



Indian River
State College

Phlebotomy

Student Handbook

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The School of Health and Human Sciences

To Students

You forfeit your chance for life at its fullest when you withhold your best effort in learning. When you give only the minimum to learning, you receive only the minimum in return. Even with your parents' best example and your teachers' best efforts, in the end it is ***your*** work that determines how much and how well you learn. When you work to your full capacity, you can hope to attain the knowledge and skills that will enable you to create your future and control your destiny. If you do not, you will have your future thrust upon you by others. Take hold of your life, apply your gifts and talents, and work with dedication and self-discipline. Have high expectations for yourself and convert every challenge into opportunity.

Preface

Indian River State College offers a 165 clock-hour Phlebotomy Education program designed to provide students with the basic knowledge and principles of all entry-level procedures related to the profession of Phlebotomy.

Indian River State College awards a certificate of completion in Phlebotomy to each student who satisfactorily completes the required course of study. Upon completion, students are eligible to sit for the American Society of Clinical Pathologist Phlebotomy Technician examination, the American Association of Bioanalysts Phlebotomy Technician examination. Florida licensure for Phlebotomy is not required.

Students accepted in the program are regarded as mature, responsible individuals seeking a formal education in the field of Phlebotomy. They are not considered employees of the program's designated clinical education affiliates. This handbook has been prepared to inform the student of the regulations and requirements of this educational endeavor. However, the regulations and requirements contained herein, are subject to revision at any time and may be modified at the discretion of the Phlebotomy program officials and / or Indian River State College administration deem necessary.

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Program Philosophy and Goals

The increased application in use of clinical laboratory procedures for diagnosis, combined with the advanced technology of the medical laboratory technology equipment, has prompted the use of specialized personnel to insure the production of quality laboratory procedures. Thus, the role of the phlebotomy technician as an important member of the medical team has also been enhanced.

Goals and Objectives

The IRSC Phlebotomy program seeks to provide education in phlebotomy that meets, but is not limited to the following standards:

- ◆ Critical thinking ability sufficient to organize responsibilities and make decisions
- ◆ Interpersonal abilities sufficient to interact with individuals from a variety of backgrounds
- ◆ Communication abilities sufficient for interaction with others in verbal and written form
- ◆ Communicate with others in verbal and written form
- ◆ Physical abilities to move about freely and maneuver in small spaces
- ◆ Gross and fine motor abilities to manipulate phlebotomy equipment to collect specimens
- ◆ Visual ability sufficient to discern colors and perform phlebotomy procedures

Non-Academic Requirements

The following requirements include capabilities that phlebotomy students must possess so that they will be capable of achieving the objectives of the program and so they will not be endangered, nor will they endanger others in the course of their regular work.

Students entering the Phlebotomy program must complete the College entrance requirement of a physical examination demonstrating satisfactory physical and emotional health, as well as the necessary proof of immunization against measles, mumps and rubella.

1. The student must have sight, hearing and speech within normal limits.
2. The student must have manual dexterity of both upper limbs.
3. Motor skills must be within normal limits.
4. The student must be able to participate in all clinical lab areas without limitation.
5. Students with convulsive disorders must present medical certification of:
 - A. Being seizure-free for one year prior to admission to a clinical course.
 - B. The ability to participate in the clinical lab areas without limitations.
6. Students who have been hospitalized for a psychiatric disorder must present medical certification of:
 - A. Continued evidence of good emotional health.
 - B. The ability to participate appropriately in the clinical lab areas.

Essential Functions

- ◆ Critical thinking ability sufficient to organize responsibilities and make decisions
- ◆ Interpersonal abilities sufficient to interact with individuals from a variety of backgrounds
- ◆ Communication abilities sufficient for interaction with others in verbal and written form
- ◆ Communicate with others in verbal and written form
- ◆ Physical abilities to move about freely and maneuver in small spaces
- ◆ Gross and fine motor abilities to manipulate phlebotomy equipment to collect specimens
- ◆ Visual ability sufficient to discern colors and perform phlebotomy procedures

Requirements for Progression

The Phlebotomy program is cohort based, meaning that students work through a curriculum together to achieve the same certificate. Students must progress through the curriculum with their cohort. If a student is not able to take the required courses as scheduled, the student will be withdrawn from the program and will have to reapply for admission to the program with a future cohort.

