

Phlebotomy Program Student Handbook

Harrison | Mt. Pleasant | Online

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Course Catalog

Mid Michigan College's entire [Course Catalog \(https://www.midmich.edu/academics/courses-catalogs\)](https://www.midmich.edu/academics/courses-catalogs) can be reviewed on Mid's webpage.

Purpose

The purpose of this handbook is to acquaint the Phlebotomy student with the policies and procedures of this program. All policies and procedures as stated in this handbook are subject to change at any time at the discretion of the college with due notice to the student.

Program Mission

To develop Phlebotomists' competency to perform in areas of professional practice.

Course Description

Through 73 classroom hours of lecture and simulated lab activities, the student will gain an understanding of the theory of laboratory procedures as well as a command of the skills necessary to perform accurately and efficiently as a Phlebotomist in a business/hospital setting. Course requirements include the successful completion of a three-week practicum in phlebotomy at a clinical site approved by the instructor and the Clinical coordinator of the Phlebotomy program. The program will qualify the student to seek nationally recognized certification (ASCP) if desired. Certification is optional and is not required to pass this course.

Certificate Requirements

1. 43 hours of classroom training
2. 30 hours of simulated laboratory training with 100% competency on checklists
3. 120 hours of successful externship experience
4. Acceptable attendance

Student Requirements

- Students must be 18 years of age at the time training begins.
- Students must meet the health requirements listed within the handbook.
- Students must have an acceptable background record.
- Students need to provide a current, negative drug screen.
- High school diploma, GED, or equivalent certification is not required for the Phlebotomy Program. However, students interested in taking the ASCP certification exam upon completion of the Phlebotomy Program, will need documentation of a high school diploma or GED. ASCP certification is explained further in this student handbook.

Health Requirements

The following immunizations are needed to participate in the Phlebotomy program:

- Current negative drug screen. A 10-panel non-DOT urinalysis is recommended.

- Current negative tuberculosis (TB) test (annual proof of results and date read) or negative chest x-ray
- Hepatitis B immunizations or titer
- Measles, Mumps, Rubella (MMR) immunizations or titer
- Tetanus, Diphtheria, Acellular (Tdap) vaccination (current within last 10 years)
- Varicella immunization or titer
- Influenza vaccination (seasonal)
- Covid-19 vaccination - full vaccination status is recommended.

Health records can be obtained from your local health department or family doctor.

Background Check Requirements

Prior to being accepted in the Phlebotomy program, students must undergo a State of Michigan criminal background check in accordance with state regulations. If a record is found for any felony or certain misdemeanors, the student may not be allowed to take the class. The background check ensures program eligibility, but does not guarantee employment by a healthcare facility.

Progression

There is a progression process through 73 hours of classroom instruction and 120 hours of practical experience during an Externship training period.

1. Classroom

- Each student will be provided with 43 hours of classroom training
- Students must achieve a grade of 80% or better to pass the classroom portion of the program in order to complete the Externship
- Each student is expected to successfully complete 30 hours of simulated laboratory training
- All lab competencies must be passed at 100% proficiency.
- Students will demonstrate the ability to integrate and communicate ideas and information by participating in class led discussions to provide an overview of the chapter or subject matter.
- Computers are available to all students and can be accessed through the Administrative Specialist

2. Externship

- Externship is 120 hours – all hours are required.
- Tech Center staff and Instructor will assign each student to one of the contracted clinical (affiliate) sites. In the event that an externship site is not available within the stated period of the program, the college will make alternate placement arrangements within three months of classroom completion.
 - Site placements will be assigned once training has begun.
- Externship has a general schedule of Monday – Friday, 8 hours daily, for three weeks. The shift times are determined by the assigned clinical site. The assigned schedule will not be deviated from.
- The student will:

- Be responsible for providing their own transportation to and from the clinical site.
 - Report to externship at the time agreed upon by site supervisor with checklist and log sheet
 - Adhere to accepted policies and procedures of the facility
 - Complete 120 hours of clinical training
 - Perform a minimum of 100 supervised venipunctures (including dermal punctures)
 - Utilize skills and apply knowledge learned in the classroom and the simulated lab in the clinical setting
 - Demonstrate competence in the stated learning objectives
 - Complete the externship skills checklist and activity log. All forms must be signed and/or initialed by the appropriate site personnel. Checklists and logs missing signatures will not be accepted and you may be required to repeat those externship hours.
- e. Dismissal from an externship site location for any reason (attendance, behavior, performance, etc) will be an automatic dismissal from the Phlebotomy program in its entirety.

3. Certificate will be awarded upon successful completion of classroom and externship training.

Externship Work

During the scheduled 120 hours of externship experience:

- Students are responsible for obtaining, understanding, and complying with clinical site policies and procedures.
- Students shall not receive compensation or payment, either monetary or gifts, from the Externship site.
- Students may not be substituted for regular staff to perform service work.
- Students are cautioned not to perform any procedure without the clinical staff present.
- Students will not be allowed to access hospital computers during externship unless expressly permitted or authorized by hospital personnel.
- The Tech Center staff and Instructor works closely with each student to assign an externship site, suitable to both student and Clinical Manager. It is NOT acceptable for students to trade sites, nor should students seek out their own site arrangements.

Students will be required to complete hospital requirements for student experiences. This includes reviewing, signing and submitting documents, trainings, orientations and sharing immunization records. All of these must be completed in full by the first day externship. Tech Center staff and your instructor will share your requirements and directions for completion based on externship site placement. Failure to complete the requirements before the given deadline will result in your externship being delayed.

American Society for Clinical Pathology (ASCP)

Successful completion of training will provide you with eligibility for the ASCP Phlebotomy Technician certification. Becoming a certified Phlebotomist is a valuable self-investment. Certification will demonstrate standardized skills and knowledge, competency, and provides career development.

Mid Phlebotomy graduates wishing to apply for an ASCP certification can do so online at ascp.org. The eligibility route that you will apply with is Route One. You will be required to provide documentation of high school graduation or equivalency and completion of a NAACLS approved Phlebotomy program. Full details for application will be shared with students in Moodle and discussed throughout training.

The cost of this exam is additional to Mid's Phlebotomy program tuition.

Attire

- Hair is to be neat, clean, away from face, pulled back and not able to fall forward. Unnatural hair colors are not allowed.
- Facial hair should be neatly groomed.
- Jewelry should not interfere with your ability to perform clinical skills or be a potential harm to yourself or others.
 - Rings are acceptable but should not impede patient care and donning of gloves.
 - Only post earrings are acceptable (no hoops).
 - No other body piercings should be visible (nose, eyebrow, lip, tongue, etc). The use of clear or skin colored spacers is acceptable.
 - Watches are acceptable.
- No visible tattoos are allowed regardless of subject matter.
 - Tattoos may be covered with long sleeves, bandages, make-up or other resources.
- Fingernails are to be clean and fingertip length. Nail polish and artificial nails are not allowed.
- For patient comfort; perfumes, aftershaves, lotions and deodorant should have a light scent.
- If you smoke, it is recommended you are conscious of when and where you smoke. Patients can be sensitive to the scent. Keep in mind that many hospitals do not allow smoking on the premises.
- Mid photo ID must be worn on at all times.
- Clean, black solid colored scrubs are required to be worn for all scheduled classes and externship.
- Clean, waterproof tennis shoes are required. No mesh or canvas shoes. Shoes must be closed toe and heel.

Professional Behavior Expectations

- Maintain regular communication with instructors, externship site supervisors and College staff.
- Practice active listening.
- Demonstrate gentleness in interactions.
- Take ownership and responsibility for tasks.
- Acknowledge the importance of offering sincere apologies when necessary.
- Understand patient confidentiality and uphold privacy standards.
- Apply theory knowledge acquired in class during the Externship.
- Uphold honesty in all professional dealings.

