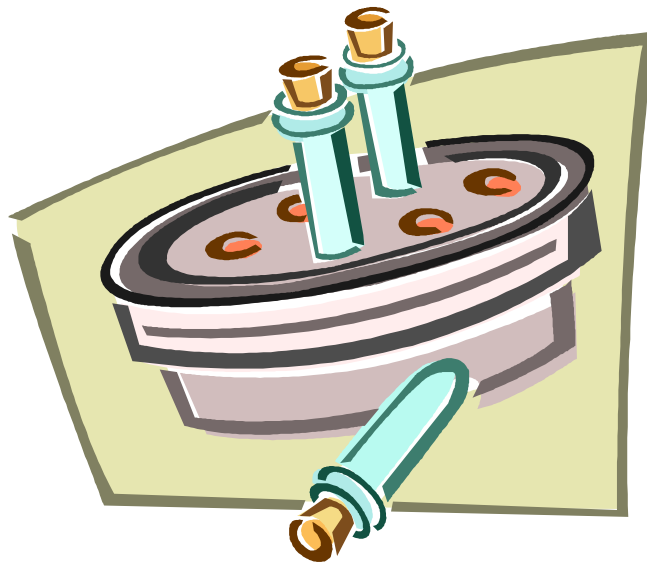


College of The Albemarle

Phlebotomy Program

Student Handbook



**College of The Albemarle
1208 North Road Street
P.O. Box 2327
Elizabeth City, NC 27906-2327**

Telephone: (252) 335-0821

Revised: June 2009

**College of The Albemarle
Department of Allied Health
Phlebotomy Program**

PHLEBOTOMY STUDENT HANDBOOK

Approved:

Christopher L. Seawell Date
Chair
Board of Trustees

Lynne Bunch Date
President

Althea Riddick Date
Vice President
Of Instruction

Terri R. Riddick Date
Program Coordinator
Phlebotomy Program

Introduction

This handbook supplements the policies and procedures adopted by the COA Board of Trustees. In the event of any conflict between a Board of Trustees' policies or any policy or provision of this Handbook, the Board of Trustees' policy shall be construed as setting forth the minimum expectations, rule or procedure applicable. In other words, some components of the policies set forth in this Handbook may impose greater obligations, expectations or responsibilities on students in the Phlebotomy Program than are generally applicable to other students. In the event that a student has a question or concern regarding inconsistencies in these policies, they should direct them to the Program Coordinator. The Program Coordinator may confer with the Division Chair, Vice President of Instruction and other administrative officials to resolve any such issue or conflict.

Table of Contents

Phlebotomy Program Mission, Goals, General Information	5
Admission Requirements, Contact Information	6
Class Schedule	7
Attendance, Academic Regulations	8
Grading, Resources	9
Essential Functions of Phlebotomy Students	10
Student Conduct, Criminal Background checks and Drug Screening	11
Clinical Performance	12
Student Service Work Policy, Certification Examinations	13
Dismissal and Complaints	14
Due Process	15
Dress Guidelines	16
Curriculum	17
Clinical Facilities	18
Safety Agreement	19
Informed Consent	20
Venipuncture Exemption Form	21
Incident Report	22
Hepatitis B Declination	23
Vaccination Waiver	25
Clinical Involvement Agreement	26
Phlebotomy Contractual Agreement	27

Phlebotomy Program Mission Statement

The College of the Albemarle (COA) Phlebotomy Program prepares individuals with the knowledge and skills necessary related to obtaining blood and other specimens for the purpose of laboratory analysis. The COA Phlebotomy Program mission is to provide education and training in the field of phlebotomy while maintaining high standards of instruction and service delivery. This is accomplished by providing theory and clinical experiences in a professional environment that is conducive to diverse learning needs of students.

Phlebotomy Program Goals

To provide sound education resulting in:

1. Competent graduates who could serve as quality employees for the healthcare community and who have a working knowledge of phlebotomy and healthcare at the entry level.
2. Graduates who have been adequately equipped with the knowledge that will allow them to successfully pass national certification exams; and,
3. A workforce to meet the needs of a growing healthcare community.

