TIDEWATER COMMUNITY COLLEGE

PHLEBOTOMY PROGRAM

Admissions Procedures and Information
Dear Applicant:

Thank you for your interest in the Phlebotomy Technician Career Studies Certificate Program. This packet includes information on the profession, admission requirements and procedures, and the Phlebotomy curriculum.

The mission of the Phlebotomy Program of Tidewater Community College is to be an exemplary program graduating highly qualified individuals to fill the employment needs of clinical laboratories. The Program is committed to serving students and the medical laboratory community through guidance, excellent academic instruction and professional training utilizing traditional and innovative means. The faculty of the Phlebotomy Program is committed to providing quality instruction by preparing the graduate to be employable at an entry-level in general Phlebotomy and to be successful on the National Certification Examination in Phlebotomy.

Admission to the program requires that students complete the Admissions Application to TCC and a Health Professions Program Application. These applications are available online at our website: www.tcc.edu/healthprofessions, or in the Welcome and Entry Center, Bayside Building (Building B) of the Virginia Beach Campus, or by calling TCC's Enrollment team at 757-822-1111.

This information packet includes information about the courses in the Phlebotomy Technician Certificate Program that I hope you will find helpful. If you have questions or are interested in entering the program, I encourage you to attend our Phlebotomy Program’s Open House on the third Thursday of each month (except December) on the Virginia Beach Campus, Regional Health Professions Center from 4 p.m. to 5 p.m.

If you are eligible for Veterans educational benefits, please call the Center for Military and Veterans Education (CMVE) and they will assist you with your application. The CMVE can be reached by calling 757-822-7645 or by visiting www.tcc.edu/military for information.

The Phlebotomy Technician program does not qualify for federal financial aid. Information on potential funding sources is available on TCC’s website at www.tcc.edu/paying-for-tcc.

Please note: Information in this packet is subject to change. Students should check periodically to see if materials have been updated. Prospective students are hereby notified that certain medical facilities require both criminal/sex offender background checks as well as drug screens prior to being authorized to attend clinical practicum. The cost of the background checks and urine drug screen is the responsibility of the student.

Tidewater Community College maintains and promotes equal opportunity without regard to ethnicity, color, gender, age (except where gender or age is a bona fide occupational qualification), religion, handicap, national origin, or other non-merit factors. Disclosure of social security number, age, gender, and ethnicity is optional.

Once again, thank you for your interest in our program. Please contact me with any further questions or concerns by either phone or email address listed below.

Sincerely,

Angela R. Bell

Angela R. Bell, MS, MT(ASCP)SM, DLM
Director, Medical Laboratory Technology/Phlebotomy Technician Program
Phone: 757-822-7276
Email: abell@tcc.edu
Website: www.tcc.edu/healthprofessions
Program Summary

Description of the Profession
Phlebotomists are allied health professionals who draw blood from patients or blood donors for medical testing. They are employed throughout the health care system – hospitals, patient service centers, physician offices, public health facilities, and insurance carriers.

Phlebotomists are proficient in:

- collecting, transporting, handling and processing blood specimens for analysis
- recognizing the importance of specimen collection in the overall patient care system
- relating the anatomy and physiology of body systems and anatomic terminology to the major areas of the clinical laboratory, and to general pathologic conditions associated with body systems
- identifying and selecting equipment, supplies, and additives used in blood collection
- recognizing factors that affect specimen collection procedures and test results, and taking appropriate actions within predetermined limits, when applicable
- recognizing and adhering to infection control; and safety policies and procedures
- monitoring quality control within predetermined limits
- recognizing the various components of the health care delivery system
- recognizing the responsibilities of other laboratory and health care personnel and interacting with them with respect for their jobs and patient care
- demonstrating professional conduct, stress management, interpersonal and communication skills with patients, peers, and other health care personnel and with the public
- demonstrating an understanding of requisitioning and the legal implications of their work environment
- applying basic principles in learning new techniques and procedures
- recognizing and acting upon individual needs for continuing education as a function of growth and maintenance of professional competence

Program Length
The Tidewater Community College Phlebotomy Technician Certificate Program is 1 semester in length and consists of 4 courses:

- MDL 105 Phlebotomy
- MDL 106 Clinical Phlebotomy Practicum
- ENG 111 College Composition I
- HLT 141 Introduction to Medical Terminology

Courses begin in the fall and spring semesters. They may or may not be offered as a summer course. It is every prospective student’s responsibility to consult the TCC course schedule for details.

Certification Eligibility
Upon completion of the Program the graduate is eligible for national examinations for Phlebotomy offered by NHA and other agencies. *Passing of a national certification exam is not required for awarding the certificate of completion in Phlebotomy.*
Phlebotomy Course Descriptions

MDL 105 - Phlebotomy (3 credits): introduces basic medical terminology, anatomy, physiology, components of healthcare delivery and clinical laboratory structure. It teaches techniques of specimen collection, specimen handling, and patient interaction. Emphasis is placed on ethics, legalities, safety, and universal precautions.

MDL 106 - Clinical Phlebotomy (4 credits): focuses on obtaining blood specimens, specimen processing, managing assignments, assisting with and/or performing specified tests, performing clerical duties and maintaining professional communication. It is a clinical training practicum whereby the student is placed in an area hospital or clinical laboratory setting the entire day Monday through Friday for 2-3 consecutive weeks for intensive phlebotomy training. This training takes place during the daytime hours only, and the student must be able to attend every training session. Absenteeism can result in immediate dismissal.