- Demonstrate compassion in interactions with others.
- Show respect to fellow classmates, instructors, hospital affiliates and College staff.
- Prioritize promptness in all professional responsibilities.

Prohibited Behaviors and Actions

- Establishing your own externship site placement and schedule.
- Externship hours may not be completed at a facility where you are employed.
- Switching of externship sites after placement cannot be accommodated due to variations in requirements at each site.
- Engaging in gossip.
- Demonstrating undue familiarity with patients, avoid personal questions and limit conversations as instructed in class.
- Sharing personal or intimate information with staff or patients.
- Arguing or disagreeing with staff regarding task performance (questions are encouraged, but arguments are not).
- Acts of sexual harassment, sexual innuendos, or using derogatory language towards classmates, instructors, patients or hospital staff.
- Using foul language, shouting, or displaying rudeness.
- Attending class or externship while impaired by drugs or alcohol.
- Loitering or reading non-technical material during training sessions.
- Bringing or using cell phones during scheduled classes and at externship.

Refunds

- Full tuition is due by the first day of training. Refunds (full or pro-rated) will not be offered once training is started.
- Students who withdraw from training or are dismissed for any reason will not receive a refund for training costs.
- Any student choosing to withdraw from training, must immediately contact the classroom instructor or the Tech Center staff
- Students withdrawing from the program after it is started or are dismissed, will not be permitted to move to a future class section. If you wish to complete training at a future date, you will be required to complete the registration process again.

Definition of Roles

Instructor(s): Classroom –

Simulated Lab –

- Provides classroom and laboratory training on-campus or at an off-campus location
- Coordinates the placement of each student at one of the existing affiliate externship sites
- Will be available by phone, email or in-person to serve as advisor for the student
- Serves as a liaison between site supervisor, college and student

Clinical Liaison: (To be provided upon assignment to site)

- Manager or Supervisor at the Externship site who is responsible to oversee training process

Clinical Instructor: (To be provided upon assignment to site)

- Employee designated by the Externship site to provide the student with supervised training during the externship

Program Director: Cindy Fillmore MT (ASCP), MBA

- Responsible for the content and the ongoing development of the program

Director of Workforce & Economic Development: Autumn Matthews

- Responsible for the Administration of the program
- Email: ammatthews@midmich.edu

Administrative Specialist: Katie Shear

- Responsible for clerical support to the Phlebotomy Program, including student record retention
- Email: kshear@midmich.edu

Students may confer with instructors or program leaders at any time by appointment. The instructor will periodically confer with students during the clinical rotations. Students are free to schedule additional conferences at any time to discuss progress, problems, or any other school-related matters. Due to the length of the program, students are notified immediately when they may not be performing satisfactorily. Records of academic counseling are kept in permanent files. Confidentiality and impartiality are maintained throughout.

Classroom Attendance

It is encouraged that students attend all scheduled classes. Should the need for an absence occur, one excused absence will be permitted. It will be expected that the student completes all missed classwork upon their return. Refer to Mid's Phlebotomy Program Attendance Policy for the full attendance policy. If special circumstances arise, the instructor and appropriate Tech Center Staff will determine if the student will be allowed to continue the program.

Externship Attendance

Each student is required to complete 120 hours of Externship training. No absences will be permitted during externship. The only exception is for illnesses. Absences for any reason other than illness are not excusable and will result in a dismissal from the program.

For all occurrences of absence:

1. Contact the Externship Supervisor/Manager (at the site) and communicate reason for absence. If absence is due to a contagious illness, a doctor's note must be submitted to the Program Instructor.
2. The student must arrange to make up the missed time through the Externship Supervisor at the site. (Immediately upon return from absence)
3. Contact the Program Instructor and discuss absence.