General Information

The COA Phlebotomy Program is a one-semester certificate program. The North Carolina Department of Community Colleges, State Board of Education supports the COA Phlebotomy Program. The program of instruction is governed by regulations and requirements of the North Carolina Department of Community Colleges and the Institutional Policies COA.

Admission requirements:

In order to be considered for admissions to the College of the Albemarle Phlebotomy program, applicants must:

1. Complete the college's application form
2. Meet the general requirements of admission to the college.
3. Submit proof of high school diploma or GED completion.
4. Submit copies of official high school and/or college transcripts.
5. Must have a 2.0 GPA or equivalent.
6. Attain acceptable scores on college's placement test. Scores of placement tests that place the applicant into Eng 111 and MAT 070.
7. Submit a Medical Health Form (A satisfactory physical exam including immunizations).

Contact Information:

Program Director: Terri R. Riddick, BS, MT (ASCP), MPA
252-335-0821, ext. 2999
Office: Owens Center 207
triddick@albemarle.edu

Faculty Same as above

Allied Health Department Chair: Martha Johnson, RN
252-335-0821, ext. 2328
Office: Owens Center 105
mpjohnson@albemarle.edu

Class Schedule

The Phlebotomy Program is a certificate program that is completed in one semester. There are two (2) core phlebotomy courses and three (3) related curriculum courses. The two phlebotomy core courses include PBT 100 (Phlebotomy Technology) and PBT 101 (Phlebotomy Practicum). The three related curriculum courses include PSY 101 (Applied Psychology), ACA 111 (College Student Success), and CIS 111 (Basic PC Literacy). All five of these courses can be completed in one semester, although a student may completed the PSY101, ACA 111, and CIS 111 course credits prior to enrolling in the phlebotomy program. ACA 111, CIS 111, and PSY 101 are co-requisites or pre-requisites to PBT 100 and PBT 101. If a student is enrolled in any or all of the related curriculum courses, along with the PBT courses, and he/she withdraws from any of these courses, they will also be withdrawn from the PBT courses.

The sixteen (16) week semester period is divided into two eight-week sessions for the Phlebotomy classes, PBT 100 and PBT 101. PBT 100 is scheduled and completed during the first eight-week session, and PBT 101 is scheduled and completed during the second eight-week session. This allows each student to be able to complete the theory and laboratory components of the program before entering into the clinical component of the program. The other required classes are scheduled for the entire 16 weeks, unless otherwise stated on the semester schedule.

PBT 100 classroom sessions, and most lab sessions, are held on the Elizabeth City campus. PBT 100 is scheduled for three days per week during the first 8-weeks of the semester. The second 8-weeks of the semester is when PBT 101 is completed. The times will vary according to the individual site that is assigned to each student. The days of attendance for the clinical component will be determined by the student's class schedule and the facility assigned.

A variety of facilities are utilized for clinical rotations. Some of these include local hospitals, private healthcare provider offices, and public health departments.

Attendance

Students are expected to attend every meeting of every course in which they are enrolled. If an absence should occur, it is the responsibility of the student to obtain all class notes, handouts, and assignments given on that day. It is NOT the responsibility of the faculty to seek out the student in order to provide this information.

Attendance at all scheduled tests is required. Failure to notify the instructor prior to missing a scheduled test will automatically result in a 7-point drop in test grade. It is the responsibility of the student to notify the instructor of possible times to reschedule the test. It is strongly encouraged that the test be rescheduled before the next class meeting, if at all possible.

Tardy is defined as not being in the classroom at the scheduled time for the beginning of class. *Three (3) tardies will calculate as one absence. A pattern of excessive tardiness is unacceptable and could lead to dismissal.*

Excessive student absences are defined as in excess of ten percent (10%) of the total course hours. Students who miss more than 10% of classes will be dropped from the roll. A pattern of excessive tardiness and/or absence from the clinical experience may necessitate the students assignment in the facility being cancelled, resulting in an unsatisfactory clinical evaluation and/or failure of the course. Any time that is missed during the clinical experience, is the responsibility of the student to make arrangements with the facility to make up the hours that were missed.

