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# PHLEBOTOMY PROGRAM

## Information Package

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“About Our Phlebotomy Program...”



**River Valley Community College**  
**One College Drive**  
**Claremont, NH 03743**

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*River Valley Community College transforms lives by providing a quality and affordable education through innovative personal approaches to lifelong learning and career pathways.*

*Adopted February 2017*

## **MESSAGE TO THE STUDENT**

RIVER VALLEY COMMUNITY COLLEGE (RVCC) offers a 6-credit certificate program in phlebotomy. This certificate will show proof to employers that you have both a background in the theory of Phlebotomy as well as 120 hours of hands on internship experience. The RVCC Certificate also allows you to sit for your national exam either through the American Society of Clinical Pathologists (ASCP) which awards the Phlebotomy Technician, PBT(ASCP) credential; or through the National Healthcare Association (NHA) which awards the Certified Phlebotomist Technician (CPT) credential.

## **MISSION AND PHILOSOPHY STATEMENT**

The Phlebotomy Program shares in the mission of River Valley Community College to prepare individuals to meet the occupational needs of the region and state through lifelong learning and career pathways. The Phlebotomy Program is committed to providing quality, responsible phlebotomists with relevant skills and knowledge that meet the needs of the community and profession.

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We believe that phlebotomy education should be based upon identified and verified roles and responsibilities of entry-level practitioners as identified by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) and the American Society for Clinical Pathologists (ASCP). This education should provide opportunities for integration and application of learned experiences within the academic environment and clinical laboratories.

We believe in the Code of Ethics established by professional organizations such as the ASCP and the American Society for Clinical Laboratory Scientists (ASCLS) with the incorporation of these standards in the phlebotomy curriculum.

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## **PROGRAM OUTCOMES**

**At the end of the Phlebotomy Program, certificate recipients will:**

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- 1. Demonstrate entry-level phlebotomy skills for routine procedures.**
  - 2. Demonstrate professional conduct and practice behavior consistent with established professional code of ethics.**
  - 3. Communicate accurately and precisely using written, verbal and non-verbal techniques, ensuring understanding by the recipient.**
  - 4. Demonstrate skills representative of safe working practices as defined by the CDC and OSHA.**
  - 5. Describe health care systems, including functions, components and organizational structures.**
  - 6. Describe the components and functions of departments of the clinical laboratory.**
  - 7. Define medical terminology associated with the function of a phlebotomist.**
  - 8. Relate basic anatomy and physiology concepts to the practices and procedures of a phlebotomist.**
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## OVERVIEW

Experience has taught us that some points should be clarified before a student begins the program.

- **SPONSORSHIP:** The River Valley Community College, One College Place, Claremont, NH 03743, sponsors this Phlebotomy Program although there may be other programs in the state.  
[www.rivervalley.edu](http://www.rivervalley.edu)
- **ADMISSION TO THE PROGRAM:** Students must meet general College requirements for admission to the program. The Accuplacer test is not required unless students are also enrolling in an additional degree at the college. All program applications must be submitted to River Valley Community College. Course registrations for the PHBC 110R Phlebotomy and PHBC 190R Phlebotomy Internship are also submitted to the Claremont Campus. **Registering for a course is not the same thing as being admitted into the program.** To be admitted, a college application, found on the web site or in the center of the College Catalog must be completed and submitted to the Admission's Department.
- **REGISTRATION FOR COURSEWORK:** Students may register for PHBC 110R Phlebotomy without being admitted into (matriculated) the Phlebotomy program but they must understand that they will be unable to continue on to the Phlebotomy Internship without matriculation. Some students may choose this option if they are already employed by a hospital and already have an understanding with their employer about working following completion of the course. All questions about this situation should be directed to the Phlebotomy Academic Advisor. The Phlebotomy course (PHBC 110R) is offered each fall semester on the Claremont campus. All program applications and course registrations for Claremont are done through the Claremont campus. **Registration for courses is not the same as applying for admission and being matriculated into the program through the college application process.**

Students must have applied to and been accepted into the Phlebotomy Program (matriculated) by the December 1st deadline in order to register for PHBC 190R Phlebotomy Internship. There are **no exceptions** to this deadline. PHBC 190R is held during the spring semester and involves 100-120 hours of experience, scheduled full-time for three weeks. These hours must be completed during the day shift during three consecutive weeks. The dates of the internship are determined by agency availability and the Phlebotomy Faculty. Students are responsible for all expenses required of the agency prior to beginning internships including Criminal Background Checks, Drug Testing, and CPR Certification. Each internship site has different requirements which will be explained to students at the time of placement.

- **IMMUNIZATIONS:** Students must provide proof of immunity to infectious disease by December 1<sup>st</sup> of the semester in which they take PHBC110R in order to register for PHBC 190R Phlebotomy Internship. Most clinical agencies prefer proof of immunity through titers, therefore we recommend obtaining that information from your healthcare provider. The last shot of the hepatitis B vaccine series may be

outstanding for registration. The Immunization forms will be provided to students on the first day of class. Immunization records must include proof of the most recent flu (influenza) vaccine.