Due to the sequential nature of the curriculum, students must successfully complete all courses for a given semester before becoming eligible to take courses in the subsequent semester. It is essential that students master the knowledge and skills of each Phlebotomy course (determined by a minimum grade of "C" or better.) In the event that the student obtains a grade lower than a "C" in any of the Phlebotomy courses, they will be required to withdraw from the program and will have to reapply for admission to the program with a future cohort.

Academic Requirements

Program Grading

The Phlebotomy program is a part-time program. Classes and clinical hours are scheduled between the hours of 4:00 a.m.–9:00 p.m.

1. The student must complete all classwork before taking the Clinical Practicum course.
2. This is a competency-based program. At the beginning of each course, the student will be given a list of behavioral objectives by the instructor. Each objective must be based on the degree of achievement and minimum competency achieved.
3. All numerical grades at the end of the course will be transposed to a letter grade using the following scale:

A = 93 - 100	4 quality points/semester hour
B = 85 - 92	3 quality points/semester hour
C = 76 - 84	2 quality points/semester hour
D = 70 - 75	1 quality points/semester hour
F = 69 and below	0 quality point/semester hour
4. Successfully meet TABE requirements if deemed necessary. TABE scores are waived for students with an A.A., A.S. or higher degree.

PHLEBOTOMY PROGRAM

(165 clock-hours – SELECTIVE ADMISSION)

This 165 clock-hour program teaches phlebotomy in a clinical setting. It includes classroom and patient care experiences in laboratory and healthcare facilities.

HCP	O750C	Basic Concepts of Phlebotomy	75 hours
HCP	O940	Phlebotomy Practicum	90 hours

Program Expenses

The program expense form can be found on the Phlebotomy webpage. Refer to the IRSC website at www.irsc.edu. Click all Programs and select Phlebotomy.

Note: Students should bring the textbook to each class. Students need to keep (not sell) their textbooks after the course, since the same book will be used in clinical practicum and will provide a current reference for certification examinations and subsequent employment.

College Activities

Many College activities are scheduled on campus. The Phlebotomy program student will be active in the Medical Laboratory Technology Club. The club was designed for educational activities targeted to the phlebotomy and medical laboratory student. See the online College calendar for a schedule of college activities.

Student Employment and Work Regulation

If at all possible, the student should not have an off-campus job that may interfere with his performance in the program. It is assumed that the student's first responsibility while in the program is his education, not his job. Conduct after hours reflect on the College, hospital and the profession.

Students are not permitted to take the place of staff at clinical sites. Each affiliation agreement addresses this point. Hours spent at the clinical sites are scheduled during weekday hours only. Voluntary, unpaid phlebotomy is not permitted at the clinical sites unless scheduled by the clinical educator. Employment should, in no way interfere with the student's academic or clinical responsibilities.