Inclement Weather

If Mid closes due to weather conditions, Phlebotomy classes will be cancelled as well. If Mid has a delay, and the class has an hour or more of class time remaining, class will begin at the delayed time.

For example, if the college cancels classes until 10:00 am and the scheduled class time is 8:00 am - 12:00 pm, the class will still meet from 10:00 am -12:00 pm. However, that same class would not meet at all if classes were delayed until 11:30 am, since there would be less than one hour of class time remaining.

If our partnered sites close due to weather conditions, Phlebotomy classes held at those locations will be canceled as well.

Class time missed due to closures will be rescheduled.

Students should plan accordingly to be at all scheduled externship days regardless of weather conditions.

Emergency Procedures

A copy of Mid's emergency related procedures can be found on the [Campus Safety webpage \(https://www.midmich.edu/campus-life/safety-security\)](https://www.midmich.edu/campus-life/safety-security)

Grades

To pass this course:

- Student must obtain a cumulative grade of at least 80% on homework, quizzes and tests
- Achieve an overall acceptable evaluation from the clinical site supervisor
- Perform a minimum of 100 venipunctures within the 120 hour externship
- Tasks performed in the laboratory and clinical setting must be completed at 100% competency without assistance to receive a satisfactory grade

Student Records

The Tech Center staff will retain student records in accordance with Mid's Records Retention and Disposal Schedule. Student records are confidential. Student transcripts and certificates of completion are permanently stored. Students seeking a copy of their transcript or certificate may contact the Tech Center.

Failure and Probation

- The instructor will review each student's progress in the course on a regular basis. The instructor will counsel students to aid them in their progress through the course. It is also the student's responsibility to seek out the instructor for assistance as needed.
- Students may receive a Letter of Warning when information suggests a significant risk of failure, evidenced by substandard academics or unacceptable behavior. A student that receives one verbal and two written warnings, will fail the class.

Confidentiality

Phlebotomy students will have access to confidential information during the clinical externship experience. Confidential information includes patient information, employee information, financial

information, other information relating to your duty as a student and information proprietary to other companies or persons. You may have access to some or all of this confidential information through the computer systems of the clinical facilities or through your student activities.

Confidential information is protected by strict policies of the clinical facilities and by federal and state laws particularly the Health Insurance Portability and Accountability Act (HIPAA). The intent of these laws and policies is to assure that patient's protected health information or individually identifiable information provided to students orally or contained in patient medical records or maintained on the facility's electronic information system will remain confidential.

As a student, you are required to comply with the applicable policies and laws governing confidential information. You cannot disclose confidential information outside of your clinical externship setting. Any violation of these policies will subject the student to discipline, which may result in dismissal from the Phlebotomy program. Clinical facilities may require you to sign an additional confidentiality agreement as you begin your externship experience.

Academic Dishonesty

Students have an obligation to abide by accepted standards of academic honesty which dictate that all scholastic work shall be original in nature. A copy of Mid's Academic Dishonesty Policy can be found in Mid's [Course Catalog \(https://www.midmich.edu/academics/courses-catalogs\)](https://www.midmich.edu/academics/courses-catalogs).

Grade Grievance Procedure

Under Mid Michigan College policy, it is the instructor's prerogative to determine student grades. If a student has a question about a grade, the student must first discuss the matter with the instructor. This discussion should occur immediately. The instructor should discuss the matter willingly and provide clear evidence for the basis of the grade issued. In turn, the student should provide a valid basis for grieving the grade.

If the instructor agrees at this point to make a grade change, that will be reflected in their records. If the instructor determines the grade should remain unchanged, and the student believes there is valid justification for a grade grievance, the student should contact Mid's Technical Education Center to request the Director of Workforce & Economic Development's email address and/or telephone number. Grade grievances must be initiated within 10 days of the last class. The Director of Workforce & Economic Development shall arrange an informal conference with the instructor and the student for purposes of resolving the conflict.