When inclement weather occurs (snow, storms, etc.), students should listen to local radio and TV stations for information about the closing of the College of the Albemarle. You may also call the main COA number, 252-335-0821, for information.

The general attendance policy for the College of the Albemarle can be found in the college catalog.

Academic Regulations

The Academic Standards and Discipline Policy as found in the College of the Albemarle Catalog are adhered to for the Phlebotomy Program.

Grading

The Phlebotomy Program follows the grading system described in the College of the Albemarle Catalog. It is as follows:

A	93-100
B	85-92
C	77-84
D	70-76
F	less than 70

The student receives separate grades for each Phlebotomy course. The method of grade determination for each course is included in specific course syllabi. A grade of C or better is required for PBT 100 (theory and laboratory components) the first 8 weeks of the semester in order to progress to PBT 101 (clinical component).

Failure of either Phlebotomy course will deem the student ineligible to receive a Phlebotomy Certificate.

Resources

The phlebotomy lab is Owens Center Room 215. This space is shared with the Medical Laboratory Technology Program. Students will see that it contains a good deal of equipment that will be utilized during the course of the semester. Please do not experiment with the equipment that you are unfamiliar with and have not covered in class. It is up to the students and faculty to maintain the classroom and equipment in proper order. Should you become aware of any materials or equipment that is not in proper working order, please report it immediately to the faculty. Material should not be removed from the classroom area without specific permission.

The College of the Albemarle Library and computer lab have various texts and software related to phlebotomy and other health care areas. In addition, Internet access is available in the library, computer lab, and the phlebotomy classroom.

Student Support Services provides programs designed to increase student retention and graduation rates, and promote a climate of support for the students. Student Support Services can help you develop study skills, test-taking abilities, and provide tutorial services. Student Support Services is located in the A-building and the telephone number is (252) 335-0821 ext. 2253.

Essential Functions of the Phlebotomy Student

The safe practice of phlebotomy involves cognitive, sensory, affective, and psychomotor performance requirements. Therefore, the essential eligible requirements for students in the phlebotomy program shall be further defined according to the following standards:

Physical and Emotional Standards:

Phlebotomy students should possess and be able to demonstrate the following:

1. **Interpersonal Skills** – Inter personal abilities sufficient to interact with individuals, families, and other health care professionals from a variety of emotional, cultural, and intellectual backgrounds. For example, the phlebotomy student shall establish rapport with patients/clients and the health care team members.
2. **Communication Skills** – Communication abilities sufficient for interaction with others in the verbal and written form. For example, explain the venipuncture procedure to a patient/client.
3. **Cognitive Abilities** - Ability to be oriented to time, place, and person: organization responsibilities, and making decisions. For example, recognize and report physical problems that occur when attempting venipuncture on a given patient/client.
4. **Mobility** – Physical abilities sufficient to move from room to room and around patients in a wide range of positions, maneuver in small spaces, stand and walk for extensive periods of time. For example, trips from the laboratory to patient/client rooms.
5. **Motor Skills** – Gross and fine motor skills sufficient to provide safe phlebotomy procedures. For example, demonstrate proper needle insertion and withdrawal technique when performing venipunctures.
6. **Hearing** – Auditory ability sufficient to monitor health needs of patients/clients. For example, hear monitor alarms, emergency signals, patient/client requests.
7. **Visual** – Visual ability sufficient for observation and skills necessary in phlebotomist duties. For example, observe patient/client response to venipuncture, changes in specimen color, and accurately read letters, numbers, and/or symbols at least 1/16 of an inch of larger from a safe distance.

8. **Tactile** – Tactile ability sufficient for collecting specimens. For example, identify potential sites for venipuncture, capillary, and arterial punctures.
9. **Health Status** - Students who pose a risk to the health, safety or well being of patients or other students, whether due to infectious diseases or otherwise, may be removed from clinical settings. If a student should contract or be a carrier of any infectious disease whether acute, chronic, active or inactive, it is the student’s responsibility to report this immediately to the course/clinical instructor. Patient well being, safety and health are the primary concerns of all clinical facilities and clinical sites. All clinical sites and clinical facilities, as well as COA, reserve the right to require medical verification that a student may participate in a clinical setting without posing a risk to the health, safety or well being of patients, other students or staff.

