



Phlebotomy Program

Student Handbook 2021 – 2022

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Introduction

Welcome Letter

Peninsula College
Medical Assisting Program
1502 E Lauridsen Blvd
Port Angeles, WA 98362
(360) 417-6414

Dear Student,

Welcome to the Phlebotomy Program! This program is energetic and packed with information. In the next few months, you will study, write, learn, and make great friendships. Consider this time the beginning of a very good part of your life, and your new career in the exciting, challenging, and rewarding field of phlebotomy.

The Phlebotomy Program at Peninsula College prepares you for employment in a flexible Allied Health field that provides an opportunity for change and growth. You can expect to practice your profession in hospitals, offices, clinics, and other healthcare settings. Our courses will teach you professional skills that you can apply regionally and nationally.

This program is approved by the Washington State Higher Education Board. The program also complies with the Washington Administrative Code and Revised Code of Washington as it governs the practice of Medical Assistant-Phlebotomists.

It is with anticipation that we begin our new academic year. The Program Director, Faculty, and I-BEST Instructors are here to assist you on your journey. Please do not hesitate to schedule an appointment to speak with them and be sure to look through this handbook. It contains information you will need from application through graduation.

Thank you, and good luck!



Rachel Pairsh, MA-C, NCMA, CPI, BSHCM
Director, Medical Assisting Programs
Peninsula College

Description of the Phlebotomy Profession

Medical Assistant-Phlebotomists (MA-P) are credentialed under RCW 18.360 to perform capillary, venous, and arterial invasive procedures for blood withdrawal and other functions under the supervision of a health care practitioner. MA-P credential holders may also perform CLIA-waived tests, moderate and high complexity tests with training, and electrocardiograms.

Phlebotomists are In Demand

Graduates work mainly in hospitals, medical and diagnostic laboratories, blood donor centers, doctor's offices, and other outpatient clinics. The profession is in high demand, with 17% national growth projected from 2019-2029 by the Bureau of Labor Statistics. National certification may be required for employment in some states. Potential positions include Medical Assistant-Phlebotomist, Forensic Phlebotomist, or Lab Assistant. Nationally, wages often begin around \$19.89 per hour or \$41,380 per year. Phlebotomists with advanced skills and experience can earn up to \$23.92 per hour, or between \$39,410 to \$45,940 per year in Washington State and the Pacific region.

National Credentialing of Phlebotomists

Students of the Phlebotomy Certificate Program will take a national exam to graduate with their Phlebotomy Certificate. The National Center for Competency Testing (NCCT) administers the National Certified Phlebotomy Technician (NCPT) exam. Information about this exam can be found at <https://ncctinc.com>.

Washington Department of Health Credentialing of Medical Assistant-Phlebotomists*

Phlebotomists who have graduated from an approved program and passed a national credentialing exam can obtain a Medical Assistant- Phlebotomist (MA-P) credential from the Washington State Department of Health (DOH). Please visit <https://doh.wa.gov> for details about Washington's credentialing process. Applicants must list all the states where they hold or have held credentials. Each applicant must answer personal data questions.

Education and Training:

- a. Successful completion of a Phlebotomy Program through a post-secondary school or college accredited by a regional or national accrediting organization recognized by the U.S. Department of Education. Have your accredited post-secondary school or college mail your phlebotomy program official transcripts directly to the Department with the date of completion listed. *Or,*
- b. Successful completion of a Phlebotomy Training Program as attested by the phlebotomy training program's Washington State licensed supervising healthcare practitioner as defined under RCW 18.360.010(3). *Or,*
- c. Military training or experience satisfies the training or experience requirements unless the Secretary determines that the military training or experience is not substantially equivalent to the standards of this state. Provide official transcripts showing proof of your education, training, and experience.

* This information is from <https://doh.wa.gov>

Experience:

- a. List and order by the date of your professional experience and practice from the date of completion from your accredited phlebotomy program or phlebotomy training program. Include the month, day, and year.
- b. Seven hours of HIV/AIDS and infectious pathogen education and training as required under WAC 246-827.
- c. Out-of-State Credential Verification form is sent to each state where you hold or have held a credential. The state will complete its portion of the verification form and mail it directly back to Washington State.

Process for Approving/Denying Applications for Washington State Department of Health Credentialing

The Washington State Department of Health finishes the final review for approval after a credentialing specialist verifies that the application is fully complete, and complies with requirements in **chapter 18.360 RCW** and **chapter 246-827 WAC**.

We complete background checks and make sure applicants have submitted the required fees. Credentialing supervisors and lead workers have the authority to approve routine applications. The disciplining authority may conduct a further review if the credentialing supervisor cannot verify the applicant meets all the requirements.

The Washington State Department of Health will formally notify applicants of a denial. Those applicants may request a hearing to appeal the decision.

Note: You may not practice as a Medical Assistant-Phlebotomist without a valid credential.

Renewal Requirements for the Washington State Department of Credentialing

Medical Assistants-Phlebotomists must renew their credential every two years after the initial renewal. Credentials expire on the credential holder's birthday. Renewal fees are accepted by the department no sooner than 90 days before the expiration date.

Continuing Education Requirements for Washington State DOH Credentialing

There are currently no continuing education requirements.

Program Overview

Peninsula College's Mission, Core Themes, Vision, and Guiding Principles

Mission:

Peninsula College educates diverse populations of learners through community-engaged programs and services that advance student equity and success

Core Themes:

- Advancing Student Success
- Achieving Academic Excellence
- Fostering Equity and Inclusion
- Strengthening Communities

Vision:

Peninsula College is a destination of cultural and environmental diversity where academic excellence transforms students' lives and strengthens communities.

