



Phlebotomy Program Student Handbook

TABLE OF CONTENTS

Introduction	3
Welcome to the Phlebotomy Program	3
People to Know and Definition of Roles	4
Instructor Rights	5
Student Rights	5
Student Requirements	5
Health Requirements	5
Background Check Requirements	6
Grades and Certificate Requirements	6
Progression	7
Externship Work	8
American Society for Clinical Pathology (ASCP)	9
Personal Appearance Requirements	9
Professional Behavior Expectations	10
Prohibited Behaviors and Actions	10
Emergency Procedures	10
Cell Phone Usage	10
Refunds	11
Classroom Attendance	11
Externship Attendance	11
Inclement Weather	11
Grade Grievance Procedure	12
Academic Failure and Probation	12
Re-admission	14
Student Records	15
Confidentiality	15
Academic Dishonesty	15
Special Needs Students	16
Infection Control Policy On Campus And In Clinical Agencies	16
Campus Alcohol & Other Drugs Policy	22
Campus Non-Discrimination, Harassment, And Sexual Misconduct Policy (TITLE IX)	22
Student Signature Sheet	23

Introduction

This Phlebotomy Student Handbook has been prepared to assist students who are enrolled in the Phlebotomy program at Mid Michigan College. The purpose of this handbook is to acquaint the Phlebotomy student with the policies and procedures of this program and assist you in your learning experiences. It is the responsibility of student to know and follow the guidelines in this handbook. Students are also responsible for information pertinent to the Phlebotomy program found on the Mid Michigan College website at <https://www.midmich.edu/degrees-programs/short-term-training/phleb>.

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.

Welcome to the Phlebotomy Program

Welcome to Mid Michigan College's Phlebotomy Short-Term Training Program!

On behalf of the instructor, staff, and administration of Mid Michigan College, we welcome you to the Phlebotomy program! This is an exciting time for personal and professional growth. Through 193 hours of training 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 classroom lectures, simulated lab activities, and clinical externship. Successful completion of a three-week externship an approved clinical site is required within the Phlebotomy program.

Mid's Phlebotomy program will prepare the student to seek nationally recognized certification through American Society for Clinical Pathology (ASCP) if desired. Certification is optional and is not required to pass this course.

Mid's Phlebotomy program provides two academic credits towards Mid Michigan College's ALH.230 – Laboratory Procedures for the Medical Office course. This will appear as an elective credit on the student transcript.

To be a successful graduate, you need basic knowledge, skills, and attitudes. The Phlebotomy program provides a blend of theoretical concepts, laboratory practice, and clinical application. It is essential that you recognize and give a high priority to meeting the outcomes of the program. Assuming responsibility and being accountable for your own actions, attendance, and participation are crucial as a Phlebotomy student and in the profession itself.

The Phlebotomy training at Mid Michigan College provides classroom, simulation laboratory, and clinical experiences. Students are encouraged to be active learners in a student-centered learning environment while developing and applying sound critical thinking and clinical reasoning skills. The Director of Workforce and Economic Development, Administrative Specialist, Phlebotomy Program Director and Instructors also serve as advisors for the program. It is your responsibility to seek them out and inform them of any problems you may be experiencing in the program. It is important to seek help early in the process for best results.

This handbook is designed to provide you with information pertinent to the Phlebotomy program. Information incorporated in this handbook is in addition to that found in the Mid Michigan College Catalog. The Phlebotomy Student Handbook supersedes the policies in the Mid Michigan College catalog. Please take some time to become familiar with the content, as the knowledge gained will contribute to your success as a student. Mid Michigan College's entire Course Catalog can be found on Mid Michigan College's website <https://www.midmich.edu/academics/courses-catalogs>

Best wishes for an exciting and rewarding career in the Phlebotomy profession. Again, welcome to Mid Michigan College's Phlebotomy program!

- Phlebotomy Program Director, administration, specialists, and instructors of Mid Michigan College's Phlebotomy Program

People to Know and Definition of Roles

Program Director: Cindy Fillmore MT (ASCP), MBA

- Responsible for the program curriculum and content
- Responsible for the continuous development of the program
- Coordinates ASCP certification process
- Will be available by phone, email or in-person to support students and instructors

Instructor(s): Justin Dziesinski, Patricia Evans, Jennifer Ferry, Melissa Houck, Jennifer Kabat, Patricia Maloney, Timothy Michael, Melissa Shupe, Cassandra Strong

- 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
- Serves as a liaison between externship sites, College and student
- Will be available by phone, email or in-person to serve as advisor for the student

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

- Manager or Supervisor at the Externship site who is responsible for overseeing the 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

Director of Workforce & Economic Development: Autumn Matthews

- Responsible for the Administration of the program
- Email: ammathews@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 externship 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.