Rules for Clinical Education and Phlebotomy Classroom

1. Safety glasses must be worn in the laboratory at all times.
2. Contact lenses should not be worn.
3. Eating, drinking and smoking are not permitted in any laboratory.
4. Appropriate clothing must be worn in the lab. Scrub top, pants and clean sneakers and name tag.
5. No chemicals or equipment may be removed from the lab without specific permission.
6. Wash your hands often during the lab, and wash them thoroughly upon leaving the lab.
7. In the case of an injury: Notify your instructor immediately. All injuries, no matter how small, must be reported.
8. The clinical instructor, chief technologist, pathologist or their representatives will supervise clinical experience.
9. Questions or problems incurred in the lab should be taken to the appropriate individual in charge if it concerns rules or regulations. Questions concerning procedures, techniques and testing theory may be directed to the technologist in the department.
10. Students must observe hospital and lab regulations for routing work and written communications.
11. No student may request access to information ordinarily found in the lab.
12. Students must not discuss lab results with any staff member outside of the lab, with family members, friends or patients.
13. Questions concerning the diagnosis of disease states or evaluation of therapy should be directed to the pathologist.
14. Physicians and other medical professionals should be addressed by their title.
15. Classroom etiquette, is a set of guidelines for maintaining civilized, professional, and effective communication in a classroom environment. Instructors and students will demonstrate appropriate etiquette when interacting with each other. Written communication will be conducted using standard business English. Here are some basic rules:
 - Treat your peers and the instructor in a polite and respectful manner.
 - Model the same standards of behavior online as you would follow in a face-to-face discussion.
 - Do not use ALL CAPS when communicating; this is considered “shouting.”
 - Remember, some comments may be taken the wrong way without facial expressions.
 - Be careful in wording your emails.
 - The use of emoticons might be helpful in some cases.
 - Respect the privacy of other class members.

These guidelines apply to all means of communication, including email, course messages, discussion boards, and Blackboard Collaborate sessions.

Cell phones must be put away during both lectures and lab. If you have an emergency, please take any calls, texts, or tweets outside the class. All phones must be silenced before entering the class.

1st offense – Verbal WARNING

2nd offense – Written WARNING

3rd offense - Class DISMISSAL

Attendance/Participation

1. Class attendance for each course is mandatory.
2. The instructor in advance of the particular class must grant excused absences if at all possible. It is the student's responsibility to notify the instructor if he/she is going to be absent. Excused absences will be at the discretion of the instructor and include the following:
 - a. Death or severe illness in the family.
 - b. Illness of the students.
 - c. Supervised extracurricular trips (with written instructions from the IRSC Sponsor).
3. All absences must be documented by completing the appropriate absence form which is placed in the student's folder.
4. All work missed because of absences must be made up and it is the student's responsibility to make arrangements with the instructor. Tests, quizzes or laboratory practical's missed because of an unexcused absence cannot be made up and the student will receive a "0" for that grade.
5. If the student has excessive excused absences because of health reasons, he/she may be required by the faculty to withdraw from the Phlebotomy program until they are able to attend on a regular basis.
6. Students will attend the clinical lab for a total of 85 hours.
7. Student's time in the clinical lab will be kept by use of time cards. Time must be verified by the clinical instructor's signature.
8. Students unable to attend the class at the hospital must notify the lab as far in advance as possible. The instructor must also be notified. The instructor **will not** call the hospital for the student. The student may leave a message on the answering machine.
9. It will be the responsibility of the student to make up all clinical labs when he/she is absent. This is to be arranged with the clinical instructor. Students should not ask the hospital to make special arrangements for the make-up class. If the total required clinical time is not put in by the end of the semester, the student will be given an Incomplete (I) grade for the course.
10. Preparation for class means completing all study activities required for that week. Attendance in an online course means logging into the Learning Management System (Blackboard) regularly and participating in all the activities posted in the course.
 1. Preparation for the clinical rotation means completing all competency checklists and clinical hours required each week.
 2. Complete the daily journal in Blackboard.
 3. Late and Tardy notices must be called in to the clinical site. The instructor should receive an email.

4. All absences must be documented in the weekly journal.
5. Make-up hours should be arranged with the clinical rotation department supervisor.

Students MUST be present for all exams. All exams will be announced at least one class meeting before the examination. The instructor will give make-up exams only for persons who notify and are cleared in advance as an absence probability. To remain in the program, students must score 76% or better on all exams.

Students are expected to attend each class session and follow the attendance policies described in the MLT student handbook. Should a student find it unavoidable to miss class or a lab session, the student is responsible for arranging to make up all missing assignments.

