



WEATHERFORD COLLEGE

PHLEBOTOMY TECHNOLOGY

2017-2018 STUDENT HANDBOOK

Nina Maniotis
Program Director

Cindy Evans
Director of Clinical Education

**June Moore, Khristine Bunkley,
Ragen Benavides & Ashley Scourfield**
Phlebotomy Faculty



WELCOME

The administration, faculty and fellow students of Weatherford College are happy to extend a warm welcome to each new student.

This handbook is prepared and offered as a guide to assist you in adjusting to the Phlebotomy Technology Program and associated rules and policies in order to successfully complete the Program. These student policies were developed for the purpose of maintaining an environment conducive to learning as well as for student and patient safety. The Program rules and regulations apply to all students regardless of location of instruction or activity.

It is the responsibility of the student to read and abide by the Phlebotomy Technology policies and to adhere to the rules and regulations set forth in the Weatherford College General Catalogue, Student Handbook, and Course Syllabi so that high standards of education may be achieved and students will be able to complete the Program successfully.

We are pleased that you have chosen Weatherford College to assist you in reaching for your goal of becoming a Certified Phlebotomist.

The Faculty of the Phlebotomy Technology Program

Weatherford College is an affirmative action/equal opportunity educational institution. Applicants are considered on the basis of qualifications without regard to gender, age, race, color, creed, religion, national or ethnic origin, veteran status, or non-job related disability or any other legally protected status.

Date of Original Policies August 2000

Date of Revision

June 2008, July 2010, June 2011, June 2012, June 2013, July, 2014, June 2015, Feb 2016, November 2016, June 2017

MISSION

Our Mission is to train entry level phlebotomists according to Clinical and Laboratory Standards Institute Guidelines and the Accepted Standard of Care in the Phlebotomy Profession. Our graduates will be medical professionals ready to serve in clinical laboratories or blood collection sites with appropriate skill levels and the theoretical and practical laboratory experience to be exemplary employees. The Weatherford College Phlebotomy Program strives to maintain a student-oriented learning opportunity, respecting diversity and individual dignity. Our didactic training aims for academic excellence. Graduates earn a certificate, and are prepared to challenge the American Society of Clinical Pathology Registry or any other nationally-recognized Phlebotomy Registry.

INTRODUCTION

Program Faculty seek to provide to you an excellent educational experience within the classroom and in the clinical setting. This Student Handbook has been prepared to help you learn and understand information about the Program and what is expected from you as a student. **Study the contents of this handbook carefully, as you are responsible for observing the regulations contained herein, and will be asked to sign a statement of receipt and understanding.** Any question or comments concerning material in the Student Handbook should be addressed to the Phlebotomy Program Director. Weatherford College Phlebotomy Technology accepts up to 20 students per semester, with the average number of 18. Instructor to student ratio is 1: 15-20 in lecture courses, and 1:6 in laboratory work. In the clinical laboratory or collection center, the ratio is 1:1. Students may discuss their grades or other concerns with the Phlebotomy Faculty in a private office during regular office hours, or by appointment. Students may seek college advising at Student Services on campus, or may meet with the Phlebotomy Program Director.

During clinical time, students may text, email, or call faculty as needed. All communications are confidential. All policies in the Student Handbook and the class Syllabi apply to students equally and impartially. Student classroom records are maintained for 5 years. Health and other Program Requirements are stored on Certified Background, an online document management system to which the student has lifetime privileges.

DISCRIMINATION STATEMENT

Employment at the College and access to its programs or activities shall not be limited on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation, political affiliation, or physical disability. Weatherford College will take steps to ensure that the lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. All recruitment and admissions material complies with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA). Please contact the Office of Accommodations and Disability (OAD) at 817-594-6350 at the beginning of each semester if you need special accommodations. All required paperwork will be the responsibility of the student, as directed by the OAD Office.

PROGRAM OVERVIEW

The profession of phlebotomy is taught through didactic, student laboratory, and clinical experiences. The student will be trained to perform a variety of blood collection methods using proper techniques and precautions including: vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture specimen collection on adults, children and infants. All venipuncture and dermal puncture techniques are taught per Clinical Laboratory and Institute Guidelines (CLSI.) Emphasis is placed on proper patient identification, proper labeling of specimens, customer service, infection control, and quality assurance. Students learn specimen handling, processing and accessioning. Additionally, students learn the theory and principles of CLIA waived laboratory tests and perform such testing in the student laboratory. The testing performed will include: urinalysis dipsticks, urine drug screens, fecal occult blood, erythrocyte sedimentation rate, hemoglobin and hematocrit determination, and urine pregnancy testing.

Successful completion of the Weatherford College Phlebotomy Technology Program, PLAB 1323-Lab/Lecture, PLAB1491-Special Topics, PLAB 1460-Clinical Rotations, HPRS 2321, and HPRS 1206-Medical Terminology will result in the awarding of a Certificate of Completion. If a student does not pass co-requisite courses, they must repeat failed coursework and pass to be awarded their certificate. Failure of coursework, other than HPRS 1206, which is not yet complete at 8 weeks, will result in Program failure and thus, non-progression to exterior Clinical. Weatherford College will accept transfer Medical Terminology courses equivalent of 2 hours college credit. There is no time stipulation on prior Medical Terminology course work. Students dismissed from the Phlebotomy Program for behavioral reasons are not eligible for re-admission at any time.

Successful completion of the Phlebotomy Program counts as 2 points to gain entry into the Weatherford College VN Program. The co-requisite Medical Terminology course counts as 3 points, for a total of 5 points for graduates interested in applying to the Weatherford College VN Program. *Graduates must have the PBT (ASCP) license in order to receive the points.

The Phlebotomy Technology Program of Weatherford College is Approved (Accredited) by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). Approval by this organization assures students that they will be provided with a quality education that meets Federal Standards in the Phlebotomy Profession. Upon successful completion of the Phlebotomy Technician Certificate, the graduate is eligible to sit for any national phlebotomy certification exams.

Granting the certificate of completion is NOT contingent upon passing an external certifying examination.

Students are encouraged to take is the American Society of Clinical Pathology, (ASCP.) The AMT and NCCT examinations are also acceptable to NAACLS as Benchmark data used to evaluate the WC Phlebotomy Program.

The **Ethical Standard** to which our Program adheres is the **Code of Ethics of the American Society for Clinical Laboratory Science**, as is written below:

Duty to the Patient

- Clinical laboratory professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining individual competence in judgment and performance and striving to safeguard the patient from incompetent or illegal practice by others.
- Clinical laboratory professionals maintain high standards of practice. They exercise sound judgment in establishing, performing and evaluating laboratory testing.
- Clinical laboratory professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to other health care professionals about the services they provide.

Duty to Colleagues and the Profession

- Clinical laboratory professionals uphold and maintain the dignity and respect of our profession and strive to maintain a reputation of honesty, integrity and reliability. They contribute to the advancement of the profession by improving the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.
- Clinical laboratory professionals actively strive to establish cooperative and respectful working relationships with other health care professionals with the primary objective of ensuring a high standard of care for the patients they serve.

Duty to Society

- As practitioners of an autonomous profession, clinical laboratory professionals have the responsibility to contribute from their sphere of professional competence to the general well-being of the community.
- Clinical laboratory professionals comply with relevant laws and regulations pertaining to the practice of clinical laboratory science and actively seek, within the dictates of their consciences, to change those which do not meet the high standards of care and practice to which the profession is committed.¹

PHLEBOTOMY TECHNICIAN PROGRAM GOALS

Upon completion of this program the student will successfully:

- Understand Hospital and Laboratory Organization.
- Correlate Testing performed to the appropriate Laboratory Department.
- Demonstrate knowledge of the professional roles within the laboratory and hospital.
- Practice ethically and according to HIPAA Privacy and Confidentiality Regulations.
- Have a working knowledge of the medico-legal aspects of phlebotomy and the Accepted Standard of Care.
- Use correct and appropriate infection control and Universal Precautions practices.
- Correctly interpret test requisitions and have a working knowledge of diagnosis codes.
- Correctly use a variety of phlebotomy devices and their safety features.

