



NATIONAL PHLEBOTOMY ASSOCIATION, INC.

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2004-2005

STUDENT CATALOG AND HANDBOOK

PHLEBOTOMY TRAINING PROGRAM
380 HOURS

“We Believe in Quality Care”

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Excellence in Phlebotomy Training

A message from the Chief Executive Officer

Dear Student:

Welcome to NPA's Phlebotomy Training Program. NPA is a 501c3 tax exempt organization specializing in training for phlebotomy and related health care fields.

Education is an essential component of life, as we are always learning and developing. At NPA, we are committed to helping all students develop to their fullest potential in the health care field. Our desire is to equip all students with the necessary skills to excel as a Phlebotomist and be competent professionals in the health care field.

The National Phlebotomy Association has a reputation for quality instruction and genuine care and concern for the future of its students.

In the millennium, I am expecting an increased demand for Phlebotomists by the health care provider. Once you have completed this program, you will have new and enhanced skills certifying you as a highly-skilled Phlebotomist.

Providing highly-skilled professionals - Phlebotomist to meet the ever-increasing needs of the health care profession is our goal.

Again, welcome to NPA's Phlebotomy Program!

Sincerely,

Diane C. Crawford

Diane C. Crawford
Chief Executive Officer

A. History

In the early 1980's the National Phlebotomy Association, Inc. (NPA) recognized the need for specialized training in phlebotomy. In order to meet this need, NPA started a training program in Phlebotomy. The first classes were held in September of 1982.

The Board of Directors of NPA are:

Diane C. Crawford, Chief Executive Officer
Horace E. J. Crawford, Chief Operating Officer
Michelle P. Black, Board Member
Altonese Reese, Secretary
Shuwanda Williams, CPA

The National Phlebotomy Association specializes in the training of Phlebotomists. A Phlebotomist is a health care professional responsible for the collection and handling of blood specimens used in diagnosing and tracking illnesses, drug testings, or other health-related areas requiring a blood sample.

B. Philosophy

We believe that all education should be viewed as developing the total person, body, mind, and character regardless of race, color, creed, or sex.

We believe in producing a literate, responsible citizen equipped with basic skills and principles, which will enable him or her to perform efficient and safe health care services.

We believe that we must enumerate the necessity for continuing health occupation and education; thereby contributing to the unified purpose of providing quality health care for the people of our country.

C. Purpose

NPA's Phlebotomy Training Program aims to assist students in the development of good judgment, effective interpersonal skills and scientific health skills which will enable the student to function competently as a health care worker.

This course has been designed to produce students with the necessary knowledge and technical skills to function in a variety of medical settings.

D. Program Objectives:

1. This course shall train students to utilize necessary scientific principles and to select appropriate phlebotomy actions.
2. This program shall enable students to identify crisis situations in phlebotomy and apply appropriate skills in their control.
3. This school shall provide the educational opportunity for students to become certified with Cardiopulmonary Resuscitation and basic life support.
4. This program shall train students to adapt phlebotomy methods to current developments in related fields.
5. The course shall stress the importance of continuing education in the field of phlebotomy.

E. Certification

The National Phlebotomy Association, Inc certifies the Phlebotomy Training Program. The program meets all the necessary requirements for students to qualify to take the NPA certification examinations. NPA's Phlebotomy Training Program is also approved by the Maryland Higher Education Commission to offer training to veterans and other eligible dependents under the VA educational benefit programs. NPA is a Workforce Investment Act training provider for our Phlebotomy Training Program.

F. Location

NPA administrative headquarters is located at 1901 Brightseat Road, Landover, Maryland with classroom training site at 1877 Brightseat Road in Landover, Maryland. There's a snack area for students. The classroom seats 15 students comfortably. The classroom is equipped with adult injectable training arms, color and microtainer tubes, TV/VCR, video safety tapes, tray holders, tubes and needle holder, EKG machine, serum separator machine and computers.

G. Compliance Statement

Title VI of the Civil Rights Act of 1964 states: "No person in the United States of America shall, on the ground of race, color, national origin, be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance." Title IX of the Education amendments of 1972 states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving federal assistance." The National Phlebotomy Association, Inc. operates in compliance with these laws.

H. Admission Requirements

1. Applicants for admission to NPA Phlebotomy Training Program must have either a high school diploma or a G.E.D. (General Equivalency Diploma). Applicants who completed their secondary education outside of the U.S. must have a High School Equivalency certificate from the U.S. Department of Education.

