

Phlebotomy Program

CLT 101

Student Handbook

2024-2025



Elgin Community College

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These requirements are specific to the Phlebotomy Program and are a supplement to the ECC college catalog and the Health Professions Policies & Procedures Manual

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Accessible Version: [PBT Handbook](#)

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Health Professions - Mission Statement

The mission of Health Professions is to provide quality education that supports the development of health and wellness practitioners.

Health Professions - Vision Statement

The Health Professions Division will be recognized as a leader in providing quality education using innovative teaching strategies. Our students will develop confidence in their discipline through training in simulated and clinical settings. We will utilize interdisciplinary activities to instill a sense of professionalism in our graduates and nurture an appreciation for lifelong learning.

Phlebotomy - Professionalism Statement

As a student in the Phlebotomy program, you will be expected to behave as a professional. It is easy to recognize a professional because they are good at what they do and they like doing it. They enjoy helping others and knowing that they have made a difference. They treat everyone with dignity and respect. Professionals set high standards for themselves and work hard to achieve them. They care about quality and how to improve it. They continually strive to learn and grow in their personal and professional lives. Professionals are recognized for their integrity. They are reliable, accountable, and always team players.

Your assignment: begin to think about how you will develop your own professionalism as a phlebotomy student.

Health Professions Discrimination Statement

Clinical experiences are planned by health professions faculty/administrators to best meet student learning needs. Students may not refuse assignments based on the students' beliefs related to race, color, gender, sexual orientation, religion, creed, national origin, age, marital status, disability, veteran status, disease process, socio-economic status, or any other applicable basis in law.

PBT Program Homepage Link

[Phlebotomy | Elgin Community College \(ECC\)](#)

ECC Strategic Plan

Mission, Shared Values, and Philosophies

ECC's mission: to improve people's lives through learning. Through our decisions and actions, we empower:

- **Students** to reach their goals in an equitable and welcoming environment;
- **Employees** to thrive and fully use their collective talents; and
- Our **community** to transform and enrich the world.

Philosophies – how we approach our work

These philosophies serve as our ethical compass and the lens through which we look when making decisions.

Learning: empowers individuals to improve their own lives as well as the economic, social, and cultural conditions of local and global communities.

Equity: ensuring everyone receives what they need to be successful.

Diversity: is all expressions of humanity.

Inclusion: valuing what makes us unique.

Justice: ensuring our structures and systems honor individual rights.

Strategic plan can be accessed in its entirety at [Mission, Shared Values, and Philosophies | Elgin Community College \(ECC\)](#)

Essential Requirements

The Phlebotomy program has established minimum essential requirements, separate from academic standards for admission, which every student must meet with or without reasonable

accommodations in order to participate fully in all aspects of training.

Essential Observational Requirements

- The student must have the ability to observe and acquire information from printed and projected materials.
- The student must be able to differentiate the color of structures both macroscopically and microscopically.
- The student must be able to discern veins through tactile senses.

Essential Movement Requirements

- The student must be able to travel to and from clinical sites for practical experiences.
- The student must be able to move freely and safely about a laboratory.
- The student must be able to reach laboratory benchtops and shelves.
- The student must be able to tolerate lengthy periods of physical activity, including sitting, standing, and moving quickly at times.
- The student must have sufficient fine motor control to collect and process potentially infectious specimens, to safely handle laboratory chemicals, and to manipulate laboratory equipment requiring repetitive motion.

Essential Communication/Cognitive Requirements

- The student must be able to effectively read, write, and speak in English, so as to communicate with instructors, students, patients, and other members of the health care team.
- The student must be able to follow oral and written instructions in order to perform tasks independently.
- The student must be able to comprehend, memorize, analyze, and synthesize scientific information at a level appropriate for phlebotomists.

Essential Behavioral Requirements

- The student must be able to prioritize and complete projects within realistic time constraints.
- The student must be able to exercise judgment and decision-making skills during

periods of stress.

- The student must remain flexible and adaptable to change.
- The student must recognize potentially hazardous situations and proceed safely.
- The student must seek help when needed.
- The student must be able to accept constructive criticism and work to improve performance.
- The student must be able to work collaboratively with fellow students and instructors.

Graduates are expected to be qualified to enter the field of phlebotomy. It is, therefore, the responsibility of the student with disabilities to request those accommodations that he/she feels are reasonable and are needed to execute the essential requirements. Students with disabilities must contact Patrina Probst in Disability Services to arrange for support services. If a student does not inform the college of a disability, ECC is not required to make any exceptions to any standard procedure.