It will be the intent to mutually agree upon the necessary actions required to address student concerns and resolve the issue(s). However, after all factors have been reviewed when deemed appropriate, dismissal from the program may result.

All records will remain confidential and held by Mid's Technical Education Center.

Special Needs Students

Good physical and mental health is required to participate in the Phlebotomy Program. Every effort will be made to accommodate the special needs student. Whenever a student identifies their deficit, a plan

is developed to assist the individual. The instructor will implement a plan to enhance the learning process, promote success in the program and completion of the competency evaluation written and clinical testing. The instructor is held accountable for record keeping of the special needs student. All documentation shall be retained in the student's file. Special needs students are encouraged to contact Mid's Coordinator of Student Accommodations for assistance as well.

Infection Control Policy On Campus And In Clinical Agencies

POLICY: A standard precaution system emphasizes direct and indirect contact transmission of infectious agents in moist body substances via the hands of personnel. Standard precautions include a combination of handwashing, the appropriate use of protective barriers and the careful and proper disposal of sharps without unnecessary manipulations.

Formerly, Blood/Body Fluid Precautions were applied to patients identified as belonging to a "high risk group." Identifying individuals who have unrecognized infections or who engage in "high risk" activities is impossible. "Universal Blood/Body Fluid Precautions" are used in the care of all patients, especially those in emergency care settings in which the risk of blood exposure is increased and the infectious status of the patient is usually unknown.

GENERAL PRECAUTIONS FOR CAMPUS AND CLINICAL EXPERIENCES:

- **Barrier Precautions:**
 - Gloves are worn in the following circumstances:
 - Touching human blood and other moist body fluids, mucous membrane, or non-intact skin of all persons
 - Handling items or surfaces soiled with blood or body fluids
 - Performing venipuncture and other vascular access procedures
 - Gloves are changed and hands washed after each human contact
- **Masks and protective eyewear or face shields are worn:**
 - During procedures likely to generate droplets of blood or other body fluids to protect mucous membrane of the eyes, nose and mouth from the risk of exposure
- **Gowns or aprons are worn:**
 - During procedures that are likely to generate splashes of blood or other body fluids
- **Barrier precautions do not take the place of handwashing. Therefore, handwashing is carried out according to prescribed policy and in addition:**
 - Immediately and thoroughly if contaminated with blood or other body fluids
 - Immediately after gloves are removed
- **Disposal of sharps (needles, scalpels, vials, etc) according to policy to prevent injury:**
 - Needles are not:
 - recapped, purposely bent or broken by hand, removed from disposable syringes or otherwise contaminated by hand
 - After use, disposable needles, syringes, scalpel blades and other sharp items are placed in a puncture resistant container for disposal

- Sharps disposal units are located in laboratory classrooms and as close as possible to the work unit in the clinical facility
- Dermatitis - weeping dermatitis or exudative lesions:
 - Students should refrain from all direct patient care or handling patient care equipment until the condition resolves
 - Exceptions may be made if gloves can be worn comfortably
- Pregnancy:
 - Pregnant students are at no greater risk of HIV infection than other students
 - Because of potential risk to the infant, pregnant students should be especially familiar with and strictly adhere to precautions
- Isolation:
 - Patients known to be HIV positive but with no clinical symptoms do not require additional barriers
 - Only those diseases spread by the airborne route will be designated with isolation signs on the door of the patient rooms in the clinical settings. Follow the agency isolation policies in the procedure book
 - Universal Blood/Body Fluid Precautions encompasses precautions for all moist body fluids of all patients, there will no longer be a need to identify the following types of isolation: Blood/Body Fluid, Enteric, Strict Isolation or Drainage/Secretion Precautions in the clinical setting. Follow agency policy.

