributes required by the program officials and clinical faculty of all students upon completion of the program.

The essential functions consist of minimal physical, cognitive, affective and emotional requirements to provide reasonable assurance that students can complete the entire course of study and participate fully in all aspects of clinical training. The National Accrediting Agency for Clinical Laboratory Sciences requires that students review the Essential Functions so that a self-assessment can be made as to whether or not this program of study is right for you.

Students are required to acknowledge their ability to meet the essential functions on the phlebotomy application.
The physical abilities required for successful completion of the program include the ability to move about freely and maneuver in small spaces, stand and/or walk for long periods of time, and the ability to access areas within the healthcare facility.

You must also have sufficient mobility and fine motor coordination to manipulate phlebotomy equipment in such a manner as to safely collect and process patient specimens, maintain a safe, aseptic work environment, and accurately and safely operate a variety of laboratory equipment.

You must have sufficient visual ability to discern colors and perform phlebotomy procedures, which require the ability to visualize veins.
You must have the visual acuity to read and interpret test requests and physician orders, the hearing ability to respond to messages from patients and staff and the ability to operate computers. Keyboarding skills are very important as most clinical facilities use computers to input orders, print orders and verify collection of laboratory specimens.
Cognitive demands are those attributes which require you to think and act appropriately during blood collection activities.

Establishing and maintaining effective working relationships with other healthcare professionals is an integral part of your job. You are an important part of the healthcare team and proper communication skills are very important.

Your ability to accurately remember and apply oral and written procedures are essential in collecting the correct samples using the required protocols.

All facilities will have a method of maintaining records on all patients drawn. It is important that you are able to follow the protocol of the site you are at.

You must have the ability to organize your work so that all blood collections are completed in a timely fashion. Many facilities have set limits on how long you have to collect a blood sample. And in some situations, such as blood collections in the emergency room or a STAT request from the floor, the ability to work quickly and accurately is essential.

You will be taught and expect to exercise critical thinking skills to solve problems. Where will you collect a blood sample from a patient who has IVs in both arms? What if the patient is supposed to be fasting but they have eaten breakfast?
Affective demands are those involved with your own personality, your thoughts, your feelings and beliefs.

You must have the interpersonal skills sufficient to communicate in a professional, positive, tactful manner with patients, physicians, nurses, other health care and non-health care employees, and laboratory personnel.

You must have the emotional stability to allow professional interaction with patients and staff, to respect patient confidentiality, use reasonable judgement and accept responsibility for your actions. This is especially important during times of stress when tempers may be short.

You must project a well-groomed, neat appearance. All students will be required to dress in scrubs during classroom, laboratory and clinical experiences.

You must have the ability to maintain patient confidentiality and to exercise ethical judgment, integrity, honesty, dependability, and accountability in the performance of your laboratory responsibilities. If you are required to draw blood from the president of the United States you can tell no one that you did so. Not your husband, your wife, other family members or friends. This would be considered a breach of confidentiality which would result in immediate dismissal from the program.
Technical standards are those technical abilities required to perform your job.

Phlebotomists must be able to move about freely, to stand and/or walk for long periods of time. Fine motor coordination is required to manipulate equipment tourniquets, holders, syringes and needles to collect patient specimens. You must have the visual acuity to see veins in a patient’s arm and read physician orders.

All applicants must be fluent in English and be able to communicate effectively with faculty, patients and physicians.

An applicant must be able to exercise critical thinking skills to solve problems. The applicant must be able to promptly respond to an emergency situation, react appropriately and at all times exercise good judgment.

