

THE NATIONAL PHLEBOTOMY ASSOCIATION



APPLICATION FOR PROGRAM APPROVAL

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NATIONAL PHLEBOTOMY ASSOCIATION Application for Program Approval

Sponsoring Agency: _____

Website Address: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Telephone Number: _____

Name and Title of Responsible Person: _____

Email Address: _____

Include the following information:

1. Objectives - Describe the expected outcomes of the learning experiences
2. Briefly describe the content to be presented, methods of instruction, handouts and list of media to be used.
3. List number of instructional contact hours (omit registration and coffee breaks) A minimum of 200 hours must include a clinical experience. You may structure your program according to your discretion. Hours of instruction and hours of clinical experience must be clear. Proof of clinical i.e., contract with health care institution.
4. Describe the evaluation plan, submit copy of evaluation tool.
5. Identify each instructor; include a resume.
6. Submit a copy of the Program.

Submit two (2) sets of supporting documents and a **\$800.00 non-refundable fee payable to the National Phlebotomy Association** to:

Diane C. Crawford, CEO/Founder
National Phlebotomy Association
1809 Brightseat Road
Landover, MD 20785
(301) 386-4200



Criteria for Program Approval of a Phlebotomy Training Program

The agency may use current material in each category. This self-study is to be prepared in two (2) copies.

All recommendations are presented to the Board of Directors for Program Approval.

1. Statement of philosophy, goals and purposes
2. Capability statement
3. Budget or audit system
4. Objective of the program
5. Content of the program (listing all classes) projected calendar
6. Description of location of school
7. Curriculum vitae of faculty
8. Teaching, methodologies (lecture, seminar, audio, visual, self study, etc.)
9. Recruitment methods utilized
10. Method of assessing learner needs
11. Record keeping system
12. Contracts with cooperating agencies
13. Malpractice insurance
14. Student handbook
15. Drug testing, HIV (Aids) and HBSAG (Hepatitis, Syphilis and Gonorrhea)

*** All Programs Must Include the Following ***

Historical Perspective	Stress Management
Medical Terminology	Phlebotomy Techniques
Anatomy and Physiology	Human Relations
Communication	Legal Aspects
Phlebotomy Practical	Infection Control
Cardio-Pulmonary Resuscitation (CPR)	Drug Awareness
Point of Care	Professional Practices