Guiding Principles:

The college community is guided by the following principles:

- The teaching/learning process is at the center of the mission of Peninsula College.
- Members of the campus community will treat each other with mutual respect and dignity.
- Members of the campus community will be open and honest in their communications.
- Members of the campus community shall promote a positive work environment and avoid adversarial relationships.
- Each member of the campus community shall act ethically and with integrity.
- The campus will engage in collaborative decision-making processes

Student Outcomes and Program Goals of the Phlebotomy Program

Student Learning Outcomes

Upon completion of this program, students will be able to:

- Function professionally, legally, and in an ethical manner as a Medical Assistant Phlebotomist
- Use medical terminology correctly
- Effectively communicate with other healthcare team members, patients, and physicians
- Demonstrate proficiency with basic medical testing procedures
- Perform electrocardiograms accurately
- Follow laws and regulations regarding patient privacy and confidentiality
- Successfully perform capillary, venous, and arterial invasive procedures per protocols

Program Goals

The educational goals for completion of this Phlebotomy Program are:

- The program prepares students for phlebotomy jobs and a national phlebotomy credentialing exam.
- The program teaches basic skills required for capillary, venous, and arterial blood withdrawal procedures.
- The courses are based on recommendations from local employers and industry trends.
- The Phlebotomy Certificate is significantly more cost-effective than most private and public schools.

Program Description

Students attending Peninsula College will earn a Certificate in Phlebotomy. The Phlebotomy Certificate requires 45 credits of coursework. Core curriculum courses must be taken sequentially. Coursework, which starts in the Fall, introduces students to the Phlebotomy profession and the healthcare setting. It covers medical terminology, clinical laboratory skills, legal and ethical aspects of healthcare, and principles of Phlebotomy.

The third quarter of core curriculum courses includes an unpaid practicum, which gives the phlebotomy student at least 100 hours of unpaid hands-on experience working in a laboratory or other healthcare setting. Students also work on resumes, interview skills, and exam preparation. Students are expected to take a national credentialing exam to graduate.

Student Expenses

There are expenses associated with the Phlebotomy Program other than tuition, placement testing, and other college-related fees. The costs listed below are approximations only.

Item	Estimated Cost
Uniforms (two sets per student minimum: a scrub pant and top for each set)	\$40-\$70 per set
Shoes (leather or other puncture-resistant material, athletic or medical type)	\$30-\$100 per pair
White laboratory coat (optional)	\$25-\$45 each
Analog watch with sweeping second hand	\$20-\$50
Stethoscope	\$40-\$120
Textbooks	\$150-\$300 per quarter (prices determined by the publisher, not the Medical Assisting Program)
National exam application fee	\$90-\$150
Washington State DOH MA-P application fee	\$115-\$150
Background check for the program	\$44-\$55
Background check for Washington state, if required	Varies, check the Department of Health website
Fees for continuing education credits	Varies, check the appropriate website
Immunizations	Varies based on immunizations/titers needed
Insurance	Varies by the individual carrier
Health and liability insurance (optional, but recommended prior to practicum) Neither Peninsula College nor any affiliated clinical externship sites are responsible for the cost of medical care for an injury or illness that occurs because of a classroom, lab, or practicum activity.	Varies by the individual carrier and type of coverage but can range from \$35-\$150 annually.

Application Process

Overview of Application Process

Who can apply for the Phlebotomy Program?

People of all ages are invited to apply for the Phlebotomy Program once they have obtained a high school diploma or GED, been accepted as a Peninsula College student, and are eligible to enroll in ENGL 101 and MATH 90/91. You do not need to take or enroll in these courses before applying to the Phlebotomy Program. Eligibility to take these courses may be determined by transcript review or by placement testing. Information about testing and test alternatives may be found at <http://pencol.edu/GetStarted>.

How do I apply for the Phlebotomy Program?

Students must complete an application for the Phlebotomy Program. This application is separate from the Peninsula College application. The Phlebotomy Program application is submitted via a drop-box provided in Canvas, which is Peninsula College's online learning management system. The application will include:

- Evidence of up-to-date immunizations
- Demographic information
- Personal essay
- Letter of personal reference
- Acknowledgment forms
 - Confidentiality statement form
 - Background check release of information
 - Informed consent for invasive and non-invasive procedures

What if I am accepted to the Phlebotomy Program?

Students accepted to the Phlebotomy Program must undergo a background check through <https://mycb.castlebranch.com/> before their first quarter in the program. These records are confidential and are maintained in a secure location to ensure student privacy. Please note that any applicant with a criminal history in Washington State may be required to obtain a fingerprint background check before the Department of Health will issue a Medical Assistant – Phlebotomist credential. Certain convictions preclude students from completing the program, obtaining credentials, and securing employment in the healthcare sector. Please see **RCW 43.43.842: Convictions that Preclude a Career in Healthcare**.

Students accepted into the program will meet with Rachel Pairsh, the Phlebotomy Program Director, for an advising appointment. **Advising appointments are not optional.** Students may consult a Student Services advisor in addition to their program advisor.

New students must attend a program orientation meeting that is held once a year before the commencement of the Fall quarter. **The Phlebotomy Program orientation is not optional.** Course registration is completed through the Peninsula College website.

Students will receive information regarding required textbooks and syllabi from their Instructors or the Phlebotomy Program Director. **Class attendance is mandatory, and regular attendance is required for students to meet program outcomes.**

Application Timeline

January

- Download the Phlebotomy Program's Student Handbook at https://pencol.edu/sites/default/files/Phlebotomy_Handbook.pdf
- Complete a self-assessment survey to identify whether you are physically and behaviorally able to complete the tasks required of a Phlebotomist
 - Self-assessment survey is in the Phlebotomy Program's Student Handbook
- Review background check information
 - Certain convictions preclude careers in healthcare
 - Information about crimes is in the Phlebotomy Program's Student Handbook
- Schedule your immunizations or titers if you do not have the required immunizations or documentation
 - Immunizations should be complete upon application
 - Detailed immunization requirements are in the Phlebotomy Program's Student Handbook
- Submit your transcripts to Peninsula College and follow the instructions at <http://pencol.edu/GetStarted>
 - It can take up to ten weeks for the college to process your transcripts

February

- It is not too late to start January's tasks

March

- It is still not too late to start January's tasks
- Apply to Peninsula College before applying for the Phlebotomy Program
 - The Phlebotomy Program starts in the Fall quarter
 - Peninsula College application instructions are at <http://pencol.edu/GetStarted>
 - Complete your financial aid file before May 1
 - The priority consideration deadline for Summer and Fall quarters occurs during the Spring quarter
 - Apply for Financial Aid at <http://pencol.edu/financial/apply-for-aid>
- The Phlebotomy Program application is due by June 1st at 5:00 pm
 - Contact Student Services
 - Request that you are added to the Program Director's Advisee List
 - Change your Program of Study intent code to the Phlebotomy Certificate
 - Course registration is completed through the Peninsula College website. Students must contact Student Services to acquire a ctcLink ID # and be added to the AMPA student group which will provide them access to the application course on Canvas.