- **INSURANCE:** Students must provide proof of health insurance to the Academic Advisor by December 1<sup>st</sup> in order to register for PHBC 190R Phlebotomy Internship.
- **PROGRAM CAPACITY:** There is a limit of 12 students per section that will be accepted into the program. No more than two sections will be offered in any fall semester.
- **INTERNSHIPS:** Internship experiences are scheduled at various locations through New Hampshire and Vermont based upon availability and student needs. Phlebotomy internships are coordinated and supervised by faculty of River Valley Community College.
- **CERTIFICATION:** Certification of phlebotomists is done through national testing. Information regarding applications for certification agencies may be obtained from the Phlebotomy Program Faculty at River Valley Community College or the websites listed below. There are several routes for certification including completion of a formal program or working full-time for one year as a phlebotomist. More information regarding national certification is provided during your coursework but you can also explore [www.ascp.org](http://www.ascp.org) or <https://www.nhanow.com>.
- **BACKGROUND CHECKS:** Background checks are required by all affiliation (internship) agencies. Students should be advised that a positive background check may prevent their ability to participate in the Phlebotomy Internship. Any concerns about this should be addressed with the Phlebotomy Advisor during the first week of courses. Be aware, that many affiliation agencies require background checks from any state the student has lived in during the past seven (7) years as well as a State of NH background check. The student is responsible for all costs associated with these checks. For students who have lived in multiple states, the Phlebotomy Academic Advisor can assist with facilitation of multiple background checks through a company called Castlebranch.

## GENERAL INFORMATION

The Phlebotomy Program integrates theoretical, practical and interpersonal skills, providing the basis for the graduate to effectively perform as an entry-level phlebotomist upon completion of the program. Classroom learning combined with a 100-120 hour internship (3-weeks full-time weekdays), performed in a clinical laboratory or other health care facility, provides the student with the knowledge and skills necessary of the phlebotomist whose duties include blood collection, biological sample acquisition, specimen handling, transport and processing, client education and clerical duties. Good communication ability, fine motor skills and some mobility are required for students to successfully perform in most clinical settings.

The program begins in the fall semester with PHBC 110R Phlebotomy that is regularly offered at the Claremont campus. Internships are scheduled during the following spring semester and are based on availability of clinical sites and student needs. **Students may not register for internships unless they have been admitted into the Program (matriculated) and have on file proof of immunity to measles, mumps and rubella (MMR), Varicella zoster (Chicken Pox), proof of receipt of the Mantoux test for TB (within one year) or other acceptable TB test, proof of the most recent flu vaccine, and proof of immunity to hepatitis B or a signed waiver. You must also have completed a criminal background check and have CPR certification.**

## CURRICULUM

### FIRST SEMESTER

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PHBC 110R Phlebotomy	3.0 credit hours
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Two lecture hours and two lab hours each week

### SECOND SEMESTER

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PHBC 190R Phlebotomy Internship	3.0 credit hours
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On-site, full time, three weeks, 120 hours

## ADMISSION REQUIREMENTS

Applicants for the Phlebotomy Program must meet College requirements for admission.

## INTERNSHIP INFORMATION

Students must be matriculated and have successfully completed PHBC 110R before registering for PHBC 190R. The internship is performed on Monday through Friday, day shift, three weeks, full-time. This internship is completed during the spring. All students entering into the internship must have health records reviewed by their Academic Advisor, including proof of immunization, prior to November 15<sup>th</sup>. **Students should maintain a copy of these records and have them available for the internship coordinator during their initial interview at the internship site. Failure to have up-to-date medical records submitted prior to November 15<sup>th</sup> will result in the student being unable to participate in the internship phase of the program.** Proof of health and liability insurance as identified in the Student Handbook Health is also required. Liability insurance is obtained through the College and will be automatically charged to your student account. All students who plan on attending an internship must submit a Criminal Background Check.

Internships are held at clinical and health care agencies throughout the state. Internship schedules vary depending upon participating agencies, and student needs. Every attempt to have internship assignments available by the end of the fall semester will be made. Every internship site may have individual requirements that must be completed prior to starting the process including orientation, interviews, or additional site-specific items. **No student may begin an internship until all pre-requisites are complete.**

## CERTIFICATION ELIGIBILITY

Students that successfully complete all components of this program are eligible to sit for national certification examinations sponsored by the American Society of Clinical Pathologists (ASCP) or the National Health Career Association (NHA).

## TRANSFER POLICY

Several institutions in New Hampshire are now offering phlebotomy courses. It is the practice of RIVER VALLEY COMMUNITY COLLEGE to evaluate students' previous coursework on a case-by-case basis for transfer to the College. Any phlebotomy course that meets the competency requirements of PHBC 110R Phlebotomy will be considered for transfer.

In the event that a student is admitted into the Phlebotomy Program and transfers a course for PHBC 110R Phlebotomy an interview with program faculty will be required. In addition, a competency assessment for didactic, technical and affective skills will be performed prior to arranging for PHBC 190R Phlebotomy Internship.

All policies for matriculation and internship are applied to transfer students in the same manner as students who complete both components of the Phlebotomy Program on the Claremont Campus.



