



Phlebotomy

STUDENT HANDBOOK

2021-2022



## TABLE OF CONTENTS

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<b>TABLE OF CONTENTS</b> .....	2
<b>PROGRAM OVERVIEW</b> .....	3
<b>MISSION AND PHILOSOPHY STATEMENTS</b> .....	4
<b>PROGRAM OUTCOMES</b> .....	5
<b>ESSENTIAL SKILLS OF THE PHLEBOTOMIST</b> .....	6
<b>PHLEBOTOMY PROGRAM GENERAL DESCRIPTION</b> .....	7
<b>INDIVIDUAL REASONABLE ACCOMODATION PLANS</b> .....	8
<b>WORK BASED LEARNING POLICY</b> .....	8
<b>CERTIFICATION ELIGIBILITY</b> .....	8
<b>PHLEBOTOMY PROGRAM GRADING POLICY</b> .....	8
<b>PHLEBOTOMY TRANSFER POLICY</b> .....	10
<b>PHLEBOTOMY PROGRAM INFECTIOUS DISEASE MANAGEMENT POLICY</b> .....	10
<b>GENERAL PHLEBOTOMY INTERNSHIP INFORMATION</b> .....	11
<b>PHBC 190R INTERNSHIP POLICIES</b> .....	12
Regulations .....	12
Placement/Attendance .....	12
Appearance .....	13
Grading.....	13
Failure and Dismissal .....	13
Insurance .....	14
Injuries and Accidents.....	14
Alcohol, Controlled Substances, & Illegal Drugs.....	15
Substance Abuse in Classroom/Laboratory Settings: .....	15
Substance Abuse During Clinical Education:.....	15
Prescription Medications:.....	15
Medical/Recreational Use of Marijuana: .....	15
CBD:.....	15
Drug Testing:.....	15
Additional Information Related to Substance Abuse:.....	15
<b>PHLEBOTOMY INTERNSHIP CHAIN OF COMMAND</b> .....	16
<b>PHLEBOTOMY PROGRAM STATEMENT OF RELEASE</b> .....	18
<b>CONSENT TO PARTICIPATE IN PHLEBOTOMY PROCEDURES</b> .....	19
<b>PHLEBOTOMY PROGRAM STATEMENT OF ACKNOWLEDGEMENT</b> .....	20

History of the Phlebotomy Student Handbook:

Reviewed 5/08, 8/15  
Revised 5/09, 6/11, 8/14, 8/15, 8/16, 7/21

## PROGRAM OVERVIEW

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River Valley Community College offers a 6-credit certificate program in phlebotomy. Experience has taught us that some points should be clarified before a student begins the program.

- **SPONSORSHIP:** The River Valley Community College, One College Drive, Claremont, NH 03743, sponsors this Phlebotomy Program. The program accepts a maximum of 12 students per cohort, with a maximum of two cohorts offered beginning each fall. Program numbers have been decreased to 16 students maximum in 2021-2022 due to Covid-19.
- **ADMISSION TO THE PROGRAM (MATRICULATION):** Students must meet general College requirements for admission to the program, attest to the Criminal Background Check/Drug Test policy, and attest to the “Essential Skills of the Phlebotomist” form. All program applications and attestations must be submitted to River Valley Community College through the college’s website.
- **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. Non-matriculated students must still complete the “Essential Skills of the Phlebotomist” form prior to registration or they may be removed from the course. Some students may choose to take PHBC 110R without program matriculation if they are taking the course as an elective, or if they are already employed by a hospital and already have an understanding with their employer about working following completion of the course without completion of the internship and without earning certification. All questions about this situation should be directed to the Phlebotomy Advisor. The Phlebotomy course (PHBC 190) is offered each fall semester on 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.**
- **PHLEBOTOMY INTERNSHIP:** PHBC 190R – Phlebotomy Internship is held during the spring semester and involves 120 hours of experience, scheduled full-time, day shift for three consecutive weeks. This dates of the internship are determined by agency availability and the Phlebotomy Faculty. The internship may not be completed in alternate semesters or in an alternate schedule. To register for PHBC 190R, students must be matriculated into the program and have passed PHBC 110R – Phlebotomy with a C or better in order to take the internship. 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.
- **RVCC CERTIFICATE** – Upon successful completion of both PHBC110R and PHBC190R, students will earn an RVCC Certificate in Phlebotomy. The RVCC Certificate allows students to sit for their national certification exam to earn a variety of Phlebotomy Technician Credentials.
- **EARNING PHLEBOTOMY CREDENTIALS:** Certification of phlebotomists is done through national testing. The RVCC Phlebotomy Certificate Program meets the requirements of the Route 2 Pathway for the American Society of Clinical Pathologists (ASCP) which is considered the gold-standard for certification. Completion of the RVCC Certificate Program also qualifies