Applicants to NPA Phlebotomy Training Program must agree to and pass a physical examination administered by a physician and must present documented negative results from the HIV (AIDS) test, HBSAG (hepatitis), TBT Results, RPR (syphilis), and be screened drug free prior to being placed in the clinical practicum of Phase II.

Applicants should be advised that good mental and physical health is necessary for successful completion of the phlebotomy program. In addition, a good educational background in English, Science and Math is recommended.

2. At this time, NPA is not equipped to admit mentally or physically handicapped applicants.
3. Applicants must complete NPA Application for Admission and accompanying reference forms and pay \$75.00 application and \$25.00 registration fees. The Application for Admission will not be processed without the appropriate fees.
4. All applicants for admission must be 18 years of age or older by the class date.
5. All applicants for admission must have a personal interview with the Program Director before the scheduled class start date. All other requirements must be completed and on file by the scheduled start date.

I. Attendance

Regular attendance and punctuality are an integral part of the performance criteria in health care professions and are therefore required throughout these training programs. To successfully complete the program, a student must have an overall attendance rate of 80%. All absences will affect a student's attendance rate. Should a student not meet the minimum satisfactory attendance rate of 80%, a letter of warning will be given to the student. If there is no improvement at the end of the one-month probation period, the student will be dismissed from the program. NPA will notify the VA of any change in the enrollment status of students certified to receive veterans education benefits. This would include when the student is placed on attendance and/or academic probation, changes schedules, or terminates training. For the clinical phase of the program, a student must have an attendance rate of 100%.

Attendance (continued)

1. Absences During Phase I (Classroom Instruction):

Any student becoming ill during Phase I must notify the Instructor or Secretary on the date the student is absent. Absent or tardy students are held responsible for all lectures, lab materials and handouts, including announcements and assignments that are presented during the student's absence. Students who miss an announced quiz or examination must present a signed excuse by the attending physician or otherwise document the seriousness of the absence before being allowed to make up the quiz or examination. The Director will evaluate any extenuating circumstances, who will judge each case on its individual merits and inform both the student and the instructor of the decision. Students who do not meet the requirements should expect a zero for the missed quiz or examinations.

Students who are permitted to make up the missed quiz or examination must make arrangements with the instructor. The instructor will not contact the student. Students must make up the quiz or examination on their own time. The burden of responsibility rests on the student.

2. Absence During Phase II (Clinical Externship):

Clinical absences must be followed through and made up in accordance with the hospital or agency policy.

3. Tardiness:

Tardiness is 15 minutes after the starting time of class. Three (3) tardiness equals one (1) absent day.

J. Leave of Absence

A student is required to provide a written, signed, and dated request for a leave of absence. The school shall document the leave of absence in the student's file, report the student's last date of attendance as the start of the leave, record the reason for the leave, and specify, with the consent of the student, an end date for the leave of absence. A leave of absence can be granted not to exceed a period of 30 days. The student will have to make up the time by repeating subjects missed.

K. Student Advancement

Students are required to maintain satisfactory academic progress toward the diploma. To advance from Phase I to placement in the Clinical Practicum, Phase II, the student must have...

- a cumulative Grade Point Average (GPA) of 2.00 (C) or better...
- ratings of satisfactory or higher for all clinical units of Phase I..
- passed a physical examination, with negative HIV (AIDS), HBSAG (hepatitis) test, TBT results, RPR (syphilis) and a negative drug screening test...
- received approval of the Department Head, and...
- all tuition and fees must be paid in full.

Each student must maintain an overall grade point average of at least 70% and have an overall classroom attendance rate of 80%. The student sign-in attendance sheet for each class monitors attendance. Academic progress is monitored through weekly quizzes. Students who do not maintain a grade point average of 70% will have to attend tutoring sessions. The instructor informs students of their progress. If the students are not progressing, they will be placed on academic probation for one month. After counseling, if the students show no improvement, the students will be terminated from the program.

Disciplinary action will occur when a student refuses to follow the guidelines of the program i.e. behavior, completion of classroom work, show lack of interest in class, having a grade point average of below 70%.

