

Phlebotomy Admission Criteria

This is a selective and competitive admission program. Admission to the college doesn't guarantee admission to the clinical component of the program. You will be admitted as a pre-phlebotomy student and work with your advisor to apply to the clinical/core component of the program.

Minimum Criteria to Apply: See the point system

Please note that the following documents must be submitted to the Program Director and comprise the student file: *Phlebotomy Essential Qualifications (entire document) initialed and signed; Phlebotomy Checklist with completed contact information and signatures.*

Advising: Prior to submission of a clinical program application, you must meet with the phlebotomy program advisor at your campus to develop your educational plan.

For appointments:

Gettysburg - (717) 337-3855 x 3032
Harrisburg - Amy Lundvall (717) 221-1724
Lancaster - Susan Herr (717) 358-2988
Lebanon - Debra Schneider (717) 270-4222
York - (717) 718-0328 x 3513

Shadowing: Shadowing is not required for the PBT program and no points are given.

Application: Applications are posted on the Health Careers Phlebotomy Program website.

Application Deadline: (listed with campuses offered):

Fall (Harrisburg, York) – May 1
Spring (Harrisburg, Lancaster) – September 1
Summer (Gettysburg, Lebanon) – January 1

Class Selection Date: Fall – June 1; Spring – October 1; Summer – February 1

ADDITIONAL REQUIREMENTS PRIOR TO STARTING THE CLINICAL PORTION OF THE PROGRAM (after acceptance)

Additional information and required forms will be provided to you upon acceptance into clinicals. Failure to provide all the necessary documentation before the established deadline could lead to denial of admission into the clinical program. The following must be completed after you have been selected for, but prior to starting the clinical portion of the program:

Physical Examination and Required Immunizations

The Department of Health requires that clinical students submit official documentation of complete immunization:

- Tetanus/diphtheria within the past 10 years
- Two varicella vaccinations, or have an immune titer (blood test) or have a history of having had varicella (chicken pox)
- PPD (TB skin test) annually
- Rubella titer required (MMR not sufficient)
- Two MMR vaccinations, or have an immune titer (blood test) or have a history of having had Rubeola

Background Checks

All students accepted into the clinical component of the program must undergo a Pennsylvania Child Abuse History Clearance, FBI Check, and State Police Criminal Record Check. No student will be admitted with a disqualifying criminal history or child abuse clearance.

Drug and Alcohol Screen

All students accepted into the clinical component of the program must undergo a drug and alcohol screen annually at the laboratory specified by the program on or before the stated deadline. This lab is used to protect the integrity of the results being reported. The test is at the cost of the student. No student will be admitted or retained in the program with a disqualifying result or failure to meet the specified deadline.

Current Certification in Cardiopulmonary Resuscitation (CPR)

CPR is required prior to enrollment in PBT 102. American Heart Association Healthcare Provider is required.

Any candidate not meeting these criteria will be denied admission into the program.

**HACC
Phlebotomy Technician Program
Point System - Summer/Fall 2010**

Students will be considered for admission into the phlebotomy technician program who have:

- Documented proficiency, C or better, in English through the 051 level
- Met with the phlebotomy advisor and have an educational plan
- 2.0 overall GPA for continuing students

All phlebotomy applicants will be ranked on the following criteria:

| | |
|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3 to 5 | * Grade in BIOL 111 or 121 A=5, B=4, C=3 |
| 3 to 5 | * Grade in AH 140 A=5, B=4, C=3 |
| <i>* Note: All transferred courses will be assigned the number of points based on the actual grade earned.</i> | |
| 2 | CIS 105 completed with a grade of C or better |
| 1 | SPCH 101 or SPCH 104 completed with a grade of C or better |
| 5 | Ranked applicant from previous semester (max 5 points awarded one time only) |
| 5 | No history of D's or F's in any course required for program within the past 7 years (Transfer courses included) |
| -2 (per occurrence) | Minus two for each W, D or F in BIOL 111/121, AH 140, CIS 105, or SPCH 101/104 (within the past 7 years). Equivalent transfer courses are subject to the same deductions. |
| 5 | Associate's degree or higher in science field completed at a regionally accredited school |
| Total Score (28 Max) | |

In event of a tie, overall HACC GPA then date of application will be used.