1st offense – Verbal WARNING

2nd offense – Written WARNING

3rd offense - Class DISMISSAL

Conduct and Attire

1. Any student caught in the act of cheating on an exam, quiz or lab report will receive a "0" for that grade. Two such incidences will constitute dismissal from the program.
2. Any student willfully creating a hazardous situation for himself and/or others in the laboratory will be dismissed from the class with an unexcused absence. Continual practice of this nature will result in dismissal from the program.
3. The student must exhibit courtesy and respect for the instructors and fellow students while in class or the clinical facility.
4. For purposes of safety, open-toed shoes or sandals are not permitted to be worn during a laboratory period.

To avoid introducing potentially harmful microorganisms into the environment or otherwise injuring the patient or self, the phlebotomy student always:

5. Exhibits a clean body and hair (head and facial).
6. Wears clean clothes.
7. Styles hair in well-controlled manner, e.g., off-the-collar and not falling long or loose about the face or shoulder.
8. Keeps mustache/beard (if permitted) short and neatly trimmed.
9. Keeps nails clean and well-manicured e.g., short to moderate in length and smoothly filed.
10. Wears minimal and modest ornamentation/jewelry. No dangling neck chains or long earrings. No body jewelry.
11. Uses perfume or cologne (light fragrances) only very sparingly.

To promote the professional image of phlebotomy, the student always:

12. Wears well-fitting clothes, neither too tight nor too baggy, wears appropriate undergarments and wrinkle-free clothing.
13. Keeps shoes in good condition, e.g., clean and well-polished.
14. Wears makeup that is appropriate for the workplace, e.g., minimal in application and modest in effect.
15. Wears only intact, clear/pale nail polish (if appropriate or permitted)

Verbal Communication

To promote positive, comfortable interactions the phlebotomy student will:

1. Speak with an appropriate tone and volume of voice, e.g., not curt, rude or abrupt.
2. Use inoffensive language that is neither slang nor profane.
3. Use choice of words and content of speech appropriate for the emotional climate of the moment, e.g., supportive, empathetic, joyful.
4. Make appropriate overtures to engage in conversation/communication with others.
5. Maintain the content and flow of conversation/communication, e.g., displays social and therapeutic finesse.
6. Bring conversation/communication to closure politely and hospitable.
7. Exhibit courteous telephone manners, e.g., greetings, identification, handling inquiries, taking messages, transferring and placing calls, providing closure.
8. Refrain from discussing personal issues and concerns with clients, family and others in the workplace.
9. Discuss client and work-related issues and concerns only with appropriate individuals and in private locations.
10. Exhibit discretion and restraint in displays of humor.

Non-Verbal Communication

To promote positive, comfortable, interactions, the phlebotomy student always:

1. Exhibits facial expressions that are respectful and appropriate, expected and comfortable for others.
2. Uses eye contact that is appropriate, expected and comfortable for others.
3. Uses body and head movements that support comfortable communications with others.
4. Respects others' personal space regarding position of self during interactions.
5. Places self in a non-confrontational position in relation to others during interactions.

Professional Values

To demonstrate behavior consistent with the value of NON-MALFEASANCE (TO DO NO HARM), the phlebotomy student always:

1. Recognizes limits of own competence by seeking assistance as necessary.
2. Reports own errors and omissions to appropriate persons.
3. Delegates assignments consistent with caregiver capabilities.

To demonstrate behavior consistent with the value of BENEFICENCE (TO DO GOOD), the phlebotomy student always:

1. Accepts constructive feedback as a means for improving personal growth.
2. Supports peers and other personnel.
3. Willingly accepts assignments.
4. Exhibits adaptability and flexibility.
5. Handles stressful situations calmly, constructively and tactfully.
6. Delegates difficult assignments fairly.

To demonstrate consistent with the value of FIDELITY (FAITHFULNESS TO AGREEMENTS AND RESPONSIBILITY), the phlebotomy student always:

1. Exhibits accountability, i.e., is directly, clearly and willingly answerable for own actions.
2. Serves as a role model for others in the human, social manner in which service is delivered.
3. Keeps commitments made to clients, colleagues and employers.

