

Illinois Eastern Community Colleges PHLEBOTOMY PROGRAM



Student Handbook
2026-2027

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SECTION I – GENERAL INFORMATION

INTRODUCTION

Welcome to the Illinois Eastern Community Colleges Phlebotomy Program. Guidelines provided within this handbook will assist phlebotomy students in successfully completing the Phlebotomy certificate. A thorough understanding of the curriculum, policies, and standards within the program is essential.

In addition to this handbook, it's important you familiarize yourself with the [academic catalog](#) and [FCC Student Handbook](#). All three documents contain important information regarding resources, services, expectation, and policies. Some information in these publications may become outdated due to changes in Board of Trustees Policy, state law, and program guidelines. In such instances, current board policy, state laws, and program guidelines will prevail.

MISSION STATEMENT

The mission of Illinois Eastern Community Colleges District 529 is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.

VISION

Illinois Eastern Community Colleges is an institution that engages, challenges, and supports faculty and students as they pursue excellence in teaching and learning. We place the needs of our students at the center of our decision-making and will continue to be an organization committed to excellence, innovation, and continuous improvement.

VALUES

These values, which are the foundation of Illinois Eastern Community Colleges, have defined the District since its inception, and are affirmed by the faculty, students, staff, and administration. At IECC, we believe in and seek to embody these values:

- **Stewardship.** Accepting our responsibility to be good stewards of the public trust, we will sensibly use our financial, human, and physical resources to achieve our mission.
- **Responsibility.** Encouraging personal growth and learning through leadership, citizenship, and accountability.
- **Integrity.** Providing an environment where people are encouraged and empowered to do the right thing in their work and interactions with others.
- **Respect.** Recognizing and appreciating our similarities and our differences, we demonstrate mutual regard for others through our words and actions.
- **Accessibility.** Providing access to a high-quality college education for everyone who

seeks one, while providing the support needed to facilitate attainment of academic and professional goals.

NONDISCRIMINATION

Illinois Eastern Community College District No. 529 does not discriminate on the basis of race, color, sex, pregnancy, gender identity, sexual orientation, age, marital status, parental status, religious affiliation, veteran status, national origin, ancestry, order of protection status, conviction record, physical or mental disability, genetic information, or any other protected category. Additional details, including the complaint process, can be found at www.iecc.edu/nondiscrimination.

AMERICANS WITH DISABILITIES ACT

IECC is committed to maintaining an inclusive and accessible environment in compliance with the American with Disabilities Act (ADA) and other applicable federal and state regulations aimed at protecting the rights of individuals with disabilities.

Support is available in the form of accessible facilities, individualized plans, and reasonable accommodations to students who meet the requirements of a person with a disability. A disability requiring additional staff or funding, contractual arrangements through an outside vendor, or structural modifications (such as adaptive or assistive technology) may require several weeks to be arranged. To receive appropriate accommodations in your classes, please see the guidelines at www.iecc.edu/ada.

PREVENTING SEXUAL MISCONDUCT

Illinois Eastern Community Colleges is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment, and other misconduct on the basis of sex, which includes sexual orientation and gender-related identity. All forms of sex-based misconduct, including but not limited to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking are strictly prohibited.

Individuals are encouraged to report allegations of sexual misconduct in a timely manner. Assistance and support are available by completing an IECC Complaint Form, reaching out to IECC personnel directly, or contacting a Confidential Advisor. More information, including the complaint form, can be found at www.iecc.edu/titleix.

STUDENT COMPLAINTS

IECC is committed to providing students with an avenue to voice concerns or grievances. The purpose of IECC's Policy to Address a Complaint is to provide for the prompt and equitable resolution of student complaints. It is not applicable to, nor does it supplant, complaints that are governed by other IECC policies and procedures.

Students are encouraged to seek resolution, as soon as possible, through informal communication with the appropriate individual(s). When a resolution is not reached, students may initiate a formal complaint. When a resolution is not resolved informally, a formal written complaint may be filed. See www.iecc.edu/studentcomplaint for information on filing a written complaint and links to other policies with their own grievance processes.

STUDENT ACADEMIC RECORDS

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U. S. Department of Education.

The rights afforded students under FERPA include:

1. The right to inspect and review education records.
2. The right to request amendment of education records.
3. The right to consent to disclose personally identifiable information contained in education records.
4. The right to restrict the release of directory information.
5. The right to file a complaint.

To review the complete policy, go to www.iecc.edu/ferpa.

SECTION II – PROGRAM OF LEARNING

PROGRAM MISSION

The mission of the Phlebotomy Program is to provide quality education in phlebotomy that affords qualified persons the opportunity to develop knowledge and skills necessary to become entry-level phlebotomy technicians.

The mission is achieved by providing:

- the education and training necessary to become competent, ethical entry-level phlebotomy technicians;
- a thorough knowledge of the theory, skills, and procedures relevant to the practice of phlebotomy technicians;
- an environment that helps cultivate greater self-awareness in students and the communication skills necessary for appropriate interactions with clients, members of the health care community, and the public;
- a climate of respect for the diversity of persons and ideas wherein students feel free to discuss social and practice issues;
- knowledge of the role of the phlebotomy technician within the greater health care community;
- an environment that is conducive to learning and personal growth; and
- a stimulus for inquiry and a commitment to continued learning.

PHILOSOPHY

The faculty believes in the necessity of quality education in the clinical laboratory sciences as practitioners are integral members of the health care community and client outcomes are dependent on accurate diagnostics. Phlebotomy technicians are members of the clinical laboratory services and of the greater health care community. Phlebotomy technicians are front-line providers and are capable of providing services in inpatient and outpatient facilities, community centers, and homes.

Phlebotomy technician education is the process by which students are provided with learning experiences, which help develop the cognitive, affective, and psychomotor abilities necessary for this practice.

The faculty believes the responsibilities and level of functioning of various members of the clinical laboratory sciences are determined by education preparation and experience. The faculty supports the concept of educational mobility and encourages students to further their education.

EDUCATIONAL OUTCOMES

Upon completion of the Phlebotomy Program, the student will demonstrate entry-level competencies to include:

1. Recognize various components of the health care delivery system and responsibilities of other laboratory and health care personnel within the system.
2. Practice infection control and safety.
3. Integrate basic knowledge of anatomy and physiology, terminology, and disease processes as they relate to the laboratory and testing.
4. Recognize the importance of specimen collection in the overall patient care system.
5. Demonstrate an understanding of requisitioning and the legal implications of the work environment.
6. Collect, transport, handle, and process various body fluid specimens for analysis following appropriate policies and procedures.
7. Demonstrate appropriate, effective communication in interactions with clients, other members of the health care team, and the public.
8. Relate importance of quality assurance in phlebotomy.
9. Demonstrate understanding of CLIA (Clinical Laboratory Improvement Act) and point of care testing.
10. Use technology in the work environment.
11. Practice within the ethical-legal framework of the profession.
12. Recognize the necessity of continuing education and learning as a function of growth and maintenance of competence.