The accepted time limit for science courses (HACC or transfer) for use in health career program requirements is 7 years.

9/3/09 AL/vg

HACC does not discriminate in admission or employment on the basis of race, religion, political affiliation or belief, age, sex, national origin, ancestry, non-job-related disability, place of birth, General Education Development Certificate (GED), marital status, sexual orientation or veteran status.



This Essential Qualifications document must be signed and the entire document submitted for the student's file.

Phlebotomy Essential Qualifications

All individuals, including persons with disabilities, who apply for admission to the phlebotomy program must be able to perform specific essential functions with or without reasonable accommodation.

The following outlines the abilities and behavioral characteristics necessary for the student to be admitted to, continue in, and graduate from, the phlebotomy program at HACC. These are standards of admission.

The applicant should carefully review the essential qualifications for the program and ask questions if not familiar with the activities or functions listed. The applicant must decide if he or she has any limitations that may restrict or interfere with satisfactory performance of any of the requirements. It is ultimately the applicant's responsibility to meet these essential qualifications if accepted into the program.

The applicant should consult with the program director to discuss any individual situation if he or she may not be able to meet these essential qualifications. Requests for reasonable accommodation will be considered. Contact the program director if you have any questions about this matter.

Any candidate *not* meeting these criteria will be denied admission into the program.

- Communication - must be able to
 - communicate fluently in English with faculty, patients, and members of the healthcare team using correct grammar, punctuation, and spelling
 - assess non-verbal communication and be able to transmit the information to all members of the health care team quickly and accurately
 - tell time using a 24 hour clock
- Cognitive – must be able to
 - measure, calculate, reason, analyze, integrate and synthesize in the context of phlebotomy
 - quickly and accurately remember and apply oral and written orders
 - evaluate and apply information and engage in critical thinking
 - organize workload for completion in a timely manner
- Behavioral/Emotional Stability – must:
 - demonstrate the emotional health required for full utilization of the applicant's intellectual abilities and exercise of good judgment
 - be able to maintain mature, sensitive, and effective relationships with patients, students, faculty, staff, and other professionals under all circumstances including highly stressful situations
 - have the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways
 - be able to sustain professional activities for extended periods of time under emotionally stressful conditions
 - possess skills and experience necessary for effective and harmonious relationships in diverse academic and working environments
- Professional Conduct – must:
 - possess the ability to reason morally and practice phlebotomy in an ethical manner
 - be willing to learn and abide by professional standards
 - be able to engage in patient care delivery in all settings and be able to deliver care to all patient populations including, but not limited to children, adolescents, adults, developmentally disabled persons, medically compromised patients, and vulnerable adults
- Vision - must be able to
 - read, discriminate colors (including, but not limited to varying shades of the same color and degrees of intensity of color), and record information on paper and electronically

- observe and a patient accurately, including non-verbal communications
 - must possess sufficient peripheral vision to complete phlebotomy instructions and procedures as assigned
- Hearing - Sufficient hearing ability to interpret messages not solely based on visual cues, to interpret conversation, and to detect sounds such as heart tones and Korotkoff (blood pressure) sounds.
- Fine/Gross Motor Functions - must
 - possess all of the skills necessary to safely and accurately perform phlebotomy-related procedures and manipulate equipment
 - have good hand/eye coordination
 - be able to utilize both hands in a steady manner
 - have sufficient manual and tactile ability to sufficiently feel veins
 - be able to perform CPR
- Mobility – must be mobile and strong enough to:
 - maneuver around the assigned work area and patient care settings and sustain professional activities for up to 8 hours
 - respond to emergency situations in a timely manner
 - reach equipment and parts of the patient's body
 - utilize hands, arms, and shoulders in an unrestricted manner
 - have unrestricted movement of lower extremities, back and hips, including kneeling

As an applicant to this program or student in this program, I acknowledge that I have read and understand the essential qualifications. **I acknowledge that I am capable of performing the abilities and skills outlined in this document** with or without reasonable accommodation and understand that my status as a student in this program depends on my continued ability to successfully demonstrate these abilities and skills. **I understand that if I am no longer able to meet these essential qualifications I will immediately notify the program director.**

_____ (Initial)

I have read and understand the program admission criteria as posted on the HACC Health Careers website.