April

- Request a letter of reference for your Phlebotomy Program application
 - Letter of reference guidelines are in the Phlebotomy Program's Student Handbook
- Sign up for and complete the online Peninsula College orientation at <http://pencol.edu/admissions/new-student-orientation>

May

- Compose your personal essay for the Phlebotomy Program application
 - Guidelines for the personal essay are in the Phlebotomy Program's Student Handbook
- Meet with your advisor, Rachel Pairsh, during Advising Week
 - You cannot register for classes if you do not meet with your advisor
 - May advising sessions are for Summer and Fall quarters
- The Phlebotomy Program application is due by June 1 at 5:00 pm

June

- Open registration for Summer and Fall quarters starts in early June*
- Tuition for the Summer quarter is due in June*
- Acceptance and rejection letters for the Phlebotomy Program will be sent by July 1
- A complete background check (if accepted) is due by September 1

July

- The last day to register for courses is in July*
- Summer quarter is July to August*

August

- Tuition for the Fall quarter is due late August*
- Do not forget to complete the background check, which is due September 1

September

- Attend a mandatory Phlebotomy Program new student orientation in early September
- The last day to register is in mid-September*
- First day of Fall quarter is in late September*

Self-Assessment Survey of Essential Functions

Essential functional abilities relate to the behavioral and physical components of student competence. They are abilities essential for safe patient care. Students should evaluate themselves to determine if they can meet the requirements of the profession. Students can contact Student Development to discuss any ADA/AA accommodations they may be eligible to receive that will enable them to meet these essential functions of the profession. The findings of your self-assessment are for your consideration only and have no impact on your application.

Visual

1. Observe and discern subtle changes in physical conditions and the environment
2. Visualize different color spectrums and color changes
3. Read fine print
4. Read data displayed on monitors and equipment
5. Detect non-verbal communication

Auditory

1. Distinguish muffled sounds heard through a stethoscope
2. Hear and discriminate high and low frequency sounds produced by the body and the environment
3. Effectively hear to communicate with others

Tactile and Olfactory

1. Discern tremors, vibrations, pulses, textures, temperature, shape, sizes, location, and other physical characteristics
2. Detect body odors and odors in the environment

Communication

1. Verbally and in writing engage in two-way communication in English
2. Use qualified interpreters when appropriate to communicate with non-English speaking patients
3. Interact effectively with others from a variety of social, emotional, cultural, and intellectual backgrounds

Interpersonal Relationships

1. Work effectively in groups and teams
2. Interpret non-verbal communication
3. Express ideas and feelings in a clear manner

4. Demonstrate behaviors that are age-appropriate to the patient
5. Convey caring, respect, tact, compassion, diplomacy, and empathy to patients and others

Cognitive Ability

1. Operate a computer to obtain, enter, and transmit data
2. Effectively read, write, and comprehend the English language
3. Consistently and dependably engage in the process of critical thinking to formulate and implement safe and ethical decisions in a variety of situations and settings
4. Demonstrate satisfactory performance on written examinations, including mathematical calculations and medical terminology
5. Function effectively in situations of uncertainty or stress

Motor Function

1. Handle small objects and delicate equipment and objects without extraneous movement, contamination, or destruction
2. Move, position, transfer, and assist with lifting and ambulation without injury to patients, self, or others
3. Maintain balance
4. Coordinate hand/eye movements
5. Lift and/or carry objects weighing up to 25 pounds independently without injury to patient, self, or others
6. Lift and/or carry objects weighing up to 50 pounds with assistance without injury to patient, self, or others
7. Stand, bend and walk for prolonged periods while performing physical activities requiring energy without jeopardizing the safety of patients, self, or others

RCW 43.43.842: Convictions that Preclude a Career in Healthcare*

Crimes against children or other persons[†]

- murder: aggravated, first, or second degree
- kidnapping: first or second-degree
- assault: first, second, or third-degree, also, fourth degree,[‡] see below-exception: the offense was simple assault, assault in the fourth degree, and three or more years have passed
- assault of a child: first, second, or third-degree
- rape: first, second, or third degree
- rape of a child: first, second, or third-degree
- robbery: first or second degree
- arson: first degree
- burglary: first degree
- manslaughter: first or second degree
- extortion: first or second degree
- indecent liberties
- incest
- vehicular homicide
- promoting prostitution: first degree
- communication with a minor
- unlawful imprisonment
- simple assault
- sexual exploitation of minors
- criminal mistreatment: first or second degree
- endangerment with a controlled substance
- child abuse or neglect[§]
- custodial interference: first or second degree
- custodial sexual misconduct: first or second degree
- malicious harassment
- child molestation: first, second, or third-degree
- sexual misconduct with a minor: first or second degree
- commercial sexual abuse of a minor
- child abandonment
- promoting pornography
- selling or distributing erotic material to a minor
- custodial assault
- violation of child abuse restraining order
- child buying or selling
- prostitution - exception: if three or more years have passed
- felony indecent exposure
- criminal abandonment

*Crimes relating to drugs***

- manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance

* Licensing requirements and exceptions are described by the Revised Code of Washington (RCW) 43.43.842.

[†] “Crimes against children and other persons” is defined by RCW 43.43.830.

[‡] Conviction of fourth-degree assault, within certain parameters described by RCW 9A.36.041(3), may preclude a healthcare career.

[§] “Abuse or neglect” is defined by RCW 26.44.020.