Successful completion of this program of study will allow students to seek a national certification; however, Illinois does not require a license or certification to enter the field of phlebotomy. Students are encouraged to perform their own research to determine requirements in other states.

PHLEBOTOMY CURRICULUM

The Phlebotomy program can be completed in 2 semesters. View the curriculum by visiting www.iecc.edu/fcc/phlebotomy.

SECTION III – ETHICAL STANDARDS, BEHAVIORAL EXPECTATIONS, AND LEGAL RESPONSIBILITIES

PROGRAM CORE VALUES

The process of becoming an effective member of the health care professions involves attaining competency in knowledge, skills, and behavior. Phlebotomy students are evaluated by testing, oral, and written assignments, through skills performance, and observation and interaction in class and clinical settings. A shared process of student self-assessment and faculty assessment is utilized. Input from peers, other faculty, and clinical instructors may also be considered. Underlying all evaluation is the assumption that the student practices the core values inherent to students and practitioners of Phlebotomy.

Truth includes doing one's own work. Students are expected to do homework, tests and other assignments unassisted unless the instructor provides other directions. No credit will be given for material that is not the student's own work. Any student who displays dishonest behavior will be brought before program officials for review of the situation and may be dismissed from the program and/or College.

Honor means integrity in one's beliefs and actions. Honor involves congruence between what one says and what one does and consistency in behaviors. The student is expected to adhere to policies of the college, the program, and any affiliates. As the student develops in the practice of phlebotomy, adherence to the ethics and standards of the practitioner is required.

Fairness involves weighing situations and interactions and responding reasonably. It also means the student will be courteous and civil in expressing opinions and agreeing or disagreeing with others.

Compassion means demonstrating an understanding of the difficulties of others. It also includes recognizing that decisions involve looking at the context of a situation. The student is expected to realize that balancing different needs requires flexibility to allow for suitable adjustments.

Self-respect involves valuing self and is demonstrated by conduct, appearance and interaction with others. The student is expected to interact with peers, faculty, other college personnel and affiliate personnel with respect. Respect also involves not talking when others are speaking, listening to others, responding non-judgmentally to the views of others, and demonstrating tolerance. Appropriate verbal and non-verbal communication is required. The student is expected to meet the standards of the Phlebotomy Program and any affiliate in conduct, dress, and appearance.

Responsibility involves choosing responses and accepting consequences of choices. A student automatically assumes certain responsibilities when enrolling in phlebotomy courses. The student will be on time, takes exams on scheduled days, maintains alertness, makes full use of class/clinical time, avoids excessive conversation during class and maintains composure when discussing exam results and other forms of evaluation. The student also assumes responsibility for accurate self-assessment of competency. When competencies are performed and signed, this indicates that the student, as well as the clinical instructor, has evaluated their own performance as meeting the criteria. The student also assumes responsibility for monitoring progress in the course through review of grades and feedback on assignments. The student is expected to confer with the instructor and alter behaviors as identified.

CRITICAL AREAS OF CONCERN

Critical areas of concern include any actions or inactions on the part of the student that increase the risk of or exposure to loss, harm, death, or injury of the client. Critical concerns are applicable in any place with patient interaction (laboratory and clinical) and include, but are not limited to, the following:

1. Theft from clients, visitors or agency employees, or the unauthorized removal of supplies, drugs or other property from the premises of the agency.
2. Alteration, falsification, or destruction of any agency records.
3. Refusal to perform assignment at the clinical agency for any reason.
4. Refusal to follow directions of the instructor or appropriate agency personnel.
5. Refusal to follow facility policies and procedures for any reason.
6. Reporting to laboratory or performing at laboratory while under the influence of alcohol and/or controlled substances, drugs, or having possession of same on agency property.
7. Departure from the assigned department or unit, or the facility during scheduled laboratory hours without authorization.
8. Willful conduct which could endanger clients, visitors, or others.
9. Making false, vicious, or malicious statements concerning the agency, its employees, or its services.
10. Use of abusive, threatening, or profane language, or gestures on agency premises.
11. Willful, deliberate, violation of or disregard for the agency's safety and security, and its rules and policies.
12. Solicitation or acceptance of gifts or gratuities from clients their significant others or vendors.
13. Neglect of duty or incompetence either in quantity or quality of work.
14. Breach of confidentiality of the client, significant others, or of the agency and its employees.
15. Evidence of disregard or disrespect of the rights of clients or others, or of the agency and its employees.
16. Witnessed incivility towards peers or instructors.
17. Dismissal from the clinical site with cause

Such actions or inactions will result in the student being immediately relieved of the phlebotomy assignment, followed by a faculty review.

Consequences for a violation of a Critical Area of Concern may consist of failure of the course and/or dismissal from the program. The decision to dismiss a student from the program related to a violation of the Critical Areas of Concern belongs to the Dean of Health Professions.

If a student is dismissed from the IECC Phlebotomy Program related to a Critical Area of Concern violation, the student will not be permitted to pursue education with the IECC Phlebotomy Program at any campus.

The student has the right to appeal according to IECC's Student Complaint Policy.

STUDENT CONDUCT

Students will be given feedback, formally and informally, related to conduct. If concerns are identified, the instructor(s) and student will develop a plan for change. If a student does not demonstrate appropriate conduct following counseling, the situation will be reviewed with program administration. Such review may result in the student being dismissed from the program. The matter will be escalated to the Dean of Health Professions for consideration of a core value and conduct violation. The decision to remove a student from the phlebotomy program due to violation of core values and/or poor conduct related to the standards of the profession belongs to the Dean of Health Professions.

The student has the right to appeal according to IECC's Student Complaint Policy.

IECC STUDENT CONDUCT POLICY

Illinois Eastern Community Colleges is committed to the personal growth, integrity, freedom of civility, respect, compassion, health and safety of its students, employees, and community. To accomplish this commitment, IECC is dedicated to providing an environment that is free from discrimination, harassment, retaliation, and harmful behavior that hinders students, employees, or community members from pursuing IECC education or services.

IECC's Student Conduct Policy 500.8 establishes the [Student Code of Conduct](#) to communicate its expectations of students and to ensure a fair process for determining responsibility and appropriate sanctions when a student's behavior deviates from those expectations. IECC sanctions are independent of other sanctions that may be imposed by other agencies as a result of civil or criminal prosecution.

Students, through the act of registration at Illinois Eastern Community Colleges, obligate themselves to obey all rules and regulations published in the academic catalog, program and

student handbooks, and/or on the website. It's highly recommended that all students review the Student Code of Conduct immediately upon enrolling.