¹ <http://www.ascls.org/about/ethics.asp>

- Demonstrate knowledge of the order of draw and the tube additives.
- Understand the anatomy and physiology of the body systems, with emphasis on the circulatory system, and correlate disease states with specific body systems and laboratory testing.
- Practice phlebotomy according to Clinical and Laboratory Standards Institute Guidelines; following manufacturer recommendations with all products and equipment.
- Work in a clinical setting as a professional phlebotomist with entry-level skills.
- Discuss and differentiate between pre-Analytical, analytical, and post-analytical errors and how to minimize their occurrence.
- Process and label samples accurately. Be able to tell patients and nursing personnel how to collect and label samples correctly.
- Act as a professional in a stressful environment, put the patient's welfare first, and be a team player.

Physical Abilities

The following is a list of physical abilities for Health Care Occupations gathered by an outside resource for the Department of Labor and other Federal Agencies. Students must be able to meet the following criteria with or without assistive devices.

1. Strength and Endurance
 - a. Dynamic Strength – The ability to exert muscle force repeatedly or continuously over time (including walking, standing or being upright continuously for 8-12 hours). The involves muscular endurance and resistance to muscle fatigue
 - b. Stamina – The ability to exert yourself physically over long periods of time without getting winded or out of breath
 - c. Static Strength – The ability to exert maximum muscle force to lift, push, pull, or carry objects
 - d. Trunk Strength – The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without “giving out” or fatiguing
2. Movement/Control
 - a. Arm-Hand Steadiness – The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position
 - b. Control Precision – The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions
 - c. Dynamic Flexibility – The ability to quickly and repeatedly bend, stretch, twist or reach out with your body, arms, and/or legs
 - d. Extent Flexibility – The ability to bend, stretch, twist, or reach with your body, arms, and/or legs
 - e. Finger Dexterity – The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects
 - f. Manual Dexterity – The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects
 - g. Multi-limb Coordination – The ability to coordinate two or more limbs while sitting, standing or lying down.
 - h. Reaction Time – The ability to quickly respond to a signal when it appears
 - i. Speed of Limb Movement – The ability to quickly move arms and legs
3. Auditory
 - a. Auditory Attention – The ability to focus on a single source of sound in the presence of other distracting sounds
 - b. Hearing Sensitivity – The ability to detect or tell the differences between sounds that vary in pitch and loudness
 - c. Sound Localization – The ability to tell the direction from which a sound originated
4. Visual
 - a. Near and Far Vision – The ability to see objects at both close range and at a distance
 - b. Visual Color Discrimination – The ability to match or detect differences between colors, including shades of color and brightness
5. Communication
 - a. Oral Comprehension and Expression – The ability to listen to, understand and clearly communicate information and ideas presented through spoken words and sentences.

**Weatherford College Health and Human Science Division
Social Networking Guidelines**

Weatherford College understands that students participate in social networking sites (e.g. Facebook, Instagram, Twitter, YouTube, Snap Chat and LinkedIn), chat rooms, and create and maintain personal websites, including blogs. Weatherford College respects student's online social networking and personal Internet use. However, your online presence can affect Weatherford College as your words, images, posts, and comments can reflect or be attributed to Weatherford College, affiliated medical facilities, patients, staff members or instructors. As a student, you should be mindful to use electronic media responsibly and respectfully. Because a Weatherford College student's online comments and postings can impact Weatherford College, affiliated medical facilities, patients, staff members or instructors, Weatherford College adopted the following guidelines that students must observe when participating in social networking sites and/or engaging in other forms of Internet use on and off duty:

1. **Follow all applicable Weatherford College and Health and Human Sciences policies.** To remain in compliance with the **Health Insurance Portability and Accountability Act (HIPAA)** you must not share confidential or proprietary information from medical facilities, their staff members or patients encountered while a student at Weatherford College. Posts from Weatherford College computers and E-mail addresses are the property of Weatherford College and subject to the policies, rules and regulations of Weatherford College. Photography, video and voice recordings from clinical locations are prohibited by law (HIPAA) and therefore should not be posted on social media or social networking sites.
2. **Write in the first person.** Where your connection to Weatherford College is apparent, make it clear that you are speaking for yourself and not on behalf of Weatherford College. In those circumstances, you may want to include this disclaimer: "The views expressed on this [blog; website] are my own and do not reflect the views of Weatherford College." Consider adding this language in an "About me" section of your blog or social networking profile.
3. **If you communicate in the public internet about Weatherford College or Weatherford College -related matters, disclose your connection and your role at Weatherford College.** Use good judgment and strive for accuracy in your communications; errors and omissions reflect poorly on Weatherford College, and may result in liability for you or Weatherford College.
4. **Use a personal email address (not your Weatherford College.edu address) as your primary means of identification.** Do not use your Weatherford College E-mail address for personal views.
5. **If your blog, posting or other online activities are inconsistent with, or would negatively impact Weatherford College, affiliated medical facilities, patients or staff member's reputation or brand, you should not refer to or identify your connection to Weatherford College, affiliated medical facilities, patients or staff members.**
6. **Be respectful and professional to fellow students, instructors, sponsors and patients.** Avoid using unprofessional online personas.
7. **Ensure that your blogging and social networking activity does not interfere with your student commitments.**

This policy is based in part on Social Media/ Social Networking policies from the Cleveland Clinic adapted from <http://socialmediagovernance.com/policies.php>, and the online article "Ten Must Haves in a Social Media Policy" <http://mashable.com/2009/06/02/social-media-policy-musts/>

SCANS COMPETENCIES: The U.S. Department of Labor established the Secretary's Commission on Achieving Necessary Skills (SCANS) to examine the demands of the workplace and students' abilities to meet those demands. The SCANS Committee determined the following competencies to be significant in the workplace:

- Resources: Identifies, organizes, plans, and allocates resources
- Interpersonal: Works with others
- Information: Acquires and uses information
- Systems: Understands complex interrelationships
- Technology: Works with a variety of technologies²

The Texas Higher Education Coordinating Board is now requiring all degree plans in institutions of higher education to incorporate these competencies and identify to the student how these competencies are achieved in course objectives.

Resources

Performs venous and capillary puncture procedures using appropriate supplies in an efficient manner according to the Accepted Standard of Care and while observing Universal Precautions.

Interpersonal

Demonstrates professional behavior through relationships with patients and colleagues on the health care team and throughout the workplace. Maintains a professional appearance and tone of voice to provide competent customer service. Guards patient confidentiality through personal behavior and public discretion.

Information

Interprets Laboratory requisitions correctly to collect blood and other samples for lab work, can refer to written and online procedure manuals and Test Collection Guides for assistance. Performs and records QC. Knows how to troubleshoot and seek assistance for out of range values.

Systems

Understands workflow system of the laboratory or collection center and works accordingly. Understands and performs all duties in job description independently and efficiently. Respects the legal aspect of phlebotomy, and how to avoid a phlebotomy-related lawsuit. Acts in an ethical and professional manner at all times in class and clinical; and when in the role of a Weatherford College Phlebotomy student.

Technology

Perform venipuncture and capillary puncture procedures using a variety of methods and equipment including vacutainer system, butterflies, syringe, and capillary collection devices/equipment according to CLSI and manufacturer guidelines. Able to use laboratory computers as needed in phlebotomy procedures.