The above examples are illustrative only and are not all inclusive! If a student or applicant believes that he or she cannot meet one of the standards without accommodations or modifications, the student should confer directly with the program coordinator to determine whether or not any additional accommodations can be provided and whether such accommodations are feasible. Students needing any form of accommodation are expected to engage in an interactive process with the program coordinator, and any other administrative officials, to determine what modifications or accommodations may be reasonable and appropriate.

Disability Services Statement

College of the Albemarle seeks to comply with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Section 504 is a Federal Civil Rights Law, which prohibits discrimination against individuals with disabilities. The Americans with Disabilities Act expands the scope of institutional and service provider responsibility for providing reasonable accommodations to people with disabilities.

Elizabeth City or Edenton-Chowan students requesting accommodations based on a disability must register with the Disability Services Director, Andrea Temple (Building A, Room 119) (335-0821 ext. 2277) (atemple@albemarle.edu). Students attending the Dare Campus should contact Lori Britt (Main Office, Room 108) (473-2264 ext. 223) (lbritt@albemarle.edu).

Student Conduct

Students of the College of the Albemarle Phlebotomy Program are considered adults. Student conduct, which reflects the dignity and integrity of the college, is expected to be professional at all times. The Student Conduct Policy stated in the College of the Albemarle Catalog will be adhered to at all times.

Eating, drinking and use of tobacco products in the classrooms is prohibited and is limited to designated areas of clinical facilities and the college. Chewing gum or using tobacco products are **not** permitted while in the clinical setting.

Students are expected to leave classrooms and labs clean and in order.

Criminal Background Check and Drug Screening

Phlebotomy students will be required by certain clinical sites to have a criminal background check and a drug screen prior to clinical rotations. Currently, Albemarle Hospital provides this service for students. By applying for admission to the Phlebotomy Program, a student consents to drug and alcohol screening and criminal background checks. A written consent form must be signed by each student prior to the performance of a background check and drug screen. Information obtained within the criminal background check and sex offender check may be provided to any hospital or other clinical facility prior to clinical rotations. COA does not guarantee the admission of any student to a clinical facility or clinical site. A student's acceptance, participation and continuation at any clinical site is subject at all times to the approval and consent of the clinical site. For these reasons, all phlebotomy students must understand that it is critical that they comply with all policies and procedures of these clinical sites and that they must satisfactorily perform and conduct themselves at any clinical site. Students are under a continuing obligation to supplement the information provided to COA and any clinical facility concerning background checks, criminal histories or convictions or any other background information. Failure to promptly provide updated or corrected information may be cause for removal from a clinical facility or clinical site and/or from the phlebotomy program.

Clinical Performance Policy

The faculty will provide learning opportunities in the classroom and laboratory to develop phlebotomist competencies before students are placed in clinical settings. Once students are placed in clinical settings, clinical faculty will participate in clinical practicum evaluations of students. The instrument used and method of grading for student evaluations are included in the PBT 101 course syllabus. The ability of students to meet clinical objectives, demonstrate phlebotomist competencies, and maintain patient/client safety is required to receive a passing grade. When a student is unable to meet these criteria, the faculty may dismiss the student from the clinical assignment resulting in failure of PBT 101.

Students must agree to comply with all rules and requirements of the clinical facilities to which the student may be assigned. Should a student be dismissed from a clinical facility for any reason, the student may be unable to complete the requirements of this Program and may be ineligible to receive a certificate of completion.

Patient/Client Privacy and Confidentiality

At no time shall discussions regarding any patient/client be conducted in a public place (this includes breaks, lunch, elevator, etc.). Should the student not adhere to this policy, he/she will be dismissed from the Phlebotomy Program.

Visitors

Family members/visitors **may not** accompany students to class, lab, or clinical areas due to legal implications and responsibility for safety of the persons attending state supported schools/colleges. **NO** personal phone calls or personal visits are allowed in the clinical settings, except in emergency situations.

