

Gain the essential knowledge and skills to become an effective phlebotomist. Attain hands-on practice applying what you learn in the classroom portion of the course, performing blood draws on realistic plastic models and on other students. During clinicals at TriCore the last three weeks of the class, you'll experience the real world of a Phlebotomist and have the opportunity to display your acquired skills for potential employment. Participants must be 18 or older. Additional requirements include a high school diploma or GED, current health insurance coverage, an up-to-date immunization record, and the Gold Career Readiness Certificate (WorkKeys assessment – Level 5). Participants must also be prepared to go through a national background check. Course 20304 Work Skills for the Workplace is also required.

Student Information

Last Name		First Name		MI
Mailing Address		City	State	Zip Code
Telephone		E-mail Address		

Application Materials Checklist

Material Name	Description of Material Received	Date
Proof of Age (minimum 18)		
Education (minimum HS Diploma or GED)		
Gold Career Readiness Cert. (from Workforce Solutions)		

Program Use Only				
Application Received:		All Materials Received:		
Advising Dates (includes calls)				
Funding Agency:	Advising Form:	Completion Letter Sent:		

Please submit your application and materials to:	
UNM Continuing Education Phlebotomy Program 1634 University Blvd, NE Albuquerque, NM 87102-1711	e-mail: Inalin@unm.edu FAX: (505) 277-8975

Please call (505) 277-6025 or e-mail Inalin@unm.edu for more information.

Policies

An applicant to the Phlebotomy certificate program is expected to participate fully in activities required for course completion. Required skills and abilities include, observation, communication, motor and behavioral maturity. The applicant must be able to participate actively in all demonstrations, laboratory exercises, classroom activities and clinical experiences in all areas; Work Skills in the Workplace, Phlebotomy theory, Phlebotomy LAB and Clinical Experience. The applicant must be able to exercise good judgment, function effectively under stress, adapt to changing environments and provide professional and sensitive care to classmates and patients.

Gold Career Readiness Certificate

The New Mexico “*Certified for Success*” Career Readiness Certificate is a portable credential that shows you possess certain fundamental skills needed in the workplace. The WorkKeys assessment system is used to determine those skill levels. The ability to learn, listen, communicate, work in teams, and solve problems are what employers expect. WorkKeys assessments measure these abilities in three key areas:

- Communication—business writing, listening, reading for information, writing
- Problem-Solving—applied mathematics, applied technology, locating information, and observation
- Interpersonal skills—teamwork.

The **Gold Certificate**—awarded to those who score at or above a level 5 in each of the core areas – is required for the Phlebotomy certificate program.

- Each WorkKeys assessment has a score level range. WorkKeys scores indicate your ability to perform more complex skills as the score levels increase.
- The assessments take about 45 to 55 minutes each.

Student Health and Counseling and Immunizations

The Student Health and Counseling (SHAC) will manage student immunization records for required basic immunizations for employment in the health care field. Students will receive the completed, verified Immunization Form from the SHAC to provide to the UNM Program Supervisor. Students will bring their personal documentation of prior immunizations to the SHAC to review. SHAC may administer any necessary immunizations for a fee, but your own primary care source should be consulted. The completed form will be returned to the Program Supervisor before beginning the clinical phase of this program. Students will not be permitted to work at a clinical site prior to verification of all required immunizations.

Students in this University of New Mexico Continuing Education (UNMCE) program may choose to receive health care at the UNM Student Health Center (SHC) on main campus for the semester they are enrolled in the phlebotomy program. There is an additional charge for both coverage and services.

Background Check Fingerprinting

Students must agree to have their fingerprints submitted for a free state/national background screening for healthcare workers. Missing this appointment will require that you go to Hospital Services Corp and provide validation for your student file.

Requirements for Success

Attendance

Initials _____

Students are expected to attend both the **Work Skills for the Workplace** and **Phlebotomy classes** as scheduled. Arriving late or leaving early is strongly discouraged. Students are expected to notify their instructor(s) ahead of time if they know they must miss class. A student who misses two classes without approval will meet with the Program Supervisor to review the course expectations. Probation or withdraw from the program are possible consequences. This is an intense training and it is difficult to keep up after missing class. Students are also expected to let their instructor know when they miss class due to illness. The provided sign-in sheets are the official record of attendance. Students will sign for the morning and afternoon sessions; signing for another student is unacceptable and a violation of the Student Code of Conduct.

Permission for blood draws by students

Initials _____

The need for practice of correct procedures and skills is critical for success. Permission to draw from and be drawn by all class members is necessary. The instructor will determine if it is necessary to accommodate a unique situation. All draws of blood are strictly supervised by instructors. Any difficulties or pain should be reported immediately.

Assumption Of Risk and Consent to Procedures*

Initials _____

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.

Benefits:

The activities listed have been selected because they are skills essential to the learning process and the faculty believe 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.

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

Optional Learning Activity	Specific Benefit	Risks/Discomfort
Skin puncture of the forearm for Bleeding Time Test (BTT)	Same as other activities listed above	Same skin puncture activity listed above, plus possibility of a small scar at incision site

Your Rights

You have the right to withhold consent and to withdraw consent after it has been given. You may ask questions and expect explanation of any point that is unclear.