ESSENTIAL FUNCTIONS

Essential functions, as distinguished from academic standards, refer to those physical, cognitive and behavioral abilities required for satisfactory completion of all aspects of the phlebotomy curriculum. They also refer to the development of professional attributes of a phlebotomist as described above in the Program Goals. Essential functions consist of minimal physical, cognitive, affective and emotional requirements to provide reasonable assurance that students can complete the entire course of study and participate fully in all aspects of clinical training; providing for optimum patient safety.

Physical Demands required include:

- Neat appearance. Maintain a healthy weight and lifestyle. Wear clean clothing that is appropriate for the workplace. Good grooming including shaving daily.
- Physical abilities to move about long distances in the healthcare facility; stand for long periods of time collecting and processing samples.
- Motor skills to use venipuncture and capillary puncture equipment, tubes, and safety devices properly with precision.

² <http://wdr.doleta.gov/SCANS/teaching/>

- Visual ability sufficient to discern colors in waived testing and tube selection. Sight is sufficient to perform phlebotomy procedures.
- Hearing ability to respond to telephone messages, lab timers, hospital verbal pages and code announcements, and interact with patients and staff.
- Ability to operate computers and learn new programs and workplace procedures.

The Cognitive and Affective Demands required include:

- Ability to control one's emotions in stressful situations.
- Maintain professional conduct in the face of others' anger.
- Establish a high code of personal conduct to preserve patients' dignity and privacy.
- Willingness to work as a team player, ability to admit mistakes.
- Attention to detail, accurate records, and procedure throughout the shift.
- Practices discretion and a low tone of voice when in the workplace.
- Ability to organize work flow and complete tasks in a timely manner.
- Accountability: Student must take responsibility for their decisions and actions. This includes acts of commission (what the student chooses to do) and acts of omission (what the student chooses not to do).
- Respect-both for others in the workplace, behaving professionally; and self-respect, a mode of conduct where personal ethics and values determine self-image.

Risk Statement

Students with a temporary physical problem/limitation (i.e., broken bones, back injuries, recent surgery, etc.) may be admitted to, or choose to continue in the Phlebotomy Program. If a student chooses to stay in the Program, he/she understands and agrees that excessive absenteeism or inability to perform necessary duties related to the learning objectives and health care delivery can result in the necessity to discontinue the Program. It is the student's responsibility to obtain, and provide to the instructor, written permission to take part in all course functions from a physician during the period any physical problem/limitation is present such as pregnancy, acute or chronic health problems, the usage or prescription/non-prescription drugs. The College is not responsible for any exacerbation of health problems that occur or are perceived to occur as a result of the student's continued participation in the Program.

Certain health conditions may require a doctor's release statement before the student will be allowed to attend or return to clinical. If the condition prevents the student from participating fully, the student will not be allowed to attend or return to clinical until the physician has released the student to full duty. Attendance policy outlined in each course syllabus will be followed. Students are not allowed to discuss their health problems with physicians on the clinical unit, or to ask for medication or treatment from any person at the clinical site unless they are being officially treated.

If the student is injured while in the clinical setting, the instructor must be notified immediately and measures will be in accordance with policies of the college and the health care agency. The injured student can be treated at his or her own expense in the hospital's emergency room or at a private physician's office. An occurrence/incident report must be completed, and a copy will be placed in the student's file. Weatherford College, faculty, and clinical institution assume no liability for any accidents or injury.

Interactions with clients in the health care system carry inherent risks to both the client and caregiver, including, but not limited to, communicable diseases. In this document, as well as in the curriculum, students will be given information regarding known risks for various diseases and provided skills to implement precautions appropriate to these risks. All students are expected to provide appropriate care to all clients assigned to them in any health care setting as a learning experience. These assignments may include clients with medical diagnoses of tuberculosis, hepatitis, AIDS, or other infectious diseases.

Furthermore, the student understands that participation in this Program exposes the student to certain risks of illness, injury or infectious contact. The College will not be held responsible for any illness or injury, or infectious contact which occurs during the participation in the Program on any location, Didactic or Clinical, or otherwise. Students are responsible for their own medical care. The student's signature on the *Statement of Understanding* page is an

acknowledgment of this policy. Students are required to have personal health insurance in effect during the Phlebotomy Program.

Safety Policy

Interactions with clients in the health care system carry inherent risks to both the client and care giver, including, but not limited to, communicable diseases. In the curriculum, students will be given information regarding known risks for various medical conditions and provided necessary skills to implement precautions. Universal precautions, prescribed by the Center for Disease Control, will be taught to all students and followed at all times. All students will be expected to provide appropriate care to all clients assigned to them in any health care setting as a learning experience. These assignments may include clients with medical diagnoses of tuberculosis, hepatitis A, B or C, and/or AIDS.

Since medical history and examination cannot reliably identify the infectivity of all patient's blood and body fluids, precautions against exposure must be followed for all patients. The concept of Standard Precautions, later changed to Universal Precautions, was first introduced in 1987 by the Centers for Disease Control and Prevention (CDC) to decrease the occupational risks of blood-borne diseases such as Acquired Immunodeficiency Syndrome (AIDS) and hepatitis B to healthcare workers. The application of universal precautions is continually evolving; all body fluids must be handled with the same precautions as blood.

Needlestick Policy

If stuck on a clean needle, no further action is required. If you do have an accidental needle stick with a contaminated sharp, or a blood or body fluid exposure during class on the Weatherford College Campus, Health Fair, or Clinical site, please follow the steps below:

- Make the wound bleed as much as possible if stuck with a sharp; and wash for 10-15 minutes with soap and water.
- Report the needle stick to your supervisor, give them the patient's name of whom you were stuck, see that the patient remains to have testing performed.
- Your supervisor will have you and the patient tested for HIV, Hep B, and Hep C antibodies; and have an RPR test performed at WRMC or the nearest testing facility. If you and the patient are both negative, no further action required. If the patient is positive for syphilis, HIV, Hep B, or Hep C, you must seek medical help from your physician, who will most likely offer you prophylactic treatment such as AZT or gamma globulin. Follow-up testing will go on for one year periodically as directed by physician.
- You will be responsible for the cost of testing; that is why Weatherford College requires you to have medical insurance. An accidental needle stick could result in the student assuming financial responsibility for patient testing, and for their own testing.
- If a blood or body fluid is splashed into eyes or mouth, or other mucous membrane, open wound, chapped body area, wash the area 10-15 minutes with soap and water. Report to your supervisor, document the patient from whom the fluid came. Your supervisor will advise on how to proceed.
- Inform the Phlebotomy Program Director of the incident within 24 hours.
- The Program Director, instructor, and/or the clinical instructor will assist in providing and completing the required documentation for any and all exposures.

Universal Precautions: Use barrier protection routinely to prevent skin and mucous membrane contamination with blood or other body fluids.

- Wear gloves:
 - When cuts, scratches, chapped hands, or other breaks in skin are present.
 - When performing phlebotomy.
 - When collecting capillary blood specimens.
 - When handling blood or any body fluids obviously contaminated with blood.
 - Anytime it appears that contamination of the hands may occur.
- Change gloves after each patient contact and when visibly contaminated with blood.
- Wash or gel hands immediately after gloves have been removed even when no external contamination has occurred.