students to take additional national certifications through other organizations. More information on earning phlebotomy credentials can be found at <https://www.ascp.org/content/board-of-certification/get-credentialed> for the ASCP Board of Registry. Additional certification options can be found at the following: <https://www.nhanow.com/certifications/phlebotomy-technician>

- **PROGRAM POLICIES:** The policies outlined in this handbook provide policies specific to the program and support the policies for all students at RVCC found in the Student Handbook (<https://catalog.rivervalley.edu/student-handbook>) When a discrepancy between the policies exists, the program policies shall take precedence.

## **MISSION AND PHILOSOPHY STATEMENTS**

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The Phlebotomy Program shares in the mission of the Community College System of New Hampshire (CCSNH) and River Valley Community College (RVCC) to prepare individuals to meet the occupational needs of the region and state. The mission of CCSNH may be found on the CCSNH website: <https://www.ccsnh.edu/mission-65-by-25-goals/>

The mission of RVCC may be found on the RVCC website: <https://www.rivervalley.edu/about/river-valley-principles/>

*Phlebotomy Program Mission:* The Phlebotomy Program is committed to providing quality, responsible phlebotomists with relevant skills and knowledge that meet the needs of the community, the student, and the profession.

*Phlebotomy Program Philosophy:* 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.

## PROGRAM OUTCOMES

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

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.

## ESSENTIAL SKILLS OF THE PHLEBOTOMIST

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In order to matriculate into the Phlebotomy Program or enroll in PHBC 110R, students must attest to the following. The Essential Skills form will be kept on file by the Program Advisor.

The following list identifies the skills that a Phlebotomy Student and Clinical Phlebotomist must possess, or be able to learn during training in a short period of time, in order to safely and effectively perform the skills required of the profession. Students entering into the program must self-disclose any areas of deficiency and are required to speak directly to their instructor as to how the deficiency may impact their ability to learn the material presented. Failure to self-disclose may result in removal from the program. Please review the following skills and check all boxes that you are physically, emotionally, and intellectually able to do. If you are not able to check all boxes, please discuss this with your instructor.

### **Interpersonal Skills**

- ☐ Calming anxious clients and general customer service skills
- ☐ Empathy and the ability to listen
- ☐ Explaining process of extracting samples to clients
- ☐ Instructing patients regarding proper urine collection
- ☐ Persuading reluctant clients to cooperate with collections
- ☐ Ability to communicate with patients so they are positioned correctly

### **Personal Attributes**

- ☐ Accuracy and attention to detail
- ☐ Adaptability to a fast paced, changing work environment
- ☐ Proper personal hygiene
- ☐ Critical thinking & problem solving abilities
- ☐ Dependability
- ☐ Multitasking and time management skills
- ☐ Organizational skills and the ability to prioritize assignments
- ☐ Clarity of speaking voice and control of voice volume

### **Technical Skills**

- ☐ Ability to adhere to government regulations related to healthcare
- ☐ Patient privacy and maintenance of confidentiality
- ☐ Following infection control standards
- ☐ Maintaining confidentiality
- ☐ Manual and finger dexterity sufficient for:
  - ☐ Applying tourniquets
  - ☐ Decontaminating puncture site
  - ☐ Palpation of appropriate vessels
  - ☐ Location of appropriate veins for blood collection
  - ☐ Placement of fine needles into blood vessels
- ☐ Maintaining lab equipment
- ☐ Reading and interpreting medical documents
- ☐ Reading color chemical reactions
- ☐ Properly label specimens (writing in small areas)
- ☐ Taking vital signs
- ☐ Collecting blood using proper technique and protocol