Instructor Rights

The instructors at Mid Michigan College have the right to maintain a high standard of training practices. They have the right to suspend, provide a written warning, place on probation, or dismiss a student from the class, skills lab, externship, and/or program who exhibits unsafe practice, unethical behavior, dishonesty, student misconduct, or perform below the standard of patient care in the skills lab or externship.

The instructors have the right for input and participation in policy development regarding student concerns and/or academic programs.

Student Rights

Phlebotomy students have a right to:

- quality education, review of formative evaluation and due process
- fair academic and clinical evaluations of their performance
- confidentiality of information concerning grades and performance
- participate in course and instructor evaluations
- facilitate awareness of self as an individual with varying physical, emotional and developmental needs
- appeal a dismissal from the Phlebotomy program

The Phlebotomy Program at Mid Michigan College believes that students are **responsible adult learners**. Therefore, the student has the responsibility to be an **active participant** in the learning process. By accepting the responsibility for their own learning, the student will become independent, self-evaluative, and self-directing. The program requirements within this student handbook are mandatory and taken into consideration on evaluations, suspension, and dismissals.

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

It is the student's responsibility to provide current health records to the Administrative Specialist of Workforce and Economic Development. 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 2-step tuberculosis (TB) test (annual proof of results and date read) or negative chest x-ray (within 2 years)
- 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.

Immunization records can be obtained from your local health department or family doctor. Students who do not provide all immunization requirements before the start of externship may be dismissed from training.

The student is expected to maintain a satisfactory level of mental and physical stability to enable a safe and competent level of functioning. It is the student's responsibility to inform the college of any aids required to meet the outcomes of the Phlebotomy program.

The Phlebotomy program requires all students that have any changes in their medical condition, requiring the attention of a physician, to submit medical clearance for academic and clinical participation. Mid Michigan College and the Phlebotomy program are not liable for injuries or damages if a student does not disclose a change in their medical condition. Refer to Appendix 1 for the Medical Clearance Form. A student seeking medical clearance will be directed to the Director of Workforce and Economic Development.

Background Check Requirements

It is the policy of the Phlebotomy program at Mid Michigan College in cooperation with the facilities providing the externship experiences that the student has completed a State of Michigan criminal background check prior to beginning the program and then annually. Criminal background checks will be completed prior to the beginning of the program by the program Administrative Specialist.

Final acceptance into the Phlebotomy program is subject to a clear criminal background check. Students that have a conviction of a felony or certain misdemeanors reported on their background check will meet with the Director of Workforce and Economic Development for program clearance before final acceptance into the Phlebotomy program.

The background check ensures program eligibility, but does not guarantee employment by a healthcare facility.

Grades and Certificate Requirements

- 43 hours of classroom training
- 30 hours of simulated laboratory training with 100% competency on checklists
- 120 hours of successful externship experience
- Acceptable attendance
- Attain a cumulative grade of at least 80% across assignments, quizzes, and tests.
- Complete all classwork and workbook assignments as instructed.

- Demonstrate 100% competency in tasks performed both in the classroom and lab setting without requiring assistance.
- Perform a minimum of 100 venipunctures within the 120 hour externship

Progression

There is a progression process through 73 hours of classroom and lab 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 an overall grade of 80% or better in the classroom education to proceed to the Externship experiences.
 - Failure to meet this requirement will result in dismissal from the program.
- Each student is expected to successfully complete 30 hours of simulated laboratory training
- All lab competencies must be passed at 100% proficiency.
 - Failure to meet this requirement will result in dismissal from the program.
- 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.

The instructor and Mid's Workforce and Economic Development department review the progress of each student throughout the duration of the program training. Instructors will counsel students to aid them in their progress throughout the program. It is also the student's responsibility to seek out their instructor for guidance as needed.

Students who receive a grade less than a 80% in classroom education and simulated lab will not be permitted to progress to externship and will be dismissed from the program. For those who wish to re-take the Phlebotomy program, the student is required to apply for re-admission to the Phlebotomy program and submit a plan for improvement/success along with their application. The Workforce and Economic Development department does not guarantee re-admission to the program.

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.

Personal Appearance Requirements

Dress Code: A neat, clean, odor free, and scent free professional appearance in the classroom, skills lab, and externship is of utmost importance. Students not appropriately dressed will be required to leave the classroom, skills lab or externship.