Student Service Work Policy

1. Students are not encourage to work as a phlebotomist, but may do so if the work is performed outside of the required academic hours (132 clinical hours in the clinical setting).
2. Students must successfully complete their clinical evaluation before working independently as a phlebotomist to ensure all phlebotomy competencies have been demonstrated.
3. Service work by students must be paid, supervised and subject to the institution's employee regulations.
4. Students must inform their Phlebotomy Instructor or Program Director if they are performing any service work at any time during their clinical rotation.

Phlebotomy Certification Examinations

Graduates of the College of the Albemarle Phlebotomy Program are encouraged to take a national certification examination for phlebotomy technicians. Certification represents the recognition of someone who has met all of the required qualifications specified by the certifying agency or association. COA recommends the American Society for Clinical Pathology (ASCP) Board of Registry.

Contact information for the ASCP Board of Registry is:

ASCP Board of Registry
P.O. Box 12277
Chicago, IL 60612-0277
Phone: 312-738-1336
Website: www.ascp.org/bor

Other certifying agency:

American Society of Phlebotomy Technicians (ASPT)
P.O. Box 1831
Hickory, NC 28603
Website: www.aspt.org

Dismissal: Non-Academic

Phlebotomy students may be dismissed from the program for any of the following reasons:

1. Failure to comply with the attendance policy of this Handbook.
2. Behavior, either physical or emotional, that conflicts with patient/client safety.
3. Negligent acts that could result in harm to the patient/client.
4. Breach of patient/client confidentiality.
5. Cheating or plagiarism.
6. Conduct not in accord with the College of the Albemarle catalog.
7. Any improper conduct which causes the student to be dismissed from a clinical facility.

Complaints

The Program Director and faculty are responsible for responding to complaints. In addition, any member of the college community may refer issues to the COA Student Affairs Committee.

Complaints should be made in writing, but may be verbally and/or anonymously. The Program Director or faculty is responsible for consulting with the appropriate individuals to develop a response to the complaint. A written response will be made, in response to a written complaint. If the response is unsatisfactory, the complainant may contact the Allied Health Department Chair. If the response remains unsatisfactory to the complainant, The COA due process procedures described in the College of the Albemarle catalog should be followed. Records of complaints will be maintained by the Phlebotomy Program Director and/or the Allied Health Department Chair.

1. Complaints regarding the Phlebotomy Program curriculum or its policies and procedures should be presented to the Program Director.
2. Complaints regarding the actions of a Phlebotomy Program faculty member should be directed to the faculty member involved. If the student feels uncomfortable with this, the Program Director should be contacted. If the complaint concerns the Program Director, the student should contact the Allied Health Department Chair.
3. Complaints regarding the actions of affiliations should be presented to the faculty and/or the Program Director.
4. Complaints regarding individuals outside the Phlebotomy Program should be presented to the Program Director.

Due Process

Any student having questions regarding courses, tests, clinical progress evaluations, or other concerns is expected to first seek assistance from the appropriate faculty. If a student has a concern he/she should address the faculty involved. If the problem cannot be resolved at this level, the student should refer to the Academic Review Committee and Disciplinary Due Process procedures described in the College of the Albemarle catalog.

Appeals Process

The student disciplinary procedure set forth in Section 4-15 of the COA Policy and Procedure Manual shall apply to all students in the phlebotomy program. Students removed from the program, shall have the right to appeal his/her suspension or removal from the program as provided in the disciplinary appeals procedure set forth in the COA Policy 4-15 (attached).

Clinical Dress Guidelines

All students will adhere to the following dress guidelines while in the clinical setting. Remember, the phlebotomy student should dress to convey professionalism.

1. Effective personal hygiene must be practiced at all times.
2. Perfumes are **NOT** permitted in any clinical setting.
3. Hair must be neat, clean, and worn in a conservative style at all times.
4. Male students should be clean-shaven or have a neatly trimmed mustache/beard.
5. Make-up should be used only in moderation.
6. Lab coats and uniforms must be clean and neatly pressed.
7. Clean white socks or hose may be worn under pants.
8. Clean white shoes are to be worn in the clinical settings.
9. Jewelry worn in the clinical setting should be conservative. Large Hoop earrings are unacceptable. Jewelry worn in nose, eyebrow, tongue, or other visible pierced body parts is **NOT** acceptable.
10. Fingernails should be short, clean, and well manicured.
11. College of the Albemarle student ID must be worn at all times while in clinical rotations.

