

# **PHLEBOTOMY**

**Spring Semester 2010  
Admission Policies and Procedures**

## **WAYNE COMMUNITY COLLEGE**

This information supersedes all previously published information.

**Apply September 1, 2009 – October 16, 2009 for earliest consideration.**

Applications received after October 16, 2009 will be considered on a monthly basis. Applicants may apply for only one limited health occupations program per semester.

**PHLEBOTOMY  
SPRING 2010 ADMISSIONS POLICIES AND PROCEDURES**

**INFORMATION IN THIS PACKET SUPERCEDES ALL PREVIOUSLY  
PUBLISHED INFORMATION**

Thank you for your interest in the Phlebotomy program. We will begin accepting applications for the Spring Semester 2010 Phlebotomy program starting **September 1, 2009**. The first deadline for a completed application folder is **October 16, 2009 by 12 p.m.** Applicants completing all requirements after the deadline will be considered by the Admissions Committee at their next regularly scheduled monthly meeting until the program is filled. Admission to the Phlebotomy program is a selective process, based on highest point count.

**Please use the following checklist to ensure you complete the admissions requirements.**

You will need to complete and submit the following to the Office of Admissions and Records:

- \_\_\_\_\_ 1. Completed application must be submitted to the Office of Admissions and Records along with the Letter of Understanding. **A faxed application and Letter of Understanding will not be accepted.**

**Note:** If you are planning to take the general education requirements for Medical Assisting in a semester prior to Fall 2010, also submit a general application to the college for either Associate in Arts or Associate in General Education to the Office of Admissions and Records.

- \_\_\_\_\_ 2. Request that an official high school transcript or equivalent be sent to Wayne Community College. Also request that an official transcript from **ALL** post secondary schools, colleges and/or universities be sent to Wayne Community College. These transcripts **must** be requested by you and must be received by WCC in order to complete your application. (Note: An official transcript is one that is sent by one school, college or university to another. The official transcript has the school's seal and the appropriate signature. **A faxed copy is not considered to be an "official" transcript**). If you have any Advanced Placement (AP), CLEP or DANTES credit, you must request the scores to be sent directly from the testing company.

**It is the applicant's responsibility to make sure that all transcripts are up to date and on file with the Admissions Office by the published deadline. Failure to submit all transcripts to the Admissions Office by the published deadline will result in removal of the application from consideration or the applicant's dismissal from the program.**

**NOTE:** Students with foreign transcripts must complete at least eight (8) semester hours of college credit (**not including pre-curriculum courses**) from an American regional accrediting agency. Of these eight (8) semester hours, there must be at least three (3) hours of life science, biology or chemistry. **No transfer credit will be accepted from institutions not accredited by an American regional accrediting agency.**

Once your application has been processed, you will need to do the following:

- \_\_\_\_\_ 3. Take the placement tests (Accuplacer/CPT, ASSET or COMPASS) and meet the required minimum scores necessary for the Phlebotomy program or complete the listed courses or their equivalents, with a grade of C or better. Test scores must be within 3 years of the program start date (1/10). Accuplacer/CPT, ASSET or COMPASS placement tests taken before January 2007 must be retaken for a program starting the Spring 2010 semester. Official placement test scores can be sent from another school. **(Note:** Official placement test scores are ones that are sent by one school, college or university to another. Official placement test scores are sent in a sealed envelope. **A faxed copy is not considered to be "official" test scores).** Courses and minimum cut-off score on the placement tests are:

<u>Accuplacer/CPT</u>			<u>ASSET</u>			<u>COMPASS</u>		
Reading	80*	or	Reading	42*	or	Reading	81*	
Writing	65**	or	Writing	36**	or	Writing	28**	
Arithmetic	55***	or	Numerical	41***	or	Pre-Algebra	44***	

**OR**

**COURSEWORK COMPLETION  
WITH C OR BETTER**

\*RED 090 (or ENG 111)

\*\*ENG 080 (or ENG 111)

\*\*\*MAT 060 (or higher)

- \_\_\_\_\_ 4. Submit documentation of medical experience (copy of a transcript, copy of certificate or license) as an EMT (Basic, Intermediate or Paramedic), Nursing Assistant I or Nursing Assistant II (submission of medical experience is optional).
- \_\_\_\_\_ 5. Complete an **official** interview\* for Phlebotomy with a WCC Student Development/Counseling Services counselor in the Wayne Learning Center Building for a referral to the Admissions Committee for the year of the application. If the counselor does not have your Phlebotomy interview folder available to review with you at this interview, you must pick up this folder in the admissions office and take it to the counselor. A Statement of Verification will be completed at this interview.