** “Crimes relating to drugs” is defined by RCW 43.43.830.

Crimes relating to financial exploitation*

- extortion: first, second, or third-degree
- robbery: first or second degree
- forgery- exception: the offense was forgery and five or more years have passed between the most recent conviction and the date of application for employment
- theft: first, second, or third-degree - exception: the offense was theft in the third degree and three or more years have passed, or exception: the offense was theft in the second degree and five or more years have passed

Financial exploitation†

- Illegal or improper use, control over, or withholding of the property, income, resources, or trust funds of the vulnerable adult by any person or entity for any person's or entity's profit or advantage other than for the vulnerable adult's profit or advantage. "Financial exploitation" includes, but is not limited to:
 - The use of deception, intimidation, or undue influence by a person or entity in a position of trust and confidence with a vulnerable adult to obtain or use the property, income, resources, or trust funds of the vulnerable adult for the benefit of a person or entity other than the vulnerable adult
 - The breach of fiduciary duty, including, but not limited to, the misuse of a power of attorney, trust, or a guardianship appointment, that results in the unauthorized appropriation, sale, or transfer of the property, income, resources, or trust funds of the vulnerable adult for the benefit of a person or entity other than the vulnerable adult
 - Obtaining or using a vulnerable adult's property, income, resources, or trust funds without lawful authority, by a person or entity who knows or clearly should know that the vulnerable adult cannot consent to the release or use of his or her property, income, resources, or trust funds

Assault in the fourth degree under certain parameters‡

- Domestic violence was pleaded and proven after July 23, 2017
- Domestic violence was a class C felony if the person has two or more prior adult convictions within ten years for any of the following offenses where domestic violence was pleaded and proven after July 23, 2017
 - repetitive domestic violence offense§
 - crime of harassment**
 - assault in the first, second, or third-degree
 - an out-of-state comparable offense
- "Domestic Violence" means††
 - physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury, or assault, between family or household members
 - sexual assault of one family or household member by another
 - stalking‡‡ of one family or household member by another family or household member
 - "family" or "household members" means
 - spouses
 - domestic partners
 - former spouses
 - former domestic partners
 - persons who have a child in common regardless of whether they have been married or have lived together at any time
 - persons sixteen years of age or older who are presently residing together or who have resided together in the past and who have or have had a dating relationship
 - persons sixteen years of age or older with whom a person sixteen years of age or older has or has had a dating relationship

*"Crimes relating to financial exploitation" is defined by RCW 43.43.830.

† "Financial exploitation" is defined by RCW 74.34.020.

‡ Conviction of fourth-degree assault, within certain parameters described by RCW 9A.36.041(3), may preclude a career in healthcare.

§ "Repetitive domestic violence offense" is defined by RCW 9.94A.030.

** "Crime of harassment" is defined by RCW 9A.46.060.

†† "Domestic violence" is defined by RCW 26.50.010 (RCW 43.43.830 refers to RCW 9.36.041, which refers to RCW 9.94A.030, which refers to RCW 26.50.010).

‡‡ "Stalking" is defined by RCW 9A.46.110.

Required Immunizations

Required Immunization	How to Document Immunity
<input type="checkbox"/> Hepatitis B	<ul style="list-style-type: none"> ▪ Record of series of three injections <i>or</i> ▪ Titer that demonstrates immunity
<input type="checkbox"/> Measles, mumps, and rubella (MMR)	<ul style="list-style-type: none"> ▪ Record of two doses <i>or</i> ▪ Titer that demonstrates immunity
<input type="checkbox"/> Tetanus, diphtheria, and acellular pertussis (Tdap)	<ul style="list-style-type: none"> ▪ Record of one historical dose of Tdap <i>and or</i> one of the following: <ul style="list-style-type: none"> ▫ TD booster dose within the last ten years <i>or</i> ▫ Tdap within the last ten years <i>or</i> ▫ Titer that demonstrates immunity
<input type="checkbox"/> Varicella	<ul style="list-style-type: none"> ▪ Record of two doses <i>or</i> ▪ Titer that demonstrates immunity
<input type="checkbox"/> Tuberculosis (required annually)	<ul style="list-style-type: none"> ▪ Documentation of TB skin test <i>each year or</i> ▪ Documentation of QuantiFERON Gold blood test <i>each year</i> ▪ If either test comes back positive, a student must <ul style="list-style-type: none"> ▫ Obtain a chest X-ray with written results <i>or</i> ▫ Obtain a signed statement from a healthcare provider stating a student is asymptomatic and poses no danger to patients
<input type="checkbox"/> Influenza (required annually)	<ul style="list-style-type: none"> ▪ Documentation of seasonal influenza immunization is required <i>each year</i>
<input type="checkbox"/> COVID-19	<ul style="list-style-type: none"> ▪ While not required for program entry at this time, students are strongly encouraged to get the vaccination. It <i>will be required to complete the program</i> because practicum sites will not take the students without proof of immunity

Accepted Proof of Immunizations

Only official lab reports will be accepted as proof of titers. Receipts, unless they contain required information, will not be accepted as proof of immunization.

Immunization	Acceptable Evidence of Immunity	Not Accepted
Hepatitis B	<ol style="list-style-type: none"> 1) Proof of series of three injections 2) Positive antibody titer 3) Proof of series of three vaccinations and positive titer 4) Proof that series of three has been started, with specific dates student is scheduled to receive remaining vaccines. First two shots must be completed prior to the start of the Fall quarter's courses. 	<ol style="list-style-type: none"> 1) Incomplete records 2) Unofficial lab reports 3) Single booster vaccine without a follow-up titer result 4) Declinations
Measles, mumps, and rubella (MMR)	<ol style="list-style-type: none"> 1) Proof of series of two injections of MMR vaccine 2) Positive antibody titers for each 3) Proof of series of two vaccines and positive titer for each 4) Proof that a series of two has been started, with specific dates the student is scheduled to receive the remaining vaccine. The first shot must be completed before the start of the Fall quarter's courses. 	<ol style="list-style-type: none"> 1) Incomplete records 2) Unofficial lab reports 3) Single booster vaccine without a follow-up titer result 4) Declinations
Varicella	<ol style="list-style-type: none"> 1) Proof of series of two injections of varicella vaccine 2) Positive antibody titer 3) Proof of series of two vaccines and positive titer 4) Proof that series of two has been started, with specific dates student is scheduled to receive the remaining vaccine. The first shot must be completed before the start of the Fall quarter's courses. 	<ol style="list-style-type: none"> 1) Incomplete records 2) Unofficial lab reports 3) Single booster vaccine without a follow-up titer result 4) Declinations
Tetanus, diphtheria, and acellular pertussis (Tdap)	<ol style="list-style-type: none"> 1) Proof of Tdap in past with TD booster within ten years 2) Proof of full Tdap received within the past ten years 3) Complete DPT (4+ vaccines) series within the past ten years 4) Positive antibody titer 5) Proof of Tdap and positive titer 	<ol style="list-style-type: none"> 1) Incomplete records 2) Unofficial lab reports 3) Declinations
Annual TB test (required annually)	<ol style="list-style-type: none"> 1) Proof of negative one-step test 2) Proof of negative two-step test 3) Proof of negative QuantiFERON Gold blood test 4) Clear chest X-ray within one year with interpretation 5) Signed statement from a healthcare provider stating a student is asymptomatic and poses no danger to patients 	<ol style="list-style-type: none"> 1) Incomplete records 2) Unofficial lab reports 3) Unsigned chart notes or reports without signatures 4) Declinations
Seasonal flu shot (required annually)	<ol style="list-style-type: none"> 1) Proof of completed seasonal influenza vaccine 	<ol style="list-style-type: none"> 1) Incomplete records 2) Unofficial lab reports 3) Unsigned chart notes or reports without signatures 4) Declinations
COVID-19	<ol style="list-style-type: none"> 1) Proof of series of one or two injections of COVID-19 vaccine 2) Positive antibody titer 3) Proof of series of one or two vaccines and positive titer 	<ol style="list-style-type: none"> 1) Incomplete records 2) Unofficial lab reports 3) Declinations