To demonstrate behavior consistent with the value of VERACITY (TELLING THE TRUTH), the phlebotomy student always:

1. Exhibits honesty in all areas of responsibility.
2. Reports others who knowingly and willingly mislead, falsify or otherwise display dishonesty.

To demonstrate behavior consistent with the value of ALTRUISM (CONCERN FOR THE WELFARE OF OTHERS), the phlebotomy student always:

1. Exhibits the “therapeutic use of self” in rendering care, i.e., uses self and personal abilities and qualities to achieve positive goals for others.
2. Promotes others’ personal growth.

Professional Work Ethic

To demonstrate behavior expected of PROFESSIONAL EMPLOYEES, the phlebotomy student always:

1. Promotes an environment that fosters team efforts and relationships.
2. Follows institutional/agency personnel policies, e.g., regarding absences, tardiness, scheduling.
3. Exhibits initiative.
4. Avoids personal calls except in the case of an emergency and sets cellular phone on silent or vibrate when in class and clinicals.
5. Exhibits timeliness and consideration in scheduling and taking breaks and mealtimes.
6. Reports to appropriate personnel when leaving the lab or assignment for any reason.
7. Willingly complies with employee requests and directions, as appropriate.
8. Assists in providing safety and security by wearing the required OSHA personal protection equipment and identification badge at all times.

Student Health

In the event a student requires emergency treatment, the affiliate will provide such treatment according to the conditions of the affiliation agreement between the College and the hospital/affiliate. The affiliate RESERVES THE RIGHT TO BILL THE STUDENT for such emergency treatment. The student is LIABLE for any medical expenses incurred in the clinical setting from any emergency medical treatment administered. Accident insurance is not a substitute for health insurance and does not cover illness or disease. Should a student be involved in an accident or injury to self or to a patient, a college accident report must be completed and signed by the student immediately along with the agency report. If the accident involved a possible exposure to a bloodborne pathogen, immediately notify the Health and Wellness Center.

1. Life Threatening

- Upon observation of a life-threatening medical emergency - **ACTION:**
 - o Call or have someone call **911** and then Campus Security, Campus Provost and Health & Wellness Center or Student Affairs Office.
 - o State the nature or type of emergency.
 - o Give the location of building, floor and room.
- Identify the person and any other pertinent information which will help prepare responders.
 - o Age
 - o Gender
 - o Symptom's victim is exhibiting
 - o Pre-existing health condition (if known)
 - o Medication the victim may be taking (if known)
 - o Stay with the victim until emergency personnel arrive
- Have another individual in the area meet the emergency personnel to expedite locating the victim inside a building.
- Following the medical emergency, prepare an incident report regarding the actions taken in response to the emergency. Copies of this report should be provided to the Vice President of Student Affairs, Campus Provost, appropriate administrators and Campus Security.

2. **Not Life Threatening**

- Injuries which are not life threatening, but which have occurred on College property.
 - o Contact Health & Wellness Center, Campus Provost or Campus Security.
 - o First Aid should be provided within the scope of knowledge and skill by anyone who is readily accessible and willing to manage the situation.
- College personnel will not, as College representatives, provide personal transportation for injured or ill persons.
- IRSC Campus Security will make a written report for any injury that occurs on college property.
 - o Instructors will submit a report to their Department Chair concerning the circumstances of student injuries occurring in their class activities.
 - o Initial reports should be forwarded to the administrator immediately responsible for the instructional or operational program for appropriate distribution.
 - o Supervisors are responsible for reporting injuries and sickness of employees in compliance with IRSC Workers' Compensation policies.

Clinical Education Assignments

During enrollment in the Phlebotomy program the student will be assigned to a clinical education site. This assignment is made by the Director of Clinical Education.

Efforts will be made to assign the student to the clinical education center closest to their place of residence; however, this cannot be guaranteed. Appointments to a clinical education site will not be changed without the agreement of all parties involved, (the Program Director, Director of Clinical Education, the representatives of both clinical education centers and the student).