\*You will know your interview is **official** if your pink copy of the Student Admissions Report (SAR) has a check beside "Refer to Admissions Committee".

- \_\_\_\_\_ 6. Complete an official interview with the Phlebotomy program director in the Pine Building. This interview is scheduled by the Office of Admissions and Records.

All of the above information must be completed by and submitted to the Office of Admissions and Records by the application deadline date, **October 16, 2009 by 12 p.m.** to have your application considered at the first Admissions Committee meeting. Applicants completing all requirements after the deadline will be considered by the Admissions Committee at their regularly scheduled monthly meetings until the program is filled. Please do not call for results after the Admission Committee meetings. Letters will be sent to all applicants considered for the program, notifying them of their status.

**Note: Please do not send letters of recommendation. They are not considered by the Admissions Committee.**

Prior to final acceptance, applicants should submit results of a physical exam and the required immunization records as determined by a physician, physician assistant or nurse practitioner. Health forms will be provided by WCC after your conditional acceptance to the Phlebotomy program.

All applicants should read the Wayne Community College General Catalog 2009-2010 for the following information: transfer of credits, number of credits to complete the program, policies and processes for withdrawal and for refund of tuition/fees.

### **Criminal Background Check**

Affiliating health care agencies with which the college has contracted to provide clinical experiences for Phlebotomy students require students to submit to criminal background checks and/or drug testing prior to or during participation in clinical experiences at the site. In the event that a positive history is identified, the clinical agencies will determine if the student is allowed in the agency for clinical learning experiences. When a clinical agency does not allow the student in the agency for clinical learning experiences, the student will not be allowed to progress in the curriculum. Refusal to submit to testing or background checks will result in dismissal from the program.

## PHLEBOTOMY ADMISSION RATING TOOL

Enclosed in this package of information is the Admission Rating Tool used by the Phlebotomy program coordinator, counselor and the Admissions Committee to select applicants for the Phlebotomy program. A point count tool was developed as an objective means of evaluating applicants. (See next page.) It is the total rating score that is used in the selection process.

This tool was developed as an objective means of evaluating applicants. Criteria used to select applicants for admission to the Wayne Community College Phlebotomy program are: (Part I) Placement Test Scores or Course Equivalent – RED 090 (or ENG 111), ENG 080 (or ENG 111) and MAT 060 (or higher) with a grade of C or better. No admission points are awarded for this section. (Part II) GPA from College, High School or GED Transcripts and (Part III) Medical Experience.

Your admission rating is confidential information. At no time and with no exceptions will your admission rating be discussed with anyone other than yourself. **PLEASE DO NOT CALL TO INQUIRE ABOUT YOUR POINT COUNT.** There will be no discussion of point count totals by phone.

**WAYNE COMMUNITY COLLEGE  
PHLEBOTOMY ADMISSION RATING**

**Applicant Name:** \_\_\_\_\_  
**Date Reviewed:** \_\_\_\_\_

**Datatel #:** \_\_\_\_\_  
**Reviewed by:** \_\_\_\_\_

**PART I: College Placement Tests** (Minimum scores must be attained. Not used for ranking purposes)

**Accuplacer/CPT**

Reading 80 \_\_\_\_\_ or  
Writing 65 \_\_\_\_\_ or  
Arithmetic 55 \_\_\_\_\_ or

**ASSET**

Reading 42 \_\_\_\_\_  
Writing 36 \_\_\_\_\_  
Numerical 41 \_\_\_\_\_

**COMPASS**

Reading 80 \_\_\_\_\_ or  
Writing 28 \_\_\_\_\_ or  
Pre-Algebra 44 \_\_\_\_\_ or

**COURSEWORK COMPLETION  
WITH C OR BETTER**

RED 090 (or ENG 111) \_\_\_\_\_  
ENG 080 (or ENG111) \_\_\_\_\_  
MAT 060 (or higher) \_\_\_\_\_

