



## **School of Phlebotomy**

### **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 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 Pre-examination 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 (RRMC) or a Rapides Regional Physician Group Office (RRPG).

### **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 their textbook and scrubs, 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 \$145.00 (non-refundable) and is the responsibility of the student.

### **Application Requirements**

- Must be at least 18 years of age.
- Submit completed Phlebotomy School Application for Admission.
- Submit signed Statement of Understanding for Essential Requirements (submit only the signature page).
- Submit one copy of:
  - High school transcript (2.5 or higher GPA) **or**
  - GED scores (530 or higher) **or**
  - HiSET score (60 or higher)
- Submit two letters of reference/recommendation; at least one of the letters **MUST** be a professional reference (i.e. supervisor, employer, professor, teacher, etc.)
- Submit a personal statement explaining your interest in phlebotomy. One to two paragraphs are sufficient.

### **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](http://www.rapidesregional.com) , or by contacting Elizabeth Duck, Phlebotomy Program Director, at 318.769.3177 or [Elizabeth.Duck2@hcahealthcare.com](mailto:Elizabeth.Duck2@hcahealthcare.com).
3. Completed applications can be delivered to the Laboratory at Rapides Regional Medical Center (1<sup>st</sup> 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 their 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.

## Program Outcome Measurements

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:

RRMC Phlebotomy Program Outcomes				
	ASCP BOC Pass Rates	Graduation Rates	Attrition Rates	Placement Rates
<b>2020</b>	100%	100%	0%	100%
<b>2021</b>	100%	100%	0%	100%
<b>2022</b>	100%	100%	0%	100%
<b>Avg. of 3 active years</b>	100%	100%	0%	100%

- American Society for Clinical Pathology Board of Certification (ASCP BOC) pass rate for graduates who take the ASCP- BOC PBT exam within one year of graduation.
- Graduation rates are for those students that start the last 6 months of the clinical rotation and complete the program.
- Attrition rates are for students who begin the last 6 months of the program, but fail to successfully complete the program.

- Graduate placement rates are for graduates who seek employment in the field or continue their education within one year of graduation.

## **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, they 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 they will be allowed to apply to the program again after one year.

## **Program Administration**

Medical Director: Bruce Herrington, M.D.

Program Director: Elizabeth Duck, MHI, MLS (ASCP)<sup>CM</sup>

Advisory Committee:

- Courtney Hakes, PBT (ASCP)<sup>CM</sup> – RPMC PBT Graduate/Phlebotomy Supervisor
- Lindsay Philpot, MS, MLS (ASCP)<sup>CM</sup> – Laboratory Manager
- Laine Reeder, MLS (ASCP) SC-Manager of Laboratory Support Services
- Karla Simon, CLA (ASCP)<sup>CM</sup>-RPMC PBT Graduate/Front Office Administrator
- Victoria Brown, CLA (ASCP)<sup>CM</sup> –RPMC PBT Graduate/Laboratory Assistant

A complete 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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