Professional appearance is expected to promote patient/client confidence in your ability. The Phlebotomy student represents College of the Albemarle and the Phlebotomy profession. The student is expected to look neat and clean at all times. If the student is not appropriately dressed while in the clinical setting, the faculty will dismiss them from the clinical experience.

Phlebotomy – C45600

Curriculum

Course	Title	Class	Lab	Clinical	Contact	Credit
ACA 111	College Student Success	1	0	0	1	1
PBT 100	Phlebotomy Technology	5	2	0	7	6
PBT 101	Phlebotomy Practicum	0	0	9	9	3
PSY 101	Applied Psychology	3	0	0	3	3
CIS 111	Basic PC Literacy	1	2	0	3	2
	TOTAL CREDIT HOURS					15

Facilities Utilized for Clinical Rotations

Each student will be scheduled for clinical rotations through one or more of the following clinical facilities that College of the Albemarle Phlebotomy Program has a contractual agreement. Every effort will be made to schedule each student in one acute care facility and one outpatient facility. Due to the fact that there are limited numbers of acute care facilities in this area, each student may only be able to spend limited time in this setting. Specific schedules are distributed to students prior to the start of PBT 101. Clinical facilities are listed below. This list is may change during the course of a semester.

**Chowan Hospital
211 Virginia Rd.
Edenton, NC 27932**

**Albemarle Hospital
1144 N. Road St.
Elizabeth City, NC 27909**

**Outer Banks Hospital
4800 S. Croatan Hwy.
Nags Head, NC 27959**

**Regional Medical Center
5200 N. Croatan Hwy
Kitty Hawk, NC 27949**

**Coastal Women's Clinic
112 Medical Drive
Elizabeth City, NC 27909**

**Tarheel Internal Medicine
102 Medical Drive
Elizabeth City, NC 27909**

**Albemarle Family Practice
1141 N. Road St.
Elizabeth City, NC 27909**

**Albemarle Medical Specialists
100 Medical Dr.
Elizabeth City, NC 27909**

**Coastal Carolina Family Practice
600 S. Church St.
Hertford, NC 27944**

**Roanoke Chowan Hospital
500 South Academy St.
Ahoskie, NC 27910**

**Island Medical Center
715 N Hwy 64-264
Manteo, NC 27954**

SAFETY AGREEMENT FORM

Phlebotomy

Although there are certain hazards present in a medical laboratory, it is possible to make it a safe working environment. All personnel and students must agree to observe all safety rules, which are enforced by the employer or instructor. The following are some general rules, which will aid in your safety.

- Refrain from horseplay
- Avoid eating, drinking, smoking, gum chewing, or applying makeup in the work area
- Wear a buttoned laboratory jacket and closed-toe shoes (canvas shoes are not accepted)
- Pull long hair away from the face
- Avoid wearing loose hanging jewelry and keep your jewelry to a minimum
- Wear PPE (Personal Protective Equipment) when handling any biohazard specimen or chemical
- Disinfect the work area before and after procedures, immediately if there is a spill
- Wash your hands before and after procedures, before and after gloving, and any other time that is necessary
- Discard all contaminated materials into an appropriate labeled biohazard container. A rigid puncture-proof container, (Sharps), must be used for disposal of any object that would puncture a garbage bag, i.e. needles and lancets
- Wear safety goggles when working with chemicals or when splashes are likely to occur
- Avoid testing, smelling, or breathing chemicals
- Follow the manufacturer's instructions for operating equipment
- Handle equipment with care and store chemicals properly
- Report any broken or frayed electrical cord to your supervisor
- Discard any broken glassware into a "Sharps" container
- Use appropriate chemical spill kits to clean up spills
- Do not allow visitors in the working area of the Laboratory
- Report any accident to your supervisor

_____ I agree to follow all set rules as required.

_____ I have been informed that any biological specimen or blood product may possess the potential of transmitting diseases such as hepatitis and human immunodeficiency virus, which is the cause of AIDS.

