



Mission Statement

Rapides Regional Medical Center Laboratory, through the efforts of its associated employees and physicians, will provide high quality, efficient, and compassionate health care services for our patients and community by educating and training MLS and Phlebotomy students in a fast-paced clinical laboratory setting.

Course Description

The RRMCMC Phlebotomy Program's 12 week course focuses on didactic and clinical applications. Coursework will include:

- Phlebotomy and the Healthcare Delivery System
- The Clinical Laboratory
- Regulatory, Ethical, and Legal Issues
- Safety and Infection Control
- Basic Medical Terminology
- Basic Anatomy and Physiology
- Circulatory System
- Venipuncture Equipment
- Routine Venipuncture
- Venipuncture Complications and Preexamination Variables
- Special Blood Collection
- Dermal Puncture
- Quality Assessment and Management in Phlebotomy
- Arterial Blood Collection
- Point of Care Testing
- Additional Duties of the Phlebotomist
- Clinical Laboratory Practicals

The clinical aspect of the program includes over 320 hours of applied experiences and requires that the student complete 250 successful (unaided) venipunctures. Students are instructed on various blood collection techniques, including: evacuated collection devices, syringes, winged infusion sets, and dermal puncture devices.

All clinical and didactic training will be conducted at Rapides Regional Medical Center.

Tuition and Fees

There is no tuition required to attend the phlebotomy program. The School of Phlebotomy is financially supported by Rapides Regional Medical Center. Each student is responsible for purchasing his/her textbook and uniforms, including a white lab jacket.

Upon completion of the program, graduating students are eligible to apply for a national certification exam through the American College of Clinical Pathology (ASCP). The cost for this exam is \$135 and is the responsibility of the student.

Application Requirements

- Must be at least 18 years old.
- Signed and completed Phlebotomy School Application for Admission.
- Signed Statement of Understanding for Essential Requirements. (Submit only the signature page.)
- One copy of high school transcript (2.0 or higher GPA) or one copy of GED scores (400 or higher).
- Two letters of reference/recommendation. One letter MUST be a professional reference, i.e. supervisor, employer, professor, teacher, etc.
- Personal statement explaining your interest in phlebotomy. One to two paragraphs is sufficient.
- OPTIONAL: Copy of transcript from additional schools attended.
- OPTIONAL: Copy of ACT scores.

Admission Procedures:

1. Applications are accepted throughout the year. Application deadlines for each class are as follows: November 15 (January class), March 15 (April class), and July 15 (August class).
2. Applications can be downloaded at www.rapidesregional.com, or by contacting Courtney Hakes, Phlebotomy Supervisor, at 318.769.3207 or courtney.hakes@hcahealthcare.com.
3. Completed applications can be delivered to the Laboratory at Rapides Regional Medical Center (1st Floor) or can be mailed to the following:

***Rapides Regional Medical Center
ATTN: School of Phlebotomy
211 Fourth Street
Alexandria LA 71301***

4. Candidate interviews are determined after all complete applications are reviewed and scored. All applicants will be notified by phone or mail of their application status after applications are reviewed. Applicants not selected for the class can request that his/her application be held for consideration in the next class.

Program Outcomes

Upon successful completion of the 12 week Phlebotomy Program, graduates should be able to:

1. Demonstrate proficiency and competence in all areas of phlebotomy, including specimen collection, transport, processing, etc.
2. Recognize and adhere to safety and infection control policies and procedures.
3. Demonstrate the necessary knowledge of quality control practices to ensure the accuracy of laboratory test results.
4. Exhibit effective communication and patient relation skills in order to gain and maintain the confidence of the health care community.
5. Meet the necessary requirements to take the ASCP National Certification Examination for phlebotomy technicians.

Outcomes Measures

The measure of a program's curriculum effectiveness can be evaluated by collecting information from its students and graduates. The following outcomes measures are used in the assessing the curriculum effectiveness of our program:

- ASCP BOC pass rate for first time examinees – 89%
- Graduation rate from RRMCMC phlebotomy program – 100%
- Placement rate for graduating phlebotomists – 92%

Completion of the Program

Upon completion of this NAACLS approved program, graduates are awarded a Certificate of Completion and a school pin. Graduates are also eligible to apply for the national certification exam through the American Society of Clinical Pathology (ASCP). The awarding of the Certificate of Completion is not contingent upon the graduate passing an external certification or licensure examination.

Criteria for Dismissal

- Any unexcused or excessive absences or tardies from school.
- Failure to work well with laboratory and other hospital personnel.
- Any breach of confidentiality or failure to adhere to laboratory and/or hospital policies and procedures are grounds for immediate dismissal.
- Failure to make up absences.

Criteria for Appeal of Dismissal

If a student feels a rule, regulation, grade or disciplinary measure is unfair or prejudiced, he/she may make an appeal in written form to their respective Program Director. The Program

Director along with the student presents the appeal to the Appeals Committee. The appeals are reviewed and solutions are reached. Written records of the appeals and solutions are kept on file.

If the appeal pertains to rules, regulations, or disciplinary measures, one of the following actions will be taken:

1. The appeal will be disregarded and the student reprimanded.
2. Omissions or revision of the disciplinary measure, rule, or regulation. If appropriate, restitution will be made toward the student.
3. Dismissal of the student from the program.

If the appeal pertains to grades, one of the following actions will be taken:

1. The grade will be allowed to stand as submitted.
2. The student will be permitted re-examination.
3. The student will be required to spend additional time in training and will repeat that section of the rotation.
4. The student may be dismissed from the program.

Note: If the student is dismissed from the program due to grades, then he or she will be allowed to apply to the program again after one year.

Program Administration

Medical Director: Bruce Herrington, M.D.

Program Director: Laine Reeder, BS, MLS(ASCP)^{cm}

Advisory Committee: Courtney Hakes, PBT(ASCP) – Phlebotomy Supervisor
Brittany Lemoine, PBT(ASCP)^{cm} – Phlebotomy Coordinator
Linda Hopkins, PBT(ASCP) – Phlebotomist/Lab Asst.
“At Large” Member – Recent Graduate

A complete didactic and clinical faculty list is available upon request.

Program Approval

The Rapides Regional Medical Center School of Phlebotomy is approved by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

NAACLS
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