CONFIDENTIALITY

Confidentiality of Records

All student Program records will be kept locked in a file cabinet in the Phlebotomy Program's office and will be treated as confidential. Students may request to review their own records.

Confidentiality of Classroom

When an individual or classmate chooses to share personal information in the classroom, it must go no further than the classroom. Students must keep in confidence all personal information divulged by classmates, instructors, and staff until and unless the individual gives permission to reveal specific information. Care should be taken to avoid discussing confidential information in public areas such as hallways and restrooms, and graduates are expected to maintain the confidentiality of information shared while they were students at the college.

Health Insurance Portability and Accountability Act (HIPAA)/Confidentiality

HIPAA protects a person's health information. Students are only allowed to discuss a client's care with their instructor or the nurse on duty. Students are not allowed to discuss a client's medical condition or care with a visitor. If a visitor asks questions, the student should direct them to the nurse on duty.

All client records (the chart and any other information, oral or written, and those notes taken from the record) are confidential. Students are not allowed to retain any individually identifiable client information.

POLICY ON ALCOHOL AND DRUGS AT CLINICAL EXPERIENCES

Any student who during a clinical experience is suspected of drug or alcohol use will not be allowed to continue the clinical experience. The Instructor or Clinical Supervisor will ask college or clinical site personnel to validate the student behavior and/or odor of alcohol-like substance. If these individuals concur that the student may be under the influence of drug or alcohol, the student will be removed from the clinical experience. If the student is determined to be under the influence of inappropriate drug use, the student will remain until arrangements can be made for transportation home for the student. The Instructor will notify the Dean of Instruction as soon as possible. The student will receive no credit for the clinical experience.

Inappropriate drug use means impaired ability to function safely in the clinical experience. Prescribed medication may be used as long as judgment or coordination is not impaired.

The following actions will be taken for a student with suspected and/or confirmed drug/alcohol use:

1. The student will be required to have an evaluation by a substance abuse specialist and follow the recommended plan of care. This will be at the student's expense; and
2. Each case will be reviewed by the Instructor and Dean of Health Professions who will make a decision regarding the student's continuation in the Phlebotomy Program.

IECC POLICY ON ALCOHOL AND DRUGS

IECC is committed to providing a college environment free of substance abuse. Measures taken in support of this commitment include: 1) Drug and alcohol abuse awareness, prevention, and treatment initiatives. 2) Prohibiting the unlawful manufacture, sale, distribution, possession, or use of alcohol and use/misuse of drugs while on IECC property or while performing/participating in an IECC-sponsored/ related off-site event or function. Additional information and various resources can be found at www.iecc.edu/drugfree.

CANNABIS

Although marijuana is legal under Illinois state law, it remains illegal under federal law. The College therefore prohibits the possession or use of cannabis, cannabis products, or any substances containing THC (tetrahydrocannabinol) on campus or at any College-sponsored event. This prohibition applies to all students, including those participating in clinical education experiences. This restriction includes individuals who possess a valid medical marijuana card. Drug screens must be negative for marijuana or THC regardless of medical marijuana status.

Students enrolled in health professions programs must meet the requirements of clinical agencies that provide clinical education experiences, many of which operate under federal regulations and drug-free workplace policies in accordance with the Drug-Free Workplace Act of 1988 and Centers for Medicare & Medicaid Services (CMS) regulations. These agencies require drug screening results that are negative for all federally prohibited substances, including marijuana and THC, and may deny clinical placement to students who do not meet these requirements. Because clinical education is required for program completion, a positive drug screen may prevent progression in or completion of the program. In addition, substances containing THC may impair judgment, coordination, and clinical decision-making, compromising patient safety. For these reasons, students must maintain drug-free status and produce negative drug screening results for marijuana or THC regardless of medical marijuana authorization. Failure to meet these requirements will result in dismissal from the program.

IECC POLICY ON TOBACCO AND SMOKING

Illinois Eastern Community Colleges recognizes the importance of providing a healthy environment for students, staff, and the general public in compliance with the Illinois Smoke

Free Campus Act. In addition to smoking, the District further extends the prohibition to include tobacco products and the littering of tobacco product remains or any other related tobacco waste product on District property. To learn more visit www.iecc.edu/smokefree.

SECTION IV – GRADING AND ATTENDANCE

GRADING SCALE

The following grading scale is used for assigning grades in Phlebotomy courses:

A	=	92-100%
B	=	83-91%
C	=	75-82%
D	=	70-74%
F	=	<70%

Passing Grade

Students must earn and receive a minimum of a “C” or higher in classroom theory as well as a satisfactory grade for the laboratory component in ALL courses in order to remain in the program. If a student receives less than a “C” or an unsatisfactory laboratory evaluation in any required course, the student cannot continue in the Phlebotomy Program (see Progression and Retention). In PHB 1222 Phlebotomy Procedures, the student must also pass the Final Phlebotomy Practical to be eligible to participate in PHB 1224 Phlebotomy Clinicals.

ASSIGNMENTS

Deadlines

Assignments are due on the date indicated by the instructor to receive full credit unless prior arrangements are made with the instructor.

If an exam is missed, the student must contact the instructor regarding make-up. An alternate exam may be given. Patterns of absence with regard to testing will be noted and the instructor has the right to refuse the student a make-up exam.

AI Technology

Students enrolled in Health Profession programs are expected to complete course assessments in a testing environment consistent with professional licensure examinations. Therefore, testing procedures may include restrictions on personal items, electronics, wearable technology, and other materials that could compromise examination security. Faculty may implement reasonable testing security measures to maintain an environment consistent with professional testing standards. Failure to comply with testing security procedures may result in removal from the testing environment and referral under the College’s academic integrity policies.

The use or possession of any device capable of recording, transmitting, receiving, or assisting with examination content is strictly prohibited. This includes but is not limited to smart glasses (such as Meta/Ray-Ban glasses), smart watches, recording devices, AI-

enabled wearable devices, wireless earbuds, or any other technology capable of accessing artificial intelligence tools, storing information, or transmitting examination content.

Possession or use of such devices during an assessment may be considered a violation of academic integrity policies.

Internship/Clinical Experiences

The purpose of the Internship/Clinical Experience is to provide students the opportunity to use their knowledge and skills in a professional setting while receiving guidance, support, and instruction from the clinical supervisors. The student internship is one of the strongest and most valuable components of the program.

The student internship helps students make the transition from student to phlebotomy practitioner by providing real client experiences, where students implement learned procedures to treat their clients.

In the clinical settings, students are required to demonstrate they can integrate the various theories, ideas, techniques, and professionalism they have learned in the classroom and campus laboratory setting. Students' performance in the clinical setting is evaluated, and a passing grade is necessary for maintaining satisfactory academic progress. The clinical site selection is outlined in the Forms section of this booklet.