_____ I understand that I must not remove any supplies or equipment from the lab without written permission. I am also aware that I should not practice invasive or potentially hazardous procedures on persons outside of the supervised laboratory setting.

_____ I understand that even though diagnostic products are tested for HIV antibodies and Hepatitis B Surface Antigen (HbsAg), no known test offers 100% assurance that products derived from human blood will not transmit disease.

_____ I am giving permission to have my blood collected by another student using venipuncture and capillary techniques as part of my learning process.

_____ I will follow all universal precaution measures but am aware that a blood spill, accident, or needle stick is a possibility of which I will not hold College of The Albemarle, staff or faculty, or fellow student responsible.

_____ I am covered by the malpractice insurance policy offered by College of The Albemarle.

_____ I am responsible for any medical attention (doctor's bill, etc.) that may be the result of an accident during laboratory classes.

Student's Name (please print): _____

Date: _____

Student's Signature _____

Date: _____

**COLLEGE OF THE ALBEMARLE
PHLEBOTOMY PROGRAM
Venipuncture/Microcollection
INFORMED CONSENT FORM**

I, the undersigned, volunteer for venipuncture and microcollection procedures to be performed on me as part of the phlebotomy class. I am aware that these are invasive procedures and there are risks such as hepatitis, HIV, and other diseases.

I have read and agree to follow all lab rules and procedures listed for my protection and the safety of others as outlined in the safety agreement form. I have no knowledge of having any communicable disease such as hepatitis, HIV, or other disease such as anemia, cancer, TB, etc.

I understand that I may only perform venipunctures and microcollections within the lab/clinical setting and under the supervision of the instructor(s) or clinical supervisor(s).

I do not hold College of The Albemarle, faculty, or classmates responsible for any untoward effect from these procedures.

If applicable, I will obtain a physician's excuse which will exempt me from either/or both venipuncture and/or microcollection procedures to be performed on me before the beginning of PBT 100 course. The physician will need to specify which technique(s) I will be exempted from.

My grade will not be jeopardized by an exemption from these procedures.

Student signature: _____

Date: _____

Witness signature: _____

Date: _____

Venipuncture/Microcollection Exemption Form

To Whom It May Concern:

The following student, _____, is exempt
from **venipuncture** procedures to be performed on him or her.

The following student, _____, is exempt
from **microcollection** procedures to be performed on him or her.

Physician's signature: _____ Date: _____

College of The Albemarle
Phlebotomy Program

Incident Report

Student _____ Date of Incident _____

Report completed by _____ Date report completed _____

1. Facility and exact location where incident occurred.

2. Brief description of incident (facts-not opinions or conclusion).

3. List any witnesses to the incident.

4. List or describe any injury.
 - a. Seen in hospital Emergency Department _____ No _____ Yes
Date _____ Time _____
 - b. Follow up recommended _____ No _____ Yes

5. Describe final outcome of incident.

College of The Albemarle
Allied Health Programs

Exposure Control Plan

Hepatitis B Virus Vaccination Declination Form

THIS IS A LEGAL DOCUMENT. READ IT CAREFULLY BEFORE SIGNING.

- I. I understand that due to the potential exposure to blood or other potentially infectious materials during my clinical learning experiences I may be at risk of acquiring Hepatitis B virus (HBV) infection. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. The college has discussed with me the following information:
- A. The purpose of the vaccination: to immunize me against Hepatitis B virus, which I may encounter during the course of enrollment in the Medical Assisting program;
 - B. The known risks associated with the vaccination as indicated on the attached “Information on Hepatitis B” including but not limited to injection-site soreness, fatigue, induration, erythema, swelling, fever, headache, and dizziness, as well as the possibility of more rare, unknown, adverse reactions;
 - C. The possibility that I may not develop an immunity to the Hepatitis B virus upon vaccination and that the vaccination may not prevent the Hepatitis B infection; and
 - D. The fact that if I do not receive the vaccination I risk infection and developing the virus.