ADA/Section 504 Compliance

Elgin Community College complies with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 to ensure that no students, employees, visitors, or other beneficiaries of the ADA encounter discrimination on the basis of their disability. All college facilities, services, and programs must be accessible to students, employees, and visitors with disabilities unless doing so would be an undue burden to the college. ECC can provide reasonable accommodations to qualified students with disabilities for successful entrance into and completion of courses, but students should note that the college is not required to, nor should it, compromise on program admissions or essential course requirements. Qualified students with disabilities must contact the Student Access and Disabilities Services Office to request reasonable accommodations.

[Student Access and Disability Services | Elgin Community College \(ECC\)](#)

Phlebotomy Program Entrance Requirements

CLT 101 – Phlebotomy (3 credit hours)

Proof of High School (HS) graduation or HS equivalency examination

One of the following items within the past five (5) years

- ECC reading placement test score of 95 or better
- ACT reading score of 19 or better
- SAT/PSAT reading score of 480 or better
- High School GPA of 3.0 or higher (unweighted, based on at least six (6) semesters excluding summer)
- Grade of C or better in HPE-112
- Grade of C or better in RDG-091
- Grade of C or better in LTC-099

CastleBranch

As a requirement upon admission, phlebotomy students are required to set up a CastleBranch account using the code provided upon program acceptance. Once the account is created, follow CastleBranch's instructions regarding documentation uploads, background check submission, and drug screen testing location.

Upon entry to the program, and again before CLT 120, Clinical Practicum I, students must:

- Repeat **drug tests** if more than 45 days old (site specific)
- Repeat **background checks** if more than 45 days old (site specific)
- Complete additional site-specific requirements – those of which are listed below and may be discussed with the Phlebotomy Program Director on an individual basis

Criminal Background Check

A criminal background check is required for all Phlebotomy students – no exceptions.

Criminal background checks must be completed no more than 45 days prior to the start of the student's first semester in the Phlebotomy program. Results must be on file before the first day of CLT 101.

In addition, Phlebotomy students:

- Will be responsible for all costs associated with criminal background checks and drug tests (including repeat tests)

- Will be responsible for independently securing all criminal background checks and drug tests
- Will be responsible for independently contacting CastleBranch regarding background test results

Drug Testing

Drug testing is mandatory for all Phlebotomy students – no exceptions. **Students who refuse to take a drug test will be denied admission to the Phlebotomy program, as well as any Health Professions Program.**

Drug tests must be completed no more than 45 days prior to the start of the student’s first semester in the Phlebotomy program. Results must be on file before the first day of CLT 101.

Per program requirements, Phlebotomy students:

- Will be required to complete another drug test if they choose to leave the Phlebotomy program for one or more semesters
- Will take assistance from the ECC Student Assistance Program with any positive drug test result
- Will not reapply to the Phlebotomy (or any Health Professions) program for a period of one year and supply a letter from a professional source documenting successful rehabilitation following a positive drug screen
- Will be permanently dismissed from the entire Health Professions Division with a second positive drug test
- Must repeat a drug test within 24 hours of a “dilute specimen” notification; failure to do so will result in the test being considered “positive”
- May be subjected to a random drug test if there is probable cause
- May not tamper with or falsify information pertaining to a drug test; a repeat drug test with a witness must be completed no more than 24 hours after

Marijuana

Elgin Community College is aware of the legalization of cannabis products in the state of Illinois. However, any drug test positive for THC will result in dismissal from the Phlebotomy Program. Elgin Community College is a drug-free campus; this mentality is actively applied

and strongly enforced within the Health Professions Division and Phlebotomy Program.

Vaccinations

Per Phlebotomy program requirements, all vaccines and titers are required without exception. The only exclusion is the Hepatitis B vaccine. A declination form will need to be signed and uploaded to CastleBranch in order to move forward with the admission process.

The COVID-19 vaccine is required without exception for all Health Professions students.

Health Insurance

Health insurance is a requirement of the Health Professions Division.

A valid, current insurance card must be uploaded to CastleBranch in order for students to participate in the laboratory portion of CLT 101, as well as clinicals. For more information regarding health insurance, please visit: [Student Medical Insurance | Elgin Community College \(ECC\)](#) or [HealthCare.gov](#).

Notice for Students

Please be aware that all of the information above is mandatory to remain in the Phlebotomy Program at Elgin Community College. Failure to provide the information listed above (background check, drug screen, vaccinations, health insurance) will result in the student being removed from the Phlebotomy Program, as well as the Health Professions Division. All components must be completed before the first day of class.

