

# **Phlebotomy Program**

## **PBT 101**

### **Student Handbook**

**2025-2026**



**Elgin Community College**

**1700 Spartan Drive**

**Elgin, Illinois 60123**

**[www.elgin.edu](http://www.elgin.edu)**

**(847) 214-7322**

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

Updated January 2024

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

### PBT 101 – Phlebotomy (3.5 credit hours)

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

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

- Reading: grade of C or better in RDG 091 or LTC 099, or satisfaction of other placement criteria

## 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 should be on file before the first day of PBT 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.**

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 should be on file before the first day of PBT 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 is actively applied and strongly enforced within the 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 can be signed and uploaded to CastleBranch, as long as there is proof of a previous Hepatitis B vaccine or titer filed.

**The COVID-19 vaccine is required without exception for all Phlebotomy 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 PBT 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 CastleBranch 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. All components must be completed before the Program Director begins seeking clinical placement for students, which is approximately halfway through the PBT 101 course. Students should also be aware that clinical sites may inquire about background check and drug test results, as well as immunization records.**

# 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

## **PBT 101 - Phlebotomy (3.5 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 PBT 120.

## Course Objectives

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

1. Define the role of the phlebotomist in the healthcare setting.
2. Communicate effectively using medical terminology.
3. Demonstrate proper blood collection techniques.
4. Demonstrate specimen transport and processing.
5. Identify laboratory departments and the tests performed in each area.
6. Understand the concepts of quality control and quality assurance.
7. Describe special collection procedures.
8. Follow safety and infection control policies.
9. Interact with peers and instructors in a professional manner.

## 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 PBT 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 PBT 101 and dismissal from the course. Students who anticipate a prolonged absence should contact the Phlebotomy Instructor and 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 PBT 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 PBT 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.

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](http://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.



# PBT 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:				



## PBT 101 - Professionalism Evaluation

Name: \_\_\_\_\_ Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

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: \_\_\_\_\_