ATTENDANCE

Successful completion of this program of study will allow students to seek a national certification; however, Illinois does not require a license or certification to enter the field of phlebotomy. Students are encouraged to perform their own research to determine requirements in other states. Employers may require a national certification or completion of a phlebotomy program, please contact potential employers for specific employment requirements.

In order for the student to be eligible to take a national certification, specific requirements for the theory and supervised practice must be met. The student **MUST** fulfill all lecture, lab, and clinical time (i.e., start to finish for the semester).

If an absence is anticipated, **the student must notify the instructor in advance.**

Phlebotomy laboratory and clinical hours missed must be made-up. Make-up time will be directed by the program instructor and/or the clinical supervisor. **Absences constituting greater than 2 days of the theory or of the laboratory or clinical time will be subject to review by the Phlebotomy Instructor(s) and the Dean of Health Professions. Such review may result in failure of the course.**

Absences due to extenuating circumstances will be discussed and reviewed by the instructor(s) and the Dean of Health Professions. The student may be required to remediate before proceeding or withdraw from the course.

Lecture & Lab Attendance

All learning requires attendance and participation. Attendance is expected at all lecture and lab classes. It is also expected that students will be on time and will be present for the entire class. Consistent attendance is required to demonstrate adequate performance. In an emergency, proper notification must be made if the student is unable to attend or will be late. Absences, tardiness, late paperwork, and lack of participation may result in a lowering of the final grade and/or failure of the course.

All missed work and missed time must be made up. The student is required to meet with the instructor to determine appropriate make-up work for the missed period. The student is responsible for initiating the contact with the instructor.

Clinical Attendance

A predetermined number of clinical hours are required for program completion and absences are detrimental for demonstration of satisfactory performance by the student. It is therefore **mandatory** that students attend all clinical experiences. This means that the student must attend all hours that are scheduled for the semester.

Phlebotomy students are required to demonstrate competency in specific laboratory procedures. Every effort will be made for the student to have the opportunity to complete these competencies in the regularly scheduled hours. If competencies are not met, the student will receive a failing grade. The responsibility of meeting requirements rests with the student. The student is expected to ask for and take advantage of opportunities to implement procedures that arise in the clinical setting. In the event a student must be absent from clinical, the student is expected to notify the clinical site supervisor and the instructor directly. The student is responsible to request make-up clinical hours directly with the site supervisor and notify the instructor of changes.

Tardiness

The student is expected to be on time and to attend all lecture, laboratory, and clinical. Lectures, labs, and clinical start at specified times with attendance taken. Students should inform their instructor when they arrive late or leave early to receive accurate credit for their attendance, or they will be assigned credit according to the instructor's estimate of the student's arrival or departure. If a student will be late, proper notification must be made to the course instructor or clinical supervisor in advance.

Participation

Each student is expected to participate in all course discussions, exercises, and assignments. Lack of participation may result in the lowering of the final grade of a course as specified in the course syllabus.

SECTION V – GUIDELINES FOR LABORATORY AND CLINICALS

PHLEBOTOMY CLINICAL SITE SELECTION PROCESS

Students must complete required physicals, immunizations, background checks, and AHA BLS Certification by the first day of PHB 1222 Phlebotomy Procedures. **Note that evaluation of completed files may take up to two weeks.**

At the end of the third week of PHB1222, the instructor will assign clinical sites to those students whose files (physicals, immunizations, background checks and AHA BLS certification) have been submitted and signed by the Dean of Health Professions, and who have registered for the externship class with their advisor. For those students whose files have not been completely processed and/or they've not registered for the externship by this date, their clinical site assignment will be made based on sites left once their file has been evaluated as complete and they have registered for the externship class.

Clinical site assignments are determined by the Phlebotomy instructor and will be based on:

1. Student skill level as assessed by the instructor;
2. Student professional characteristics/manner as assessed by the instructor; and
3. As much as possible, transportation needs, distance of travel, and current employment will be taken into consideration.

Please Note:

1. In order for all students to have an externship site, most externship sites require travel. Students will be expected to provide their own transportation to and from the site.
2. Any clinical site may choose not to participate in the practicum education in a given year for various reasons including but not limited to: undergoing re-accreditation by Joint Commission, installation of major equipment such as robotics or computer systems, and re-organization or replacement of key personnel in the laboratory area.
3. Some clinical sites may require drug screenings. Students assigned to these sites will be responsible for the cost of the screening.

The clinical site form should be returned to the Phlebotomy instructor by the date indicated on the form.

CLINICAL GUIDELINES

Clinical experiences are designed to support students in meeting defined learning objectives through supervised, hands-on practice. Students are not employees and must never be used as substitutes for regular staff. After demonstrating proficiency and under the supervision of qualified personnel, students may be permitted to perform procedures independently as appropriate to their level of training. The following guidelines outline the expectations for professional conduct and performance in the clinical setting.

Dress Code for Clinical

Student apparel and grooming in clinical settings must be professional and comply with health, sanitation, and safety standards. The student is required to follow the dress code set forth here

1. College identification badge is required.
2. Maroon/Burgundy Uniform is required.
3. According to Clinical Laboratory Safety guidelines (GP17), hemlines of pants should be 1 to 1 ½ inches off the floor to prevent contamination.
4. Clothes are to be clean and free of stains and wrinkles and must fit appropriately. Clothing that fits too tightly or too loosely is inappropriate.
5. Undergarments are required.
6. Clean white leather shoes are required.
7. Ornamental facial or other body piercings, including earrings, must be removed. All tattoos must be covered.
8. No jewelry of any kind, other than a watch, is to be worn.
9. Hair must be pulled back from the face and arranged off the collar. Hair accessories (i.e., headbands, bows, etc.) should not be worn
10. A student is to be clean-shaven. If a beard or mustache is worn, it must be neat, clean, and trimmed close to the face.
11. Fingernails must be clean, neatly manicured, and shorter than the tip of the finger. Nail polish must be clear.
12. Proper personal hygiene practices, such as bathing, clean/well-groomed hair, and brushing teeth, are required.
13. The student shall be free of offensive odors such as body odor, bad breath, and cigarette smoke. Clothes must be free of cigarette smoke.
14. No scents shall be worn, including but not limited to perfume/cologne, essential oils, scented deodorants, and scented cosmetics, due to possible client allergies or sensitivities.
15. Cosmetic make-up shall be modest.
16. Smoking, tobacco use, and chewing gum are unacceptable.

Failure to comply with the dress code may result in dismissal from the clinical area, a conference with the instructor/supervisor, and/or a failure of the course.

Agency policy and faculty discretion will always prevail over this dress code.

Confidentiality of Clients

Phlebotomy practitioners are ethically and professionally obligated to hold client information in confidence; students are expected to maintain the same high standards. The student must act to protect client confidentiality in all situations. Incidents or information related to clients will be discussed with the instructor and/or clinical supervisor in appropriate surroundings

only. The student will not discuss these issues with other clients, friends, or family, or in public places.