Financial Information

The complete payment policy can be found at: [Pay for College | Elgin Community College \(ECC\)](#). Tuition must be paid each semester by the payment deadlines posted on the website or student accounts. Students applying for financial aid should do so each semester by the deadlines posted in the financial aid office. Financial aid forms are available online and in the ECC financial aid office. Financial obligation to the college must be met each semester in order to register for the following semester. All fees must be paid by program completion in order to receive the certificate of completion. Student transcripts will be held until all financial

observations are cleared with ECC.

Phlebotomy Course Descriptions

CLT 101 - Phlebotomy (3 credits)

Description: Students will learn basic techniques for blood specimen collection. Units on anatomy and physiology of the circulatory system, medical terminology, specimen processing, laboratory safety, infection control, quality control, and professional skills will also be covered. Students who wish to become certified as phlebotomy technicians must also complete 1.5 credits of CLT 120.

Course Objectives

Upon completion of CLT 101-Phlebotomy, students should be competent in each of the following objectives:

1. Describe the role of the clinical lab within the healthcare environment.
2. Describe departments within a clinical lab and the tests performed in each.
3. Describe the role of the phlebotomist within the clinical laboratory environment.
4. Perform venipunctures and skin punctures successfully.
5. Demonstrate proper handling of clinical specimens.
6. Follow infection control and safety policies.
7. Communicate effectively using appropriate medical terminology.

Academic Integrity

Elgin Community College is committed to providing a learning environment that values truth, honesty, and accountability. Academic integrity means being honest and responsible regarding any work submitted as one's own while in a college course. Acts of academic dishonesty include cheating, plagiarism, fabrication, complicity, submitting the same work in multiple courses, and/or misconduct in research. The purpose of academic assignments is to help students learn. The grade a student receives in a course should reflect that student's efforts. It also indicates how well they have met the learning goals in a course. In order to demonstrate that learning, the work done must always be their own, and if students consult others' work, those consulted sources must be properly cited. Students who commit any act

of academic dishonesty will be subject to sanctions imposed by their instructor, up to and including failure in the course, as well as any sanctions imposed by the Director of Student Success and Judicial Affairs or the Student Disciplinary Committee, as applicable.

For information on how to avoid academic integrity violations, see the Plagiarism Modules available from the main menu on your D2L homepage (under the Student Support tab). Students may also seek assistance from Librarians as well as the Write Place staff.

Further information regarding academic integrity can be found in the Health Professions Policies and Procedures Handbook on the Phlebotomy Program Homepage.

Attendance Policy

Attendance is required in CLT 101. Three (3) absences are allowed over the course of the entire semester. Any absence should be reported to the course instructor via email or phone call. Any and all homework assignments will be due on the original date. Administration has the right to request a student to leave the classroom and/or withdraw a student from a course/program if attendance shows a lack of responsibility and respect to this policy, the instructor or fellow classmates. Exceeding three (3) absences will result in a "F" for CLT 101 and dismissal from the course. Students who anticipate a prolonged absence should contact the Phlebotomy Program Director as soon as possible.

Student Grievance Policy

Students have the right to file a complaint regarding issues that they feel require a resolution. Students should follow the appropriate Student Appeal/Complaint procedure or Grade Appeal procedure as outlined in the ECC college catalog. A student wishing to file a complaint regarding program policies and procedures must follow the ECC Grievance Policy found in the college catalog. The complaint must be submitted in writing, dated and signed no later than 30 days after the occurrence of the contested event.

Procedure: (specific for Phlebotomy students)

1. Appeal to the faculty member
2. Appeal to Director of the Phlebotomy Program
3. Appeal to the Dean of Health Professions

4. Appeal to the Vice President of Teaching, Learning & Student Development

Dress Code/Hygiene Policy

The school uniform is to be worn to all CLT 101 classes and must be laundered after each use. The green scrub top with an ECC emblem and black scrub pants are the phlebotomy-specific attire.

Shoes must be closed toe/heel and kept clean. Long hair should be pulled back, and nails need to be well-manicured. Artificial nails and jewelry are not recommended in a laboratory setting. Avoid strong-smelling lotions, perfumes, and aftershave, as some individuals cannot tolerate strong scents. Short, neatly-trimmed beards and/or mustaches are permitted. Students are expected to use discretion and their best judgment regarding visible tattoos.

No gum chewing, eating, or drinking will be permitted in the laboratory setting. Eating and drinking are allowed in the lecture classroom.