Medical problems or inappropriate behavior will prevent placement in the Clinical Practicum. Such inappropriate behavior includes **but is not limited to:**

1. Any form of dishonesty, including but not limited to cheating on written, oral or practical examinations.
2. Excessive absenteeism.
3. Use of profane or vulgar language.
4. Use of, possession or sale of drugs, or being under the influence of drugs or alcohol on the premises.
5. Violation of any of NPA's policies.

Student Advancement (continued)

6. Failure to return borrowed departmental textbooks and/or reference books by the due date.
7. Omitting or falsifying pertinent information of the student's Health Record.
8. Uncooperative, hostile, negative, or non-constructive attitude toward NPA faculty, staff, clinical instructor and/or fellow students.

L. Grading Scale

The following grades are used in the calculation of the GPA:

Grade	Grade Meaning	Quality Points
A 90-100	Excellent; well above average	4
B 80-89	Good; above average	3
C 70-79	Average	2
D 69-60	Poor; below average	1
F 59-Below	Failure	0

The following grade designations are not used in the calculation of the grade-point average:

- I Incomplete (see below)
W Withdrawal (see below)

"I" (incomplete) is a grade that is normally assigned if a student has satisfactorily completed most, but not all, course requirements but cannot finish on time due to extenuating circumstances. Any incomplete grade must be made up within two weeks or the I grade is changed to F.

"W" indicates that the student voluntarily withdrew from the course prior to the twelfth week of classes or the equivalent.

M. Financial Information

Tuition and Fees	
(includes NPA Textbooks):	\$5,500.00
Application Fee	75.00
Registration Fee	<u>25.00</u>
Total Cost	\$5,600.00

National Board \$ 100.00
(Separate Cost)

Students will have to purchase their own uniform for their externships which cost approximately \$25.00 to \$40.00.

Financial Information (continued)

Classes are held Tuesdays and Thursdays from 10:00 a.m. to 2:30 p.m.; evening classes are held from 5:30 PM to 10:00 PM.

We will **accept** private grants and individual scholarship financing.

Scheduled Payment Plan: A special agreement can be made for students to make six installment payments of \$933.33 each month.

Other Fees

Returned Check Service Fee

A \$35.00 service charge will be assessed on all checks returned unpaid by the bank. This includes payments stopped by student or account holder.

Academic Transcript Fee

All students will be charged a transcript fee of \$3.00 for each transcript issued after the first copy. The first copy is free.

N. Refund Policy

1. All fees paid by a student will be fully refunded if the student chooses not to enroll in or to withdraw from the school within seven calendar days after having signed the enrollment contract.
2. If the student chooses not to enroll after the seven-day cancellation period but before the first day of instruction, the school may retain the application fee or registration fee or both.
3. If, after the seven-day cancellation period, a student withdraws or is terminated after the instruction begins, refunds will be made according to the following schedule:

<u>Proportion of Total Program Taught by Date of Withdrawal</u>	Tuition Refund
Less than 10%	90% Refund
10% up to but not including 20%	80% Refund
20% up to but not including 30%	60% Refund
30% up to but not including 40%	40% Refund
40% up to 50%	20% Refund
50% and above	No Refund

Refund (continued)

4. If the school closes, cancels or discontinues a course or program, the school will refund to each currently enrolled student all monies paid by the student for tuition and fees and all monies for which the student is liable for tuition and fees.
5. The amounts charged a recipient of VA education benefits for tuition, fees, and other charges for a portion of the course will not exceed the appropriate prorata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the program bears to the total length (Code of Federal Regulation 21.4255). NPA may retain \$10.00 for administrative costs. This information is applicable to the recipient of VA education benefits. The refund policy required by state regulation applies to non-VA students.
6. Students are requested to notify the Director or designated school official if they are: withdrawing from the school. After 14 days of no communication by student, the school will determine the student has withdrawn and the attendance record would be the documentation for last day of attendance.
7. Refunds are based on the last date of attendance.
8. In the case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due to a student shall be based on the date of withdrawal or termination and paid within 60 days of the scheduled last day of the leave of absence.
9. All refunds due will be paid within 60 days of the student's last day of attendance.
10. Books purchased are the property of the student and are not refundable except within the seven-day cancellation period. A student may purchase books, supplies, and materials either from the school or on the open market provided they meet the requirements of the program.