This Program operates in compliance with the American with Disabilities Act and all other applicable state and federal laws. The Program reserves the right to require the applicant to physically demonstrate any of the above skills. It is the responsibility of the applicant/student to notify the Program officials if there is any reason why the abilities described above cannot be met.
Clinical Commitment

• Students will be required to attend clinical assignments MONDAY-FRIDAY during daytime hours.
• Assignments of less than 8 hours may be considered to work around a student’s schedule.
  – 4 hour days during 8 week semesters, M-F
  – 6 hour days during 5.5 week semesters, M-F
• Weekend and evening rotations are NOT available

Students will be required to attend clinical assignments MON-FRID during daytime hours.
Assignments of less than 8 hours may be considered to work around a student’s schedule.
  4 hour days during 8 week semesters
  6 hour days during 5.5 week semesters
Weekend and evening rotations are not available. Staffing is minimal during these times and the workload is very slow in the evenings.
The Phlebotomy Technician class meets at Cypress Creek, Eastview, and Round Rock campuses. You will need to check the ACC course schedule to determine the location, offering days and times.

Phlebotomy Technician classes at ACC are in very high demand. As a result, the number of applications usually exceeds the spots available. Class size is limited by clinical availability. Clinical rotations are required in order to meet regulations for conferring the Phlebotomy Certificate. The applications are processed in the date order that a completed application is received.

In the fall and spring semesters students attend classroom instruction 2 days a week for 8 weeks and then do 112 hours of clinical time.

In the summer students attend classroom instruction 3 days a week for 5 ½ weeks, and then 112 hours of clinical time.

It is preferable for students to do the clinical time 5 days a week, 8 hours per day for 3 weeks. Special consideration may be allowed to do the clinicals 5 days a week for four hours per day for 8 weeks, or 6 hours per day during the short summer semester.

You must plan your life so that you have an adequate amount of time to do the reading, studying and homework assignments required. If you plan to work it is recommended that you work no more than 20 hours per week and that most hours be worked on the weekend.
This course is may be taken for college credit or for continuing education. The advantage of one over the other is mainly financial. If you live in the Austin Community College taxing districts you are considered an in-district student and it will be cheaper for you to take this course through the credit side. If you live in school districts outside the ACC taxing district, you are considered an out of district student and it may be cheaper for you to take this course through the continuing education side. The program requirements are identical, the only difference is how the grade appears on your transcript. There is a box on the phlebotomy application for you to indicate your preference.
Application Process

**College credit students:**
- Apply to ACC at [www.austincc.edu/future/](http://www.austincc.edu/future/)
- Complete all required immunizations
- Documentation of a recent 2-step TB test which must be done no sooner than 30 days before clinical.
- Online Information Session
- Submit all required forms to with your application.
- *Successful admission to the college does not mean you are admitted to the Phlebotomy program.*

In order to register in the program for college credit hours, you must first apply for admission to Austin Community College (either in person or online), be advised, and be oriented (either in person or online) to the college through the student advising center. After your college application is reviewed and accepted, ACC's Admissions and Records department (not the advising department) will assign your account a student ID number. Successful admission to the college does not mean that you are admitted to the Phlebotomy program. You must be selected after submitting an application to the program as well.

The next step in the application process is to provide documentation of the program required immunizations. All immunizations must be completed before a Phlebotomy application can be submitted. One of the required immunizations, Hepatitis B, requires a minimum of 4 months to complete the series of 3 shots.

You are in the process of completing one of the application requirements by finishing this Online Information Session. Please retain the Informed Consent form and the Verification form at the end of the session to submit with the Phlebotomy application.

The application form is available for you to print out on the left side under Application Packet or you can get a printed copy from the Health Science Admissions Office at Eastview campus.
To apply to the program and take it through continuing education you must follow the same procedure for immunizations and completion of this online session. You must also include with the phlebotomy application, proof of high school graduation or a GED.

It is possible to take the Phlebotomy Technician Program as continuing education (non-college credit) and then convert that coursework to college credit once the student has three (3) college credit hours at ACC. Students must request this conversion to college credit within two years of successfully completing the Phlebotomy Technician Program.
Once a student receives notification of acceptance into the program they must complete the Criminal Background Check (CBC) by the stated deadline.

