



## Certified Phlebotomy Technician (CPT)

### **Program Overview:**

The Certified Phlebotomy Technician (CPT) program is designed to teach the technical and procedural aspects of basic phlebotomy required to become a Phlebotomy Technician. The program includes theory and hands-on instruction. The student will demonstrate skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions which includes: vacuum collection devices, butterfly needles, capillary skin puncture, syringes, and specimen collection.

The program will teach students the Foundations of Phlebotomy & Infection Control, Legal Issues in Healthcare, Introduction to Human Anatomy & Physiology, Phlebotomy Equipment & Supplies, Phlebotomy Procedures, and Specimen Handling and Processing. This program is designed for learners who want to advance their careers, or are interested in starting a career in the medical field to become a phlebotomy technician. This is a comprehensive 50-hour program.

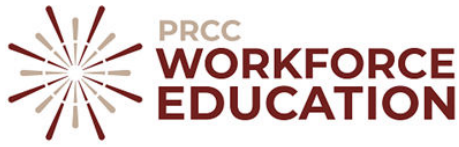
**Phlebotomy (CPT) technician exam candidates:** experience must include performing a minimum of 30 successful venipunctures and 10 successful capillary sticks. These venipuncture and capillary sticks must be performed on live individuals. Candidates are prohibited from using mannequins to meet this requirement. Students who have successfully completed the program and the minimum number of procedures required will take the Certified Phlebotomy Technician (CPT) test onsite through the National Healthcare Association (NHA).

**\*An additional clinical opportunity will be available at no extra cost pending site availability for students to get the minimum and or additional sticks and experience, as well as, perform in a clinical setting with patients. Dates are below.**

### **COURSE GOALS:**

- Performs phlebotomy procedures and tasks in an accurate, timely and professional manner.
- Demonstrates communication skills necessary for working in the health care setting.
- Demonstrates safe and skillful use of phlebotomy equipment.
- Demonstrates basic understanding of quality assurance.
- Demonstrates critical thinking skills and ability to solve problems.
- Emphasizes professionalism, including initiative, positive interpersonal skills, teamwork, respect, and caring.

**Classes will meet Tuesday-Thursday  
from 8am-1pm.  
Course begins Tuesday, June 6, 2023 and ends  
Thursday, June 22, 2023.  
\*Additional clinical option Tuesday June 27<sup>th</sup>  
thru Thursday June 29<sup>th</sup>  
Course Fee: \$500**



## Summer 2022 CPT Calendar

<b>Dates:</b>	<b>Events:</b>
February 6, 2023- May 26, 2023 (or until seats are full)	Completed Applications accepted
June 2, 2023	Tuition balances are due
June 6, 2023	Class begins
June 22, 2023	Program completion
June 27-29, 2023	Optional clinical training pending site availability
TBD	Phlebotomy technician (CPT) exam

### **For Program Consideration:**

There is a **Program Prerequisites** list to follow to insure you have a complete packet. All forms should be carefully completed and include all necessary documents.

### **Pre-Requisite Checklist:**

This packet lists all steps involved in making a complete application for the CPT program.

All pre-requisite costs are to be covered by the student. **PLEASE READ ALL INFORMATION!**

Read: Information on a Career in Certified Phlebotomy Technician ( <b>Page 3</b> )	
Read: Workforce Education Training & Attendance Policies ( <b>Page 4</b> ) Sign: Policy Compliance Form ( <b>Page 5</b> )	
Complete: Hep B Consent or Declination Form ( <b>Page 6</b> )	
Submit: Copy of one of the following: High School Transcript or Diploma/GED/High School Equivalency	
Complete: Program Application ( <b>Page 7</b> )	
Sign: Program Consent ( <b>Page 8</b> )	

## Certified Phlebotomy Technician (CPT)

### Career Information:

Phlebotomy technicians are critical team members in hospitals, diagnostic laboratories and blood donor centers. As new types of tests are developed and laboratory tech positions grow, it's an especially exciting time to begin a career in this thriving field. Some tasks phlebotomy technicians may perform include:


- \* Drawing blood from patients and blood donors
- \* Evaluating patients' ability to withstand the procedure and helping them feel comfortable
- \* Explaining blood-drawing procedure to patients and answering questions
- \* Performing basic point-of-care testing, such as reading blood glucose levels
- \* Preparing blood, urine, and other specimens for testing
- \* Maintaining medical equipment such as needles, test tubes, and blood vials

### Why earn a phlebotomy certification?

According to the Bureau of Labor and Statistics (BLS), employment of phlebotomy technicians is expected to grow 22 percent from 2020 to 2030, much faster than the average for all occupations, which are expected to grow around 8 percent.