O. Dismissal Policy

Students are under the jurisdiction of the National Phlebotomy Association, Inc., for the entire length of the program, both Phase I and Phase II. The student's assignment to the hospital or agency for the Clinical Practicum is not permanent. NPA will terminate students from the program at any point for reasons of Health (physical, emotional and/or mental), **Attendance**, **Comportment** or **Performance**. Misconduct that will result in immediate termination at any point in the program includes **but is not limited to:**

1. Failure to maintain the required 2.00 GPA (C) in all required courses or units. Final letter grades of D are not acceptable.
2. Excessive absenteeism (more than three occasions).
3. Excessive tardiness.
4. Use of profane, vulgar, obscene or threatening language with faculty, staff, clinical instructors, hospital or agency staff, visitors, patients or fellow students.
5. Cheating on oral, written, practical or bench examinations, "fudging" test results or "sink testing."
6. Inconsiderate, discourteous or disrespectful treatment of faculty, staff, clinical instructors, hospital or agency staff, visitors, patients or fellow students.
7. Use, possession or sale of illegal substances or drugs, including narcotics, amphetamines or hallucinogenic substances.
8. Entering NPA, hospital or agency under the influence of alcohol or drugs including narcotics, amphetamines or hallucinogenic substances.
9. Failure to maintain strict confidentiality of any or all patients' records.
10. Accepting gratuities from patients.
11. Transcription errors or inaccurate information on any hospital or agency record.
12. Unsatisfactory technical performance.

Dismissal (continued)

13. Uncooperative, hostile, negative or non-constructive attitude or behavior toward faculty, staff, clinical instructors, hospital agency staff, patients or fellow students.
14. Dishonesty in the form of falsifying test results, avoiding responsibility for errors, or evidence of lying.
15. Failure to collect specimens and/or perform test procedures exactly as specified.
16. Failure to notify both NPA and the hospital or agency when absent and/or failure to complete the absence form.

P. Readmissions

Students who withdraw or are terminated from NPA Phlebotomy Training Program may apply for readmission, which may be granted depending upon the reason for withdrawal or termination. If a student is accepted for readmission, he or she may be granted Advanced Standing under the following conditions.

1. The student must have completed all previous subject areas with a grade of no less than "C."
2. The student must re-apply within one calendar year of the date of withdrawal.
3. The student must not have been terminated by NPA for reasons of misconduct.

When a student is readmitted with Advanced Standing, the placement of the student in the program. If a student is readmitted without Advanced Standing, he or she must repeat the entire program

Q. Teacher/Student Ratio

The number of students in a typical laboratory class situation for our program is set at 1/15. For the clinical phase of the program the ratio is 1 /2.

R. Grade Reports

Students will receive grade reports at the mid-term and at the end of the program. The instructor will schedule a conference with any students who wish to discuss their grades. The school maintains grade records.

S. Student Files

Students who wish to see their files are guaranteed access after submitting a written request.

T. Information Releases

According to the “Buckly Amendment” Family Right and Privacy Action of 1974 (L.L. 93-380, Section 438), NPA will request that the student sign an individual release form for each request for release of information.

U. Uniforms

Students are required to furnish and wear their own laboratory coats and purchase name tags if necessary. Laboratory coats are required for the clinical course. Uniforms must be clean at all times.

V. Textbooks

Instructor will provide information.

W. Supplies

Students must supply their own spiral binders, pencils, pens, and other supplies as necessary.

X. Clinical Education Expenses/Liability Insurance

All students are required to have liability insurance for their clinical rotation. NPA pays for a blanket coverage of malpractice insurance. This fee is absorbed in the cost of tuition. The requirement for malpractice is determined by the health institution which is a minimum of \$2,000,000.

Y. Change of Address

It is essential that NPA is informed in writing of name and/or address changes. Any changes in name, telephone number, and/or permanent address (or local address, if different from the permanent address) should be turned into the office. Failure to do so can result in potential problems for the student. NPA assumes no responsibility when information mailed to the student through the U.S. Postal Service is unable to reach them because of an incorrect address. Also, NPA assumes no responsibility when vital information cannot be communicated to a student because of incorrect telephone numbers.

Z. Student Discipline

Disciplinary authority of NPA is vested in the Director. All students are governed by NPA's policies.

AA. Placement

Hospitals, clinics and other agencies where students receive their clinical education may offer students permanent employment upon satisfactory completion of the course and certification, provided positions are available. The hospitals or health agency is in no way obligated to offer employment to the student. Participating health agencies do not guarantee employment with that agency upon completion of the course or certification.