I acknowledge that College of The Albemarle has made no guarantees concerning the results of the proposed vaccination. I have had sufficient opportunity to discuss the administration of the vaccination with College of The Albemarle officials. I have read the attached “Information on Hepatitis B” and all of my questions have been answered to my satisfaction. I believe that I have adequate knowledge upon which to base an informed consent to decline the vaccination.

- II. I personally assume all risks incident to not being vaccinated. I also waive, release and forever discharge the College of The Albemarle and any of its employees or agents from all liabilities, losses, damages, claims, actions, causes of action, demands or costs of any nature whatsoever that may arise as a result of not being vaccinated. I hereby agree not to file suit against the College of The Albemarle, its students, agents or any of its employees on account of not being vaccinated. The terms of this document shall bind me, my heirs and personal representatives.

III. Prior to signing this document, I have had adequate opportunity to read it, ask questions about it, and to understand it, and any questions I have had have been answered to my satisfaction. I further state that I am _____ years old and competent to sign this document.

Name _____

Signature _____

Date _____

Note: If the student is younger than 18, a parent's signature is required.

I am the parent or guardian of the student identified above who is under eighteen years of age. I have carefully read this document, fully understand its contents, agree to its terms and sign it voluntarily ON BEHALF OF MY CHILD. I agree to release the College of The Albemarle and its employees or agents from all liabilities, losses, damages, claims, actions, causes of action, demands or costs of any nature whatsoever that may arise as a result of my child not being vaccinated and to indemnify and hold the College of The Albemarle, its employees or agents harmless for any liability arising out of claims or suits made by my child against the College of The Albemarle, its employees or agents arising out of my child not receiving the Hepatitis B vaccination.

Parent's Signature _____

Date _____

**College of The Albemarle
Allied Health Programs**

Exposure Control Plan

VACCINATION WAIVER

_____ SHOULD NOT RECEIVE THE Hepatitis

B virus vaccine due to the fact that:

_____ Tests indicate that this person has protective antibody titers.

_____ Existing medical conditions prevent this person from receiving the vaccine.

Physician's Signature: _____ Date: _____

College of The Albemarle
Department of Allied Health
Phlebotomy Program

Clinical Involvement Agreement

As an applicant for or a student currently enrolled in a program of College of The Albemarle which includes clinical practice involvement, I, the undersigned, understand fully the sensitive nature of such programs and recognize that it is a privilege to be accepted as a student in a health sciences program. I further understand that as a student participating in clinical practice, I should be free from any controlled substances that might impair the abilities to perform my assignments in the clinical area. This is true whether the substances are prescribed or not.

In view of the foregoing, I affirm that I do not currently use any illegal drugs, nor do I abuse alcohol or prescribed/non-prescribed medications.

During my clinical practice involvement as a student at College of The Albemarle, I agree to voluntarily give body fluid samples should the instructor or manager of the unit where I am assigned so request on the basis of impaired job performance. I understand and agree that refusal to provide samples, when requested, will make me subject to disciplinary action as provided in the rules and regulations of the college which could include dismissal from the health sciences program I am enrolled in. I further agree that the college should be relieved from any liability for taking and testing of samples of my body fluids, which shall be done by independent medical or laboratory personnel.

FURTHERMORE, I authorize the release of the results of these tests and examinations to the designated College of The Albemarle representatives. By this authorization, I do hereby release the previously designated doctors, medical personnel, and/or employees of the college and clinical facility from any and all liabilities arising from the release or use of the information derived from or contained in my physical examination and test results.

I have read and do fully understand the foregoing and have executed this agreement of my own free will and volition without any compulsion or coercion whatsoever.

Signature

Witness Signature

Date

Date

College of The Albemarle
Department of Allied Health
Phlebotomy Program

Phlebotomy Contractual Agreement

I, the undersigned, have
(1) received a copy of;
(2) read;
(3) received an explanation of; and understand
the policies and guidelines as stated in the Phlebotomy Student Handbook and the Allied
Health Program's Exposure Control Plan for Blood-borne Pathogens.

I also understand that I must comply with and follow these guidelines and policies
during my enrollment as a Phlebotomy student at College of The Albemarle. I also
understand that this signed agreement will be filed in my student file.

Signature

Social Security #

Date

Signature of Phlebotomy Program Coordinator

Date