- Handle laboratory instruments, especially needles and scalpel blades, with extreme caution.
- Place used needles, disposable syringes, skin lancets, scalpel blades, and other sharp items into a puncture-resistant biohazard container for disposal.
- Use a single-handed method to activate needle safety device.
- Use appropriate safety transfer devices when transferring blood from a syringe to a test tube.
- Needles should NOT be recapped, purposely bent, cut, broken, removed from disposable syringes, or otherwise manipulated by hand.
- Exudative lesions or weeping dermatitis should be covered with an occlusive dressing to prevent contamination.
- All specimens of blood and body fluids should be put in well-constructed containers with secure lids to prevent leaking during transport.
- Pregnant laboratory workers should be especially aware of universal precautions; and avoid exposure to X-rays while in the clinical setting.
- Use proper hand washing technique, as demonstrated by the instructor.
- Wear closed toe shoes made from material other than cloth and always wear socks.

Weatherford College Health and Human Sciences Division Caring for Patients in Isolation

1. Students should avoid contact with any and all patients in isolation if there is doubt about the medical diagnosis (inconclusive diagnostic tests or unknown results).
2. Students may care for patients in isolation if there is a definitive diagnosis, the patient is not diagnosed or suspected to have a **Category A** pathogen, and with instructor/preceptor approval.
3. Students should notify his/her clinical instructor immediately if a patient with a **Category A** pathogen (or one that has a *possible* diagnosis of **Category A** pathogen) is on the unit to which the student is assigned.

Category A pathogens are those organisms/biological agents that pose the highest risk to national security and public health because they:

- can be easily disseminated or transmitted from person to person
- result in high mortality rates and have the potential for major public health impact
- might cause public panic and social disruption
- require special action for public health preparedness

Examples of **Category A** diseases/pathogens are: anthrax, botulism, Dengue, Ebola, and Marburg

4. Students should notify his/her clinical instructor if he/she has had exposure to anyone with a **Category A** pathogen, whether through travel to a foreign country or a visiting family member or friend.

www.niaid.nih.gov

PROGRAM-TO-PROGRAM TRANSFER

Purpose:

To establish guidelines for the regulation of students who desire to transfer within Health and Human Sciences Division of Weatherford College.

Statement:

A. A student, enrolled in a Weatherford College Health and Human Sciences Program, may transfer to another Weatherford College Health and Human Sciences Program under the following circumstances:

1. The student is in good standing, and
2. The student has withdrawn from a program while in good standing, and
3. The student is not on probation for a non-academic issue, and
4. The student obtains a letter of recommendation from the prior Health and Human Sciences Program Director.

5. The student must meet the requirements of the program to which they are transferring and receives acceptance from the respective program director.
 - B. A student may **not** transfer into another Weatherford College Health and Human Sciences Program if:
 1. The applicant has ever been dismissed from another Weatherford College Health and Human Sciences Program.
 2. The applicant is currently on probation, for a disciplinary issue, in another Weatherford College Health and Human Sciences Program.
 3. The applicant has received a failing grade in another Weatherford College Health and Human Sciences Program for a behavioral issue.
 - C. Any student who requests to transfer into another Weatherford College Health and Human Sciences program must meet all the specific admissions requirements for that program. Prior admission into a Weatherford College Health and Human Sciences Program does not guarantee admission into another program.

RELIGIOUS HOLY DAYS

Procedure Purpose:

To establish guidelines to allow student utilization of Religious Holy Days

Procedure Statement:

A. In accordance with state law HB 256, Texas Education Code §51.911, Weatherford College Health and Human Sciences programs shall allow an excused absence to students for the observance of a "religious holy day," defined as a holy day observed by a religion whose places of worship are exempt from property taxation under section 11.20, Tax Code.

B. A student shall be excused from attending classes, or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this provision may not be penalized for that absence and shall be allowed to take an examination or complete an assignment within a reasonable time after the absence.

C. A student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination. The following conditions apply:

Education Code 51.911

1. The notification is in writing, either delivered personally with receipt of the notification acknowledged and dated by the instructor, or by certified mail-return receipt requested.
2. Assignments or examinations missed during the absence will be completed within a reasonable amount of time as determined by the program director.

Additional Guidelines:

1. It is a day of obligation generally requiring followers of the faith to miss class/work.
2. The date occurs on, or includes a weekday (dates that occur when classes do not meet are not included).
3. Days of religious observance falling on semester breaks or on scheduled college holidays are not included.

Sources:

Texas A & M Student Rule 7, Appendix IV, revised 2005
 Tarrant County College Handbook
 SUMMARY OF ENACTMENTS--78th LEGISLATURE-Texas

PROGRAM STANDARDS-Requirements for Admission to the Phlebotomy Technology Program

STUDENT DOCUMENTATION: Details on the manner to acquire these documents will be sent to applicants upon admission or alternate selection to the program. Students must have all documents submitted to be allowed to attend Clinical Rotations. All expenses are the responsibility of the student unless otherwise noted. Documents must be submitted online to Castle Branch. Castle Branch maintains student records indefinitely, and students have life-time access. Included in the Castle Branch fee is a background check and drug screen form from Quest. Instructions for all requirements are provided to the student in their acceptance letter. Questions should be addressed to the appropriate department Administrative Assistant.

1. **Criminal background check**- a required document for each applicant to submit. The Program director must have results back from Castle Branch prior to the beginning of clinical. The results of this report may prevent a student from attending clinical in some areas and from obtaining licensure. The following histories will **disqualify** an individual from consideration for clinical rotations and thus from Program Admission:
 - Felony convictions
 - Misdemeanor convictions or felony deferred adjudications involving crimes against persons (physical or sexual abuse)
 - Misdemeanor convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.)
 - Felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances,
 - Registered sex offender
2. **10-panel drug screening** – obtained two to six weeks prior to the beginning of Clinical Rotations. The drug screen form is in the student's Castle Branch account and may be printed off and taken to a Quest collection center.
3. **American Heart Association CPR Basic Life Support Certification** for Health Care Providers. A copy of the certificate must be kept on file in the student's record. The student must maintain a current CPR certificate throughout the program. No other CPR can be accepted. Online CPR cannot be accepted.
4. **Professional liability insurance** is required of all students while enrolled in the program. Professional liability insurance is included with registration fees; and obtained for students by the Program.
6. **MMR immunization** records or positive titers (measles, mumps, rubella)
7. **TDap** immunizations within 10 years.
8. **Hepatitis B vaccination** is required before patient contact per Texas State Law. That is a three shot Hepatitis B vaccination series, or two Hepatitis vaccinations and a positive titer. A positive/reactive Hep B surface Antibody will suffice in absence of vaccination records.
9. **Varicella Zoster**- Two vaccinations or a positive Varicella (Chicken Pox) titer.
10. **Health insurance** is required of all students while enrolled in the Phlebotomy Program. It is the student's responsibility to obtain and purchase health insurance. Proof of medical insurance must be kept in the student's file. A brochure for low cost student health insurance is available from the ADMIN of the Program.
11. **Tuberculosis screen (TB Skin test) or Quantiferon Test** within one year
12. **Flu shot**-required prior to going to Clinical. Must be for the current year.

The Program Administrator will send accepted applicants a discount list of labs that perform low cost titer testing for Weatherford College students, a CPR class schedule, flu shot clinics, and low cost student health insurance. Titers can be done to confirm immunity for MMR, Hep B, and Varicella for students unable to obtain shot records.

NON-ACADEMIC STANDARDS FOR APPLICANTS

1. Be able to communicate in English fluently enough to interact with other students, patients, other healthcare workers, instructors, and staff in the workplace.
2. Possess the physical stamina to attend lecture/labs for the 6 hour day to completion and follow the absence policy. Must be able to maneuver in the work environment and be able to perform phlebotomist functions as directed the entire shift.
3. Have the vision to perform phlebotomy procedures, interpret color test results, perform and enter QC results, and use a computer efficiently.

4. Possess emotional maturity to react appropriately in emergency situations, maintain self-control, and exercise good judgment in accordance to the Accepted Standard of Care.
5. Be dependable and reliable in attendance of class and Clinical; attend health fairs and other related activities.