BB. Student Grievance Procedure

1. Student talk to instructor.
2. Student talk to Director and Instructor of School.
3. Write appeal to NPA Advisory Committee.
4. A student has the right to appeal to the Secretary of Higher Education at the Maryland Higher Education Commission, which is located at 839 Bestgate Road, Suite 400, Annapolis, MD 21401-3013.

CC. School Closings

NPA may cancel classes due to inclement weather and dangerous traveling conditions. NPA follows the same Office of Personnel Management policies and notices issued by federal and state governments. Listen to the radio for "No School" announcements.

DD. Graduation

Students receive a certificate from the National Phlebotomy Association upon satisfactory completion of the prescribed courses of study, including theory and clinical experiences.

- All financial obligation satisfied
- Cumulative grade of 70% or above
- Overall attendance rate of 80%

EE. Program Performance

Students and prospective students may obtain from the Maryland Higher Education Commission information regarding each program's enrollment, completion rate, placement rate, and pass rate of graduates on any licensure examination. You can contact the MHEC at 839 Bestgate Road, Suite 400, Annapolis, MD 21401-3013. Phone number: (410) 260-4500.

Curriculum Information

Classes are held two days per week (day or evening) for 20 weeks. Classes are designed as follows:
 Lecture and Clinical Practice Time - Day: 10:00 AM – 2:30 PM Evening: 5:30 PM – 10:00 PM
 Break Time: 30 Minutes Clinical Externship: Monday-Friday 6 to 8 hours per day

PHLEBOTOMY 380 HOURS

Schedule	Subject	Hours	Method
1st Week: Tues/Thur	(a) Introduction to Course	1	Lecture
	(b) History of Phlebotomy	1	Lecture
	(c) Professionalism and Liability	1	Lecture
	(d) Communication Skills	1	Lecture
	(e) Intro to Basic Computer Knowledge	1	Hands-on
	(f) Introduction to Medical Terminology	1	Lecture
	(g) Anatomy/Physiology	2	Lecture
2nd Week: Tues/Thur	(a) Anatomy/Physiology (A&P) of Body Systems	3	Lecture
	(b) Medical/Laboratory Terminology and Anatomy	2	Lecture
	(c) Quiz	1	
	(d) Anatomy/Physiology	1	Lecture
	(e) Basic Computer Knowledge	1	Hands-on
3rd Week: Tues/Thur	(a) Anatomy/Physiology of Body Systems	2	Lecture
	(b) Medical/Laboratory Terminology and Anatomy	4	
	(c) Basic Computer Knowledge	1	Hands-on
	(d) Quiz	1	
4th Week: Tues/Thur	(a) Professionalism, Interpersonal Communication	3	Lecture
	(b) Anatomy & Physiology of Body Systems Phlebotomy and the HealthCare Setting	3	Lecture
	(c) Basic Computer Knowledge	1	Hands-on
	(d) Quiz	1	
5th Week: Tues/Thur	(a) Anatomy & Physiology of Body Systems	4	Lecture
	(b) Medical/Laboratory Terminology Phlebotomy and the HealthCare Setting	2	Lecture
	(c) Basic Computer Knowledge	1	Hands-on
	(d) Quiz	1	
6th Week: Tues/Thur	(a) Anatomy/Physiology of Body Systems	4	Lecture
	(b) Medical/Laboratory Terminology/A&P	2	Lecture
	(c) Basic Computer Knowledge	1	Hands-on
	(c) Quiz	1	
7th Week: Tues/Thur	(a) Laboratory Tests, Chemistry Profiles, Clinical Implications and Disease States, A&P	4	Lecture
	(b) Medical/Laboratory Terminology A&P of Body Systems	2	Lecture
	(c) Basic Computer Knowledge	1	Hands-on
	(d) Quiz	1	

Curriculum Information (continued)