- ⌋ Close vision
- ⌋ Preparing specimens for transport to the lab
- ⌋ Safely disposing of blood and bodily fluids

Mathematical skills sufficient for:

- ⌋ Calculating quantity of blood needed
- ⌋ Basic arithmetic for calculations
- ⌋ Recording data and performing data entry into software programs
- ⌋ Ability to follow written and verbal instructions independently
- ⌋ Ability to document in writing all procedures performed
- ⌋ Observation skills and communication skills sufficient to promote workplace safety
- ⌋ Responding to emergency situations including ability to be trained in physical and mental requirements of basic life support
- ⌋ Writing reports, correspondence and policies

These skills have been compiled from a variety of Phlebotomy job descriptions and hospital essential skills forms for the Phlebotomists from hospitals in our region. (2017)

## PHLEBOTOMY PROGRAM GENERAL DESCRIPTION

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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 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 by the college (matriculated) and have completed the required paperwork as described later in this document**

### FIRST SEMESTER

PHBC 110R	Phlebotomy	3.0 credit hours
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### SECOND SEMESTER

PHBC 190R	Phlebotomy Internship	3.0 credit hours
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## INDIVIDUAL REASONABLE ACCOMODATION PLANS

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Students with Individual Reasonable Accommodation Plans (IRAPS) that have been established through the RVCC Disabilities Coordinator should understand that accommodations contained in these plans are not applicable to the psychomotor (lab) components of the Phlebotomy Program and per CCSNH policy:

**“Students in programs that require successful completion of a clinical placement should be aware that clinical sites are not necessarily required to recognize accommodations contained within an Individual Reasonable Accommodation Plan (IRAP) issued by River Valley Community College (“RVCC”) designed for use in the classroom setting pursuant to the Americans with Disabilities Act. Please be aware that clinical sites may need to adapt any accommodation request you make in a manner that does not create an undue hardship for them and does not require them to alter the essential functions of the internship expectations. You are encouraged to discuss the accommodation process with both your site supervisor and your instructor.”**

## WORK BASED LEARNING POLICY

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Students are expected to have reviewed the RVCC Student Handbook and should pay attention to the Work Based Learning Policy outlined therein. Students should understand the following excerpt from this policy:

**“To ensure the safety and well-being of others, the College must be certain that each student participating in a WBL experience possesses minimum skills, knowledge, personal maturity and judgment as defined by department/program standards. A student will not be placed in, or will be removed from, a WBL experience if performance or behavior is deemed unsatisfactory or unsafe as a result of a formal evaluation conducted by a faculty member/agency supervisor in accordance with published department/program criteria and procedures. In such circumstances in which a removal from the WBL is indicated a grade of “AF” will be assigned.”**

## CERTIFICATION ELIGIBILITY

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Students who successfully complete all components of this program are eligible to sit for national certification examinations sponsored by the American Society of Clinical Pathologists through a Route 2 pathway. Information and applications can be found at: [www.ascp.org](http://www.ascp.org)

## PHLEBOTOMY PROGRAM GRADING POLICY

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Grades for courses in the Phlebotomy Program are obtained through quizzes, exams, class assignments and observation of technical/affective performance. Attendance in PHBC110R - Phlebotomy is necessary in order to obtain all competencies required for successful completion of PHBC 190R Phlebotomy Internship. Students who are absent for quizzes and practical sessions will be awarded a zero, unless prior arrangements are made with the instructor. Greater than 3 unexcused absences are grounds for failure in both PHBC 110R and PHBC 190R.

Professional behavior is an expectation for both PHBC 110R and PHBC 190R. Observation of the student's behavior during PHBC 110R will give the Instructor, Clinical Coordinator, and Academic



Advisor, an indicator of what to expect of the student's behavior during PHBC 190R. For this reason, it is important that students demonstrate an awareness of the traits necessary for a professional in the health care field, both on campus and when placed at internship sites. Unprofessional and unethical behavior is grounds for failure.

The following grading scale is used for all Phlebotomy courses:

A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	<60

The Phlebotomy Program requires that a student demonstrate proficiency in all aspects of all courses and internships.

## **PHLEBOTOMY TRANSFER POLICY**

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Other 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 provided the student has met the grade of C or better on the RVCC scale. Grading scales that differ from RVCC will require a student to meet the minimum point value of 73 or better.