## FINANCIAL CONSIDERATIONS

Please refer to the College Catalog for the most accurate information or contact the RVCC Business Office 603-542-7744 EXT. 5302

Approximate Costs 2019-2020 for NH Residents or VT/MA residents within a 50 mile radius		
Fall Semester		Total Cost
Course Fees PHBC 110R	\$215/credit x 3 credits	\$645
Lab Fees PHBC 110R	\$110 x 1 credit	\$110
Student Services Fee	\$9/credit x 3 credits	\$27
Textbook	\$40 (subject to change)	\$40
CPR	\$40-60 (Student Senate will refund up to \$50 of this cost)	variable
Prior to November 15 <sup>th</sup>		
Background Check	\$25 - \$50 depending on number of states	variable
Health Insurance	variable	variable
Drug Test	\$50 (not all sites will require this)	variable
Spring Semester		
Liability Insurance	\$25	\$25
Course Fees PHBC 190R	\$215/credit x 3 credits	\$645
Internship Instruction Fees	\$110/credit x 3	\$330
Student Services Fee	\$9/credit x 3 credits	\$27

## CHECKLIST

The following pages contain a checklist for you to follow to ensure a smooth progression through the Phlebotomy Program. Failure to follow these steps in a timely way may result in delay of progress or an inability to complete the program within the expected time period. Please follow established deadlines. Please choose either Path A or Path B.

**Path A** – for students interested in only completing the Phlebotomy course, but not completing the full certification. *(This option is for students who already work as a phlebotomist and are merely interested in learning more about the field).*

- Register for the Fall Semester PHBC110R course during open registration period. You can register as a *non-matriculated student*
- Pay tuition or make arrangements for payment plan. **(This must be complete two weeks before class starts.)**
- Buy the course textbook. You may choose to buy the textbook through the RVCC bookstore: <https://www.bkstr.com/rivervalleyccstore/home>
- Confirm classroom, start date, and time of class either via the RVCC course schedule posted on the website and through SIS.

**Path B** – for students interested in completing the RVCC Phlebotomy certificate and sitting for their national exam

**All of the following steps must be completed for the student to successfully complete the RIVER VALLEY COMMUNITY COLLEGE Phlebotomy Certification. Certification through RVCC requires admission to and matriculation in the program, completion of course PHBC 110R, and completion of Internship PHBC 190R.**

- Apply for admission to the Phlebotomy Program (includes completing the college application found in the College Catalog or on the college web site and submitting to the Admissions Department **with application fee**).
  - Request all official high school and college transcripts be forwarded to River Valley Community College Office of Admissions
- Register for PHBC 110R Phlebotomy. **(Before the semester begins)**
- Pay tuition or make arrangements for payment plan. **(This must be complete two weeks before class starts.)**
- Buy the course textbook. You may choose to buy the textbook through the RVCC bookstore: <https://www.bkstr.com/rivervalleyccstore/home>
- Confirm classroom, start date, and time of class either via the RVCC course schedule posted on the website and through SIS.
- During the first semester complete the following and submit them to the Phlebotomy Academic Advisor. These forms will be passed out during the first few weeks of class and it is your responsibility to return them in a timely manner.
  - Complete the Criminal Background Check for the State of NH. If you have lived outside of NH in the past 7 years, contact the Academic Advisor
    - Do not complete this form prior to starting PHBC110 as it must be completed within a 4 month period prior to starting your internship.
    - Submit this as early in the fall semester as possible. It will take a minimum of 6 weeks for it to be returned. If you do not wish to mail it, you can travel to the State Safety Offices, One Hazen Drive, Concord, NH to have it done and they will return your form to you on the same day.
  - Have current Healthcare Provider CPR certification or obtain certification by the end of the fall semester.

- Submit proof of health records including immunizations, boosters or titers for the following: MMR, Varicella zoster (chickenpox), Hepatitis B vaccine series (or a signed waiver), current influenza vaccine (flu).

Completion of these forms will determine your eligibility to attend the Phlebotomy Internship and must be submitted to the Academic Advisor by NOVEMBER 15<sup>th</sup>. These forms, once reviewed by the Academic Advisor will be returned to you. It is YOUR responsibility to provide them to your internship site upon request.

**Path B** - continued

- Complete PHBC 110R with a “C” or better.
- Register for PHBC 190R Phlebotomy Internship. **(This cannot be done if not matriculated, if outstanding bills to the College exist, library books are overdue, or health records are incomplete. Registration must be done before December 15<sup>th</sup> to participate in spring internship – NO EXCEPTIONS)**

Internship Participation

- Once assigned a site**, meet with clinical site coordinator to confirm dates and hours of internship.
- If requested by the site, submit to them proof of Background Check, CPR, and immunizations**
- Complete internship.

Certification

- Apply for certification examination (NHA or ASCP).
- Receive your RVCC Phlebotomy Certificate (Certificate will not be awarded if student has outstanding bills and/or library books are unreturned)
- Sit for certification examination. (Not required for completion of Phlebotomy Program and may not be required for employment).