Schedule	Subject	Hours	Method
8th Week:	(a) Laboratory Tests, Chemistry Profiles, Clinical Implications and Disease States	2	Lecture
Tues/Thur	(b) Requisitioning, Specimen Transport and Specimen Processing	2	Lecture
	(c) Medical/Laboratory Terminology	2	Lecture
	(d) Basic Computer Knowledge	1	Hands-on
	(e) Quiz	1	
9th Week:	(a) Requisitioning, Specimen Transport and Specimen Processing	3	Lecture
Tues/Thur	(b) Medical/Laboratory Terminology, Anatomy & Physiology, Safety from Needle Injury	3	Lecture
	(c) Basic Computer Knowledge	1	Hands-on
	(d) Quiz	1	
10th Week:	(a) Quality Assurance and Safety in Blood (OSHA) Regulations	2	Lecture & Film
Tues./Thur	(b) Legal Aspects of Phlebotomy	2	Lecture
	(c) Patient ID, PT Approval/EKG/IET	2	Demo
	(d) Phlebotomy Blood Drawing	1	Hands on w/ patient
	(d) MIDTERM EXAM	1	
11th Week:	(a) Infection Control and Equipment Safety in Patient's Room	2	Lecture
Tues/Thur	(b) Collection Equipment, Collection Reagents, Supplies and Interfering Chemical Substances	4	Lecture
	(c) Classroom Lab/EKG	1	Lecture & Demo
	(d) Quiz	1	
12th Week:	(a) Collection Procedures, Phlebotomy Techniques, A&P	4	Lecture & Demo
Tues/Thur	(b) Special Collection Procedures, Classroom Lab/EKG/IET	3	Lecture & Demo
	(c) Quiz	1	
13th Week:	(a) Collection Procedures, Physiologic Complications and Special Collection Procedures, A&P/Classroom Lab/EKG/IET	3	Lecture & Film
Tues/Thur	(b) Classroom Lab	3	Hands-on Practice
	(c) Understanding HIV/AIDS	2	Lecture & Film
14th Week:	(a) Collection Procedures, Role Play Patient Approach: Patient Identification	4	Hands On Lab
Tues/Thur	(b) Time Specimens: Tube Identification, A&P/Classroom Lab/EKG/IET	4	Hands on Lab
15th Week:	(a) Lab Collection Patient Approach; Tube Identification	4	Lecture
Tues/Thur	(b) Infection Control Procedures/Classroom Lab/EKG/IET	4	Lecture & Hands on Lab

Curriculum Information (continued)

Schedule	Subject	Hours	Method
16th Week: Tues/Thur	(a) Guest Speaker, Employee Relations and Interview Techniques	4	Lecture
	(b) Phlebotomy and the HealthCare Setting and Job Skills, Classroom Lab	4	Lecture & Hands on Lab
17th Week: Tues/Thur	(a) CPR Course and Legal Aspects	4	Lecture
	(b) Classroom Lab and Collection Procedures	3	Lecture & Hands-on Lab
	(c) Test	1	
18th Week: Tues/Thur	(a) Safety from Needlestick Injury and Legal Aspects	4	Lecture
	(b) Review for the Final Exam	2	Lecture
	(c) Classroom Lab Procedure	2	Hands on Lab
19th Week: Tues/Thur	(a) Classroom Lab Procedure	2	Hands on Lab
	(b) Preparation for Assigned Externship	2	Lecture
	(c) Lab Review and Evaluation	2	Lecture
	(d) Phlebotomy Blood Drawing	2	Hands on w/patient
20th Week: Tues/Thur	(a) Lab Review and Evaluation	4	
	(b) Practical Lab Examination	2	
	(c) Final Examination	2	

Acceptance of Credit For Previous Training or Experience

Students may be awarded credit for previous educational experiences in which phlebotomy learning may be verified either through documentation or through assessment. NPA will obtain written records on a VA beneficiary's previous education and experience, complete an evaluation, grant credit where appropriate, and advise the VA claimant and the Department of Veterans Affairs accordingly.

Curriculum Information (continued)

Clinical Externship of Training: 220 Hours

This portion of the training is five days per week, 6 to 8 hours per day.

After placement in the Clinical Practicum, practical examinations are given at the discretion of the Clinical Instructor (Hospital or Agency Staff). In addition, students are required to keep a diary or daily log of activities during the Clinical Practicum. Student logs are examined periodically by an assigned faculty member and the Department Head.

Student must meet with clinical site supervisor for an orientation before starting clinical in order to receive work hours

The site supervisor will keep a daily time and attendance sheet provided by NPA on the student. Report any incident regarding the student, in writing, to NPA immediately

If the student gets terminated or dismissed from a clinical site, the school will arrange for a second assignment with the stipulation, if the student is terminated or dismissed from the second site, dismissal from the program is automatic.