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.

## **PHLEBOTOMY PROGRAM INFECTIOUS DISEASE MANAGEMENT POLICY**

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1. All new students entering the Phlebotomy programs will be educated regarding proper procedures to follow when handling potentially infectious materials.
2. All incoming students must sign a statement of acknowledgement stating that hazards are recognized and safety precautions are understood.
3. All body fluids and kits using human products will be treated as potentially infectious materials.
4. Pipeting by mouth will not be allowed in the laboratory.
5. All blood specimens, body fluids and kits are to be disposed of in special containers to be sterilized.
6. All needles and syringes are to be disposed of in a puncture resistant container to be sterilized.
7. Frequent hand washing will be enforced and is mandatory following each laboratory session.
8. Bench tops and sinks will be cleaned with 10% chlorine bleach following each laboratory exercise.
9. Accidental spills of biological materials will be cleaned promptly using appropriate safety procedures, and the area then disinfected with 10% chlorine bleach.
10. Gloves are mandatory for all laboratories in which biologically hazardous materials are being handled.
11. Faculty will monitor all procedures and manipulations that could create aerosols.
12. Faculty will supervise all blood drawing practice sessions.
13. Any student who should not undergo phlebotomy either for personal or medical reasons will be excused from this procedure.
14. There will be absolutely no eating, drinking or smoking during student laboratories.
15. All students will be educated about the Hepatitis B vaccine, and required to begin the series or sign a waiver stating their decision not to do so, prior to beginning internships.
16. All students will have documented proof of immunization for major communicable diseases, as required by the College and the internship site, prior to beginning internships.

## GENERAL PHLEBOTOMY INTERNSHIP INFORMATION

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Students must be matriculated and have successfully completed PHBC 110R before registering for PHBC 190R. Students are not allowed to establish their own internships. Internships sites are determined by the Phlebotomy Clinical Coordinator. Whenever possible, internships are assigned so students do not have to drive greater than one hour to their internship site.

Each student will be assigned to an internship site for a three-week period during the spring semester at the availability of the hospital or lab. Students are expected to work their assigned hours which will take place during the day shift for three consecutive weeks. Most internships will be performed on a Monday-Friday schedule. This internship must be completed in the spring semester following completion of PHBC 110R. No exceptions to the schedule can be made.

All students entering into the internship must have completed all paperwork required by both RVCC and the hospital or lab in which they are doing their internship. Some facilities will have additional requirements including drug testing and/or orientations. Many sites will require the current flu vaccine and Covid vaccination. Any fees associated with these additional requirements are the responsibility of the student. Students who choose not to receive the vaccinations or meet the requirements of their assigned facility will not be assigned an internship location.

Students must continue to check their school emails throughout the fall and spring semester as all communication regarding internships will be provided through school email accounts. School email accounts will be provided to internship sites, and will be the primary source of communication between the site and the student.

All paperwork for internships, as outlined later in this document, must be submitted to the Phlebotomy Clinical Coordinator no later than November 20, 2020. Failure to submit required paperwork by this date may result in a student not being assigned an internship.

**Students should maintain a copy of all records and have them available for the internship coordinator during their initial interview at the internship site.** Proof of health and liability insurance is also required. Liability insurance is obtained through the College and will be included on the tuition bill during the semester when the student is enrolled.

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. **No student may begin an internship until all pre-requisites are complete.**

Individual clinical sites may require a COVID-19 vaccination in order to participate. As with all clinical program requirements, the site reserves the right to deny participation to any student who does not meet basic eligibility criteria. CCSNH students who do not meet eligibility criteria for clinical programming may be required to select an alternate course of study in the event that the student cannot obtain the required clinical experience for their chosen course of study. Individual programs of study are not required to secure clinical experience for students who do not meet eligibility criteria.

## PHBC 190R INTERNSHIP POLICIES

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### Regulations

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During PHBC190R, students are subject to the academic policies of the College as well as subject to all clinical agency policies and rules.