Name Badges

All PBT students are required to obtain an ECC Student ID and student ID card holder. The holder can be purchased at the ECC bookstore. It should be clear, hold your ECC student ID card, and clip to your uniform. The student ID can be obtained through Student Life, Building B, room B173, Monday – Friday between 8 and 5. You need to bring your license and/or state ID and a copy of your schedule.

Grading Policy

92 – 100% (A)

86 – 91% (B)

76 – 85% (C)

<= 75% (F)

Students must get a "C" or higher in order to proceed to CLT 120.

Academic Advising and Testing

The Health Professions Academic Advisor is available to all students to be successful in the Medical Assisting Program. The Academic Advisor provides individual, supportive services in developing time management skills, notetaking, test-taking skills, and campus referrals, as well as coordinating personal, academic, financial, and career-related assistance. A Spartan Success Early Alert will be initiated for students who score below 70% on any unit exam. If a Spartan Success Early Alert referral is initiated by the instructor, the student is required to meet with the Health Professions Academic Advisor and complete recommendations, which may include scheduled appointments to improve student success. Our Health Professions Advisor is:

Sarah Buzzelli
847-214-7286
sbuzzelli@elgin.edu
B120

All testing occurs in the classroom, unless stated otherwise by an instructor. If a student needs a different testing environment or more time to test, the student may be permitted to take written tests in the testing center based on ADA declaration and request for accommodations. Lab and hands-on testing must be done in the phlebotomy lab. Some accommodations for time provided to take lab and hands on test may be available. Students should discuss this with their respective instructors if needed.

Withdrawal/Re-entry Policy

Students must follow ECC's withdrawal policy, which can be found at [Withdrawal | Elgin Community College \(ECC\)](#). Students must inform their instructor and the Phlebotomy Program Director of their decision to withdraw from CLT 101. Re-entry into the Phlebotomy program is determined by the Phlebotomy Program Director.

Snow Day Policy

The following radio and TV stations will report college closings: WGN, WBBM, WRMN, FOX, STAR, CBS TV, NBC TV, ABC TV, WGN TV, FOX TV, and CLTV. Students should also subscribe to the ECC Emergency Alert System. Simply, register on-line at emergency.elgin.edu When

there is a school closing or emergency, you will receive a text message.

If the college is closed, students are not required to attend practicums, however, any missed days must be made up. Site visits will not occur when campus is closed for snow days.

Safety Policy

Students must demonstrate competency in safety protocol during CLT 101. The following safety precautions must be followed while in the student laboratory (A222):

1. No eating or drinking is allowed while performing lab procedures.
2. Fluid-resistant lab coats must be worn while performing lab procedures.
3. Disposable gloves must be worn when handling biological specimens.
4. Lab coats/gloves are not to be worn outside of the student laboratory.
5. Eyes must be protected with safety glasses or face shields when splashing is anticipated.
6. All chemical spills must be cleaned up immediately using the spill kit.
7. All body fluid spills must be decontaminated immediately using a 10% bleach solution.
8. Any accidents (broken glassware, body fluid splashes, puncture wounds, etc.) must be reported to the instructor immediately, and follow-up action initiated as directed (see Bloodborne Pathogen Exposure Policy in the Health Professions Policies and Procedures Manual).
9. All bags, jackets, food and drink must be stored in your locker. These items may not be brought into room A222.

Health Professions students are expected to practice safe techniques, remain drug and alcohol-free, maintain a clean criminal background check, and demonstrate professional behavior at all times while on campus or in the clinical setting.

Program directors or faculty may immediately remove a student from an educational experience and recommend to the Dean of Health Professions a failing grade for a student for unsafe behavior, drug or alcohol use, background check violation, or the demonstration of unprofessional behavior (such as but not limited to: physical or verbal threats, inappropriate comments, physical abuse, offensive touching or use of force on a person without the person's consent, verbal abuse, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person). The recommendation for

removal may result in permanent dismissal from the Health Professions Division.

Bloodborne Pathogen Exposure Policy

Scope

Applies to all students enrolled in ECC Health Professions programs

Policy Statement

In accordance with the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogen Standard, all students who have an exposure incident to bloodborne pathogens while engaged in Elgin Community College's sponsored health professions programs will benefit from prompt medical attention, including baseline and follow-up laboratory testing as necessary.

Definitions

Blood: human blood, human blood components, and products made from human blood.

Bloodborne pathogens: pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Other potentially infectious materials include:

- Amniotic fluid
- Body tissues
- Organs from a human
- Semen
- Cerebrospinal fluid
- Pericardial fluid
- Peritoneal fluid
- Pleural fluid
- Saliva (in dental procedures)
- Vaginal secretions

Contaminated: The presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Contaminated sharps: any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes and exposed ends of dental wires.