ACADEMIC STANDARDS

Grades are expressed in letters as follows:

- A 90-100%
- B 80-89%
- C 75-79%
- F <75%

- All students must achieve a **minimum of 75%** to pass the course and obtain a certificate. Students are responsible for maintaining passing grades.
- Any student dismissed for academic reason may appeal that grade through the Student Appeals Committee of Weatherford College.
- Any phlebotomy course from which the student withdraws or fails may be repeated only once. (See Re-Admission Policy)
- It is the responsibility of the student to obtain information presented in class and/or assignments made when the student is absent.

PROGRESSION REQUIREMENTS

1. Students must attain at least a grade of "C" in each to obtain a certificate; 75% or above.
2. Students must meet the selected criteria for successful completion as outlined in each course syllabus.
3. Students must meet the attendance requirements outlined in course syllabi.
4. Students must abide by Syllabus, Student Handbook, Clinical Site Rules, and faculty instruction or be penalized up to and including expulsion from the Phlebotomy Program.

STUDENT WITHDRAWAL

Those students who withdraw of their own accord and have performed satisfactorily to that point will receive a grade of "W". If the student wishes to be reinstated, the student's records will be re-evaluated, provided the student has completed all admission requirements for new applicants. Students are encouraged to follow withdrawal policies as outlined in the Weatherford College Student Handbook.

Voluntary withdrawal requires the submission of a letter written by the student, which will include the reason for withdrawing. This letter must be submitted to the program director. Email communication will suffice.

If a student is not allowed to progress in the program due to illness, or has left the program for any reason, for a period more than six months, they must follow the normal application procedure listed below:

1. Submit a written application to return to the program. This must be done within a minimum of 30 days before the semester the student desires to enter. Applicant must follow the normal application procedure for the program.
2. A student may reapply for re-admission one time only. Preference will be given to students that have not attempted the program in the past.
3. A written examination and clinical practicum session will be administered to the student. The student will be required to demonstrate a level of didactic and clinical proficiency necessary to enter the semester for which he/she is applying. Both tests must be passed with a minimum of 75%.

CLASS & CLINICAL REQUIREMENTS

- The most important predictor of success in this Program is maturity. Students must read admission packet, paperwork/assignments/online Canvas LMS and follow instructions. Students must manage their time to get work done on time, and be well-rested to stay alert in class, lab, and clinical. Students must complete Castle Branch clinical on-boarding requirements. The Program progresses at a rapid pace; students who fall behind might find it difficult/impossible to catch up.
- Students must not contact instructors after hours; unless at clinical or in an emergency. Faculty will respond to non-urgent business during working hours. This is a matter of courtesy and professionalism, both by students and faculty.

- Students must pass PLAB1323, HPRS2321, and PLAB1491 to attend off-campus Clinical, PLAB1460. Students are expected to follow policies and rules as set forth in this handbook and course syllabi; complete assignments on time, and be teachable. Being teachable means taking instruction with a positive attitude, not interrupting others, and demonstrating that you understood and have adapted behavior to instruction. Students may not talk over instructors. Students should not "instruct" over instructors. Students should not "instruct" at the clinical sites, nor "correct" clinical faculty.
- During the course of the program issues and problems may arise; these will be handled professionally both by faculty and students. Aggressive and argumentative discussion will not be tolerated, and could result in a write-up. Professional discourse is required by all faculty and students at all times. Discussions should be congenial, and should be conducted in a manner so as reduce, not escalate tension.
- Students are encouraged to attend extra-curricular activities such as Health Fair blood draws.
- During the course of didactic or clinical time, a student may find that they have completed assigned tasks, before the rest of the class. On these occasions, the student will be responsible for initiating his or her own learning experience. Students must find something phlebotomy-related to work on. Students may bring textbooks or phlebotomy articles, to clinical. There are many phlebotomy resources in the classroom, library, and student lab to study and work with. Students must not use free time to visit, disappear, or cause a disruption and interfere with the learning environment. Students will be ready to assist any staff member who needs help. Students must not perform any procedure for which they are not trained, such as starting IVs, or doing port draws.
- Campus clinical and lab folders must remain in the classroom, and must be kept current. Off-site clinical folders must be at the clinical site each day students work, kept current and accurate, and be available for clinical and WC faculty to review. Failure to record VP misses accurately is considered academic dishonesty.
- Clinical experiences require students to travel to sites off the college campus. Clinical sites are assigned at hospitals and other health care facilities in Weatherford, Mineral Wells, Decatur, Bridgeport, Jacksboro, Fort Worth, Granbury, Stephenville, etc. Transportation to the clinical site is the responsibility of the student.
- Students may not contact the clinical site for any other purpose than what is stated in the Student Handbook or the Syllabi; reporting absence or tardy issues.
- Telephones, pagers, or any other electronic equipment, etc. (gaming devices, devices capable of internet connection, MP3 players) should not be seen or heard in class and will be used sparingly in clinical sites only at break time or lunch. Casual cell phone use is prohibited in class and clinical. It is acceptable to quickly check for a message from an instructor, but students must ask permission from the clinical instructor prior to doing so.
- Telephones and computers at clinical sites are not to be used for personal telephone calls business and may be used ONLY in dire emergencies. No social media and other personal business may be conducted on clinical site computers. Inclement Weather-Classes/Clinical may be cancelled due to inclement weather. Students may refer to the WC Website to register for emergency alerts to go to their cell phone. Local news or radio stations also announce school closures; generally when Weatherford ISD closes, the College follows suit. Students will not be penalized for absences due to inclement weather, but will be required to make the time up. If you are at your Clinical Site and the weather is inclement, use your best judgment as to whether it is safer to leave immediately or remain onsite.
- Students must arrive on time and when scheduled at Clinical, as failure to do so may result in expulsion from the Clinical site, and/or from the Phlebotomy Program. Students must be in their assigned area of rotation and prepared for instruction at the scheduled time for that rotation.
- Arriving late and/or leaving early from class or clinical is not acceptable. This behavior may result in academic, as well as disciplinary probation. During the didactic portion of the semester, two absences in PLAB 1323, HPRS 2321, or PLAB 1460 will result in probation. Absences over 2 will result in 10% off the final grade for each absence. Leaving early or being tardy three times counts as an absence.

- If a student experiences the death of an immediate family member (i.e. spouse, child, parent, sibling, or grandparent) or the birth of a child (student or spouse), or obtain a serious medical issue within the course of any academic semester, a two day leave may be granted without penalty.
- Clinical hours missed must be made up during the assigned off-campus clinical rotation period, PLAB1460. Planned absences may be approved prior to the beginning of clinical with the Lab Director and Program Director's permission, as long as a clinical schedule is set to acquire 304 clinical hours.
- If a student must miss a clinical day, leave early, or come in late; they must inform clinical site and their WC clinical instructor. It is required that the student provide the WC instructor with the first and last name of the person notified at the clinical site. Absences must be documented on student Daily Log Sheets, with the name of the WC and Clinical instructors that you notified and the reason for the absence. If a student fails to call or show up for Clinical, it is considered a "No Call/No Show", and the student is summarily dismissed from the Program for a Section I violation.
- In the event a clinical site is unavailable for a student, through no fault of the student, the student will be reassigned a clinical site in the next rotation the next semester. This is unlikely due to the number of contracted sites available.
- In the event of Program closure, all enrolled students will be allowed to finish the Program to completion.

DRESS CODE

Students are expected to be clean and appropriately dressed and groomed at all times when in the role of a Weatherford College Phlebotomy Student. A casual or sloppy appearance and extremes in dress, hair, and makeup are not acceptable in the work environment. Student appearance and adherence to the dress code policies will be graded on each Clinical visit. Failure to comply with Dress Code Policy can result in a write-up or expulsion from a clinical site.