Applying to Peninsula College

Apply online at <http://pencol.edu/GetStarted> or in-person in Building D. There is no application fee. Once your application has been processed, you will receive a response via email or letter that will include your ctcLink Student ID# and AMPA student group.

Transcripts Submission

Official transcripts can also be sent to transcript@pencol.edu. For these electronic transcripts to be considered official, they must be sent by the institution you attended. Alternatively, you can request that your official college transcripts be mailed to the following address:

Peninsula College
1502 E. Lauridsen Blvd
Port Angeles WA 98362

Financial Aid

Applying for financial aid and scholarships is a process, not a single step. Apply for Financial Aid by completing the Free Application for Federal Student Aid (FAFSA). Be aware of the deadlines!

Visit <http://pencol.edu/financial/apply-for-aid> for more details about how to apply for financial aid.

Placement

To enroll in classes, an evaluation of your English and math skills is required. Take the test and/or submit documents for review such as high school transcripts, college transcripts, SAT and ACT scores, or Smarter Balanced Scores. Call (360) 417-6598 for more information.

Visit <http://pencol.edu/GetStarted> to determine what placement method is appropriate for you.

Peninsula College New Student Orientation

New students must complete the New Student Orientation on campus before advising and registering for classes. Online orientation is available at <http://pencol.edu/admissions/new-student-orientation> for students who live out of the area.

You may schedule an optional campus tour by filling out the online form on the Ambassadors' web page or by contacting ambassadors@pencol.edu.

Advising

After placement testing and orientation, schedule an advising appointment with Student Development to discuss classes, create your educational plan, and register for classes. Call (360) 417-6340 to schedule an appointment.

If you are considering applying to the Phlebotomy Program, contact Student Services to request that your advisor be listed as Rachel Pairsh, Director of the Phlebotomy Program. More details about advising may be found at <http://pencol.edu/advising>.

Registration

Browse the online class schedule at <https://classes.pencol.edu>. Peninsula College does not allow late registration. Registration must happen before the first day of the quarter.

After advising, you will use your student ID and ctcLink AMPA student group login and register for classes at <https://pencol.edu/register>.

Phlebotomy Program Application on Canvas

The Phlebotomy Program application is completed through the Canvas application course. The application requests demographic information, a personal essay, one letter of reference, three acknowledgement forms, and immunization documentation. You will access the course by requesting that Student Services add you to the student group named AMPA in ctcLink.

Demographic information

Download the demographic information form from Canvas, complete it, and upload the form to a drop box in the Canvas application course.

Personal essay

Submit your personal essay by uploading it to a drop box in the Canvas application course. The submission should be in essay form and it should answer the five questions listed below. Please make sure each part of the questions is addressed in your answers. Use 12-point Times New Roman font and double-space the body of the essay. No headers, footers, titles, numbering, dates, or labeling information is necessary on the essay itself.

1. Why do you want to attend the Peninsula College Phlebotomy Program?
2. Have you worked in the medical profession? If the answer is yes, where, and when, and in what capacity?

Letter of reference

Obtain a letter of personal reference. Submit this letter uploading it to a drop box in the Canvas application course. The letter can be from a friend, family member, coworker, supervisor, instructor, or anyone who has known you for at least one year and can address the items below.

The letter should speak to your: conduct and attitude, organization and leadership qualities, strengths and dependability, resourcefulness, aptitude, enthusiasm, and plans for overcoming any barriers to your education and/or professional development and/or your ability to adjust to varying situations and expectations.

Letters of reference should be addressed (but not mailed) to:

Rachel Pairsh, Director
Medical Assisting Programs
Peninsula College
1502 E. Lauridsen Blvd.
Port Angeles, WA 98362

Acknowledgment forms

Three acknowledgment forms must be submitted with your application. These forms should be downloaded from Canvas, signed, scanned, and uploaded to the drop-box in the Canvas application course.

The forms include the Confidentiality Statement, Background Check Release of Information, and Informed Consent for Invasive/Noninvasive Procedures.

Immunization documentation

Immunization documentation should be scanned and uploaded to the drop-box in the Canvas application course. If your immunizations will not be completed by the time you submit your application, you must also upload a document that describes when you are scheduled to complete the unfinished immunizations. Please refer to **Required Immunizations** for details about immunizations and documentation.