- Clean, black solid colored scrubs are required to be worn for all scheduled classes and externship.
- Clean and comfortable waterproof tennis shoes are needed. Shoes must be closed toe and heel.
- Plain long-sleeved shirts may be worn underneath scrub tops. They cannot have a hood.

Hair and Beards: For both male and female students' hair must be clean, well groomed, and neat. Hair must be fastened to prevent falling in front of shoulders and face. Males are expected to keep facial hair clean and neatly trimmed. Unnatural hair colors are not allowed.

Cosmetics and Fingernails: Cosmetics should be worn in moderation. Fingernails are to be clean and fingertip length. Acrylic and artificial nails are not allowed. Nail polish is allowed but must be clean, chip free, and neutral colored. Due to patient allergies, perfume and aftershave are forbidden. Use light scented deodorant. Absence of body odor is essential.

Jewelry: Jewelry should be kept to a minimum. Jewelry should not interfere with your ability to perform lab skills or be a potential harm to yourself or others. It may be necessary to remove all jewelry for specific patient care.

- Rings are acceptable but should not impede patient care and donning of gloves.
- Small post-style earrings may be worn.
- 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.

Tattoos: No visible tattoos, regardless of subject matter, are allowed. Tattoos may be covered with long sleeves, bandages, make-up or other resources.

Student IDs: Mid Michigan College student IDs must be worn at all times during externship.

Externship facility policies for dress code, appearances, and behaviors supersede Mid Michigan College's Phlebotomy program guidelines.

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.

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>)

Cell Phone Usage

To uphold a focused and professional learning environment in the Phlebotomy program, a strict cell phone policy is enforced. During class and lab sessions, students must switch off or silence their cell phones and refrain from personal calls, texting, or social media use. Emergencies requiring immediate attention should be communicated discreetly to the instructor. Cell phones may only be used during

designated break times, and students must ensure their behavior remains respectful and non-disruptive.

During externship, cell phones must be turned off or silenced, and their use is strictly prohibited.

Violations of the policy may result in warnings or disciplinary action, with persistent non-compliance potentially leading to dismissal from the program.

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.

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.

Grade Grievance Procedure

Responsibility for resolving grade disputes, probation, or dismissal from a program is shared among the instructor, the student, the Director of Workforce and Economic Development, and the Provost.

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.

Academic 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 be dismissed from the Phlebotomy program for one or more of the following:

- Failure to demonstrate consistent progression of academic achievement, as evidenced by:
 - Achieving and maintaining a 80% or better in the classroom education
 - Satisfactory skills competency demonstrated

- A “Pass” in all externship experiences
- Academic dishonesty will result in immediate dismissal from the program following an investigation through due process (examples include, but not limited to, cheating on quizzes and exams, copying others work, allowing others to copy your work or answers, etc.).
- Students are expected to be respectful of instructors and peers. Students disturbing the learning environment will be counseled by the instructor. Repeated disruptive behaviors may result in dismissal from the program.
- Harassment and bullying will not be tolerated and may result in immediate suspension and possible dismissal from the program following an investigation through due process.

Instructors have the authority and will make the decision of whether a student is competent to be in the classroom, simulated lab, or clinical setting on a given day. Instructors may dismiss a student from the scheduled class, lab, or clinical on any given day if, in their judgment, a student is not competent. Dismissal for the day will count as an absence.

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 be dismissed from the program.

VERBAL WARNING is an interaction between the instructor and the student regarding unsatisfactory performance or behaviors in the learning, simulated lab, or clinical area. Verbal counseling can be given for any behavior that hinders growth in the Phlebotomy course outcomes. The unsatisfactory behavior needs to be corrected by the student to succeed in the course. The verbal counseling will be documented by the instructor. This verbal exchange should be used as a learning experience and an opportunity to improve.

WRITTEN WARNING is documented by the instructor and issued to a student regarding unsatisfactory performance or behaviors in the learning, simulated lab, or externship. The written warning notice will include reasons why it is given, suggestions for improvement, instructor recommendations, criteria for resolution of the warning notice and a plan for follow up. This notice may be given, with or without a verbal warning. Written warnings may be given if the student is identified as displaying any of the following behaviors, but not limited to:

- Unsatisfactory performance at any time or repeated behavior for which a verbal warning has been issued.
- Unsafe clinical practice or pattern of behaviors.
- Inappropriate personal appearance or behavior.
- Being unprepared for a clinical or simulated lab.
- Failure to demonstrate sound judgment, incompetency, or failure to handle assignment according course requirements.
- Disruptive behaviors which are disturbing other students and instructor in simulation skills lab, class, or externship. Any behavior identified to interfere with safe client care or disruptive behaviors will result in the student receiving a written warning.
- Excessive absenteeism and/or tardiness.
- Academic dishonesty.