Standard Precautions

All students are expected to utilize standard precautions in all contact with clients throughout the Phlebotomy Program. Students are expected to follow the protocols for standard precautions and other barrier precautions as necessary.

Psychiatric or Psychological Examination

Students who may for any reason appear to be unsafe in clinical or who may compromise client safety may be required to submit to a psychiatric or psychological examination at any time at the student's expense. Alcohol/drug screening is included as part of these guidelines.

HYGIENE AND HAND WASHING

High standards of personal hygiene are required. Students are required to wash their hands before and after performing procedures on a classmate or client, after using the toilet, and after sneezing, blowing, or wiping their noses.

EQUIPMENT AND PRACTICE AREAS

All students are expected to assist with maintenance of equipment and practice areas. Students are to use equipment and supplies according to product guidelines and as directed by the instructor. Abuse and neglect of equipment, supplies, and instructional resources will not be tolerated. Students are to set-up, takedown, and store equipment properly after use. These behaviors are also expected in clinical settings.

BLOODBORNE PATHOGEN EXPOSURE AND OTHER INCIDENTS

1. Students should immediately report to the Instructor or clinical supervisor any exposure or suspected exposure to bloodborne pathogens or hazardous products, or any injury sustained in the campus lab or clinical agency.
2. In the event of an incident, students are expected to follow the written protocol of the college or the clinical agency.
3. If proper protocol is not followed, the student will be dismissed from the program.
4. The student is responsible for physician, diagnostic, treatment and any other medical costs related to exposure or injuries in the campus lab or clinical agency.
5. Students will be responsible for meeting any prescribed follow-up care.

LATEX ALLERGY GUIDELINES

Latex allergy is a serious threat to health care workers as well as clients. Allergic reactions to latex may be mild, such as skin disturbances, to severe reactions resulting in death.

Exposure to latex products may cause hypersensitivity response either locally or systemically. A systemic reaction may occur even with trivial exposure to latex and may result in cardiopulmonary arrest within minutes. Latex-free gloves are used in the Phlebotomy Program. Latex-free gloves may be obtained from the course instructor if these are unavailable at the Clinical Affiliate site.

The guidelines recommended by the Program are to address potential incidences of acquired latex sensitivity by students:

Procedure:

1. Students should become knowledgeable of latex allergy causes and potential signs and symptoms.
2. Students should seek medical care for EARLY diagnosis and treatment of hand dermatoses and symptoms suggestive of latex allergy.
3. Immediately report to the Clinical Supervisor actual, or suspected, latex allergic responses.

SECTION VI – PROGRAM REQUIREMENTS

ADMISSION AND ACCEPTANCE

Admission Requirements

NOTE: This is a limited enrollment program. If there is not sufficient space and resources to accommodate all applicants, the program will accept those students best qualified, using GPA and achievement test scores as guides, with preference given to students residing in the district. Selection of qualified applicants will be based on evaluation of applications in the order in which they are received.

Students seeking admission should be aware that a criminal background check is required if accepted into the program and will be done at the student's expense. Additionally, drug testing may be required to meet agency standards and is also a student expense. An unsatisfactory background check or positive drug screen will negate admission and/or result in dismissal from the program.

1. Student must be 18 years of age or older.
2. Student must have a high school diploma (or equivalent).
3. Student must have a minimum GPA of 2.0.
4. Student may be required to complete a placement test and achieve minimum entry-level scores at or above the 34th percentile.

Application Requirements

1. Complete an application to the college.
2. Verify residency.
3. Submit official copies of high school transcript, G.E.D. scores and college transcripts.
4. Complete COMPASS/ASSET testing.
5. Make an appointment with an Academic Advisor.

Requirements after Enrollment in the Program

1. Complete a criminal background check request form provided by academic advisor. An unsatisfactory background check will negate program admission or result in dismissal from the program.
2. Provide proof of certification of AHA BLS (adult, child, infant) by midterm of first 8 week session. An AHA BLS class is offered at the beginning of each semester.
3. Submit a completed health form, by the first day of PHB 1222 Phlebotomy Procedures, which includes documentation of immunizations and a two-step TB test.
4. Students will not be allowed to register for PHB 1224 Phlebotomy Clinicals unless the above requirements have been met.

CRIMINAL BACKGROUND CHECK

All students accepted into the Phlebotomy Program must have a satisfactory criminal background check. A fingerprint background check form will be submitted after acceptance into the Program. If the background check results are unsatisfactory, the student will be withdrawn from all phlebotomy courses and dismissed from the program. IECC reserves the right to request a repeat background check while a student is in the Program if it is deemed necessary or prudent. A satisfactory check is required for continuance in the program. Students may also be required to do a drug screening test based on agency policies. If a positive drug screen result is obtained, the student may be dismissed from the program.

PHYSICAL EXAMINATION AND IMMUNIZATIONS

By the first day of PHB 1222 Phlebotomy Procedures, students must submit a completed physical exam form signed by a healthcare provider and a completed immunization record. Protective immunizations and TB testing are updated as needed and the results maintained in the student file. Information from the physical and immunization record shall be made available to Clinical Affiliate personnel upon request of the agency. Changes in health status, such as surgery, illness, or injury should be reported to the instructor and/or Dean of Health Professions

LIABILITY INSURANCE

Each student must carry a Professional – Personal Liability Insurance Policy provided by IECC. The fees for this policy will be paid at the beginning of the semester with registration into PHB 1220 Phlebotomy Theory.

HEALTH INSURANCE

It is recommended that all phlebotomy students carry their own personal health insurance. Each student is responsible for their own healthcare costs including costs related to incidents occurring in the campus lab or clinical agencies.

CLASS/LAB/CLINICAL SUPPLIES

The required Class/lab/clinical supplies that are to be provided by the student are:

1. Watch with second hand
2. (2) scrub uniforms in compliance with program standards
3. Uniform shoes (white leather tennis shoes, no cloth on them, no exposed toes or air holes in them, nurses shoes are acceptable as long as they do not have air holes)
4. Other miscellaneous supplies include
 - red pens
 - small calculator
 - ½ inch 3 ring binder for Lab

TEXTBOOKS

Students are expected to acquire the required textbook(s) for each course. Other references may be suggested to enhance the student's knowledge base.

SECTION VII – PROGRESSION AND GRADUATION

PROGRESSION AND RETENTION

Students must receive a minimum of “C” or higher and a satisfactory laboratory evaluation in ALL phlebotomy courses for completion of the Certificate Program. If a student receives a grade of less than “C” in a phlebotomy course and/or an unsatisfactory laboratory evaluation, the student will not be allowed to proceed in or complete the program.