### Placement/Attendance

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- Placement: Students are scheduled for their internship at regional hospitals and clinical facilities. Placement is determined based on availability of sites. Students should be prepared to provide their own transportation to clinical sites.
- Daily Attendance: Students are expected to be present for the hours established by the Clinical Agency, the student, and the Program Director/Designee. The student must be present for a total of 120 hours. Assignments are made for weekdays. No weekend, evening or night placements are made for internships. Students are assigned for 3 weeks full time (37-40 hrs/week).
- Tardiness: Students are expected to be present in the Agency at the time designated by the Agency. The student must notify appropriate clinical personnel if they anticipate being late. Students should remain at the agency until prearranged time of dismissal. Habitual tardiness is NOT acceptable and may be grounds for failure.
- Absences: Excused absences may be obtained from the instructor at the Agency with sufficient notice. In the event of an illness, an excused absence may be granted on return to the Agency. The Agency MUST BE NOTIFIED that the student will not be in attendance. All absences MUST BE MADE UP – THERE ARE NO EXCEPTIONS. Any unexcused absences in excess of three are ground for failure.
  - The policy for absences due to religious observances can be read here:  
<https://catalog.rivervalley.edu/absence-due-to-religious-observation>
- Holidays: Holidays will be observed in conjunction with the Agency policies and do not follow the college schedule.
- Inclement Weather: Because of the difference in student placement, it is not possible to have a centralized person making decisions regarding weather that may pose undue safety hazards to the student. Therefore it is the responsibility of the student to objectively evaluate the weather conditions and notify the internship site by phone as early as possible if they deem conditions are too hazardous for safe travel. However, the student should make every attempt to arrive as early as possible at the internship site that day, and plan to make up the time missed due to inclement weather at the discretion of the Agency.
- Pregnancy & Parenting Accommodations: This policy can be read in full here:  
<https://catalog.rivervalley.edu/pregnancy-and-parenting-accommodations>

## Appearance

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Students will adhere to College and agency policy in terms of appropriate dress and will comply with the following:

- A name badge that includes the student's name and RVCC identification will be used to identify students. For example:  
**Jane Doe**  
**RVCC – Student**
- It is the responsibility of the student to acquire a RVCC identification badge.
- For safety reasons long hair must be adequately secured and beards must be trimmed. Long and excessive jewelry is not acceptable. Tattoos may be required to be covered at the discretion of the clinical agency
- It is expected that the student, as a health care worker, will practice good hygiene during working hours.

## Grading

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The Phlebotomy Internship grade is based on technical and professional evaluation performed by the Agency and quizzes/assignments provided by the College.

Technical Evaluation	50%
Affective Evaluation	40%
Quizzes/Assignments	10%

## Failure and Dismissal

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Students may be dismissed for reasons of unethical behavior, immaturity, emotional instability or other conditions which may jeopardize patient safety and well-being. Examples of behaviors that may lead to dismissal include, but are not limited to:

1. Violation of confidentiality;
2. Falsification of data or reports;
3. Excess absences;
4. Negligence in performance of duties; and
5. Errors in performance that are excessive and unacceptable.

## Insurance

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Students are required to have liability insurance while at internship sites. This insurance is obtained through the College, and the student will be billed directly on their tuition bill as part of their registration for PHBC 190R – Phlebotomy Internship. The current rate for liability insurance is \$25

Students are required to have comprehensive health insurance. Students are not covered by a facilities work comp insurance. To be accepted, health insurance must meet the following criteria:

- United States based insurance plan;
- Provides the 10 essential health benefits specified in the Affordable Care Act (<https://www.healthcare.gov/glossary/essential-health-benefits/>);
- Includes access to hospital and physician providers in the area where the student is attending a New Hampshire community college;
- Will remain in effect for the entire semester (except for termination due to the attainment of a maximum age, or other situation resulting in a loss of plan eligibility.)

The follow plans DO NOT meet the criteria:

- An accident-only policy
- A short-term limited duration health plan that does not meet the requirements of the Affordable Care Act (ACA)
- A ministry sharing plan, even if it is recognized by the ACA
- Any other health benefits program (e.g., a community care program) that is not recognized by the State of NH as being health insurance (or is not a health benefits plan governed by the Employee Retirement Income Security Act of 1974) and does not meet all of the requirements specified above.

Liability insurance is different than health insurance and students must have both.