Exposure Incident: a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious material that results from the performance of a student's duties.

Parenteral Piercing: mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts and abrasions.

Personal Protective Equipment: Specialized clothing or equipment worn by a student for protection against a hazard. General work clothes (e.g. uniforms pants, shirts or blouses) not intended to function as protection against a hazard are not considered personal protective equipment. Examples include but are not limited to:

- CPR barrier
- *Face shields/masks/goggles:* are to be worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated.
- *Gloves:* to be worn when it can reasonably be anticipated that the student may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin; when performing vascular access procedures and when handling or touching contaminated items or surfaces. Disposable gloves such as surgical or examination gloves must be replaced as soon as practical when contaminated or as soon as feasible when they are torn or punctured or when their ability to function as a barrier is compromised. Disposable (single use) gloves are not to be washed or decontaminated for re-use.
- *Gowns/aprons and other protective body clothing:* to be worn as a barrier between general clothing and a potential exposure hazard.

Standard Precautions: An approach to infection control. According to the concept of Standard Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

Procedure

Clinical/Lab Practices

1. All students will be presented current Blood Borne pathogen educational information per program policies. Additional training will be provided for any changes or updates.
2. Students who do not complete Blood Borne Pathogen training will not be allowed in the clinical or lab area.
3. All students will apply the practice of Standard Precautions and Infection Control in each task they perform. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.
4. Contaminated sharps must be disposed **immediately after use** in a puncture resistant container, labeled with a biohazard warning and leak-proof on the sides and bottom.
5. Contaminated needles or sharps are not bent, recapped or removed. If recapping or needle removal is necessary, it is accomplished through the use of a medical device or a one-handed technique under the direct supervision of a healthcare practitioner or instructor.
6. The needle or sharps safety device must be activated **immediately after use** according to the manufacturer's intended guidelines.
7. Students should notify the supervising healthcare practitioner or instructor of any sharps containers that are overfilled.
8. The student shall **never** attempt to retrieve any item that has been disposed of in a sharps container.
9. Broken glassware which may be contaminated shall not be picked up directly with the hands. It shall be cleaned up using mechanical means, such as a brush and dust pan, tongs, or forceps.
10. Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses is prohibited in clinical areas where there is potential for exposure to blood borne pathogens.
11. If the student brings food and/or drink to the clinical site, it is not to be kept in refrigerators, freezers, on countertops or in other storage areas when blood or potentially infectious fluids are present. It may be stored in the refrigerator or area for facility employee food/drinks. It may not be stored in the same areas as patient food or drink.

12. All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.

Personal Protective Equipment

1. The student will wear appropriate personal protective equipment provided by the facility such as, but not limited to: gloves, gowns, laboratory coats, face shields or masks and eye protection, mouthpieces, resuscitation bags, pocket masks, or other ventilation devices.
2. Personal protective equipment will be considered “appropriate” only if it does not permit blood or other potentially infectious materials to pass through to or reach the student’s uniform, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.
3. All personal protective equipment shall be removed prior to leaving the work area.
4. When personal protective equipment is removed it shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.
5. Gloves shall be worn when it can be reasonably anticipated that the student may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin; when performing vascular access procedures; and when handling or touching contaminated items or surfaces.
6. Disposable (single use) gloves, such as surgical or examination gloves shall be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.
7. Disposable (single use) gloves shall not be washed or decontaminated for re-use.
8. Masks in combination with eye protection devices, such as goggles or glasses with solid side shields or chin length face shields, shall be worn whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.
9. Appropriate protective clothing such as, but not limited to, gowns, aprons, lab coats, clinic jackets or similar outer garments shall be worn in occupational exposure situations. The type and characteristics will depend on the task and degree of exposure anticipated.

Post-Exposure Practices

Working in the health field involves an assumption of risk.

1. Students shall follow the correct protocol, procedures, and policies of host facility and OSHA to keep the risk for injury or illness at a minimum.
2. In the event that an exposure occurs, the student assumes the responsibility for testing, treatment, and any other expenses.
3. Following any contact of body areas with blood or any other infectious material, students shall thoroughly wash the exposed area.
4. Students must notify their clinical instructor immediately of any exposure or possible exposure.
5. The student should seek medical attention immediately to determine what type of follow-up is necessary. Post exposure care for Hepatitis B and HIV should be administered as soon as possible (within the first few hours) after the exposure incident for maximum effectiveness.
6. Follow-up documentation will be submitted to the appropriate ECC Program Director which includes the route of exposure and the circumstances related to the incident. Refer to attached **Exposure/Incident Report Form**.