WITHDRAWAL/EXIT FROM PROGRAM

Students who withdraw are not guaranteed readmission. If a student is readmitted to a course they previously completed, readmission may be delayed due to the availability of program space.

Withdrawal Initiated by Student If a student withdraws from a phlebotomy course or decides not to continue in the program, the student will inform the instructor in writing and complete an exit questionnaire. Students must follow the IECC Withdrawal Policy and complete the appropriate documentation. See [Withdrawal Policy](#). Students who desire readmission to the program will be required to petition with the Academic Standards Committee.

Withdrawal Initiated by the College. The college or its administration may initiate withdrawal of a student from the Phlebotomy Program in the following cases:

- Student receives a final course grade lower than a “C” in any course.
- Student performance places others in physical or emotional jeopardy (see Critical Areas of Concern and Student Conduct);
- Student fails to meet academic, ethical, professional, and/or legal standards of practice for phlebotomy;
- Student fails to follow the guidelines of the clinical site and the college;
- Those circumstances identified in the IECC Withdrawal Policy as Administrative Drops and Withdrawals.

When a student is dismissed or administratively dropped from the program, the written notice will state whether or not the student may reenter the program and how much time must elapse before reentrance will be considered. There may also be conditions the student will be required to meet before reentrance will be considered. If the student withdraws, the student can apply for readmission. If reentry occurs one or more years from the last completed phlebotomy course, the student may be required to repeat previously completed courses.

READMISSION BY PETITION

Phlebotomy students who leave the college or program by reason of withdrawal (including non-enrollment), academic deficiency/failure, or dismissal may petition for readmission to the program no sooner than one (1) semester following official notification of status. Such petition will be reviewed by the Academic Standards Committee.

Readmission will be granted only if the student's prior performance did not indicate a lack of capability to complete the course of study in the program and/or college. A petition for readmission must include a description of circumstances which adversely affected the petitioner's ability to meet the academic standards of the program and/or the college.

Petitioners must meet the current college and program admission requirements. Petition approval does not guarantee re-admittance to the program. The petitioning process must be completed at least sixty (60) days prior to the semester of readmission. For entry into the spring semester, all other admission requirements must be met on or before the college official fall withdrawal date. For entry into the fall semester, all admission requirements must be met by July 1st.

If a written petition is denied by the Academic Standards Committee, the petitioner may request a personal appearance before the Academic Standards Committee. If the petition has been denied by the committee following a personal appearance, the petitioner may request a hearing before the Vice Chancellor of Academic Affairs. A request for a rehearing must affirmatively show:

1. That there are new or extraordinary circumstances, not known by or available to the petitioner at the time of the original petition for readmission, which adversely affected the petitioner's ability to meet the academic standards; or
2. That the procedures employed by the committee failed to give the petitioner a fair hearing.

The decision of the Vice Chancellor of Academic Affairs is final and is not subject to review.

GRADUATION

To successfully graduate from the Phlebotomy Program, the student must complete courses with a minimum of a satisfactory grade of "C" or better, have a cumulative GPA of 2.00 and satisfy all of the [IECC Graduation Requirements](#). It is each student's responsibility to know the current requirements for graduation. Phlebotomy students who meet the requirements are eligible to attend the graduation ceremony. Students should meet with their advisor to apply for graduation.

SECTION VIII – NOTEWORTHY RESOURCES

FINANCIAL AID AND SCHOLARSHIPS

Financial assistance is available from various sources. Students are advised to complete the FAFSA each year in order to determine eligibility for federal and state aid. For more information visit [Financial Aid](#) and [FCC Scholarships](#). Applications for financial aid and scholarships may be secured from the Student Services Office.

LEARNING COMMONS

Each IECC campus has a Learning Commons, with access to resources and services both on and off-campus. Learning Commons components consist of: Learning Resources, Tutoring/Wellness, Testing Services, and Disability Services. The Learning Commons website can be found at <https://iecc.libguides.com/IECCLibrary>. The Learning Commons at Frontier Community College is located in Clemence Elizabeth Cox Hall.

Learning Resources

Each library has an open computer lab, a book and print magazine collection, a media collection in a variety of formats, and a variety of online resources and databases.

The IECC Libraries are all members of the Consortium of Academic and Research Libraries in Illinois (CARLI). CARLI's I-Share program allows for access to over thirty-eight million items from eighty-eight participating libraries, including Eastern Illinois University, Southern Illinois University, and the University of Illinois. You can gain access to this vast collection of records via the online catalog search from the Library webpage (<https://iecc.libguides.com/IECCLibrary>).

[Requests for materials can be made](#) from member libraries and delivered to an IECC library Monday - Friday for free, convenient pick-up. To request a book via the online catalog, students use their IECC Entrata login information. Instructions on how to search the online catalog is available from Learning Commons personnel. You may also visit any I-Share library, borrow items onsite, and return via an IECC library.

Various material types (books, periodicals, DVDs, etc.) have specific loan periods and usage privileges determined by the lending library. Overdue fees by other college libraries may apply, depending on the lending libraries' policies. Contact your local library should you have any questions regarding emails or correspondence from other college libraries.

Tutoring/Wellness

The Learning Commons is the place for you to connect with staff and resources to support your learning. In addition to tutoring, time management, and study skills, LC personnel can help you in accessing wellness resources.

Testing Services

The Learning Commons serves as the hub for various tests such as make-up exams, ACCUPLACER, Pearson, and more.

Disability Services

The Learning Commons is also where you'll find assistance if you'd like to request special academic accommodations due to a qualifying disability. To learn more, visit <https://iecc.edu/ada>.

FCC STUDENT HANDBOOK

The [FCC Student Handbook](#) is also a great source for general information about the campus and available resources.

SECTION IX – FORMS

**FRONTIER COMMUNITY COLLEGE
PHLEBOTOMY PROGRAM**

**HUMAN SUBJECTS DOCUMENT
ASSUMPTION OF RISK AND CONSENT TO PROCEDURES**

General Information:

During this course, you will be participating in laboratory activities in which learning by students requires the use of human subjects as part of the training. As a part of these learning activities, you will be asked to perform specific skills as well as be the subject of specific skills practiced by students. These learning activities will be conducted under the supervision of the course instructor and are designed to develop the needed skills to become a proficient phlebotomist

Benefits:

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

Bloodborne Pathogen Exposure:

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

Risks/Discomforts:

Participation may create some anxiety or embarrassment for you. Some procedures may create minor physical or psychological discomfort. Specific risks are listed below.

Your Rights:

You have the right to withhold consent and to withdraw consent after it has been given. Lack of live experience may limit your ability to be placed at a clinical site. You may ask questions and expect explanation of any point that is unclear. If you withhold or withdraw consent to be a subject, you will not be allowed to draw blood from fellow students.