About 19,500 openings for phlebotomists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

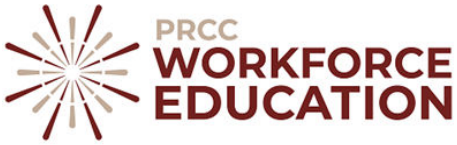
Having a nationally accredited certification, like the CCMA, can help you stand out. Certification may also be required or preferred for certain job opportunities in the profession



86% of institutions encourage/require certification.



79% of employers report that their phlebotomy techs are certified.



## Workforce Education Training Policies

The Workforce Education Division will operate its training/courses in accordance with the Pearl River Community College Student Handbook\*.

The following items are of particular concern in Workforce Training Courses:

1. There will be no cell phone use in the classroom, lab or clinical areas.
2. Students must be properly dressed according to class requirements.
3. Each student will obtain and bring to class all required training tools and/or equipment.
4. Each student will obtain and bring to class their own textbooks or laboratory manuals.
5. Students will inform the instructor should an emergency arise in which they will not be able to attend class or need to leave the training area.
6. Smoking and other tobacco use is prohibited on all PRCC properties. This is a tobacco free campus.
7. Medical scrubs of any color (preferably maroon) are to be worn to all classroom activities.

### Class Attendance

The goal of Pearl River Community College is to prepare students for the workforce by training job and employability skills. With this goal in mind the following attendance policy has been adopted by PRCC Workforce Education Division.

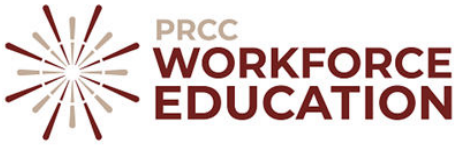
Regular and punctual attendance is required of all students enrolled in classes. Pearl River Community College has a specified number of days of attendance required for a student to receive credit for courses.

The cut-out point in Short-term Workforce training/courses is **one absence**.

A tardy is defined as missing up to ten (10) minutes of class. Two tardies constitutes an absence. A student is counted absent if more than ten minutes late to class or absent anytime more than ten minutes.

Due to the interactive learning methods and limited opportunity to obtain lab/skill information, student attendance is mandatory for this course. Therefore, students are expected to attend each assigned lecture/lab and will be excused only under the most emergent circumstances. Students with an unavoidable absence must e-mail or leave a voice mail for the instructor as soon as possible regarding their absence. It is not guaranteed that lab skill make-up days may be scheduled.

\*The PRCC Student Handbook may be downloaded at <http://www.prcc.edu/current-students/student-handbook>



## Policy Compliance Form

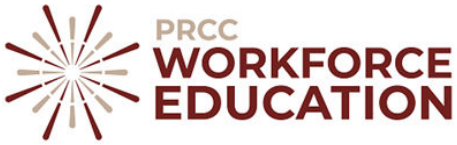
I, \_\_\_\_\_, have read and understand Workforce Education training and attendance policies.

I certify that all the information submitted in this application is accurate and true to the best of my knowledge.

I understand that in the event I do not complete the training for any reason or am dismissed from this program, no refunds will be allowed.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



## Hepatitis B Vaccine Information Sheet

The U.S. Occupational Safety and Health Administrator (OSHA) issued a new Blood-borne Pathogens Standard in December 1991. The rule applies to all employers who have workers that may come in contact with blood or other body fluids during the performance of their job, putting them at risk of contracting highly contagious viral infections. Health Science student, because of the nature of their occupational training, may also be at risk of contracting these same blood-borne infections.

HBV is a potentially life-threatening virus. The CDC (Centers for Disease Control) estimates there to be approximately 280,000 HBV infections each year in the United States, about 8,700 of these includes health care workers.

The observation of Universal Precaution technique and the utilization of protective clothing and equipment may prevent exposure to potentially infectious materials. However, the best defense against Hepatitis B Virus is vaccination. Although it is not a medical requirement, it is strongly recommended that you consider being vaccinated.

If anytime you are exposed to a blood-borne pathogen, a report of the incident **MUST** be filed with the clinical affiliate.

### PLEASE COMPLETE:

I understand that due to occupational exposure to blood or other potentially infectious materials, I may be at risk of contacting the HBV infection.

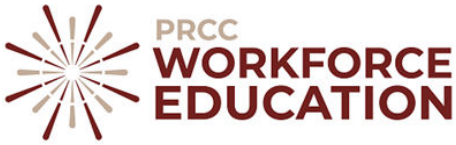
I have been informed of the importance and benefits of the HBV vaccination and it has been strongly recommended that I be vaccinated. Please indicate your status/decision regarding hepatitis B vaccination:

1. Begun/Completed Vaccination Series:

Vaccination Dates: 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

2. My signature indicates that I have decided not to be vaccinated at this time.

\_\_\_\_\_  
Signature Date



# PRCC Workforce Development Participant Information Sheet

All information is confidential and for use only by Pearl River Community College.