CLINICAL AREA SPECIFICS:

- Invasive Procedures – Precautions are taken for all such invasive procedures. Venipuncture, Dermal Puncture:
 - General Precautions as listed previously are used in all cases
 - Barrier Precaution Specifics:
 - Gloves are worn for all invasive procedures
 - Gowns or aprons of material that provides an effective barrier for procedures that are likely to result in the splashing of blood or other body fluids.
 - If gloves are torn or needle stick or other injury occurs, the glove should be removed, area washed and replaced as soon as patient safety permits
- Laboratory Precautions:
 - Blood/body fluids from all patients is considered infective
 - All specimens should be put in a well-constructed container with a secure lid to prevent leaking during transport. Do not contaminate the outside of the container or the laboratory request while collecting
 - All persons processing blood and body fluids wear gloves. Masks and protective eyewear should be worn if mucous membrane contact is anticipated. Gloves are changed and hands washed after completion of specimen processing
 - Biological safety cabinets are used whenever procedures are conducted that have a high potential for generating droplets; ie blending, sonicating, vigorous mixing

- Mechanical pipetting devices are used for manipulating all liquids. Mouth pipetting is not done
- Use of needles and syringes is limited to situations in which there is no alternative. Recommendations for preventing injuries with needles outlined in this policy are followed
- Work surfaces are decontaminated with an appropriate germicide after any spill and when work activities are completed
- Contaminated materials used in laboratory tests are decontaminated before reprocessing or placed in bags and disposed of according to agency policy
- Scientific equipment contaminated with blood or other body fluids is decontaminated and cleaned before being repaired, either in the lab or by the manufacturer
- All personnel will wash their hands after completing laboratory activities and remove any protective clothing before leaving the lab

Implementation of standard blood/body fluid precautions for all patients eliminates the need for warning labels on specimens since blood/body fluids from all patients should be considered infective.

- **Cleaning/Disinfection/Sterilization:**
 - Disinfection of equipment with any standard disinfectant is adequate. All are effective against viruses. Standard disinfectants include alcohol. A 1:10 dilution of bleach, gluteraldehydes, hydrogen peroxide
- **Blood and/or Body Fluid Spills:**
 - In patient care settings, visible soilage is removed with soap and water, and the area then decontaminated with a disinfectant solution
 - For large spills of cultured or concentrated infectious agents in the laboratory, the contaminated area is flooded with a liquid germicide before cleaning. The spill is then cleaned up with soap and water and decontaminated with a fresh germicidal
 - Gloves are worn during cleaning and decontaminating
- **Waste Disposal:**
 - Microbiology/laboratory waste is incinerated before disposal
 - Bulk blood and secretions are poured down a drain connected to a sanitary sewer
 - Needles and other sharps already disposed of in puncture resistant containers are incinerated. DO NOT place full needle disposal containers in trash. Keep separate in soiled utility room until picked up by trash handlers for transport to the incinerator
 - Double bagging trash is not indicated unless there is a danger of leaking (soiled dressings, etc. are placed in a small paper or plastic bag before being thrown into the trash)
 - All trash handlers wear gloves during trash pickup and delivery to compactor or incinerator

HEALTH CARE SERVICES:

At present, Mid Michigan College does not provide or operate any health care services. The student's responsibility, is to maintain their own health care support services. Health care services that Mid can

provide are limited to Basic First Aid. For emergencies, call 911 or (989) 539-7166 (Clare County Sheriff).

Bloodborne Pathogens

POST-EXPOSURE EVALUATION, CARE, AND FOLLOW-UP

If a Mid Michigan College student or employee is involved in an incident where exposure to bloodborne pathogens may have occurred there are two things that we immediately focus our efforts on:

- Making sure that this person receives medication consultation and treatment (if required) as expeditiously as possible
- Investigating the circumstances surrounding the exposure incident

EXPOSURE INCIDENT: Accidents in which blood, blood-contaminated body fluid or tissue to which universal precautions apply are introduced into the eye, mouth, other mucous membrane, or into non-intact skin via a needle stick, skin cut or direct splash which result in the laboratory setting.