Sample Application Assessment Rubric	3 All elements complete	2 Missing at least one element	1 Missing at least two elements	0 No submission, or submission incomplete
Demographics 1) The submitted file is named yourname.demographics.date 2) All data fields are completed				
Essay 1) The submitted file is named yourname.essay.date 2) The submitted essay is written in 12-point Times New Roman font and is double-spaced. The essay has no headers, footers, page numbers, titles, or headings. The student’s name is on the essay 3) The submitted essay discusses each part of each question listed in the application checklist				
Letter of Reference 1) The submitted file is in the correct format, and is named yourname.reference.date				
Immunizations 1) The submitted file is named yourname.immunizations.date 2) The submitted files are formatted as .pdf, .tiff, or .jpeg files 3) Documentation is submitted for any missing immunizations/titer results 4) Documents are submitted as one file, or as several files that are sequentially numbered				
Acknowledgment Forms 1) The submitted files are named: - yourname.backgroundcheck.date - yourname.privacy.date - yourname.informedconsent.date 2) The submitted files are formatted as .pdf, .tiff, or .jpeg files 3) Documents are submitted as one file, or as several files that are sequentially numbered				
Total score (out of 15 possible):				
Student name and SID:				
Status and date letter sent (application accepted or rejected):				

Program Requirements and Policies

New Student Orientation

New students must attend the Phlebotomy Program orientation meeting held once a year before the commencement of the Fall quarter. **This orientation is not optional.**

Standards of Dress, Appearance, and Behavior in Classroom and Clinical Settings

Attendance

Attendance is mandatory for all students. Daily attendance is required for students to meet program outcomes. Please schedule outside appointments at times other than class times. If you are unavoidably unable to attend class, please contact your instructor **before** class with as much notice as possible. You may or may not be allowed to make up missed work depending on the course, assignment, and instructor preference. Students in the program will not be tardy for class.

Class Preparation and Late Work

Preparation for a class is expected, and most instructors in the program do not accept late work. Students are responsible for identifying alternative computers for submitting their work in case their primary computer is not functioning when tests, quizzes, or assignments are due. All assignment due dates are listed in the Canvas course modules and students are responsible for ensuring they manage their time efficiently to meet the deadlines for submission.

Dress Code for Laboratory and Clinical Courses

- Students should wear either scrubs or a clean lab coat over office attire.
- Shoes must be fully enclosed, no open-toed shoes allowed, and they must be puncture-resistant.
- Long hair must be pulled back or secured to prevent contact with equipment and liquids.
- Gloves, gowns, and other appropriate personal protective equipment must be worn as necessary for student safety and risk management.

Behavior

Students in this program will comply with all Peninsula College Student Rights, Policies, and Procedures as found in the Peninsula College Student Handbook. Policies regarding plagiarism, cheating, ADA/AA, non-attendance, and discrimination will be strictly adhered to. Please visit <http://pencol.edu/student-rights-policies-procedures> for a full description of the college-wide policies and guidelines.

Failure to comply with these standards of behavior may cause students to lose professionalism points, receive interventional counseling, receive a referral for disciplinary action by Student Services, or may result in failure of a course or dismissal from the program.

Food and Drinks in the Classroom

Some types of food and drinks are allowed in the classroom, depending upon the type of class and the instructor's preferences. There is no class or situation where it is acceptable to place liquids on or near the computers. No food, drink, gum, or candy of any kind is allowed in clinical or laboratory classroom spaces.

Cell Phone and Laptop Use

Students in the program will not text or use cell phones in class; all phones are to be turned off or set to vibrate during class times. **Students will not use classroom computers to visit social media sites or play online games.**

Maintaining Confidentiality

Protecting the confidentiality of patients, students, medical facilities, private health information, and the program is expected under all conditions, including when using social media. If there is ever an appropriate time to take photographs or video, students will be notified by their instructors. Violation of either HIPAA or FERPA laws can result in immediate dismissal from the program.

Profanity

Students in the program will not curse or use profanity in the classroom. This behavior is extremely unprofessional and will not be tolerated in the workplace or classroom. Failure to comply with standards of behavior and comportsment may cause students to lose professionalism points, receive interventional counseling, receive a referral for disciplinary action by Student Services, or may result in dismissal from the program.

Guest Speakers

This program frequently features guest speakers and lecturers. These guests are working professionals who take time from their own jobs to speak to our classes. They are to be shown the utmost respect, which means arriving on time for their talks or lectures, not interrupting, and exiting quietly if necessary. No food or drink is allowed during the guest lectures.

Professionalism Points

Students are expected to maintain high standards of professionalism and most classes have professionalism points included on the assignments list. Violations of standards of professional conduct will result in deductions of these points, which can significantly lower students' grades. Submitting late work may result in a zero for the assignment and the loss of professionalism points. Serious infractions such as plagiarism incur higher deductions at the discretion of the instructor, and typically also result in a zero on the assignment in question, and/or failure of the course. Infractions typically result in a one- to ten-point deduction of professionalism points for each occurrence of the following:

- Using cell phones or texting in class
- Disrupting lectures or lessons excessively for off-topic comments
- Calling fellow students names or being disrespectful of others' opinions and beliefs
- Demonstrating disrespect for the instructor or the instructor's preferences
- Placing drinks or food on lab tables or near computers
- Using profanity in the classroom or during group discussions
- Arriving late for guest lectures, or bringing food or drinks to class when we have guests
- Chronic tardiness
- Violation of the dress code in clinical courses
- Failure to obtain the required equipment before the first day of the first clinical course
- Improper use or misuse of program supplies and equipment in lecture or lab courses

Plagiarism

Plagiarism is unacceptable and will be dealt with swiftly and severely. Students who are in doubt about whether work or resources have been cited correctly should consult their instructor.

Drug Testing

Students in the program may be subject to random drug testing, at their own expense, as the result of suspicious behavior in the classroom, lab, or clinical setting.

Examples of behavior that suggest drug abuse include alcohol on the breath, inappropriate verbal responses, and unsafe or unusual behavior indicative of intoxication. The clinical practicum facility, according to their policies, may also require drug testing.

Reference Texts

Students in the program have access to a variety of resource texts in the classroom. These texts are not to be removed from the classroom without the express permission of the Program Director and a written receipt signed and dated by the student. Failure to return these reference texts, or the destruction of them, will result in the student being required to replace the text at their own expense.

Student Records

Administrative, enrollment and Student Services records are separate from student records for the Phlebotomy Program. All records are confidential. Some of the items in your Phlebotomy Program records may include, but are not limited to, the following documents:

- Application to the program
- Background check results
- New student orientation attendance record
- Unofficial and official transcripts
- CPR/first aid certification
- Confidential files on student conduct
- Copies of tests, competencies, work products, and certain assignments
- Correspondence
- Counselor recommendations for ADAAA and SSD accommodations
- Recommendations from DVR, WRT, WorkSource, and other worker retraining programs
- References and check-off lists from practicum sites
- Survey and evaluation responses and results
- Immunization records

Program Re-Entry

For all students seeking re-entry following **any break in their enrollment in the program**, the following requirements may apply:

- Faculty and/or Program Director advising
- Compliance with any new Peninsula College, program, or accrediting body requirements that are in place at the time of program re-entry
- Repeating the program application process to gain re-entry
- Compliance with immunization requirements
- Compliance and adherence to the program curriculum in place at the time of re-entry, even if students must repeat course numbers previously completed on prior degree checklists

Advanced Placement and Transfer of Credit

Currently, the Peninsula College Phlebotomy Program does not have a policy in place to evaluate and award advanced placement or to evaluate experiential learning for applicants.