There are always more applicants than spots and students who fail to submit their CBC will be dropped from consideration so other applicants may have an opportunity to be admitted into the class.

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There are always more applicants than spots and students who fail to submit their CBC by the deadline will be dropped from consideration so that other applicants may have an opportunity to be admitted into the class. If you are unable to do this by the stated deadline due to financial constraints you must contact the Phlebotomy Program administrative assistant. There is a limit to how long we can wait due to college deadlines.
Applications for admission to the program are accepted on an ongoing basis. Classes are filled according to the application date. You will be notified by email that you are being offered a seat in the upcoming class. Failure to respond to the email by the stated deadline will result in retiring your application and you must repeat the application process.
Once you have been offered a seat in the class, you must complete the CBC.

Failure to complete the CBC by the stated deadline will result in forfeiture of your seat.

Once you have received a clear Criminal Background Check you will be entered into the system to register for the courses.

A deadline will be given for you to register.

Failure to register by the deadline will result in your spot being given to another applicant.

Once you have been offered a seat in the class, you must complete the CBC. Failure to complete the CBC by the stated deadline will result in forfeiture of your seat.

Once a student receives a “clear” criminal background check they are given permission to register in the classes. You are encouraged to do so as soon as your registration time period opens. This is especially true if you need these courses in order to complete requirements for the Medical Laboratory Technician Program.

A deadline will be given for you to register.

Failure to register by the deadline will result in your spot being given to another applicant. There have been many instances in the past where qualified applicants did not receive a spot in the class yet there were spots available due to individuals failing to register for the course. This is unacceptable and we wish to have every applicant who wants in to get in.
Once application is accepted, CBC is cleared and you are given permission to register you must register for TWO classes, one is the lecture/lab class, the other is the clinical practicum. The course numbers are different for the credit and continuing education side so please be aware of this difference. Potential MLT students MUST take the courses for credit.

The college has a strict policy of de-registering students for classes if payment is not received on time. If you successfully register for the Phlebotomy Technician classes, please make sure you pay your tuition bill on time in order to avoid being deregistered and having someone else take your seat.
Completion of the program does NOT confer certification upon an individual by itself.

To become CERTIFIED the student must take and pass a national certification exam.

Granting of the Phlebotomy Technician certificate at ACC is NOT contingent upon passing a national certification exam.
Graduates are STRONGLY encouraged to sit for a national certification exam. This increases your employment potential, if you are one of several applicants applying for a job and you are certified and they are not this may give you the edge over the other applicants. Also, there are many states nationwide which require that phlebotomists be nationally certified. There are several organizations which certify phlebotomists; however, ASCP is the most recognized.

Please visit the following web site for more information:

- [http://www.ascp.org](http://www.ascp.org)
There are several areas of assistance available to all ACC Health Science students including financial aid, student services, special needs, and the libraries. Applicants and students are encouraged to use all the resources available at the college, including counseling to improve learning, study and test-taking skills.
Submit application which includes:

• GED OR HS transcript OR college transcript
• Completed “Informed Consent” form
• Immunizations
• Copy signed post-test

When notified, complete CBC.

When CBC clears, register for the TWO courses.

Submit application which includes:

• GED OR HS transcript OR college transcript
• Completed “Informed Consent” form
• Immunizations
• Copy signed post-test

WHEN NOTIFIED complete CBC.

When CBC clears register for the TWO courses. You must register for the lecture/lab course AND the clinical course.
If you have further questions, contact:

**Health Sciences Admissions and Information Office:**
Eastview Campus, 3401 Webberville Rd.
Building 8000, Room 8356
Austin, TX 78702
512-223-5700, Toll free 888-626-1697
Fax: 512-223-5901
Email: healthsciences@austincc.edu
Hours: Monday – Friday 8 - 5

If you have further questions not addressed in this presentation, please feel free to contact the Health Sciences Office.