1. Clothing that would be appropriate in public can be worn to class. No cleavage may be shown, front or back. No tank tops or baggy pants. Underwear cannot be visible, and pants must fit and not sag. On the fourth day of class, please wear scrubs henceforth. Students not adhering to the dress code must change clothes to be admitted to class.
2. All students are required to wear khaki, white, or black scrub pants. Color combination for scrub tops is recommended, however any solid color top may also be worn. Any stripes and/or accent colors are acceptable. Printed scrubs are not allowed. Since lab coats are provided by most sites, personal lab coats are optional. A WC Phlebotomy student patch must be sewn, attached with Velcro, or sewn neatly on the left shoulder 2 inches below the shoulder seam on the scrub top or lab coat. The patch cannot be curling up due to being secured improperly. A WC Student Clinical Badge is to be worn at all times. Any nametag supplied by the clinical affiliate must be worn according to that affiliate's policy while attending clinical externship. Wear clean athletic or nursing shoes with closed-toe of any color.
3. Hospitals and clinical collection sites have immunocompromised or immunosuppressed patients, such as cancer or transplant patients, pediatrics, those with AIDS, and others with immune system disorders. Students must wear clean scrubs free of animal hair. Animals can transmit bacteria, yeast, and fungus to patients that could be life-threatening. Scrubs must be clean to enter the clinical site.
4. A watch or fitness band, 1 ring, Medical Alert bracelet or necklace, small earrings, and/or conservative necklace are approved.
5. Any visible body piercing, including tongue, must be removed while in the role of a WC clinical student.
6. No other items, devices, pins, jewelry, campaign buttons, etc. may be attached in any manner to the school uniform or lab coat.
7. Hair for both male and female students must be neat and clean, and must be secured back away from the face and off the collar. Hair must be a natural color.
8. Beards and mustaches are to be clean and neatly trimmed. If a beard or mustache is to be grown, it must be grown over a break. Beards may not be longer than three inches from the chin. Students will not be allowed in clinical setting with partial facial hair growth. Mustaches must be clean, and neatly trimmed.
9. Hair that hangs in the face for women and men must be restrained with a head band, barrette, or bobby pin.
10. Nails must be neat, clean and kept no longer than one eighth of an inch above fingertips. Artificial nails may not be worn. Nails may be painted as long as clinical instructors deem color appropriate.

11. Cologne, perfume, aftershave, lotion or any other heavily scented solutions should not be worn due to possible patient allergic reactions. Cigarette smoke scent is also not allowed.
12. Visible body art must be covered while in the clinical setting. Usually an undershirt will suffice.
13. Students must bathe and wash clothes regularly so as to avoid offensive odor. Faculty do not want to embarrass students, but we cannot tolerate body odor, and it can cause issues at the clinical site, and make it difficult to work in close quarters in the laboratory and classrooms. Many patients have immune system issues, so a clean body and hands is required prior to entering the clinical site.
14. Students must adhere to affiliating clinical agencies professional dress codes.
15. Students must have a pen and a small notepad while on Clinical Rotations to record training tips and messages.
16. No hoodies, sweaters, sweatshirts, etc. are allowed at clinical. If the temperature is too cold, students may wear a long-sleeved undershirt of a solid color, and a lab coat.
17. Scrubs must be clean, un-wrinkled, non-faded, and free of lint and animal hairs.

LEARNING RESOURCES

The Weatherford College Library houses a more than adequate collection of related medical, biological, psychological and sociological collections. The library staff is more than willing to assist the student in locating reference materials and in use of various indexes. There is an Allied Health section upstairs on the south side of the building where phlebotomy practice test books are located. Phlebotomy textbook resources, and the Phlebotomy Today Online Journal are also available for student learning. The Writing Center, CREW, is located in the Library. There students can obtain writing instruction for their research papers.

SERVICE PROJECTS

Health Fairs, College Informational Sessions, Kamp Kenner, SteMania, and other service projects endorsed by Weatherford College Phlebotomy provide additional training and learning opportunities for students. These events are not mandatory; but are a way to gain additional clinical hours for students. Students must abide by the dress code and wear Weatherford College Clinical ID Badges when representing the College.

ACADEMIC SUPPORT CENTER

The Academic Support Center is located downstairs in the Liberal Arts building, Room 2. It serves as a resource to help students strengthen their academic performance. The Academic Support Center maintains a well-equipped computer lab, presents workshops on Study Skills, offers developmental support, provides tutoring and testing services, and provides handouts, videotapes, books, and study guides on a variety of subjects.

STUDY GUIDELINES

Students are often uncertain about how many courses to take each semester. Before you make this decision, you must recognize that college courses differ in the amount of time and work they require. You must, therefore, manage your class and study time carefully and consider your employment and personal responsibilities before selecting your courses each semester. Listed below are some general rules regarding the number of hours a student should take while working:

- a. If you work 40 hours/week, take no more than 6 hours. This is considered half-time enrollment.
- b. If you work 30 hours/week, take no more than 9 hours. This is considered part-time enrollment.
- c. If you work 20 hours/week, take no more than 12 hours. This is considered full-time enrollment.
- d. If you must maintain full-time status, take at least 12 hours.

Think about why you are working. Short-term money might not be worth it, particularly in your first semester. If you must work, limit your school hours accordingly. You will probably complete your studies sooner by pacing yourself rather than by attempting to take too many hours and subsequently dropping a course.

STUDENTS GIFTS TO FACULTY

The faculty-student relationship is a professional relationship in which gift giving is neither expected nor encouraged.

GRADUATION REQUIREMENTS

In addition to the graduation requirements listed in the Weatherford College Catalogue, all of the following requirements must be met in order to graduate from the Phlebotomy Program:

Completion of all phlebotomy coursework with a grade of "75%" or better

STUDENT INPUT

Students are provided the opportunity for input into the development of academic policies and procedure, curriculum planning, and evaluation of teaching effectiveness through:

- a. Course evaluation
- b. Clinical evaluation
- c. Graduate surveys
- d. Representation at advisory committee meetings

DISRUPTIVE BEHAVIOR

Students should consider at all times the effect of their actions on all individuals. Any student participating in an action that disrupts or interferes with regular college classes or a college-sanctioned activity will be asked to leave the classroom or activity at the time of the disruption or interference and will not be allowed to return until counseled by the Director of the Phlebotomy Program. Any days missed will be considered unexcused absences. Further sanctions will be determined by the policies of the Weatherford College Phlebotomy Program and/or the Weatherford College Student Conduct Policy, see the Weatherford College Student Handbook.

Weatherford College Health and Human Science Division

Alcohol/Substance Testing Procedure

If the student arrives to any program related activity and is suspected of being under the influence of alcohol or other substances, the student must submit to a urine or blood test at his/her own expense.

Suspicion of impairment includes but is not limited to the following:

Behavioral abnormalities such as euphoria, excitation, drowsiness, or disorientation.

Altered motor skills such as poor perception of time and distance, drunken behavior with or without odor, constricted or dilated pupils, and altered respiration.