A student cannot exceed, (without instructor's approval), during any semester, the total number of clinical education hours required for that particular semester. Overtime will not be considered nor can it be accrued or banked, then later accepted for time off, make-up days, personal leave, illness, early completion of the program etc.

Patient's Rights

1. Students must be aware of cultural, ethnic and religious differences in people.
2. If a patient asks for assistance, cheerfully ask for a nurse or an aide when you leave the room. The student's duty is to obtain a specimen quickly, painlessly, and then return to the lab.
3. If a patient asks what tests were ordered, explain that only the physician can give that information and that students or lab employees are not allowed. Some patients become unduly upset when they have such information.
4. Students must remember at all times that the information in the lab is confidential. This means that all lab results are to be directed ONLY to physicians and nurses for diagnosis and treatment.
5. Students will not tell patients, friends or non-lab hospital employees the results of tests or the nature of any illnesses. That information is imparted by the attending physician to the patient only.
6. Failure to comply with any of the above may cause for immediate dismissal from the program.

Patient Confidentiality

All hospital and patient records are confidential in nature. Request for information concerning a patient must be referred to the Lead Clinical Instructor. Students are expected to maintain the confidentiality in a professional manner. You will be asked to sign a confidentiality statement upon admittance to the program.

Social Media sites such as Facebook, Instagram, Twitter etc. are subject to the same professional standards related to HIPAA, FERPA and clinical affiliation confidentiality. Violations of this nature will be subject to the same disciplinary action as Section 2.01 Health Science Statement of Ethics in the Health Science Division Student Handbook.

Appendix A

Forms

INDIAN RIVER STATE COLLEGE

Phlebotomy Department Phlebotomy Student Handbook Guidelines Verification Form

Student Name: _____ Student ID: _____

Semester: _____

Due: Fall- 1st day of class

This document is to acknowledge that I reviewed my digital copy of the online Phlebotomy Student Handbook. I have read and understand the contents thereof. I hereby agree to abide by its regulations.

I understand that I may not be permitted to enroll and complete any Phlebotomy courses with a clinical component until I have all of my records on file in the Phlebotomy department (Physical, CPR, immunizations, drug screen, health insurance, flu vaccination documentation, and background checks) and that these records must be kept updated, or I could be withdrawn from the course.

I understand that orientation to courses and clinical facilities is mandatory. Absence for any reason may result in my being withdrawn from the course.

Any student found guilty of cheating and/or plagiarism may receive an "F" in the course and/or be dismissed from the program.

I understand that patient information that has been disclosed to me is protected by state and federal law. State law prohibits me from making any disclosure of medical information without the specific written consent of the person to whom such information pertains, or as otherwise permitted by federal, state or local law.

I understand that I may be exposed to blood borne pathogens (potentially infectious disease-causing materials) during my clinical rotations. I understand this can further impact exposure risk if I have any change in health status: such as immunosuppression issues or pregnancy. If I wish to be accommodated, I must disclose my change in health status to the course coordinator and MLT Department.

I understand that I must have personal health insurance and the policy must be active for the entire time I am enrolled in a clinical course. Failure to have personal health insurance, while enrolled in a Phlebotomy clinical course, will result in my inability to attend clinical, course failure and/or dismissal from the MLT program. I will submit a copy of my active insurance card/policy to MLT department before classes begin in the fall.

By signing this document, I acknowledge that I have read this document, long with the Student Handbook, and I agree to comply with all terms and conditions. Students who are not able to submit this form by the due date for the semester may not be eligible for clinical and/or registration for the following semester. I understand that I am expected to submit this signed document to MLT department before classes begin in the fall.

Signature: _____ Date: _____

Indian River State College
PHLEBOTOMY PROGRAM
Statements of Understanding

- I have received a copy of the Phlebotomy program current Student Handbook.
- Any questions I asked regarding the contents of the Student Guide were answered to my satisfaction.
- I have read the description of the work in this career field and understand the essential functions.
- I have read the physical and the mental requirements of this field and believe I can meet them.
- I have read and understand the goals and objectives of the Phlebotomy program.
- I understand the academic requirements for progression in the Phlebotomy program.
- I understand the procedure used for assigning clinical practicum rotations, including alternate status.
- I understand that there are academic requirements, health tests, medical insurance and immunization requirements for entry to clinical practicum.
- Any questions I asked regarding the contents of the student handbook were answered to my satisfaction.