Reporting of Clinical Exposure Incidents

The report of the clinical incident documents events that are breaches of professional practice. A clinical incident occurs when there is a violation of professional standards or requirements, or if there is unsafe patient care or medication administration procedures; and the clinical agencies require an institutional specific "incident report". Safety practices at the clinical agencies and at Elgin Community College are the responsibility of health professions faculty and students. All incidents must be reported **immediately** to the appropriate persons.

Procedure

Clinical incidents involving a Health Professions student and/or a clinical patient:

1. The student will notify clinical instructor, health practitioner or program faculty at once.
2. The student will, under the supervision of a clinical instructor, health practitioner or program faculty, notify the manager/coordinator of the department/unit.

3. The student and clinical instructor, health practitioner or program faculty, under the direction of the manager/coordinator, will follow the procedure at the clinical agency at which the incident occurred and complete appropriate "incident report" forms.
4. The student, under the direction of the program faculty/director, or clinical staff, will complete the **ECC Exposure/Incident Report Form**.
5. Once signed by all parties, a copy will be submitted to the Dean of Health Professions.
6. Financial obligations incurred as a result of the incident will be the responsibility of the student.
7. Reference: [Occupational Safety and Health Administration \(OSHA\) Standard Number 1910.1030](#)



Exposure/Incident Report Form

Working in the healthcare field involves an assumption of risk. Students shall follow the correct protocol, procedures, and policies to keep the risk for injury or illness at a minimum. In the event that an exposure occurs, the student assumes the responsibility for testing, treatment, and any other expenses.

If an exposure occurs, students should safely complete patient care and inform the clinical instructor immediately. This form will be completed in addition to any forms required by the facility and submitted to a program official.

Name: _____ HP Program: _____

Phone: _____

Exposure Incident Date: _____ Time: _____

Location of Exposure: (ie. facility & department or unit) _____

Type of Exposure: (ie. needle stick, mucous membrane, bite etc.) _____

Type of Device: (ie. manufacturer, safety device, type of needle etc.) _____

Body fluid or substance involved: _____ Body part(s) exposed: _____

Incident Details: (Explain in detail what occurred)

Personal protective equipment used: _____

Was first aid performed? YES NO (Check one)

Describe action taken & if so, by whom?

Follow-up testing and results (attach documentation)

Instructor Name: _____

Instructor Signature: _____

Comments:

Facility contact to whom incident was reported:

Student Signature: _____ Date: _____

Program Director Signature: _____ Date: _____

Submit copy of completed form to both the Program Director and Dean of Health Professions

All students are required to read and sign the Health Professions Consent and Release form before participating in any lab activities.



CLT 101 - Venipuncture Competency Checklist

Name: _____ Evaluator: _____ Date: _____

Steps of the Venipuncture Procedure	Rating			
	15 Points	10 Points	5 Points	0 Points
1. Review test requisition				
Comments:				
2. Introduce yourself				
Comments:				
3. Identify patient				
Comments:				

Steps of the Venipuncture Procedure	Rating			
	15 Points	10 Points	5 Points	0 Points
4. Assemble equipment and supplies				
Comments:				
5. Position patient				
Comments:				
6. Apply tourniquet				
Comments:				
7. Select venipuncture site				
Comments:				

Steps of the Venipuncture Procedure	Rating			
	15 Points	10 Points	5 Points	0 Points
8. Release tourniquet				
Comments:				
9. Put on gloves				
Comments:				
10. Clean venipuncture site				
Comments:				
11. Reapply tourniquet				
Comments:				

Steps of the Venipuncture Procedure	Rating			
	15 Points	10 Points	5 Points	0 Points
12. Anchor vein				
Comments:				
13. Insert needle into vein				
Comments:				
14. Fill tubes following proper order of draw				
Comments:				
15. Mix anticoagulated tubes				
Comments:				

Steps of the Venipuncture Procedure	Rating			
	15 Points	10 Points	5 Points	0 Points
16. Release tourniquet				
Comments:				
17. Remove needle				
Comments:				
18. Immediately apply pressure to site with gauze				
Comments:				
19. Dispose of needle				
Comments:				

Steps of the Venipuncture Procedure	Rating			
	15 Points	10 Points	5 Points	0 Points
20. Label tubes and follow special handling requirements				
Comments:				
21. Check puncture site and apply bandage				
Comments:				
22. Thank patient				
Comments:				
23. Dispose of used equipment and supplies				
Comments:				