The program does not have a policy to evaluate and award credits transferred from another phlebotomy program. All students, regardless of prior learning or experience, are currently required to take all the MED courses listed in our core curriculum, in sequential order.

Peninsula College does have a Prior Learning Assessment policy for students, but this policy applies only to general education courses or other professional/technical programs.

Clinical Practicum Placement and Requirements

Students spend at least 100 *unpaid* hours performing hands-on duties in a lab to complete their clinical practicum. The Practicum Coordinator or Program Director is responsible for practicum placements. Students do not select their sites. Students are placed in clinical sites based on their geographic location, their interests, and the availability of a suitable site. All Phlebotomy Program students must pass MED 126 to complete their *unpaid* practicum externship. Students who have been placed at a practicum site will be removed from the site and be administratively dropped from MED 127 if they do not pass MED 126 in the quarter preceding the start of their *unpaid* externship. Students that are deemed unsafe for clinical practice will not be allowed to enter the practicum until they prove clinical competence to the Program Director, regardless of course completion or previously anticipated graduation date. Students are not allowed to accept any payment or remuneration whatsoever from their clinical practicum sites. Failure to comply with this policy will result in immediate dismissal from the program.

Dress Code for Clinical Practicum

- Hair must be clean, neat, and combed away from the face. Shoulder-length or longer hair must be tied back and secured, so as not to interfere with patient care.
- Male students must be clean-shaven or maintain well-trimmed facial hair.
- Jewelry may include one ring, such as a simple band or wedding set, and small post earrings in ear lobes only.
- Unacceptable jewelry includes dangling or hoop earrings, multiple or large rings, ear bands, necklaces, bracelets, and visible body piercings other than ear lobes. Facility policies state absolutely no cartilage piercings, nose rings, nose studs, tongue rings, tongue studs, etc.
- Tattoos should be covered by clothing. Tattoos that cannot be covered with clothing should be discussed with the Program Director.
- Fingernails should be clean and short. No nail polish, long or artificial nails may not be worn.
- Clean hygiene and daily deodorant use are expected. Practicum clothes are to be clean and unwrinkled.
- No perfumes or colognes. If you smoke, be sure that the odor does not cling to your clothing or skin. Some odors—including tobacco, coffee, onions, and garlic may be offensive. Alleviate this problem through brushing teeth, using mouthwash, or consuming breath fresheners.
- Chewing gum is never allowed.
- Name tags are to be always worn, and student identification is always worn at practicum sites. Student name tags are to be worn together with any ID issued by facilities.
- A watch with a second hand, blue or black ink pens and a stethoscope are always required in practicum sites.
- Professional attire includes appropriate neckline, hemline, and waistline. If cleavage, midriff, torso (front or back), underwear, or lingerie are apparent in the practicum setting, the student will be sent home immediately and may not be allowed to make up their hours.

Informed Consent and Clinical Skill Practice on Peers

The program complies with the Peninsula College Policy 305 Use of Human Subjects for Experiments. Peninsula College recognizes the responsibility to protect the rights, well-being, and personal privacy of individuals; to assure a favorable climate for the acquisition of practical skills and the conduct of academically oriented inquiry, and to protect the interests of the institution and the student, addressing classroom, laboratory, and clinical activities where learning by students requires the use of human subjects as part of the training procedures, demonstrations, or experiments. This is not a designated healthcare center and treatment is not provided here; any treatments must occur at a credentialed and licensed healthcare provider's office or clinic. Students must participate in all clinical skill activities, including invasive procedures. Partial disrobing may be required for the practice and performance of certain skills, but appropriate draping and privacy considerations will be maintained in those instances. Declination forms are available in case a student has religious, cultural, or medical reasons that preclude them from having invasive procedures performed on them.

However, there is no declination for the performance of these activities, as training students to perform these skills is the purpose of this program. Students will be trained in standard precautions and are expected to always comply with all CDC and OSHA requirements and standards. Training and information will be provided before any skills practice.

Grading System

All Phlebotomy Program students must maintain a 2.0 minimum GPA in all courses. There are no exceptions. Most courses are currently offered only once a year, and all courses must be taken in sequential order. Failing one course may change a student's entire academic plan and scheduled graduation date because students cannot progress to the next quarter's classes. Students will need to retake the failed course before they can move forward in the program.

On this program's grading scale, a 2.0 is the equivalent of seventy-six percent..

Methods of assessment will vary by class, assignment, and instructor. These methods may include (but are not limited to) quizzes, tests, discussion boards, case studies, in-class activities, research papers, writing assignments, workbook activities, handouts, and group projects.

Students are typically given two attempts to pass assignments or procedures assessing their performance of psychomotor and affective domain competencies. Students are typically given one attempt to pass assignments or procedures assessing their grasp of cognitive domain and general objectives and outcomes.

The letter grading system for MED courses								
Letter	Percent	Decimal	Letter	Percent	Decimal	Letter	Percent	Decimal
A+	100%	4.0	B+	90%	3.4	C+	80%	2.4
	99%	4.0		89%	3.3		79%	2.3
	98%	4.0		88%	3.2		78%	2.2
	97%	4.0		87%	3.1		77%	2.1
A	96%	4.0	B	86%	3.0	C	76%	2.0
	95%	3.9		85%	2.9	F	75% and below	
	94%	3.8		84%	2.8			
A-	93%	3.7	B-	83%	2.7			
	92%	3.6		82%	2.6			
	91%	3.5		81%	2.5			

Student Resources

Phlebotomy Program Staff

Rachel Pairsh, MA-C, NCMA, CPI, BSHCM
 Director, Medical Assisting Programs
rpairsh@pencol.edu
 (360) 417-6414
 Office: K-207

Anne Higdon
 Allied Health Programs Coordinator
 (360) 417-6276
AHigdon@pencol.edu
 Office: K-208

Courtney Kacouros, MA-C, CMA (AAMA)
 Laboratory and Classroom Support Technician
ckacouros@pencol.edu
 (360) 417-6267
 Office: K-208

Dr. Allen Lapin, MD
 Faculty
alapin@pencol.edu
 Office: K-206

Debi Ellis, CPC, COC, CPI
 Faculty
dellis@pencol.edu
 Office: K-206

Maitland Peet, MEd
 Faculty for I-BEST
mpeet@pencol.edu
 Office: E-150

Integrated Basic Skills Teachers (I-BEST)

We are privileged to have Integrated Basic Skills Teachers in several of our courses. These instructors are here to assist any student with basic skills such as mathematics, English, computers, and writing. I-BEST Instructors collaborate with lead instructors and may present lectures.