All fields are required.

Have you taken the ACT WorkKeys Assessment at PRCC? Yes  No

Are you currently enrolled in Adult Education (GED) at PRCC? Yes  No

Social Security #: \_\_\_\_\_

**Name:**

Last \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_ Preferred Name \_\_\_\_\_

Date of Birth: (MM/DD/YYYY) \_\_\_\_\_

Gender: \_\_\_Male \_\_\_Female

**Race:**

\_\_\_American Indian and Alaska Native \_\_\_Asian \_\_\_African American  
\_\_\_Native Hawaiian and Other Pacific \_\_\_White \_\_\_More than one race

Hispanic or Latino: Yes\_ No\_\_\_\_\_

**Highest Level of Education:**

Less than High School \_\_\_ High School Degree/GED\_\_\_ Some College (no degree)\_\_\_  
Associate's Degree \_\_\_\_\_ Bachelor's Degree\_\_\_\_\_ Graduate/Professional Degree\_\_\_\_\_

**Contact Information:**

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Email \_\_\_\_\_ Phone Number \_\_\_\_\_

Alternate Phone \_\_\_\_\_

Employment Status: Employed\_ Retired\_\_\_\_\_ Unemployed \_\_\_\_\_

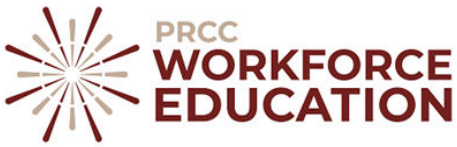
Employment Type: Full-time\_\_\_\_\_ Part-time\_\_\_\_\_ Seasonal \_\_\_\_\_

Most Recent (or Current) Employer: \_\_\_\_\_

Please check all that apply: Veteran \_\_\_\_\_ Disabled \_\_\_\_\_

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Pearl River Community College offers equal education and employment opportunities. The College does not discriminate on the basis of race, religion, color, sex, sexual orientation, gender identity, age, national origin, veteran status, or disability. For inquiries regarding the non-discrimination policies or to request accommodations, special assistance, or alternate format publications, contact Eddie Sandifer, ADA Coordinator, 101 Hwy 11 N., Poplarville, MS 39470 or 601-403-1215 or for inquiries on Title IX, contact Alexandra Kennedy, Director of Resident and Student Life at 101 Hwy 11 N., Poplarville, MS 39470 or 601-403-1253.



**PRCC Health Science Programs Communicable Disease Statement and Waiver of Liability**

**Health Science Students Performing Health Care Work**

General Information:

For effective phlebotomy training, it is necessary for students in the Phlebotomy Program to voluntarily agree to have blood drawn by other students in class. During this course you will be participating in laboratory activities in which learning by students requires the use of human subjects as part of the training. As a part of these learning activities you will be asked to perform specific skills as well as be the subject of specific skills practiced by students. These learning activities will be conducted under the supervision of the course instructor.

Benefits:

The activities listed have been selected because they are skills essential to the learning process and the faculty believe that realistic practice is essential for optimum learning.

**Bloodborne Pathogen Exposure**

In health science and the phlebotomy courses, the possibility of an anticipated occupational exposure to blood or other potentially infectious materials exists. It is important that you be aware that blood and other body fluids have been implicated in the transmission of certain pathogens, particularly Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV), the virus responsible for Acquired Immune Deficiency Syndrome (AIDS). In order to minimize risk of exposure to bloodborne pathogens, the student must agree to follow Standard Precautions guidelines as well as comply with regulations outlined in the OSHA Bloodborne Pathogen Standard.

**Risks/Discomforts**

Course requirements for completion of the program require students to perform capillary punctures and/or venipunctures on fellow students during laboratory sessions while under the supervision of the instructor. The instructional programs seek to minimize the risks (e.g. hematoma, fainting, bruising) associated with blood collection. Specific risks are listed below.

Learning Activity	Specific Benefit	Risks/Discomfort
Venipuncture using both evacuated tube system (ETS) and syringe system	Student gains experience needed prior to performing procedures on actual patients	Possibility of hematoma or bruising; slight, temporary pain with procedure; slight risk of temporary nerve inflammation
Finger puncture	Same as above	Slight, temporary pain upon puncture; minimal possibility of infection (provided area is kept clean)

Participation in the program includes informed consent to have blood collected. In addition, your signature indicates you will agree to hold the College or any affiliated clinical site harmless for complications arising from the blood collection procedure to include accidental needle stick injury. I HEREBY CONSENT to perform and allow fellow classmates to perform capillary puncture and/or venipuncture on me during my attendance at PRCC in the Phlebotomy Program.

\_\_\_\_\_  
Signature of student

\_\_\_\_\_  
Date