Exposure incidents can result in serious nosocomial disease, including Hepatitis B and Human Immunodeficiency Virus (HIV) infection. It is essential that standards are defined which assure prompt identification of the person, prompt intervention with appropriate prophylaxis, education, and treatment. Any individual who sustains an exposure incident will proceed as indicated in the following guidelines:

- STEP 1: Wash the exposed area immediately
- STEP 2: Inform his/her instructor/supervisor of the incident
- STEP 3: Report to their healthcare provider of choice
- STEP 4: The Safety Officer or designee will investigate every exposure incident
- When the incident occurred
 - Date and time
 - Where the incident occurred
 - Location within the facility
 - What potentially infectious materials were involved in the incident
 - Type of material (blood, urine, etc)
 - Source of Material
 - Under what circumstances the incident occurred
 - How the incident was caused
 - Accident or unusual circumstances (eg. equipment malfunction)
 - Personal protective equipment being used at the time of the incident
 - Actions taken as a result of the incident
 - Care of injury
 - Clean up
 - Notifications made
- STEP 5: Follow up procedures
- The exposed individual will provide the college with written documentation from the selected health care provider
 - Healthcare provider name and date of visit
 - If HIV/HBV education was provided if needed

Much of the information involved in this process must remain confidential, and we will do everything possible to protect the privacy of the people involved.

Affiliate Externship Sites

Covenant HealthCare – Saginaw

900 Cooper Avenue, Saginaw, MI 48602

Helen Newberry Joy Hospital

502 W Harrie Street, Newberry, MI 49868

Hills & Dales General Hospital

4675 Hill Street, Cass City, MI 48726

Mackinac Straits Hospital

1140 N State Street, St. Ignace, MI 49781

McKenzie Health System – Sandusky

120 N Delaware Street, Sandusky, MI 48471

McLaren – Bay Region (Bay City)

1900 Columbus Avenue, Bay City, MI 48708

McLaren – Caro

401 N Hooper Street, Caro, MI 48723

McLaren – Central Michigan (Mt. Pleasant)

1221 South Drive, Mt. Pleasant, MI 48858

McLaren – Thumb Region (Bad Axe)

1100 S Van Dyke Road, Bad Axe, MI 48413

MyMichigan Medical Center Alma

300 E. Warwick Drive, Alma, MI 48801

MyMichigan Medical Center Alpena

1501 W Chisholm Street, Alpena, MI 49707

MyMichigan Medical Center Clare

(students will rotate between the Clare,
Harrison & Houghton Lake locations)

703 N. McEwan Street, Clare, MI 48617

MyMichigan Medical Center Gladwin

515 Quarter Street, Gladwin, MI 48624

MyMichigan Medical Center Midland

4005 Orchard Drive, Midland, MI 48670

MyMichigan Medical Center Sault

500 Osborn Blvd, Sault Ste Marie, MI 49783

MyMichigan Medical Center West Branch

2463 S. M-30, West Branch, MI 48661

Munson Medical Center – Cadillac

400 Hobart Street, Cadillac, MI 49601

Munson Medical Center - Traverse City

1105 Sixth Street, Traverse City, MI 49684

Scheurer Hospital

170 N. Caseville Road, Pigeon, MI 48755

Sparrow Carson City

406 E Elm Street, Carson City, MI 48811

Spectrum Health Hospital - Big Rapids

605 Oak Street, Big Rapids, MI 49307

Spectrum Health Hospital - Reed City

300 N Patterson Road, Reed City, MI 49677

Spectrum Health United Hospital

(students may be placed at off-campus draw
sites for out-patient experience)

615 S Bower Road, Greenville, MI 48838

St. Joseph Health System - Tawas

200 Hemlock, Tawas City, MI 48763

University of Michigan – West (Metro Health)