During the Practicum, the instructor calls site supervisor to ascertain satisfactory performance of students. Students must maintain ratings of satisfactory or higher throughout the Clinical Practicum in order to graduate from the program and take the Certified Examination to become a Certified Phlebotomist by the National Phlebotomy Association.

Students will learn the following during their clinicals:

- Patient identification.
- How to identify proper equipment before collection procedure.
- How to apply quality assurance and safety in blood collection, safety in specimen handling, laboratory safety, fire safety, and chemical safety.
- How to apply emergency procedure, bleeding aid, breathing aid, circulation aid, and preventing shock.
- How to observe proper procedure in patient communication to inpatient, outpatient or both according to assigned clinical site.
- How to identify test request form from physician before collection procedure.
- Collection procedures to ensure quality: collection of blood specimens, skin puncture, isolation techniques, microcollection techniques on newborns, capillary blood gases, intensive care blood specimens, pediatric blood collection techniques, and collection of specimen for intravenous glucose tolerance tests.
- Various anticoagulants and preservatives: Quality Assurance, Quality Assurance in shipping specimens to reference laboratories, and processing specimens.
- Basic Laboratory Data Entry

PROGRAM SUBJECT DESCRIPTIONS

Introduction – Overview of National Phlebotomy Association, history of students, and an introduction to anatomy, physiology and medical terminology. Inform students of dress code and blood work that must be completed before they start lab.

History of Phlebotomy – How Phlebotomists were identified before the creation of NPA, previous collection methods of blood and historical location of drawing blood.

Professionalism & Liability – Establishment of professional name and standards and recognition of the Phlebotomist as a professional. Liability issues as they pertain to Phlebotomists and patients.

Communication Skills – Phlebotomists interaction with patients and their colleagues.

Basic Computer Knowledge – Phlebotomists learn how to operate a computer.

Medical Terminology – The special language of the health occupations and is based on an understanding of a relatively few basic elements. These elements – roots, prefixes, and suffixes – form the foundation of almost all medical terms.

Anatomy/Physiology – The basic **anatomy** (structural components of the body) and **physiology** (functional components) of organ, circulatory and cardiovascular systems.

Phlebotomy and the Healthcare Setting – Deals with common elements about the practice of Phlebotomy that should be known by all who perform or are responsible for blood collections.

Chemistry Profiles – Identifying different chemical changes to help understand the normal and abnormal functioning of the body and its parts.

Disease States – Awareness of different viruses, diseases and safety precautions while collecting blood specimens.

Requisitioning, Specimen Transport and Specimen Processing – Fundamentals of Documentation, Laboratory Communication Network, Intralaboratory Communication Network, Specimen Transportation and Delivery, Reporting Mechanisms and Distribution of Results.

OSHA Regulations – Pertain to OSHA standards for occupational exposure to blood-borne pathogens and safety for the health care worker.

PROGRAM SUBJECT DESCRIPTIONS (continued)

Legal Aspects of Phlebotomy – A health care worker learn basic legal concepts, which can help to define how personnel involved in the specimen collection process can be liable for activities that may occur in this field of health care.

Specimen Identification and Labeling – Learn how to identify the right patient, the right identification number indicating the date and time and the health care worker's initials.

EKG – Learn how to properly hook up the 12 leads and run the EKG machine.

Phlebotomy Blood Drawing – Learn how to properly approach patient, identify patient, and learn all the appropriate steps that the Phlebotomist must apply before collection of blood.

Infection Control and Equipment Safety in Patient Room – Learn how to use universal precautions and various isolation procedures and reasons for their use.

Collection Equipment, Collection Reagents, Supplies and Interfering Chemical Substances – Learn how to identify the proper tubes and its reagents within the tubes and identify the appropriate laboratory to send the blood collected.

Special Collection Procedures – Some cases may require special preparation of the patient before collection of the blood specimen as well as special collection equipment such as blood cultures or blood gases. Research studies may require special handling techniques for the blood collection from the patient and to the laboratory.

Understanding HIV/AIDS – Understanding the disease, how it is contracted and understanding what precautions to take as a health care worker and what equipment to use for safety.

Time Specimens – Become aware of the different time specimens and learn how to use a centrifuge.