_____ (Initial)

I understand that all students accepted into the clinical component of the program must undergo a drug and alcohol screen at the laboratory specified by the program on or before the stated deadline. This lab is used to protect the integrity of the results being reported. The test is at the cost of the student. No student will be admitted or retained in the program with a disqualifying result or failure to meet the specified deadline. _____ (Initial)

I understand that all students accepted into the clinical component of the program must undergo a Pennsylvania Child Abuse History Clearance, an FBI Check and State Police Criminal Record Check. No student will be admitted or retained in the program with a disqualifying criminal history or child abuse clearance.

_____ (Initial)

I understand that students accepted into the clinical component of the program may perform procedures which may expose them to bloodborne pathogens, ionizing radiation and potentially hazardous materials.

_____ (Initial)

I understand that all students accepted into the clinical component of the program should have the following immunizations: Hep B, MMR, DPT, and an annual TB screen. _____ (Initial)

Applicant Signature

Date

NOTE: Return entire signed Essential Criteria document to Phlebotomy Program Director

STUDENT: Please complete this portion neatly and accurately as it will become your file. The information you provide will be used to contact you in the future.

Name _____ HACCid _____ Phone _____

Address _____

Email _____ DOB _____



Phlebotomy Technician Diploma – 0390

Effective Fall 2009 (18 credits)

Mathematics, Science, and Allied Health (MSAH)

SELECTIVE PROGRAM: This check sheet lists the requirements for the diploma in Phlebotomy from HACC. Entry into this program is not guaranteed with admission to the College; specific admissions criteria must be met. See Health Careers website (www.hacc.edu/healthcareers), e-mail healthcareers@hacc.edu or call (717) 780-1988 for specific program entry requirements.

INFORMATION PROVIDED:

- | | |
|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Program Interest & Review | <input type="checkbox"/> Student Responsibility for Deadlines (financial, physical & fees) |
| <input type="checkbox"/> Admissions Criteria | <input type="checkbox"/> Application Procedure |
| <input type="checkbox"/> Time Commitments (class & clinical hours) | <input type="checkbox"/> Background Checks |
| <input type="checkbox"/> Educational Plan | <input type="checkbox"/> CPR & Drug Screen |

Advisor _____

Developmental Courses as determined through College Placement Testing*:

*Please note: 0-level courses do not transfer and do not count toward graduation requirements; however, they are required to enter college level courses.

- | | |
|-----------------------------------------------|-----------------------------------|
| <input type="checkbox"/> Any ENGL ESL classes | <input type="checkbox"/> ENGL 050 |
| <input type="checkbox"/> ENGL 001 | <input type="checkbox"/> ENGL 051 |
| <input type="checkbox"/> ENGL 002 | |
| <input type="checkbox"/> ENGL 003 | |

Phlebotomy Requirements:

REQUIRED GENERAL EDUCATION COURSES

| COURSE | SEMESTER | GRADE |
|---------------------|-----------------|--------------|
| Biology 111 or 121* | _____ | _____ |
| CIS 105 | _____ | _____ |
| Speech 104 or 101 | _____ | _____ |
| AH 140* | _____ | _____ |

REQUIRED MAJOR COURSEWORK

| COURSE | SEMESTER | GRADE |
|---------------|-----------------|--------------|
| PBT 101* | _____ | _____ |
| PBT 102* | _____ | _____ |

* Grade of C or better required

AH140 and BIOL 111/121 are prerequisites or corequisites for PBT 101.

PBT 102 MUST be taken within 2 semesters of completion of PBT 101.

Contact Information:

| Gettysburg Campus | Harrisburg Campus | Lancaster Campus | Lebanon Campus | York Campus |
|--------------------------|--------------------------|-------------------------|-----------------------|--------------------|
| G'burg Counselor | Amy Lundvall | Susan Herr | Debra Schneider | Heather Burns |
| G101C | Select Medical 114 | RM214 | D104 | Y102 |
| 717-337-3855 | 717-221-1724 | 717-358-2877 | 717-270-4222 | 717-718-0328 x3513 |
| | allundva@hacc.edu | | | |
| | Program Director | | | |

Students entering this major are required to have a pre-phlebotomy interview with a campus contact. Contact your home campus to schedule an appointment.

I have been given information on the Phlebotomy Program and understand the requirements and essential functions.

Student signature _____ Date _____