5900 Byron Center Ave SW, Wyoming, MI 49519

Campus Alcohol & Other Drugs Policy

Mid Michigan College is dedicated to providing a healthy environment for its community and as such, recognizes that improper or excessive use of alcohol and other drugs may be disruptive to our students, faculty and staff by negatively impacting their health and safety. Problems such as memory loss, harassment, sexual misconduct, assaults, disorderly/disruptive behavior, and sleep disruption tend to increase in correlation to the misuse of alcohol and/or other drugs. Due to the harm produced by excessive and illegal use, Mid Michigan College has established policies, intervention strategies, and sanctions to prohibit unlawful behaviors and to address policy violations by members of the Mid community which includes its students and staff.

Mid Michigan College prohibits the use, possession, consumption, sale, distribution, and unlawful manufacture of illegal drugs, narcotics or controlled substances on Mid's campuses during the conduction of College business or as part of College sponsored activities or events. Alcohol is prohibited on campus except when a written Exception Request is submitted for consideration and is approved by the College's Board of Trustees. It is the responsibility of each student and employee to be familiar with the provisions of the Policy and also the State of Michigan laws as they pertain to drug and alcohol use and abuse. The Policy places responsibility for individual and group conduct on the individuals who use drugs and consume alcohol. Using drugs and drinking alcoholic beverages are not excuses for irresponsible behavior. Individuals and groups are held accountable for their behavior whether or not they have consumed drugs or alcohol.

Michigan Law prohibits the dispensing, selling or supplying of drugs or alcohol to any person under the age of 21. Students, employees and visitors to the College may not unlawfully manufacture, consume, possess, sell, distribute, transfer, or be under the influence of alcohol, illicit drugs, or a controlled substance on College property, at College-related activities or events, while driving a College vehicle, or while otherwise engaged in College business. College property includes all buildings and land that is owned, leased, or used by the College; motor vehicles operated by employees, including personal motor vehicles when used in connection with work performance on behalf of the College.

Any person taking prescription drugs or over-the-counter medication is individually responsible for ensuring that while taking the drug or medication, they are not a safety risk to themselves or others while on College property, at College-related activities or events, while driving a College or privately owned vehicle while engaged in College business. It is illegal to misuse prescribed drugs contrary to the prescription; give or sell the prescribed drug(s) to another person.

For Mid's full [Alcohol and Other Drug Policy and Prevention Programming](http://midmich.edu/alcoholandotherdrugpolicy), please visit midmich.edu/alcoholandotherdrugpolicy.

Campus Non-Discrimination, Harassment, And Sexual Misconduct Policy (TITLE IX)

Mid Michigan College (Mid) is committed to maintaining a safe but unhindered environment for students, faculty, staff, and visitors to work and learn. As such, all members of the campus community (including students, employees, staff, faculty, guests, vendors and visitors) have the right to freedom

from all forms of discrimination, harassment and sexual misconduct. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

The Campus Non-Discrimination, Harassment, Sexual Misconduct and Title IX Sexual Harassment related policies can be viewed online at: [Campus NonDiscrimination, Harassment, Sexual Misconduct and Title IX Sexual Harassment Related Policies \(www.midmich.edu/campus-life/safety-security/title-ix\)](http://www.midmich.edu/campus-life/safety-security/title-ix)

STUDENT SIGNATURE SHEET

Students:

All policies and procedures as stated in this handbook are subject to change at any time at the discretion of the College with due notice to the student.

Please sign this form indicating you have read, understand and are responsible for complying with both Mid's policies and the clinical site policies. This form will be placed in your student file at the Tech Center.

I hereby acknowledge that I have received a copy of the Mid Michigan College Phlebotomy Handbook and have read, understand, and am responsible for the policies and procedures in the handbook. I also understand that I am responsible for obtaining, understanding, and complying with policies at an assigned clinical site location.

SIGNATURE: _____ DATE: _____

PRINTED NAME: _____