Employee Relations and Interview Techniques – Role play in how to work with other Phlebotomists as a team and what specific questions may be asked when you are on an interview.

PROGRAM SUBJECT DESCRIPTIONS (continued)

CPR Course – Phlebotomist is trained to be certified to perform CPR by a Certified Instructor from the American Red Cross.

Safety from Needlestick Injury – Learn how to properly use safety devices and how to dispose of needles and know what safety devices are available.

Preparation for Assigned Externship – Reviewing all safety standards and practices, review collection procedures.

National Phlebotomy Association, Inc.

1901 Brightseat Road ♦ Landover, MD 20785 ♦ 301 386-4200 ♦ 301 386-4203 Fax

Academic Calendar

PHLEBOTOMY (26 Weeks)

October 14, 2003 to February 26, 2004 March 1, 2004 to April 9, 2004	Classroom Only Clinical
March 2, 2004 to July 16, 2004 July 19, 2004 – August 27, 2004	Classroom Only Clinical
July 20, 2004 – December 2, 2004 December 6, 2004 – January 14, 2005	Classroom Only Clinical
December 7, 2004 – April 26, 2005 May 2, 2005 – June 10, 2005	Classroom Only Clinical
May 3, 2005 – September 15, 2005 September 19, 2005 – October 21, 2005	Classroom Only Clinical
September 20, 2005 – February 2, 2006 February 6, 2006 – March 17, 2006	Classroom Only Clinical

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Legal Holidays Observed

NEW YEAR'S DAY
MARTIN LUTHER KING JR. DAY
WASHINGTON'S BIRTHDAY
MEMORIAL DAY
INDEPENDENCE DAY
LABOR DAY
COLUMBUS DAY
THANKSGIVING DAY
CHRISTMAS DAY

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Administration and Faculty

**Chief Executive Officer
Diane C. Crawford**

**Chief Operating Officer
Horace E.J. Crawford**

INSTRUCTIONAL FACULTY

Michelle Black, Phlebotomy Instructor

NPA

APPLICATION FOR ADMISSION

PHLEBOTOMY

Consider each question carefully. Answer each question and return it promptly to NPA's Administrative Office at 1901 Brightseat Road, Landover, MD 20785. Please submit the application along with the application fee of seventy-five dollars (\$75.00) and Registration Fee of twenty-five dollars (\$25.00). A copy of your high school diploma or GED certification must accompany this application. **(PLEASE PRINT LEGIBLY)**.

Last Name _____ First Name _____ MI. _____

Home Address _____

City _____ State _____ Zip Code _____

Home Telephone _____ Work Telephone _____

Social Security Number _____ Date of Birth _____

Note: The National Phlebotomy Association is an Equal Opportunity Association which does not select students on the basis of their sex, marital status, ethnic origin, or religious preference. The following information is for reporting and identification purposes only and does not affect admission.

Gender: Male Female Marital Status: _____ # of Dependents: _____

Residency: Immigrant Student Visa U.S. Citizen Other: _____

Ethnicity: African-American American Indian/Alaskan Native Caucasian
 Asian/Pacific Islands Hispanic Other: _____

In Case of Emergency Contact:

Last Name _____ First Name _____ MI. _____

Home Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Work Telephone _____ Relationship _____

Parental Information:

Father's Name: _____
 Living Deceased Occupation _____ Education _____

Mother's Name: _____
 Living Deceased Occupation _____ Education _____

Do you have any responsibilities that may interfere with this program? NO YES

If yes, specify: _____

NPA

APPLICATION FOR ADMISSION

Education:

Secondary Education: List all high schools or other secondary schools attended

Dates From - To	School Name	City and State	Diploma

Post-Secondary Education: List all formal education beyond high schools.

Dates From - To	School Name	City and State	Major: Credit(s) Earned Degree

College Board Exams Taken:

ACT Score _____
 SAT Score _____
 GRE Score _____
 TOEFEL Score _____
 GMAT Score _____
 Other _____ Score _____

Employment: List all work experience, full-time and part-time, since high school, beginning with the most recent. Please continue on a separate sheet of paper if more space is required.

Dates From - To	Position	Company	City & State

Signature: I certify that, to the best of my knowledge and belief, all of my statements are true, correct and complete. I understand that any false or incomplete statements are grounds for denial of admission or dismissal from the National Phlebotomy Association without a complete or partial refund.

Signature: _____ Date: _____