1. Instructor will document student's behavior on the Incident/Occurrence Form. Include information and names and contact information of witnesses. Confer with program coordinator. If a program coordinator is the faculty member considered about the student's behavior or the program coordinator is unavailable, the conference will be with the dean or dean's designee.
2. If the student denies being under the influence of unauthorized substances, a request for a drug screen will be initiated.
 - A. The student will sign a consent form to undergo drug screening.
 - B. If the student refused to consent to drug screening, the student will be immediately dismissed from the program.
3. Institute a Request for Drug Screen. Provide verbal and written instructions for the testing procedure, including time frames for the test.
4. If the clinical site performs testing, either a blood or urine test will be done at that site. If the site does not perform testing, alternative arrangements will be made to have testing done at an alternative testing center in a timely manner.
5. After the specimen is obtained, the student must obtain a ride home from the facility. The student will not be allowed to drive him or herself.
6. Student is excluded from all clinical activities pending results of the drug screen. The student will not be allowed to participate in any program related activities until the results from the tests are complete. Absences will be accrued during this time period.
7. Drug screen findings will be interpreted by the designated testing center within 24-48 hours.
8. The following represents values that are to be considered "positive" for alcohol impairment:

Urine specimen	0.02%	Blood specimen	0.01%
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9. If a student's alcohol or drug test results are positive they will be dismissed from their respective program and will not be re-instated to that program or any other Allied Health Program at Weatherford College.
10. If the student's test results are negative the accrued absences will be dismissed and the student will suffer no punitive consequences.
11. Results will be maintained by the Phlebotomy Program Director where they will be kept in a confidential, locked file. Records may be released only to the student or the decision-maker in a lawsuit, grievance or other legal proceeding against the College or its agents arising out of the positive drug test.

12. All positive drug screens will be reviewed by an independent Medical Review Officer. During the review process the student will have the opportunity to:
 - Explain the cause of the positive drug screen.
 - Provide the name of the physician authorizing any prescription medications.
 - The Medical Review Officer will contact the attending physician for verification. If verification is obtained the student will be placed on probation. Any subsequent evidence of substance abuse will result in a recommendation that the student be dismissed from the program. The student may appeal the recommendation using the Student Complaint Procedure in the WC Student Handbook.
13. If the drug screen is positive and unexplained/unverified via the Medical Review Officer, the student will be dismissed from the program.
14. If the drug screen is negative, the student will be immediately reinstated in clinical by the program coordinator and will be provided opportunity to make up assignments.

Probation Policy: Probation is a trial period in which the student must improve or be withdrawn from the program. A student may be placed on probation in the Phlebotomy Program by for any of the following reasons:

1. **Academic failure**-- inability to make 75% or better in the lecture or laboratory components.
2. **Unsatisfactory performance**--inability to achieve minimum competency performing routine venipuncture procedures as determined by the clinical faculty, or 5 failed VP competencies. Inability to demonstrate professional phlebotomy competencies as outlined in the WC Phlebotomy Student Handbook and Course Syllabi.
3. **Inappropriate conduct** -- inability to conduct self in a manner that promotes safe patient care, and represent Weatherford College in a professional manner.
4. **Inability to maintain physical and mental health** necessary to function in the Program.
5. **Failure to develop those qualities** considered essential to the ethical practice of Phlebotomy.
6. **Insubordination**--failure to follow written and verbal instructions provided by clinical faculty.
7. **Two absences from class or clinical.** 96 Didactic and 304 Clinical hours are required to earn the Phlebotomy Certificate as defined by the Texas Higher Education Coordinating board.

The time and terms of probation are to be determined by the faculty and Program Director. WC Counselors may be asked to attend the meeting to assist students in meeting the terms of probation. For example, if the student is having attendance issues the counselor can provide counseling on time management or direct the student to a workshop on time management. Continued problems with one or more of the above standards will result in the student being dismissed from the Program at the discretion of the Program Director. In all instances, the student is provided individual counseling and assistance.

Weatherford College Health and Human Science Division Incident Categories

Weatherford College Health and Human Sciences reserves the right to define additional Section I, II, and III offenses on a case by case basis as determined by HHS Faculty and the Dean of Health and Human Sciences. All offenses are cumulative throughout the course of the Phlebotomy Program.

Section I- offenses include but are not limited to:

Any student committing any Section I offense will be subject to immediate removal from the program. Section I offenses include but are not limited to

1. Falsification, incomplete, and/or alteration of patient, facility, student, or college records, as well as accessing or attempting to access websites for resource materials.
2. Participating in any form of conduct that is fraudulent or creates a conflict of interest.
3. Participating in illegal or acts deemed unethical by Health and Human Science Faculty.
4. Representing self as any person other than a WC Health and Human Science student to gain access to secured resources for instruction.
5. Theft of personal, college, or facility property.
6. Insubordination or failure to follow direct orders or assignments of program faculty or designated supervisor that has the potential for or results in harm to the patient.
7. Being under the influence of drugs and/or alcohol during any program-related situation or bringing said substances into the facility or consuming these substances while on facility property Students are subject to drug screening for just cause and at the student's expense (See Alcohol/Substance Testing Procedure.
8. Any unauthorized release of patient-related information or photocopying of patient records. Confidentiality must be maintained at all times in accordance with HIPPA regulations.
9. Failure to demonstrate the ability to function as a team member in class or clinical.
10. Failure to render a minimal, safe standard of care; or unethical patient care, as determined by the program faculty.
11. Failure to contact the clinical instructor when absent from clinical (no call, no show).
12. Academic dishonesty including cheating, collusion or plagiarism.
13. A verbal act or physical act of aggression against another person on facility or college premises.
14. Deliberate destruction or damage to facility, college, patient, student, visitor, or employee property.
15. Commits patient and/or job abandonment by leaving or being unavailable to assigned area or facility during clinical time without authorization of the educational coordinator or preceptor at the clinical site or a faculty member in the Weatherford College Health and Human Science Division.
16. Involvement in illegal drug use.
17. Felony convictions.
18. Misdemeanor convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.)
19. Felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances.
20. Registered sex offenders.
21. Disruptive or abusive behavior on or off campus during college related activities.
22. Use of foul language.
23. Inappropriate display of anger.
24. Verbal, mental, or physical abuse including sexual harassment.
25. Representing self as Allied Health/Nursing student when not involved in school sponsored activities.
26. Entering a clinical facility during unapproved hours representing self as a Weatherford College Health and Human Science student.
27. Giving medications without consent of instructor/preceptor.
28. Accepting gifts from clients or families.
29. Insubordination or failure to adhere to any written policies, spoken orders or requests, and or procedures of Weatherford College or any affiliated clinical agencies.
30. Expulsion from a clinical Site due to unprofessional or egregious behavior deemed as an irrevocable breach of ethics or lack of skills by Phlebotomy Faculty.
31. Failure to achieve venipuncture competency, as exhibited by 5 failing VP competencies by Weatherford College or Clinical faculty cumulatively while in the student laboratory or during clinical.

Section II- offenses include but are not limited to:

Any student committing any Section II offense will be subject to the following disciplinary considerations

1st incident – probation

2nd incident – dismissal from the respective program

- Causing damage to facility or patient property through negligence.
- Causing injury or potential harm to a patient, staff, visitor, peer or instructor through negligence.
- Insubordination or refusal to obey an order or request from an Instructor or other authority figure not resulting in harm to the patient.
- Student is removed from the clinical site at the request of the clinical site personnel with the possibility of transfer to another site.

Section III- offenses include but are not limited to:

Any student committing any Section III offense will be subject to the following disciplinary considerations

1st offence – Written reprimand

2nd incident – Probation

3rd incident – Dismissal from the respective program

- Leaving or being unavailable to your assigned area or facility during class or clinical time without authorization of the Clinical Faculty at the clinical site or a faculty member in the Weatherford College Health and Human Science Division not resulting in patient and/or job abandonment.
- Complaint from any clinical site of inappropriate/unprofessional behavior or appearance.
- Failure to follow Weatherford College Health and Human Science or clinical facility rules or policies not resulting in patient harm.
- Failure to report an absence from clinical rotations in the proper manner (other than no call no show.)
- Unprofessional conduct/attitude as defined by the Weatherford College respective Program Director/Chair.