## Injuries and Accidents

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Any injuries or accidents that occur while participating in the internship must be reported immediately to the supervisor and the program advisor. The student will be given access to the facilities health care services at the student's expense. Neither the health care agency nor the College will be held responsible for costs incurred as a result of an injury or accident that occurs during the internship experience.

### *Substance Abuse in Classroom/Laboratory Settings:*

The program follows the RVCC Drug Free Workplace policy outlined in the Student Handbook: <https://catalog.rivervalley.edu/drug-free-workplace-drug-free-schools-and-communities>. If impaired behaviors are observed in the classroom setting, the procedures of the college policy related to student conduct are followed.

### *Substance Abuse During Clinical Education:*

In the event a student is intoxicated or under the influence of illegal substances during the clinical experience, policies are in place outlining the responsibilities of the college and the clinical facility (see contracts, riders and the Phlebotomy Clinical Internship Handbook).

### *Prescription Medications:*

In instances where a student may have a legal prescription for drugs that will show up on a drug test (pain medication or certain seizure medications), it is important to discuss this with the Phlebotomy Internship Coordinator, Stephanie Patch, as early as possible to ensure that correct process is followed prior to clinical placements. This may require students to provide proof of medication needs from their physicians and proof of a prescription prior to drug testing.

### *Medical/Recreational Use of Marijuana:*

While many states may have passed laws regarding medical or recreational use of marijuana, it continues to be illegal to possess or use on a federal level. Therefore, employers can set their own policies on this issue. Employers have asked if they are required to accommodate marijuana use as a reasonable accommodation under disability law. Courts and the U.S. Equal Employment Opportunity Commission have consistently held that employers are not required to permit medical marijuana use as a reasonable accommodation under the Americans with Disabilities Act. That was the same position courts had taken under state law even in states where marijuana use was legal. So, even if the student has a medical marijuana prescription, the clinical site can still prohibit the student from attending a clinical experience at that site.

### *CBD:*

While CBD is not the same as marijuana, some CBD products do have small amounts of THC (the psychoactive component of marijuana) and CBD can legally be sold even with these small amounts of THC in them. Even these small amounts of TCH may cause a student to test positive on a drug test. Students need to be aware that drug tests can not differentiate between TCH in their system as a result of CBD cross-contamination or as a result of marijuana use.

### *Drug Testing:*

Students must be aware that clinical sites may drug test employees (and will require the same of students at the clinical site, though they are not employees). Students who have a positive drug test will be denied a clinical rotation until the next time that specific Phlebotomy Internship course is offered, provided they can pass a drug test at that time. They may also be referred to the Judicial Committee of the college.

### *Additional Information Related to Substance Abuse:*

Phlebotomy students shall be aware of the following:

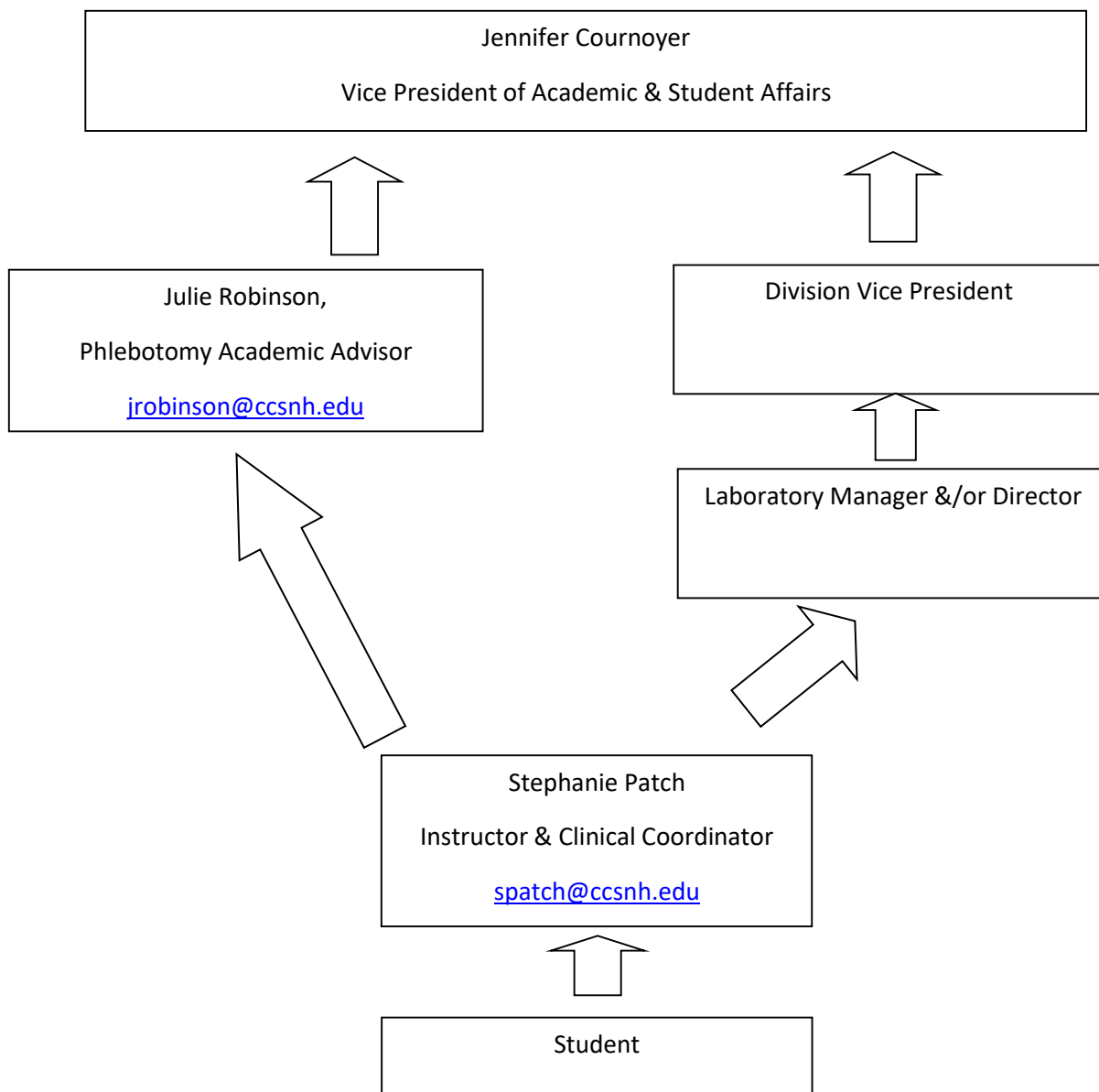
1. The college's Drug Free Workplace and Drug Free Schools and Communities statement (see college Student Handbook).
2. The legal use of medications or drugs prescribed by a licensed practitioner is permitted provided that such use does not adversely affect the student's performance or endanger the health and/or safety of others.
3. The school will maintain the confidentiality of all records and information related to the student's suspected abuse.
4. The Phlebotomy faculty and advisor will assist students desiring to address a substance abuse problem.
5. A student who refuses to comply with substance abuse policy/procedure will be subject to dismissal from the Phlebotomy Certificate program.

## PHLEBOTOMY INTERNSHIP CHAIN OF COMMAND

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Occasionally during an internship experience the student will experience difficulties or problems. Often these difficulties arise due to differing personalities or miscommunications. It is important that the student practice the skills learned in the program for conflict management and as such should follow the appropriate chain of command when resolving conflict. The following chart identifies the persons the student will contact should difficulties arise while at the clinical site and the order in which they should be contacted.

If at any time the student feels uncomfortable or confused with the appropriate actions, they should contact the Clinical Coordinator as soon as possible for advisement.





**THE FOLLOWING PAGES MUST BE SIGNED ON THE FIRST DAY OF CLASS AND RETURNED TO YOUR ACADEMIC ADVISOR WHO WILL STORE THEM FOR THE DURATION OF YOUR ENROLLEMENT IN THE PHLEBOTOMY CERTIFICATION PROGRAM.**

If you would like a copy of the forms, you should make a copy before submitting the originals to the Program Advisor, Julie Robinson (jrobinson@ccsnh.edu)

Additionally, on the first day of class, you will be provided with copies of the following two forms:

- New Hampshire Criminal Background Check  
(<https://www.nh.gov/safety/divisions/nhsp/jib/crimrecords/documents/dssp256.pdf>)
  - These Background Check must be returned to the following address by DECEMBER 1, 2021. If you are sending it directly to the college, you do not need to have it notarized.