Printed name _____

Date _____

Signature _____

Program Director _____

Date _____

INDIAN RIVER STATE COLLEGE

WAIVER OF LIABILITY AND INFORMED CONSENT

Name _____ Member of Class of _____

- I willingly consent to participate in all laboratory treatments and practice sessions as a human subject (i.e. patient) for educational purposes at Indian River State College. These treatments may be rendered by faculty or by fellow students. It is my responsibility to disclose any information or medical issues that will limit or bar me from the above participation to the Health Science Program Chair or Instructor in a timely manner.
- I willingly consent to appear in photographs, transparencies, films, videotapes, and other forms of media, for educational and informational purposes at Indian River State College.
- I willingly consent to participate in simulated patient interviews and both lab and lecture demonstrations.
- I willingly consent to give the Health Science Program Director or Indian River State College Designee permission to give my Student Identification Number and other personal information to the Indian River State College clinical affiliations and licensure/registration authorities for appropriate reasons.
- I willingly consent to give the Health Science Division permission to release drug testing results, or Criminal Offender Record Information (CORI) to clinic sites that may require such information as terms of their contract with Indian River State College for clinical affiliations.
- I willingly consent to have my education, health and background records released to professional/healthcare agencies requesting that information, and other agencies as designated by IRSC who have a legitimate interest in my student record.
- I willingly consent to give the College permission to contact my employer after graduation and share my personal information to gather post graduate data for institutional research and reporting.

Signed _____

Date _____

Indian River State College Phlebotomy Program

Change in Health Status

Student's Name: _____ Student ID: _____

This above-mentioned student is presently enrolled in the Phlebotomy Program at Indian River State College. The role of the Phlebotomist in the various healthcare settings requires academic, physical, mental and environmental work/demands. Due to the nature of the program, the student will be exposed to health hazards demonstrating the ability to make appropriate judgment decisions in emergency and non-emergency situations. In order to determine the appropriate precautions, we need the following information:

(1) Diagnosis _____

(2) Date of Onset _____

(3) Present Health Status _____

(4) Do you recommend him/her continuation in the enrolled program? _____ Yes _____ No

(5) Recommended date Clinical Education may resume: _____

(6) Recommended date for continuation of didactic lectures with co-requisite laboratories:

(7) Do you recommend any limitation to regular duties? _____ Yes _____ No

If yes, please explain.

Physician's Signature _____ Date: _____

Grounds For Dismissal

I verify by my signature below that I understand that I may be dismissed from the IRSC Phlebotomy program for infractions involving:

1. Failing grades in the Phlebotomy program. All Phlebotomy course grades must be a "C" or higher. Cumulative final and final practicum must be passed for each course with a "C" or higher.
2. All IRSC Phlebotomy tests must be taken and passed with a "C" or higher (76%) or higher.
 - A) First occurrence, student is written up and documented.
 - B) Second occurrence, student is written up and documented and placed on academic probation.
 - C) Third occurrence, possible dismissal from the program based on circumstances
3. Use or distribution of illegal or controlled substances while on the IRSC campus and/or any of its clinical sites.
4. Unprofessional or unethical conduct which violate the IRSC Code of Ethics.
5. Disclosure of confidential patient information.
6. Use of any electronic device (includes text messaging, and/or camera use) in the clinical setting.
7. Cheating (academic dishonesty), or falsification of official school documents (this includes clinical documents).

Additionally, I understand that I may be dismissed from the program if the Lab Director of any IRSC Phlebotomy clinical site requests in writing that I not be allowed to return to my clinical site for violations involving theft, professional misconduct or behavior that threatens the safety of patients, others or myself.

Printed Name of Student

Date

Signature of Student