Steps of the Venipuncture Procedure	Rating			
	15 Points	10 Points	5 Points	0 Points
24. Remove gloves and wash hands				
Comments:				
25. Communicate appropriately with patient				
Comments:				



CLT 101 - Professionalism Evaluation

Name: _____ Evaluator: _____ Date: _____

Attitudes and Behaviors	Exceeds Expectations (5 points)	Meets Expectations (3 points)	Does Not Meet Expectations (1 point)
Adaptability Student responds to changes quickly; student is able to multitask.			
Comments:			
Communication Student demonstrates effective written and oral communication skills, interacts in a professional manner.			
Comments:			
Confidence Student organizes work to be completed, works independently, recognizes limitations.			
Comments:			

<p style="text-align: center;">Attitudes and Behaviors</p>	<p style="text-align: center;">Exceeds Expectations (5 points)</p>	<p style="text-align: center;">Meets Expectations (3 points)</p>	<p style="text-align: center;">Does Not Meet Expectations (1 point)</p>
<p>Cooperation Student helps others willingly.</p>			
<p>Comments:</p>			
<p>Dependability Student arrives on time, begins work promptly, completes assignments in allotted time, properly uses and maintains equipment.</p>			
<p>Comments:</p>			
<p>Initiative Student displays enthusiasm and motivation, asks relevant questions, seeks additional information.</p>			
<p>Comments:</p>			
<p>Integrity Student follows instructions/course policies, pays close attention to detail, admits to errors or mistakes, takes responsibility for their actions.</p>			
<p>Comments:</p>			

Attitudes and Behaviors	Exceeds Expectations (5 points)	Meets Expectations (3 points)	Does Not Meet Expectations (1 point)
Judgment Student makes sound decisions after considering all options; seeks help when needed.			
Comments:			
Reaction to Criticism Student accepts constructive criticism, tries to correct weaknesses, maintains work quality under pressure.			
Comments:			
Safety Student follows lab safety policies, keeps work area clean.			
Comments:			

Total: _____

Number of absences in the course: _____
 (1 point will be deducted from the total score for each absence)

Professionalism Evaluation Score: _____

Social Media Conduct Contract

In exchange for the educational opportunities provided by the clinical coursework and clinical rotations, I agree to comply with all state, local, and federal requirements governing the privacy of medical information. I agree to uphold all HIPPA and other privacy requirements both in the classroom and during my clinical rotations. Those privacy requirements have been explained to me, and by signing this document I agree to fully comply with these requirements.

I understand that I am bound to comply with all privacy requirements not only at the clinical rotation, but also when conversing with anyone not directly involved in the patient's care, including family, friends, and peers. I will be held accountable for maintaining the privacy of any information obtained, seen, or given during the clinical rotations. To uphold the privacy of such information, I agree to not post or discuss any clinical experience, or information regarding my experience with the clinical agency, its staff, or its clients/patients on any internet or web-based platforms (Facebook, Twitter, Emails, MySpace, Instagram, LinkedIn, and/or any others not specifically mentioned). I understand that administration periodically searches the internet for breaches of its privacy policies. I will be prohibited from returning to the clinical site if any privacy requirement in any regard is violated. Such violation may also result in a delay in completing degree requirements or in further disciplinary action against me by Elgin Community College.

By signing this document, I agree to fully comply with this social media conduct contract and all expectations included herein.

Student Signature: _____

Date: _____

Student Last Name: _____ First Name: _____ ECC ID: _____

Witness Signature: _____

Date: _____



Phlebotomy Program Student Handbook Agreement

Elgin Community College's Phlebotomy Student Handbook provides information regarding the policies and procedures in effect for the Phlebotomy program. Students will be fully informed of any changes to this document.

Students must indicate agreement with each of the following statements by initialing on the lines below.

I have reviewed the Phlebotomy Student Handbook.

I am aware that it is my responsibility to ask questions about the contents of the Phlebotomy Student Handbook and have those questions answered to my satisfaction.

I understand that failure to follow any of the policies in the Phlebotomy Student Handbook may result in my dismissal from the Phlebotomy program.

I agree to fully participate in the lab portion of the Phlebotomy program. I understand that this requires hands-on participation and that parts of my body will be exposed and touched.

I agree that while enrolled in the Phlebotomy program, I will treat my studies, campus labs, and clinical experiences as an employee would treat job responsibilities, recognizing that my instructor assumes the role of my supervisor. I will strive to learn the technical skills and develop the professional behaviors and attitudes required of a Phlebotomist.