**PART II: College or High School/GED Transcripts**

If applicant has completed at least **12 semester hours** (or equivalent) of college credit from an accredited institution, then the most recent college transcripts will be evaluated. If not, then high school transcripts or GED scores will be used. **(Maximum of 8 points).**

**College Overall GPA** \_\_\_\_\_ (1-4)

(2.0-2.49)=1 (2.5-2.99)=2 (3.0-3.49)=3 (3.5+)=4

**College Science GPA** \_\_\_\_\_ (1-4)

(2.0-2.49)=1 (2.5-2.99)=2 (3.0-3.49)=3 (3.5+)=4

**OR High School Overall GPA** \_\_\_\_\_ (1-4)

(2.0-2.49)=1 (2.5-2.99)=2 (3.0-3.49)=3 (3.5+)=4

**High School Science GPA** \_\_\_\_\_ (1-4)

(2.0-2.49)=1 (2.5-2.99)=2 (3.0-3.49)=3 (3.5+)=4

**OR GED Overall Score** \_\_\_\_\_ (1-4)

(225-249)=1 (250-274)=2 (275-299)=3 (300+)=4

**GED Science Score** \_\_\_\_\_ (1-4)

(45-49)=1 (50-54)=2 (55-59)=3 (60+)=4

**Total Part II** \_\_\_\_\_

**PART III: Medical Experience** (copy of a transcript, copy of a certificate, a license or a listing on registry). **(Maximum of 2 points).**

EMT (Basic, Intermediate, Paramedic) or Nursing Assistant (I or II) **2 points**

**Total Part III** \_\_\_\_\_

**Total Score (Maximum 10 points)**

## **PHLEBOTOMY**

### **Official Program Description registered with the N.C. Department of Community Colleges:**

The Phlebotomy technician curriculum prepares the graduate to draw blood specimens from patients for the purpose of testing and analyzing blood. The job involves duties related to the preparation and maintenance of equipment used in obtaining blood specimen; the use of appropriate communication skills when working with patients; the selection of vein puncture sites; the care of blood specimen; and the entry of the testing process into the computer, as well as clerical duties associated with record keeping of the blood tests.

### **Certificate Awarded:**

A certificate of Phlebotomy is awarded by the College upon completion of the program.

## PHLEBOTOMY OUTLINE

			Contact Hours	Sem. Credit Hours
FIRST SEMESTER				
PBT	100	Phlebotomy Technology	7	6
PBT	101	Phlebotomy Practicum	9	3
PSY	101	Psychology	3	<u>3</u>
		Total Credit Hours		12

**WAYNE COMMUNITY COLLEGE  
PHLEBOTOMY PROGRAM  
TECHNICAL STANDARDS**

All students in the Phlebotomy Program are expected to perform assigned skills, class assignments, and clinical activities at the same level, with or without accommodations. It is the responsibility of the applicant/student to read the technical standards carefully and to ask for clarification of any standard that is not understood.

Wayne Community College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Therefore, any disability affecting an applicant's ability to comply with these technical standards must be evaluated by the Disability Services Counselor in conjunction with the Phlebotomy program director and health care provider(s) (if appropriate) for an applicant/student with a disability who is otherwise qualified. Demonstration of one or more technical standards may be required. Students with a disability should see the Disability Services Counselor in the Student Development/Counseling Services Office.

The following skills/abilities include those cognitive, physical, and behavioral standards required for successful completion of the curriculum.