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 listed above.

Printed Name _____

Signature _____ Date _____

Studying and Grades

Initials _____

Students are expected to come to class prepared to take notes, to spend time studying every day, to actively participate in class, and to pass regular quizzes and exams with a grade of 70% or higher. Students MUST pass Theory and Lab sections of the course. Students will also need to complete clinical requirements as determined by their instructor/supervisor. Students may be delayed or removed from a clinical site for unprofessional behavior, failing to follow procedures or not meeting any requirements set by the instructor or the clinical site.

Student Code of Conduct

Initials _____

It is important for all students to be aware of conduct that is required by UNMCE in order to participate in UNMCE programs and services. A detailed Student Code of Conduct policy is available in the UNMCE Registration Office or on the web at: <http://dce.unm.edu/Policies/studentcode/cfm>.

Student sanctions or disciplinary procedures maybe invoked under the Student Code of Conduct policy. Any conduct considered to adversely affect UNMCE’s educational function, to disrupt the community on campus, to interfere with the rights of others to pursue their education or to conduct their University duties and responsibilities, or to participate in University activities, may result in student sanctions or disciplinary actions that may include disenrollment. UNMCE may take disciplinary action for an offense against the Code of Conduct when the offense occurs on UNMCE premises or at any UNMCE-sponsored events, including trips, lectures, conferences or UNMCE activities held at other facilities.

University policy states that students are expected to conduct themselves professionally and to refrain from disruptive behavior. Examples of disruptive student behavior include, but are not limited to:

- Taking over the lecture or making remarks out of turn
- Dominating classroom discussion
- Consistently being late to class or leaving class early
- Bringing non-students to class, including children and pets
- Refusing to participate in class activities
- Physically confronting another person

- Aggressive, bullying or angry behavior
- Verbally abusing another student, the instructor, or staff
- Coming to class under the influence of alcohol and/or drugs.

Students who experience abusive or disruptive behavior may report the incident to the course instructor and/or the Program Supervisor.

Dishonesty in Academic Matters

Initials _____

According to the *University of New Mexico 2009 – 2010 Catalog*:

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, including dismissal, against any student who is found responsible for academic dishonesty. Any student who has been judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course.

Academic dishonesty includes, but is not limited to, dishonesty on quizzes, tests or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; and misrepresenting academic or professional qualifications within or outside the University. (44)

UNM Policy 3780: Sexual Harassment Awareness

Initials _____

The University is committed to creating and maintaining a community in which students and employees can learn and work together in an atmosphere:

- that enhances productivity and draws on the diversity of its members; and
- is free from all forms of disrespectful conduct, harassment, exploitation or intimidation, including sexual.

The purpose of this policy is to foster a dialogue on positive and effective intergender communication and interaction but also to take whatever action may be needed to prevent, correct and, when necessary, to discipline behavior which violates this policy.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature....

Examples of sexual harassment which shall not be tolerated include but are not limited to:

- suggestive or obscene letters, notes, invitations,
- derogatory comments, epithets, slurs or jokes,
- impeding or blocking movements, touching, or any physical interference with normal work,
- sexual oriented gestures, displaying sexually suggestive or derogatory objects, pictures, cartoons, or posters (the situation will be evaluated for appropriateness such as art displayed in museums versus centerfold in office setting),
- threats or insinuations that lack of sexual favors will result in reprisals, withholding support for appointments, promotions or transfers, change of assignments, or poor performance reviews.

Equipment and Materials

Students will be using a variety of phlebotomy and other laboratory equipment and materials in class from practice arms to needles. Students will be trained in the proper and safe use of equipment and supplies, and are expected to use and take care of equipment and dispose of supplies properly.

Immunizations are required to complete the Phlebotomy Certificate. Please compare the following required immunizations against your health records:

Required Immunizations
Measles/Mumps/Rubella (MMR)
Hepatitis B
Tuberculosis Test
Varicella

Immunization Resources

Consult your Primary Health Care Provider regarding any and all medical procedures and decisions related to your health. The *UNM Student Health & Counseling (SHAC)* will give immunizations if requested. Payment is due at the time of service.

<i>UNM Student Health & Counseling (SHAC)</i>	\$20.00, 1 needed
Hepatitis B	\$51.80 per dose, 3 needed
(Total=\$149.40)	
	Varicella
	\$100.12 for 1 dose, 2 needed
MMR (measles, mumps, rubella)	
\$63.45 per dose, 2 needed	
	LAB TESTS
	HBSAB Titer \$26.00
PPD (tuberculin skin test)	Varicella Zoster Virus, Ig \$53.00

I confirm that the information I submit for acceptance into the Phlebotomy Program at UNM Continuing education is accurate and that I have read and understand the above information.

Printed Name _____

Signature _____ Date _____

* McCall, Ruth E. "ASSUMPTION OF RISK AND CONSENT TO PROCEDURES" form. From Phlebotomy Essentials 4E Instructor Resource CD-Rom. Wolters Kluwer: Pennsylvania, 2003. Accessed 08/14/2009.