TECHNICAL PROGRAM APPEAL

The purpose of this procedure is to secure at the first possible level, prompt and equitable resolution of a student appeal of disciplinary actions including release from a technical program due to a dispute of facts and/or penalties upon which charges are based as outlined in the respective program's student handbook (academic or discipline issues).

A student desiring to appeal disciplinary action/release from a technical program must submit such request in writing (which includes all evidence) to the department chair/program director within one (1) business day of the release from a technical program. The written notification of appeal must include a detailed explanation of the reason or justification for appeal, any other evidence in support of the student's claim(s), why the release should be overturned, and be signed and dated by the student.

A student appealing release from a technical program may be allowed to remain in the program, class, or clinical pending outcome of the appeal hearing only if this does not cause disruption of the program and/or compromise patient safety, and the student agrees to the conditions set forth in writing by the program director.

A student who fails to meet the written conditions set forth by the program director pending the completion of the appeal process will be released from the program and forfeits the right to any further appeal of their release.

The department chair/program director will meet with the student regarding the appeal and may conduct additional investigation to determine the merit of the allegations against or by the student and the appeal, and if the matter can be resolved by mutual consent of all parties. The department chair/program director may dismiss the appeal if it is without merit or failed to articulate sufficient justification for appeal; otherwise, the department chair/program director will forward the appeal the Vice President of Student Affairs or designee

APPEALS COMMITTEE

In cases in which the accused student disputes the facts and/or penalties upon which the charges are based as outlined in the respective program's student handbook, such charges shall be heard and determined by the Technical Program Appeals Committee. The appeals committee shall be impartial and shall be comprised of Technical Program Directors/Department Chairs or their designee. The appeals committee shall preside over a fair hearing for the student and the Institution's administration. The student and the Institution may be represented by counsel at the appeals.

NOTICE

The appeals committee shall notify the accused student by letter, telephone, or email of the date, time, and place for the appeals. The appeals will take place within two (2) business days of the case being forwarded to the committee

CONTENTS OF NOTICE

The notice shall:

Direct the student to appear at a specified time, date and location.

Advise the student of his or her rights:

To be represented by counsel at the appeals.

To call witnesses, request copies of evidence in the District's possession, and offer evidence and agreement in his or her own behalf.

To have the appeals recorded verbatim and have a stenographic digest made of the recording.

To ask questions of each witness who testifies against the student.

Contain the names of witnesses who will testify against the student and a description of documentation and other evidence that will be offered against the student.

Contain a copy or description of the complaint in sufficient detail to enable the student to prepare his or her defense against the charges.

State the proposed consequences or range of consequences that may be imposed.

FAILURE TO APPEAR FOR HEARING

Except in cases of a student charged with failing to comply with College authority, no student may be found to have violated programmatic rules/regulations solely because the student failed to appear before a discipline body. In all cases, the information supporting the charges shall be presented and considered

HEARING PROCEDURE

The appeal shall proceed as follows:

The designee from Student Services shall be present during hearing to answer any procedural questions and to record proceedings.

The appeal chairperson shall read the complaint.

The appeal chairperson shall inform the student of his or her rights.

The designated official or representative shall present the institution's case.

The student or representative shall present his or her defense.

The designated official or representative shall present rebuttal evidence.

The designated official or representative shall summarize and argue the institution's case.

The student or representative shall summarize and argue his or her case.

The designated official or representative shall have an opportunity for rebuttal argument.

The hearing committee may take the matter under advisement for 24 hours before rendering a decision, unless more time is needed to conduct further investigation and determined by committee chair. The decision shall be made by majority vote.

The decision shall be communicated to the student in writing within 1 business day of the hearing.

The appeal chairperson may approve deviation to an appeal proceeding as long as it does not alter the fundamental fairness of the hearing.

EVIDENCE

Evidence shall be handled according to the following:

- Legal rules of evidence do not apply; the appeal chairperson may admit evidence that is commonly accepted by reasonable persons in the conduct of their affairs. The appeal chairperson may exclude irrelevant, immaterial, and unduly repetitious evidence. Both parties shall be provided evidence prior to the beginning of the appeal (as stated in paragraph 2)
- At the appeal, the Institution shall be required to prove by a preponderance of the evidence that the charges are true.
- A student may not be compelled to testify.
- The appeal committee shall decide the issue of guilt or innocence and an appropriate penalty solely on the basis of evidence presented at the hearing.
- A tape recording shall be made of the appeal. Committee deliberations will not be recorded. A stenographic digest of the recording shall be made if needed for an appeal at expense to the student, and, on request, a student shall be given a copy of the digest. A student defendant or his or her representative may listen to the tape recording and compare it with the digest. A student may, at his or her own expense, have a stenographer present at the hearing to make a stenographic transcript of the hearing.

DECISION

The appeal committee shall render a written decision as to the student's violation of programmatic rules/regulations. The committee may either uphold the prior decision or alter it, in total or part, at their discretion. If the committee finds the student has violated programmatic rules/regulations, it shall set forth findings of facts in support of its decision. The Vice President of Student Affairs/designee shall administer the penalty, if any.

HEARING RECORDS

The disciplinary records and proceedings shall be kept confidential and separate from the student's academic record.

Petition to the Vice President of instruction

Any student disciplined pursuant to this policy may, within 3 days of receiving notice of the appeal committee's decision, petition in writing the Vice President of Instruction to review the decision. The student's petition will state with particularity why the decision is believed to be incorrect or unfair. The Vice President of Instruction may, in his/her sole discretion, choose to allow oral argument on the petition.

Within 3 days of receiving the petition, Vice President of Instruction may act to affirm, modify, remand, or reverse the decision.

**Technical Program
Appeals Form**

This form must be completed in its entirety prior to submission for consideration. Leave no blanks and if a portion does not apply note that in the blank. Form must be submitted within 1 business day of disciplinary action or dismissal.

Student Name _____

Program enrolled in _____

Reason stated for dismissal

Reason you believe the dismissal should be overturned:

Witness information:

Name _____

Phone (____) _____

Name _____

Phone (____) _____

Name _____

Phone (____) _____

Name _____

Phone (____) _____

Attach any supporting documentation you have to this form. Include the total number of pages (including this form) you are submitting in the space below. You should keep a copy of all forms submitted as none of the forms will be returned.

Total number of pages submitted: _____

I attest that the information contained herein is true and correct to the best of my knowledge.

Signature of Student

Date

Do not write below this line

Received by

Date

Time

Weatherford College Phlebotomy Technology

1. I acknowledge receipt and understanding of the Student Handbook and agree to adhere to the policies therein.
2. I wish to participate in classroom venipuncture and dermal puncture as a learning tool whereby students will perform aforesaid procedures on one another. I agree to release Weatherford College from any damages, both actual and consequential, that may arise from these procedures. I understand that my signature does not compel me to participate should I not choose to do so.
3. I acknowledge receipt and understanding of the Phlebotomy Technology Program Syllabi and agree to adhere to the policies therein.
4. I agree and understand there are State of Texas and Federal Laws that require patient information, including, but not limited to, identity, diagnosis, treatment, prognosis, and financial information to be kept strictly confidential. Medical Career Students must understand and acknowledge with their acceptance of externship for clinical rotations or by their signature on this form, that if they voluntarily or intentionally release or disclose any confidential patient information in any unauthorized manner, it may be grounds for immediate termination of employment, loss of medical career student privileges, expulsion from the Weatherford College Phlebotomy Program, and criminal or civil penalties.

Student Signature _____

Student Printed Name _____

Witness Signature _____

Date _____

This page must be returned to the Program Director by the end of the first week of class.