



HARCUM COLLEGE

PHLEBOTOMY PROGRAM HANDBOOK

Revised May 2024

PHLEBOTOMY HANDBOOK
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PHLEBOTOMY CERTIFICATE PROGRAM

I. INTRODUCTION

The Phlebotomy Certificate course is designed to give the student instruction in the technique of phlebotomy (drawing blood). Phlebotomy technicians are members of the clinical laboratory team and are responsible for obtaining quality blood specimens for diagnostic laboratory testing.

The Phlebotomy Technician program at Harcum College follows the guidelines established by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). Students who successfully complete the course are eligible to sit for the Phlebotomy Technician Board of Registry examination given by the American Society for Clinical Pathology (ASCP). ASCP is the certifying agency and professional organization for laboratory personnel.

II. CONTACT INFORMATION

Professional Organizations:

NAACLS
5600 N. River Rd
Suite 720
Rosemont, Illinois 60018
www.naacls.org

ASCP Board of Certification
3300 West Monroe St
Suite 1600
Chicago, Illinois 60603
www.ascp.org

Phlebotomy Certificate Program Administrators:

Office of Continuing and Professional Studies
Harcum College
750 Montgomery Ave.
Bryn Mawr, PA 19010
610-526-1860

Program Director:
Dr. Donna Broderick, MLS (ASCP)^{CM}
Office Telephone Number: 610-526-6662
Email: dbroderick@harcum.edu
Fax: 610-675-2666

Clinical Coordinator:
Kristy Matulevich M.Ed, MLS (ASCP)^{CM}
Office Telephone Number: 610-526-1864
kmatulevich@harcum.edu
Fax: 610-675-2666

Harcum College Lab Science Address:
Harcum College - OMGC Campus
Office Suite 42
31 Pennswood Rd
Bryn Mawr, PA 19010
Fax: 610-675-2666

III. OVERVIEW

A career as a Phlebotomy Technician is a rewarding career for someone who desires to work directly with patients. Both laboratory professionals and physicians depend upon the phlebotomy technician (PBT) to collect quality patient specimens in order to produce quality laboratory results. Phlebotomy technicians are trained to create an atmosphere of trust and confidence in patients while drawing blood specimens in a skillful and safe manner.

Employment opportunities include hospitals, clinics, physician's offices, clinical laboratories and blood collection centers.

The phlebotomy course serves students who are looking to earn their certificate in phlebotomy.

Phlebotomy Mission Statement

The mission of the Phlebotomy Program is to prepare individuals, from diverse backgrounds, for employment as knowledgeable and technically skilled phlebotomists, who are capable of serving the health care needs of the community.

IV. PHLEBOTOMY CERTIFICATE PROGRAM DESCRIPTION

The Phlebotomy Certificate Program requires completion of a one-semester lecture course plus 100 clinical hours at a CLIA (Clinical Lab Improvement Amendments) approved blood drawing center or hospital and a Certification Exam Prep Seminar course. A minimum of 100 successful venipunctures, including skin (capillary) punctures, is required to complete the program. The skin punctures can be completed during the PBT 210 course. Clinical hours are scheduled upon successful completion of the PBT 210 Phlebotomy Theory and Techniques course with a grade of "C" or better.

Students may enroll in the phlebotomy program through the Office of Continuing Studies or as a matriculated student working towards completion of courses to earn an Associate's Degree. Students taking the course will be billed individual fees for the lecture course, the practicum, and exam review course. Full payment of the lecture course is required prior to being registered for the practicum and exam review course. Students who register through the Office of Continuing

Studies will not earn college credit for the program. Students enrolled in a degree program at Harcum will register for 3 credits for the PBT 210 Phlebotomy Theory & Techniques course and will register the following semester for the 2 credit PBT 201 Phlebotomy practicum and the 1 credit PBT 202 Phlebotomy Certification Exam Prep Seminar.