**WAYNE COMMUNITY COLLEGE  
PHLEBOTOMY PROGRAM  
TECHNICAL STANDARDS**

<b>Standard</b>	<b>Examples of Necessary Behaviors (not all inclusive)</b>
<b>Interpersonal abilities</b> sufficient to interact with co-workers, patients, families, and individuals from a variety of social emotional, cultural and intellectual backgrounds.	Establish rapport with clients, families and colleagues.
<b>Communication abilities</b> sufficient for interaction with others in verbal and written form.	Collect and document data. Explain procedures. Obtain and disseminate information relevant to patient care and work duties.
<b>Critical thinking ability</b> sufficient for clinical judgment and decision making.	Identify cause and effect relationship in actual and simulated clinical situations. Apply knowledge from lecture, laboratory and clinical areas.
<b>Physical abilities</b> sufficient to maneuver in small spaces and reach needed supplies.	Move around and within an exam room. Administer CPR.
<b>Gross and fine motor abilities</b> sufficient to provide safe and effective patient care.	Move, calibrate, pass equipment and supplies including sharp instruments, manipulate collection tubes and equipment.
<b>Auditory ability</b> sufficient to monitor and assess health needs.	Hears patients, cries of distress, sound of instruments and equipment being properly utilized.
<b>Visual ability</b> sufficient for Phlebotomy, performance of procedures, and maintenance of environmental safety.	Observes client responses such as skin color and facial expression. Read records. Observes color involved in specimen testing.
<b>Tactile ability</b> sufficient for performance of Phlebotomy procedures	Perform palpation techniques (venipuncture).
<b>Emotional stability and mental alertness</b> in performing in the role of a Phlebotomist.	Maintaining a calm and efficient manner in high stress/pressure situations with patients, staff, supervisors and colleagues.

## **WAYNE COMMUNITY COLLEGE**

### **COMMUNICABLE DISEASE POLICY OF STUDENTS**

Wayne Community College is committed to assuring, as far as possible, that each student enjoys safe and healthful study conditions. To this end, the College offers the following information:

A student infected, or reasonably believed to be infected, with a communicable disease shall not be excluded from enrollment or employment, or restricted in his/her access to the institution's services or facilities unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual or the welfare of other members of the institution and community.

A student who knows, or has a basis for believing that he/she has a communicable disease or has been exposed to a communicable disease that may pose a threat to others, has an obligation to conduct him/herself in accordance with such knowledge, so as to protect him/herself and others. In respect, a curriculum student should report this information to the Department Head for the program in which he/she is enrolled, and a continuing education student should report this information to his/her Program Coordinator. All information will be kept confidential except to those persons determined by the appropriate Department Head/Program Coordinator as having a need to know. These persons will be informed after the student is advised that such action will be taken.

A person who may pose a threat to others will be assessed by a licensed healthcare provider (physician, nurse practitioner or physician's assistant) in keeping with current standards, requirements and recommendations of the Center for Disease Control (CDC) and the Occupational Safety and Health Act (OSHA). The evaluation of the student must include a statement of his/her health status as it relates to his/her ability to safely accomplish the objectives of the declared program of study. Decisions regarding the student's enrollment or access to facilities and/or services on campus will be made based on the recommendations of the licensed healthcare provider.

Students enrolled in the following programs must comply with additional policies related to their risk of exposure to blood or other infectious body fluids: Dental Hygiene, Dental Assisting, Associate Degree Nursing, Practical Nursing, Nurse Aide, Medical Assisting, Phlebotomy, Emergency Medical Services, Early Childhood, Basic Law Enforcement Training, Forestry (optional); and courses in biology and physical education. Orientation to the aforementioned programs and courses will include established policies and procedures.

Reference: WCC Student Handbook 2009-2010

**WAYNE COMMUNITY COLLEGE  
PHLEBOTOMY  
ESTIMATED COSTS**

**TUITION:**

In-State	\$50.00/Semester Hour* (12 semester hours)	\$600.00
	Student Activity Fee	\$ 20.00
	Technology Fee	<u>\$ 16.00</u>
		\$636.00
Out-of-State	\$241.30/Semester Hour* (12 semester hours)	\$2,895.60
	Student Activity Fee	\$ 20.00
	Technology Fee	<u>\$ 16.00</u>
		\$2,931.60

Textbooks\*\* \$100.00

**OTHER COSTS:**

**ONE TIME FEE**

Health/Medical Requirements***		
Physical Exam		\$50.00
Hepatitis vaccine		\$90.00
Uniforms		\$100.00
Shoes		\$60.00
Lab Coat		\$30.00
Name Tag		\$6.00
Criminal Background Check		\$13.00 (minimum)
Drug Screen		\$40.00
Graduation (Cap and Gown)		\$25.00

**NOTE: Financial Aid is not available for this program.**

\* Tuition is based on the 2009 – 2010 school year tuition rates. This is subject to change.

\*\* Cost of books is constantly changing. Costs vary, according to number of courses taken each semester. This estimate is for Phlebotomy courses only.

\*\*\* Costs vary, depending on health care provider and insurance coverage.