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

I have read the above Human Subjects Document. I acknowledge my understanding of the risks and benefits described. My questions have been answered. I agree to participate as a subject in the learning activities as listed above.

Signature of student: _____ Date: _____

Printed Name and Address

**FRONTIER COMMUNITY COLLEGE
PHLEBOTOMY PROGRAM**

RELEASE OF LIABILITY FOR PHLEBOTOMY LAB PRACTICE

I _____, hereby release Illinois Eastern Community Colleges and any representatives thereof from any and all liability claims that may arise in relation to any laboratory procedure which interrupts the integrity of the skin.

To the best of my knowledge, I do not now have nor have I ever had any condition, which may be communicated through blood or blood products.

I give my consent for a classmate to practice venipunctures and skin punctures on me under the supervision of a phlebotomy instructor.

(Student)

(Date)

TO BE COMPLETED PRIOR TO LABORATORY PRACTICE OF VENIPUNCTURES AND SKIN PUNCTURES PRACTICE. THIS FORM WILL BE PLACED IN THE STUDENT'S FILE AFTER IT HAS BEEN SIGNED AND DATED

**FRONTIER COMMUNITY COLLEGE
PHLEBOTOMY PROGRAM
STUDENT CONFIDENTIALITY AGREEMENT
For Clinical Training**

Name (Print): _____

The discussions, uses, and disclosures addressed by this agreement apply to any written, verbal, or electronic communications.

I understand that I am never to discuss or review any information regarding a patient at a clinical site unless the discussion or review is part of my assignment to the site. I understand that I am obligated to know and adhere to the privacy policies and procedures of the clinical site to which I am assigned. I acknowledge that medical records, accounting information, patient information, and conversations between or among healthcare professionals about patients are confidential under law and this agreement.

I understand that, while in the clinical setting, I may not disclose any information about a patient during the clinical portion of my clinical assignment to anyone other than the medical and nursing staff of the clinical site.

I understand that I may not remove any record from the clinical site without the written authorization of the site. Additionally, I understand that, before I use or disclose patient information in a learning experience, classroom, case presentation, class assignment, or research, I must attempt to exclude as much of the following information as possible:

- Names
- Geographical subdivisions smaller than a state
- Dates of birth, admission, discharge, and death
- Telephone numbers
- Fax numbers
- E-mail addresses
- Social security numbers
- Medical record numbers
- Health plan beneficiary numbers
- Account numbers
- Certificate/license numbers
- Vehicle identifiers
- Device identifiers
- Web locators (URLs)
- Internet protocol addresses
- Biometric identifiers
- Full face photographs
- All ages over 89 years
- Any other unique identifying number, characteristic, or code

Additionally, I acknowledge that any patient information, whether or not it excludes some or all of those identifiers, may only be used or disclosed for health care training and educational purposes, and must otherwise remain confidential.

I understand that I must promptly report any violation of the clinical site's privacy policies and procedures, applicable law, or this confidentiality agreement, by me, or a student or faculty member to the appropriate clinical coordinator or program director.

Finally, I understand that, if I violate the privacy policies and procedures of the clinical site, applicable law, or this agreement, I will be subject to disciplinary action.

By signing this agreement, I certify that I have read and understand its terms and will comply with them.

Signature: _____ Date: _____

**FRONTIER COMMUNITY COLLEGE
PHLEBOTOMY PROGRAM**

RELEASE OF LIABILITY

Phlebotomy students should immediately report to their clinical supervisor any exposure or suspected exposure to bloodborne pathogens or hazardous products, or any injury sustained in the clinical agency. In the event of an untoward incident, students are required to follow the written protocol of the institution in which they are performing their clinical work. If this is not followed, the student will be dismissed. The student is responsible for physician, laboratory and treatment costs for services rendered by a clinical facility and for any continuing costs related to the incident.

It is recommended that all phlebotomy students carry their own personal health insurance. Each student is responsible for their own health care costs including costs related to incidents occurring in the clinical agencies.

I, _____, hereby release Illinois Eastern Community Colleges and affiliated clinical agencies from any and all medical expenses or liability claims that may arise in relation to clinical experiences.

(Student)

(Date)

This statement will be placed in the student's file after it has been signed and dated.

**FRONTIER COMMUNITY COLLEGE
PHLEBOTOMY PROGRAM**

STUDENT RELEASE FORM

I have read the Phlebotomy Student Handbook in its entirety. I acknowledge and understand the policies printed in the handbook and agree to abide by them.

I acknowledge and understand some information in this publication may become outdated due to changes in Board of Trustees Policy, state law, and phlebotomy program guidelines. In such instances current board policy, state law, and phlebotomy program guidelines will prevail.

I understand that I must abide by the policies and procedures of all clinical facilities that I attend as a student. I am aware that it is mandatory that I comply with the Confidentiality/Health Insurance Portability and Accountability Act (HIPAA) statement of the IECC Phlebotomy Program and clinical facilities I attend.

The date of fulfillment for turning in this form will be designated by phlebotomy faculty.

Student's Signature

Date

After this form has been signed and dated, it will be placed in the student's file.

**FRONTIER COMMUNITY COLLEGE
PHLEBOTOMY PROGRAM**

AUTHORIZATION TO RELEASE INFORMATION FORM

I, _____, hereby authorize IECC to give appropriate information regarding my scholastic and clinical performance to prospective employers. I realize that the inquiry from such individual(s) might be over the telephone or by letter.

Signature

Date

Semester/Year _____

Name _____

ID _____

**FRONTIER COMMUNITY COLLEGE
PHLEBOTOMY PROGRAM**

CLINICAL SITE FORM

Student Name: _____

Assigned Site: _____

Clinical Assignment Semester: _____

Return Date* for Form: _____

A signature by Accepts Site means I understand I will be responsible for my transportation to the site for the duration of the clinical.

A signature by Does Not Accept Site means I understand I will not be able to successfully complete the program by the end of the next semester and that a site assignment for the next semester a clinical class is offered may or may not be possible based on student enrollment. Failure to complete the clinical class by the end of the next semester may result in additional course work.

Accepts Site: _____ Date: _____

Does Not Accept Site: _____ Date: _____

*Failure to return this form to the Phlebotomy instructor by the date indicated may result in loss of the clinical site listed.