There will be assignments such as research papers and writing assignments in several courses that will require grading by both the core curriculum and I-BEST Instructors. Our I-BEST Instructors are fellow instructors, not tutors, who assist students with mastering elements of basic educational skills.

Student Services

Pirate Central is Peninsula College's student center. The portal <https://pencol.edu/student-center> offers links to academic calendars, class catalogs and schedules, unofficial transcripts, and important forms.

It allows you to update your personal information, check your schedule, register for classes, and pay your tuition. The website also has links that provide information about parking, financial aid, learning assessments, and worker retraining.

Tutoring

Peninsula College offers a variety of tutoring resources. Details and hours of operation may be found at <http://pencol.libguides.com/c.php?g=855081.Library>

The library offers textbooks on reserve as well as a quiet place to study. Library hours may be found at <https://pencol.edu/library>.

Support of Students (SOS)

Peninsula College is committed to encouraging the success of its students and our Support of Students (SOS) program plays a vital role in this mission. The goal of SOS is to provide students with the assistance they need to persist through obstacles and move forward toward graduation. We work with students on overcoming situations that impact their academic performance.

Students can receive help with study skills, searching for financial assistance, arranging for a tutor, and much more. Available programs include Basic Food Employment and Training (BFET), Basic Food (SNAP), and Temporary Assistance for Needy Families (TANF), and WorkFirst work programs. Please find a list of useful links below.

Basic Food Employment and Training: <http://pencol.edu/BFET>

WorkFirst: <http://pencol.edu/workfirst>

Worker Retraining: <http://pencol.edu/worker-retraining>

If you are interested in receiving support, please do not hesitate to get in touch with Hayley Anderson at handerson@pencol.edu or (360) 417-6373.

Services for Students with Disabilities (SSD)

Peninsula College provides a campus that is accessible, equitable, and inclusive to all. Services for Students with Disabilities (SSD) works with students, instructors, staff, administration, and the community to ensure that the accommodations necessary to create equal access are provided to all Peninsula College students with documented disabilities.

The role of SSD is to:

- Determine reasonable accommodations for qualified students with documented disabilities
- Provide accommodation services support to students and faculty
- Assist in the development of self-advocacy skills and disability awareness
- Maintain and protect the confidentiality of student records as required by HIPAA and FERPA

To setup accommodations, please complete the online registration form found at https://pencol.formstack.com/forms/ssd_ask_registration.

Documentation is also required. Submit documentation that includes information on the present impact of the diagnosis and the treatment plan if there is one. Documentation must come from a professional who is licensed or certified in the area for which the diagnosis is made.

The documentation required to determine accommodations may be specific to the diagnosis. Medical documentation can be submitted as:

- A letter on letterhead stationery
- Official medical records with medically relevant test results
- Completed verification form, accompanied by medically relevant test results

When both the registration form and medical documentation have been received, SSD staff will contact you to schedule an appointment to discuss accommodations. Please submit requests for accommodations at least four weeks before you plan on accessing them. This timeline also applies to changes and updates to established accommodations. SSD staff can be reached at ssd@pencol.edu or (360) 417-6373.

Financial Aid

Applying for financial aid is a process that should be started as soon as possible. You should work on your financial aid file at the same time you are completing other college application requirements.

New students are required to complete an admission application before applying for financial aid. It is important that you are signed up for the correct degree or certificate you intend to complete at Peninsula College. If you need assistance, please call Student Services at (360) 417-6340. You must meet the financial aid requirements for eligibility.

More information about applying for financial aid can be found at <http://pencol.edu/financial/apply-for-aid>.

Worker Retraining

The Worker Retraining Program at Peninsula College is designed to provide instruction and training that can lead to family-wage employment. It assists students with:

- Tuition and fees
- Book expenses
- Child and/or dependent care costs
- Transportation
- Educational supplies and tools

The Worker Retraining Program can assist the following individuals:

- **Dislocated workers.** Those eligible for unemployment, are currently collecting unemployment, or who have exhausted their unemployment benefits within the last 48 months.
- **Stop-gap employed.** Those who were on unemployment or have exhausted their unemployment benefits within the last 48 months and who have accepted temporary employment but make less than 80% of their prior earnings.
- **Displaced homemakers.** Men or women who provided unpaid services within the home and relied upon another person's income, but no longer have access to that income due to an event within the last 24 months such as separation or divorce, death, or disability, etc.
- **Formerly self-employed.** Previous business owners who are no longer self-employed due to economic downturn or natural disasters.
- **Vulnerable workers.** Students with less than 45 college credits who are at risk of losing their current job due to a need for additional skills, or whose job is considered "not in demand"
- **Veterans** who have been honorably discharged from service within the last 48 months
- **Active-duty military members** who have received official separation orders

Please visit <http://pencol.edu/worker-retraining> for more details. Feel free to email workerretraining@pencol.edu for more information or call (360) 417-5692 to set up an appointment.

Book List

MED 102: Medical Terminology for Medical Assistants

- *Exploring Medical Language*, 10th Ed., ISBN 978-0-323-39645-5
- *Mosby's Medical Dictionary*, 10th Ed., ISBN 978-0-323-41425-8

MED 125 Introduction to Phlebotomy:

- *Blood Collection: A Short Course* 3rd Ed. ISBN 978-0-8036-4607-0

MED 126 Intermediate Phlebotomy with Lab and MED 127 Advanced Phlebotomy with Externship/Capstone use the same book:

- *Phlebotomy Worktext & Procedures Manual* 5th Ed. ISBN 978-0-323-64266-8