**PHLEBOTOMY  
LETTER OF UNDERSTANDING**

NAME \_\_\_\_\_ SS# \_\_\_\_\_

I affirm that I have read and understand the Phlebotomy admission policies and procedures as stated by Wayne Community College in the Phlebotomy Spring Semester 2010 Admission Policies and Procedures packet available online at <http://www.waynecc.edu/alliedhealth/phlebotomy.pdf>.

I understand that it is my responsibility as an applicant to submit all the necessary admission requirements prior to the deadline and that failure to comply with all application requirements will result in removal from consideration or dismissal from the program. (Please refer to the application package for more detailed information.)

I understand that no exceptions to the policies and procedures will be granted.

**INITIAL APPLICATION DEADLINE – PHLEBOTOMY  
October 16, 2009 by 12 p.m.**

Applicants completing all requirements after the deadline will be considered by the Admissions Committee at their next regularly scheduled monthly meeting until the program is filled.

After reading the above statement, please sign, date and return with your application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note:** Your application will not be processed without this signed statement.

**Please be sure to inform the Office of Admissions and Records if your address or telephone number changes.**

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

# APPLICATION FOR ADMISSION/READMISSION



Do Not Write In This Space

R \_\_\_\_\_  
T \_\_\_\_\_

NOTICE TO STUDENT: The information that you provide below will be placed in our master file. If any of this data changes, you must notify the Office of Admissions and Records immediately. Information on race and sex is requested for data gathering purposes only. Disclosure of social security number is voluntary and is used to verify the identity of an individual. Answer all questions completely and accurately. Use your legal name. Incomplete forms may delay your acceptance. Please print or type.

Last Name Jr./Sr./III		First	Middle	Former
Address		City		State Zip
County of legal residence		State of legal residence	Country of legal residence	
Home Telephone ( )	Work Telephone ( )	Social Security Number	College ID Number (If applicable)	
Birth Date	Ethnic Group ___1 White ___2 Black ___3 Indian ___4 Hispanic ___5 Asian ___6 Other (Voluntary) (Non-Hispanic) (Non-Hispanic) (Amer/Native) (Pacific Islander)			Sex ___F ___M
Birth Place				
E-Mail Address:		Year and term entering 20___ ___Fall ___Spring ___Summer	I plan to attend ___ Full-Time ___Part-Time	
Curriculum to which you are applying: (See back page)		Enrolling as ___ Freshman ___ Transfer ___ Returning WCC Student		
6-Digit Curriculum Code		Last term registered at WCC _____		
Name last enrolled under				
Long-term goal at WCC? (Check One) ___ To obtain an Associate Degree, Diploma or Certificate ___ To enhance job skills in present field of work ___ To enhance employment skills for a new field of work ___ To take courses to transfer to another college ___ To take courses for personal enrichment or interest		U.S. Citizen ___Yes ___No If no, a) give country of citizenship _____ b) immigration status _____		
		Indicate if any of the following apply to you: ___ Retired Military ___ Active Duty Military ___ Dependent of Active Duty Military ___ Department of Defense Employee		

## High School and College Information

High school last attended	City	County	State
___ Yes, I graduated Graduation Date or Last Date of Attendance: Month _____ Day _____ Year _____			
___ I received an Adult High School Diploma	School:	State:	City: Date Received:
___ I received the GED	School:	State:	City: Date Received:
___ I am currently enrolled in high school	School:	State:	City: Date Received:
Other Colleges Attended	City	County	State Date Last Attended
Highest educational level completed (Check one) ___8 ___9 ___10 ___11 ___12 ___GED ___13 Adult High School Diploma ___14 Post High School Vocational ___15 Associate Degree ___16 Bachelor's Degree ___17 Master's Degree or Higher			

**All transcripts (high school or equivalent and college) must be on file in the admissions office before an applicant is officially accepted to the College. No transcript will be evaluated for transfer credit until ALL official transcripts have been received.**  
**Financial aid and VA benefits will not be approved until all official transcripts are on file.**

Employment status while attending WCC  
 \_\_\_ Retired \_\_\_ Unemployed - not seeking employment \_\_\_ Unemployed - seeking employment \_\_\_ Employed 1-10 hours per week  
 \_\_\_ Employed 11-20 hours per week \_\_\_ Employed 21-39 hours per week \_\_\_ Employed 40 or more hours per week