**FRONTIER COMMUNITY COLLEGE
PHLEBOTOMY PROGRAM**

**NEW APPLICANT IMMUNIZATION RECORD FORM
Certificate of Compliance with Immunization Requirements**

THE FOLLOWING RULES WILL APPLY:

1. All dates must include MONTH, DAY, AND YEAR
2. PART 1 must be completed and signed by a health care provider. *The High School Immunization record may be used by the health care provider in completing this form.
3. Part II must be signed and dated by the student.
4. **ALL LABORATORY EVIDENCE OF IMMUNITY MUST BE ACCOMPANIED BY A COPY OF THE LABORATORY REPORT.**
5. History of disease is NOT acceptable as proof of immunity.
6. All live virus vaccines must have been given on or after first birthday.
7. If you do not have proof of two (2) MMR's, proof of immunity by titer must be provided.
8. Hepatitis B series: The 3-injection series must be started prior to classes beginning, and completed during the school year. The student is responsible for completing the series on time.
9. Proof of two doses of varicella (chickenpox) immunization (at least 4 weeks apart) or immunity to varicella by titer must be provided. History of disease is NOT acceptable as proof of immunity.
10. Two-step TB test: All students must have proof of a two-step TB test. If you have documented proof that you had a two-step PPD test in the past and one-step PPD EACH YEAR thereafter, you do not have to have a new two-step. If you have ever had a positive PPD test, you need to have a chest x-ray and not a PPD.
11. Only the following exemptions will be accepted and statements must accompany this record:
MEDICAL CONTRAINDICATIONS – A written, signed, and dated statement from a physician stating the specific vaccine or vaccines contraindicated and duration of the medical condition that contraindicates the vaccine(s).

PREGNANCY OR SUSPECTED PREGNANCY – A signed statement from a physician stating the student is pregnant or pregnancy is suspected.

All exemptions, statements, and forms must be completed by the specified date and provided to the Phlebotomy Advisor.

*Physician licensed to practice medicine in all of its branches (M.D. or D.O.), local health authority, Registered Nurse employed by a school, college, or university, Department Recognized Vaccine Provider, or Nurse Practitioner.

**FRONTIER COMMUNITY COLLEGE
PHLEBOTOMY PROGRAM
NEW APPLICANT IMMUNIZATION RECORD**

Immunizations and Tests
Required by State Law/Clinical Facilities

Student Name: _____ DOB _____

PART I – To be completed by Health Care Provider (s).

MMR (Combined Measles, Mumps, Rubella)	
Date #1 _____ Date #2 _____	
Combined MMR Vaccine is vaccine of choice if recipients are likely to be susceptible. OR	
Measles (Rubeola):	
A. Two doses of measles vaccine on or after their first birthday and at least 30 days apart OR	Date #1 _____ Date #2 _____
B. Serologic test (titer) positive for measles antibody Attach Lab Report ** See Note	Date _____
Mumps:	
A. One dose of mumps vaccine on or after their first birthday OR	Date _____
B. Serologic test (titer) positive for mumps antibody. Attach Lab Report ** See Note	Date _____ Result: _____
Rubella:	
A. One dose of Rubella vaccine on or after their first birthday OR	Date _____
B. Serologic test (titer) positive for Rubella antibody Attach Lab Report ** See Note	Date _____ Result: _____
Hepatitis B must show proof of:	
A. Three doses of vaccine administered over a period of 6 months. Initial vaccine followed by a dose at 1 month & 6 months. OR	Date #1 _____ Date # 2 _____ Date # 3 _____
B. Serologic test (titer) positive for Hepatitis B antibody Attach Lab Report ** See Note	Date _____ Result: _____
Varicella must show proof of:	

A. Two doses Varicella vaccine administered at least 4 weeks apart OR	Date #1 _____ Date #2 _____
B. Serologic test (titer) positive for Varicella antibody Attach Lab Report ** See Note	Date _____ Result: _____
Diphtheria, Pertussis, & Tetanus (DPT)	Date #1 _____ Date # 2 _____ Date # 3 _____ Date #4 _____
Diphtheria, Tetanus (Td) OR Tetanus, Diphtheria, acellular Pertussis (Tdap) One dose within past 10 years OR	Tdap Date: _____ Td Date: _____
TB must show proof of:	
A. 2-Step Tuberculosis Test OR	Date given #1 _____ Date given #2 _____ Date Read _____ Date Read _____ Results _____ mm Results _____ mm _____ Initials _____ Initials
B. Verification of annual tuberculosis testing with proof of initial 2-step	Date _____ Result: _____
Influenza Vaccine	Date: _____

Health Care Provider Verification of Immunizations Given and/or Reviewed:			
Printed Name/Title		Printed Name/Title	
Agency		Agency	
Signature	Date	Signature	Date

Part II – To be completed by Student

I authorize FCC to release this Immunization Record to affiliating health care agencies.

 Signature Date

Part III – To be completed by Phlebotomy Faculty Member

Comments: _____

Signature: _____ Reviewed: _____
Jodi Peach, RN Date

****If any serologic antibody test (titer) is negative a vaccine is required.**

**FRONTIER COMMUNITY COLLEGE
PHLEBOTOMY PROGRAM
CANDIDATE HEALTH EXAMINATION**

Name _____
Last First M.I.

Address _____

City State ZIP Telephone Number

DOB _____

PHYSICAL EXAM

Height _____ Weight _____ Allergies _____

Are the following systems within Normal Limits?

Vision: Right:	Yes _____ No _____	Hearing: Right:	Yes _____ No _____
Left:	Yes _____ No _____	Left:	Yes _____ No _____
Nose & Throat:	Yes _____ No _____	Gastro Intestinal:	Yes _____ No _____
Skin:	Yes _____ No _____	Musculoskeletal:	Yes _____ No _____
Cardiac:	Yes _____ No _____	Neurological System:	Yes _____ No _____
Circulatory:	Yes _____ No _____	Respiratory System:	Yes _____ No _____
Endocrine:	Yes _____ No _____		

THE CANDIDATE CAN LIFT 50 POUNDS: Yes _____ No _____

THE CANDIDATE IS ABLE TO STAND FOR ONE HOUR: Yes _____ No _____

IS THE CANDIDATE PREGNANT: Yes _____ No _____

Explanation of anything above that is listed as NOT WITHIN NORMAL LIMITS: _____

CURRENT PRESCRIBED MEDICATIONS (S): _____

I HEREBY CERTIFY that I have examined the above individual and find (him/her) free of disease of a communicable nature and (he/she) is emotionally and physically able to participate in the Phlebotomy Program.

*Health Care Provider Signature H.C.P. Name (printed) Date

Address City State ZIP

***This examination must be completed by a HCP licensed to practice: MD, DO, APN, or PA.**

IECC does not discriminate against applicants based on race, color, religion, gender, age, disability, national origin, or veteran status.

**FRONTIER COMMUNITY COLLEGE
PHLEBOTOMY PROGRAM
HEALTH FORM**

Name: _____ Date: _____

(Note: It is the responsibility of the student to notify the instructor of any changes in their health condition throughout the course)

List all allergies and type of reaction to each:

List all acute illnesses:

List all chronic illnesses:

List all medications (prescription and over the counter) you are currently taking and the purpose of the medication. Include dose and frequency.

Emergency Contact Information:

Primary Contact: _____ Phones: _____ or _____

Alternate Contact: _____ Phones: _____ or _____