Students will learn phlebotomy technique by reviewing the following topics: human anatomy and physiology, equipment used for phlebotomy, venipuncture techniques, safety practices and infection control. Through lecture, assigned readings, class discussion, and “hands on” participation, the student will demonstrate competency in the following area as stated in the Phlebotomist Entry-Level Competencies found in the September 2023 NAACLS Standards for Accreditation, pages 82-83:

- A. Identify components of the health care delivery system and the services each provides
- B. Identify each department within the laboratory, list tests, and corresponding pathologic conditions associated with each department
- C. Apply knowledge of infection control and safety in the workplace
- D. Demonstrate basic understanding of the anatomy and physiology of body systems and anatomic terminology
- E. Utilize computers, information systems and other technology as related to job duties and responsibilities
- F. Demonstrate basic understanding of age specific or psycho-social considerations involved in the performance of phlebotomy procedures on various age groups of patients
- G. Demonstrate understanding of the importance of specimen collection and specimen integrity in the delivery of patient care
- H. Identify and report potential pre-analytical errors that may occur during specimen collection, labeling, transporting and processing
- I. Demonstrate knowledge of phlebotomy collection equipment, various types of additives used, special precautions necessary and substances that can interfere in clinical analysis of blood constituents
- J. Perform standard operating procedures to collect specimens via venipuncture and capillary (dermal) puncture
- K. Explain the collection of non-blood specimens, such as urine, stool, sputum, throat or other in order to instruct patients, process and handle non-blood specimens
- L. Perform specimen requisitioning and processing
- M. Transport specimens following safety regulations, predetermined criteria, and standard protocol
- N. Explain quality assurance and quality control in phlebotomy
- O. Communicate professionally (verbally and nonverbally) in the workplace
- P. Perform waived and POCT procedures as established using standard protocol and predetermined criteria for testing and quality assurance

Phlebotomy Technician Program Learning Outcomes

The Phlebotomy program learning outcomes can be found on the Phlebotomy Technician website, and are stated below:

- Students will demonstrate knowledge of the role of the phlebotomist in healthcare, the organizational structure of the clinical laboratory and current legal issues in the healthcare system.
- Students will apply knowledge of infection control, safety precautions, and quality assurance in performing phlebotomy procedures.
- Students will demonstrate professional behaviors and effective communication with patients and colleagues.
- Students will apply knowledge of anatomy, physiology and medical terminology to results of clinical testing in order to understand pathologic conditions.
- Students will demonstrate proper use of test requisitions for specimen collection, transport and processing of clinical specimens.
- Students will demonstrate proper technique in use of specimen collection equipment when performing capillary and venipuncture procedures.
- Students will recognize the need for special precautions, explain interfering substances and determine the protocol for preventing and correcting phlebotomy errors.

Upon completion of program requirements, PBT students are eligible to sit for the certification examination offered by the American Society of Clinical Pathologists (ASCP). The granting of a Certificate of Completion from Harcum College is not contingent upon the passing of certification examinations.

STUDENTS ARE EXPECTED TO PARTICIPATE IN CLASS AS VOLUNTEERS FOR PHLEBOTOMY PROCEDURES. AN INDEMNITY AGREEMENT LIABILITY FORM IS REQUIRED TO BE SIGNED BY ALL STUDENTS.

V. ADMISSIONS GUIDELINES

Admission is on a first-come, first-serve basis. Lecture classes are scheduled for one evening a week. The 100-hour practicum that follows the lecture series is available during day hours and limited off hours, but can be completed on a part-time basis per approval of the clinical site. Please contact the Office of Continuing Studies at 610-526-1860 for course registration information and current course offerings.

All registrants must have a high school diploma or hold a GED.

Phlebotomy Technician Program Essential Functions

Essential Functions represent the essential non-academic requirements of the program that students must master to participate successfully in the program and become employable. The following is a list of the technical abilities and skills applicants for admission into Phlebotomy courses must possess:

- Manual Dexterity: ability to use hand(s) or prosthetic devices with coordination
- Fine Motor: ability to manipulate small objects with fingertip or adaptive devices.
- Mobility: ability to maneuver in the clinical setting
- Vision: ability to distinguish red, yellow and blue colors; distinguish clear from cloudy
- Hearing: ability to adapt with assistive devices (i.e., phone receivers, hearing aid, etc.)
- Speech: ability to effectively communicate verbally in English
- Writing: ability to communicate effectively in written form in English
- Reading: ability to read, understand, and follow directions printed in English
- Affective: work effectively under time constraints and under pressure
- Computer literacy is essential in blended courses

Specific questions regarding the course and practicum requirements can be directed to the Phlebotomy Program Director at 610-526-6662.