Program Progression

In order to successfully progress through the program the student must:
- Achieve a grade of ‘C’ in MDL 105 to be eligible for the clinical practicum MDL 106
- Achieve a grade of ‘C’ in MDL 106 Clinical Phlebotomy Practicum
- Satisfactorily complete ENG 111 College Composition
- Satisfactorily complete HLT 141 Introduction to Medical Terminology

Successful students will be awarded an institutional certificate of completion for the Phlebotomy Technician Certificate Program.

Transfer of College Credit

No credit will be given for Phlebotomy courses from other institutions.

Advanced Placement/Challenge Exam Policy

There are no advanced placement or challenge exams for this program of study.

Admission Requirements

Admission to Tidewater Community College does not automatically qualify a student for admission to the Phlebotomy Technician Certificate program. Admission requirements for the Phlebotomy Technician Certificate program include:

1. Completion of high school or GED equivalent.
2. Meeting current requirements for admission to TCC.
3. Submitting a complete application for the Phlebotomy Technician Certificate Program during the application period. Applications for fall admittance are accepted April 1-5 or until the class is full. Applications for spring admittance are accepted November 1-5 or until the class is full. Applications with a copy of your immunization record attached should be submitted to abell@tcc.edu beginning at 8 a.m. on April 1 and 8 a.m. on November 1. Applications submitted before 8:00 am on April 1 or November 1 will not be accepted.
4. Submitting your immunization records with your application. **A copy of your immunization records must be provided at the time of application.**

5. Admission to the program is based on the date the completed application was received by the Medical Laboratory Technology/Phlebotomy Program Director.

**Once accepted into the program, students must:**

1. Submit a satisfactory health status, as certified by submission of a completed Health Professions Physical form, signed by a licensed healthcare provider within the last 12 months. The Health Physical form is available in the Division of Health Professions Administrative Office, or online at [www.tcc.edu/healthprofessions](http://www.tcc.edu/healthprofessions).

2. Submit immunization records. Health Professions students must comply with both Virginia Law and Clinical facility requirements related to immunizations. Healthcare professions include inherent health and safety risks. All health sciences students are required to be compliant with Virginia laws related to immunizations for the protection of themselves and patients.

3. Submit documentation of a negative TB test or, if a previous positive TB test was obtained, record of a negative chest X-ray.

4. Completion of a criminal background check and possibly a drug screen, depending on clinical site requirements, prior to placement for clinical rotations.

5. Submit documentation of current CPR certification.

6. Maintain a ‘C’ grade point average or better to remain in good standing. Students whose academic performance is below a ‘C’ grade point average will be readmitted to the program at the discretion of the Program Director and according to space.
Application Procedure/Checklist

The following steps must be completed as soon as possible. Please check each item as you complete it.

1. Obtain a Phlebotomy Program Packet. Information Packets are available at the Virginia Beach Campus Welcome and Entry Center (757-822-7172), the Counseling office (757-822-7211), or the Health Professions Division website: www.tcc.edu/healthprofessions.

2. Complete a TCC application at www.tcc.edu/apply. All applicants must designate the Virginia Beach Campus as their home campus.

3. Attend the mandatory Phlebotomy Technician Open House held on the third Thursday of each month (except December) from 4 p.m. to 5 p.m.

4. Take the TCC Math and English placement test, if required. It is recommended you take it as soon as possible to allow adequate time to take any required developmental courses. If placement testing determines that you need developmental courses, they become prerequisites courses that must be completed prior to admissions to the program. Consult the Counseling Center (757-822-7211) for information concerning your need to take placement tests and for times given.

5. Complete a Health Professions Program Application indicating Phlebotomy as your program choice. Submit the completed* application via email to Angela Bell, Phlebotomy Program Director, at abell@tcc.edu. Applications are accepted electronically from 8 a.m. on April 1 to April 5 (or until class is full) for fall admission, and from 8 a.m. on November 1 to November 5 (or until class is full) for spring admission.

Applications will not be accepted before 8 a.m. on April 1 or November 1, by mail, or by fax.

6. If an applicant has completed courses at institutions that are not part of the Virginia Community College System (VCCS), they are required to have official college transcripts sent directly to Tidewater Community College, Office of the College Registrar, PO Box 9000, Norfolk, VA 23509 from the appropriate institution’s registrar. Student copies are not acceptable. Any college course work transferred to TCC requires a transcript evaluation. Verify receipt of all forms and transcripts by calling (757) 822-2150.

7. Complete the Request for Evaluation of Previous Higher Educational Experience form at https://www.tcc.edu/transfer-credits. This form must be received by the Office of the College Registrar in order to evaluate your transcripts and assign transfer credit. Verify receipt of all transcripts by calling 757-822-1900.

*Complete application contains your immunization record
Career Studies Certificate: Phlebotomy(221-151-02)

The Phlebotomy program prepares students for entry-level employment in hospitals, medical offices, and clinics with training in blood draw and preparation/processing of blood tests. It also prepares students to take the National Certification Examination in Phlebotomy.

Admission to the college does not guarantee admission to the Phlebotomy program, with applications accepted until classes are full. Students must submit a copy of their immunization records at the time of application. For further information regarding admission, continuance, and graduation requirements (e.g., proof of satisfactory health status, “C” grade point average or better), go to tcc.edu (search keyword “phlebotomy”).

Students enrolled in this curriculum are not eligible for federal financial assistance.

Semester 1

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Semester Total 12

Total Minimum Credits 12