*Julie Robinson  
River Valley Community College  
Department of Biological & Health Sciences  
One College Place  
Claremont, NH 03743*

- New Hampshire Bureau of Elder Abuse Form (BEAS form)  
(<https://www.dhhs.nh.gov/dcbcs/beas/documents/consent.pdf>)
  - The BEAS form must be faxed to Julie Robinson's attention at: 603-542-0151. Do not use the college's main fax number.
  - For more information: <https://www.dhhs.nh.gov/dcbcs/beas/registry.htm>

**These forms must be completed and submitted to the State of NH for processing.** Students are responsible for the costs associated with these forms including mailing/traveling to Concord, NH to have them processed. Please be sure to follow the directions on the form closely. The college is not responsible for delays in processing related to not following instructions.

**Please note, these forms can take up to six weeks for processing,  
so you must plan ahead.**

## PHLEBOTOMY PROGRAM STATEMENT OF RELEASE

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Student information regarding their academic progress is confidential and is protected by law. In order that we may ensure the highest quality internship experience, we request permission to discuss your academic needs with appropriate teaching personnel at identified agencies. Please read and sign the following statements so that teaching personnel at clinical agencies have the right to share with us, and us with them, necessary academic information.

.....

Date\_\_\_\_\_

I (please print full name)\_\_\_\_\_, do hereby grant permission to have relevant information released at the discretion of the RVCC Phlebotomy Program Director and Clinical Coordinator to my internship site educators to enhance my educational experience while enrolled at RVCC.

\_\_\_\_\_  
Student signature

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**PLEASE RETURN THIS FORM TO THE PHLEBOTOMY PROGRAM DIRECTOR/FACULTY BY  
THE END OF THE FIRST WEEK OF CLASSES.**

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## CONSENT TO PARTICIPATE IN PHLEBOTOMY PROCEDURES

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As a student of the RVCC Phlebotomy program I understand that collecting and working with blood is an integral part of my program of study. I also understand that the collection of blood through **venipuncture** and **capillary procedures** is a necessary skill for me to master.

In order to provide the greatest opportunity for students to obtain mastery of these techniques I **volunteer** to be a donor of small volumes (not to exceed 15 ml), under controlled and supervised circumstances in the student laboratory. I understand that this is strictly **voluntary and I will not be coerced or forced to be a donor for these procedures.**

I understand that **some risk is involved** in that both venipuncture and capillary puncture procedures are invasive in nature. Potential risks include: **infection, soreness, bruising and bleeding.**

I acknowledge that I am **not currently taking any medications or have any known conditions that may leave me immunocompromised or prone to excessive bleeding** causing excessive risks to myself as a result of volunteering to have a venipuncture or a capillary puncture.

I agree to follow all policies associated with the procedures, including applying pressure and keeping the site bandaged for a minimum of two hours following the puncture.

I release the River Valley Community College and the State of New Hampshire from any liability that might arise from my choice to allow students of the Medical Laboratory Technician and/or Phlebotomy programs to practice performing venipuncture and capillary puncture techniques on my arms and/or fingers respectively.

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Student signature

Date

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Witness/Instructor

Date

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**PLEASE RETURN THIS FORM TO THE PHLEBOTOMY FACULTY**

**BY THE END OF THE FIRST WEEK OF CLASSES.**

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## PHLEBOTOMY PROGRAM STATEMENT OF ACKNOWLEDGEMENT

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I, (please print full name) \_\_\_\_\_, have read and been allowed to ask questions for clarification regarding the materials in this River Valley Community College **Phlebotomy Program Student Handbook**, including;

Philosophy and Program Outcomes  
Infections Disease Management Policy  
Grading Policies  
Internship Policies

I have read and understand the Phlebotomy Program Infectious Disease Management Policy. I understand that I will be exposed to potentially infectious materials and I understand the risks associated with the participation in the Phlebotomy Program and the field. As such I understand and agree to follow all safety procedures as outlined by instructors and supervisors of the program.

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Student signature

Date

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**PLEASE RETURN THIS FORM TO THE PHLEBOTOMY PROGRAM DIRECTOR/FACULTY BY THE END OF THE FIRST WEEK OF CLASSES.**

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