- Failure to establish effective working relationships and communication with Mid Michigan College Workforce and Economic Development, Instructors, members of the healthcare team, other students, or clients.

The written warning notice will remain as a permanent part of the student's file. Any or all written warnings will be considered in determining ongoing discipline.

DISMISSAL from the Phlebotomy program will occur if a student continues to exhibit unsatisfactory performance or behavior, fails to follow submitted improvement plans or fails to progress in any of the areas listed within the Written Warning notice(s).

The student may be dismissed without the use of a warning notice procedure for serious violations. Each situation will be evaluated individually on its own merit.

Student Responsibilities When Receiving a Written Warning:

- The student will be informed by the instructor and/or Workforce and Economic Development department with a documented written notice so the student is aware of the unsatisfactory performance or behavior.
- The student must write a perception of the problem and formulate outcomes and a plan to correct the unsatisfactory performance/behavior, and provide this to the instructor and/or Workforce and Economic Development department within one day of receiving the warning.
- If the student fails to improve performance as indicated on the improvement plan, the student will be dismissed from the program in its entirety.

Re-admission

Students who receive a failing grade of less than a 80% will not progress to program completion. Students who are dismissed from the program will not meet all program requirements for completion. Should a student wish to attempt Mid's Phlebotomy training program again at a later date, they must follow these re-admission guidelines.

- All requests for re-admission must be accompanied by a current program registration, health, and release form.
- Student must write and share with the Workforce & Economic Development department a detailed plan of academic preparedness to re-enter the Phlebotomy program. The plan of academic readiness MUST address, in detail, why the student wasn't successful the previous attempt and how the student plans to be successful if re-admitted to the Phlebotomy program. The plan must be signed and becomes a contract that the student will follow throughout the remainder of the Phlebotomy program. If at any time the student fails to follow their plan of academic readiness, they may be dismissed from the Phlebotomy program. Re-admission requests will not be considered if a student doesn't submit a detailed plan of academic readiness.
- Students will be required to pay for the cost of training in its entirety if re-admission for a new Phlebotomy course is granted.

- Students who are re-admitted to the Phlebotomy program are expected to complete all classroom, simulated lab, and externship hours, along with all coursework, workbook assignments, tests, and quizzes as assigned.
- Students withdrawing from the Phlebotomy program, failure to meet the course requirements for completion or dismissal, may apply to be re-admitted to the program a maximum of one (1) time.

Each request for re-admission will be evaluated on an individual basis by the Director of Workforce and Economic Development and instructor and will be based upon the admission criteria for eligible students along with plans of academic readiness.

Mid Michigan College does not guarantee re-admission to the Phlebotomy program.

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.

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).

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:

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

Ascension Standish Hospital

805 W Cedar Street, Standish, MI 48658

Ascension - St. Joseph Hospital

200 Hemlock, Tawas City, MI 48763

Aspire Rural Health System (Deckerville)

3559 Pine Street, Deckerville, MI 48427

Aspire Rural Health System (Hills & Dales)

4675 Hills Street, Cass City, MI 48726

Aspire Rural Health System (Marlette)

2770 Main Street, Marlette, MI 48453

Corewell Health - Big Rapids Hospital

605 Oak Street, Big Rapids, MI 49307

Corewell Health – Greenville Laboratory

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

615 S Bower Road, Greenville, MI 48838

Corewell Health - Reed City Hospital

300 N Patterson Road, Reed City, MI 49655

Covenant HealthCare – Saginaw

900 Cooper Avenue, Saginaw, MI 48602

Harbor Beach Community Hospital

210 S 1st Street, Harbor Beach, MI 48441

Helen Newberry Joy Hospital

502 W Harrie Street, Newberry, MI 49868

Mackinac Straits Hospital

1140 N State Street, St. Ignace, MI 49781

McKenzie Health System – Sandusky

120 N Delaware Street, Sandusky, MI 48471

McLaren – Bay Regional (Bay City)

1900 Columbus Avenue, Bay City, MI 48708

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

McLaren – Thumb Region (Caro)

401 N Hooper Street, Caro, MI 48723

Munson Medical Center – Cadillac

400 Hobart Street, Cadillac, MI 49601

Munson Medical Center - Traverse City

1105 Sixth Street, Traverse City, MI 49684

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

Scheurer Hospital

170 N. Caseville Road, Pigeon, MI 48755

Sparrow Carson City

406 E Elm Street, Carson City, MI 48811

University of Michigan - West

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: _____