Student (signature)

Date

Student (print name)

ECC Student ID Number

Confidentiality Statement

I give permission to release information regarding my professional qualities, academic achievement, and clinical performance to the Phlebotomy Program Director when responding to requests for employment consideration. This release does not include any information submitted by me or at my direction relating to medical records or reasonable accommodations under the Americans with Disabilities Act. This policy is revocable upon my written request to the Phlebotomy Program Director.

Student (signature)

Date

Student (print name), Student ID

Photography Release

I give permission to release photographs taken for the sole purpose of identification of my status as a student enrolled in ECC's Phlebotomy program to the affiliated clinical facilities where I will be assigned.

Student (signature)

Date

Student (print name), Student ID

Permission to Survey Future Employer

I give permission to survey my future employer as part of the Phlebotomy program's assessment process. I understand that this information will be kept confidential and will be used solely for the purpose of evaluating the effectiveness of the program meeting its goals.

Student (signature)

Date

Student (print name), Student ID

Voluntary Assumption of Risk & Release of Liability

This Is a Release of Legal Rights. Read Carefully Prior to Signing.

Elgin Community College is a non-profit educational institution. References to Elgin Community College include its officers, Board of Trustees, employees, and its designated agents.

As a student in Elgin Community College's Health Professions Division, I (print your name)

_____, freely choose to participate in the (print your program name)

_____ program in which I am enrolled. I agree as follows:

Risks: I understand that the clinical education environment for the Program in which I am enrolled through Elgin Community College contains exposures to risks inherent in activities required for participation in the Program. These risks include but are not limited to bodily injury, communicable and infectious diseases, and property damage.

Health and Safety: I have been advised to consult with a healthcare provider regarding my personal medical needs. I have obtained the required immunizations. I recognize that Elgin Community College is not obligated to attend to any of my medical or medication needs, and I assume all risks and responsibilities. In case of a medical emergency occurring during my participation in this Program, I authorize the representative of Elgin Community College to secure whatever treatment is necessary. I agree to pay all expenses related to any treatment and release Elgin Community College from any liability for any actions.

Assumption of Risk and Release of Liability: Knowing the risks described above and in voluntary consideration of being allowed to participate in the Program, I hereby knowingly assume all risks inherent in this activity and connected activities. I agree to release, indemnify, and defend Elgin Community College and its officers, Board of Trustees, employees, and its designated agents from all claims of any kind which I, the student, may have for any losses, damages, or injuries arising out of or in connection with my participation in this Program.

Signature: I indicate that by my signature below, I have read the terms and conditions of participation in this Program and agree to abide by them. I have carefully read this Voluntary Assumption of Risk and Release of Liability and acknowledge that I understand it. The laws of the State of Illinois shall govern this Voluntary Assumption of Risk and Release of Liability.

Student (signature)

Date

Witness

Date

Safety Policy

Students must demonstrate competency in safety protocol during CLT 101. Safety objectives are continually reinforced during all of the Phlebotomy courses and clinical practicums. The following safety precautions must be followed while in the student laboratory (A-222):

1. No eating or drinking is allowed while performing laboratory procedures.
2. Fluid resistant lab coats must be worn while performing laboratory procedures.
3. Disposable gloves must be worn when handling biological specimens.
4. Lab coats/gloves are not to be worn outside of the student laboratory.
5. Eyes must be protected with safety glasses or face shields when splashing is anticipated.
6. All chemical spills must be cleaned up immediately using the spill-kit.
7. All biological spills must be cleaned up immediately with Cavicide or bleach.
8. Any accidents (broken glassware, puncture wounds, etc) must be reported to the instructor immediately and follow-up action initiated as directed (Refer to the Bloodborne Pathogen Exposure Policy in the Health Professions Policies & Procedures Manual for this information).

Health Professions students are expected to practice safe techniques, remain drug and alcohol free, maintain a clean criminal background check, and demonstrate professional behavior at all times while on campus or in the clinical setting.

Program directors or faculty may immediately remove a student from an educational experience and recommend to the Dean of Health Professions a failing grade for a student for unsafe behavior, drug or alcohol use, background check violation, or the demonstration of unprofessional behavior (such as but not limited to: physical or verbal threats, inappropriate comments, physical abuse, offensive touching or use of force on a person without the person's consent, verbal abuse, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person). The recommendation for removal may result in permanent dismissal from the Health Professions Division.

A student may choose to appeal a failing grade through the Grade Appeal Process as stated in the college catalog. A student may choose to appeal a permanent dismissal from the Health Professions Division through the Disciplinary Procedures as stated in the college catalog.

Student Signature: _____

Date: _____

ECC Student ID: _____