VI. UNIFORM REQUIREMENTS

Students are required to purchase their own uniforms for use at the clinical site. Uniforms may be purchased on-line or by catalog by contacting:

KEN ALLEN UNIFORMS
Phone [\(610\) 439-1201](tel:6104391201)
Fax [\(610\) 439-8011](tel:6104398011)
customerservice@kenallenuniforms.com

VII. MEDICAL REQUIREMENTS

All Phlebotomy students must complete the medical requirements and clearances prior to registration for the practicum. Students will complete these requirements through ***CastleBranch.com***

Students who have failed to complete all CastleBranch requirements listed below by the designated due date as stipulated by the Clinical Coordinator will not be registered for the phlebotomy practicum.

Students are also required to maintain general health insurance coverage throughout the program.

To access the *CastleBranch* site go to: www.CastleBranch.com

Enter the correct 6 character package code as outlined below:

HF40 + State of Residence Abbreviation – Background Check, Drug Test & Medical Document Manager

(Examples: HF40pa, HF40ny, HF40ca)

When ordering the child abuse clearance, select: Other, then, Non-applicable

For students needing to order the Drug test only:

HF40dt – Drug Test ONLY package (Please order your drug test within 30 days of practicum)

You will then be directed to set up your CastleBranch account.

CastleBranch is a secure platform that allows you to order your

Background Check, Medical Document Manager & Drug Test online.

Below are lab tests/documentation to be completed through CastleBranch:

- Covid 19 vaccine
- Current flu vaccine
- 3 doses of Hepatitis B vaccine and a positive Hepatitis B Surface Antibody (HBsAb)
- Measles (Rubeola) proof of vaccination
- German measles (Rubella) proof of vaccination
- Chicken Pox (Varicella) proof of vaccination
- Mumps titer proof of vaccination
- Tdap (tetanus, diphtheria, pertussis) within past 10 years
- Criminal Background Check
- Child Abuse Clearance
- Physical exam
- Authorization of release of medical records form
- Evidence of US Citizenship or valid work visa
- FBI Fingerprinting

In addition, students will need to complete the following tests within 30 days of beginning the PBT practicum:

- Drugs of Abuse Screen
- Quantiferon Gold test, documentation of a chest X-ray is required if positive

VIII. PROGRAM ADVISING, PRACTICUM REQUIREMENTS and SERVICE WORK

Academic Advising

It is the responsibility of the Program Director to spearhead a program of academic guidance that meets the needs of the individual student. The Lab Science Program Director serves as advisor for the Phlebotomy students. Program advisors are included in the academic notifications sent to students by instructors who are not meeting academic progress in their courses. Advisors contact these students to guide them in the use of the appropriate academic support services to meet their needs for success.

Practicum requirements

Students must attend 100 clinical hours at the practicum site and perform a minimum of 100 successful venipunctures and skin punctures. Skin punctures performed during the phlebotomy class will be counted toward the skin punctures necessary to complete the program. This is due to some clinical sites not performing skin punctures on a regular basis. Students are expected to provide their own transportation to and from clinical sites.

Required practicum paperwork

Students will access the documentation listed below through the LMS on-line course management system.

The **Phlebotomy Practicum Performance Task List** is to be maintained by the student. It is the responsibility of the student to have the supervising phlebotomist initial and date the task list. The task list is uploaded into the LMS upon completion.

The **Phlebotomy Practicum Hours and Venipuncture Log**, which records each successful venipuncture and the hours attended at the clinical site, is to be maintained by the student. It is the responsibility of the student to have the supervising phlebotomist initial each day that the student attends the clinical practicum. The log is uploaded into the LMS upon completion.

The **Phlebotomy Practicum Student Evaluation of Clinical Training**, which allows the student to provide feedback to the college regarding instruction at the clinical site and preparedness for the clinical practicum. The evaluation is uploaded into the LMS upon completion.

The **Phlebotomy Practicum Clinical Site Evaluation of Student Performance** is completed by the Clinical Site Supervisor to provide assessment of student cognitive, affective, and psychomotor functions. The evaluation is uploaded into the LMS upon completion

Certification exam information can be obtained through: www.ascp.org
The Phlebotomy Clinical Coordinator will advise students through the application process.

Service Work

Students are not utilized or expected to perform service work. Students are expected to observe the performance of procedures and then, with qualified supervision, perform the procedures themselves. Students do not replace qualified phlebotomy technicians at the clinical site.

IX. CERTIFICATION EXAM PREP SEMINAR REQUIREMENTS

Students are required to pass the PBT 202 course with a grade of “C” or higher to complete the program.

X. CLINICAL SITE RULES. GUIDELINES FOR BEHAVIOR AND PROGRAM COMPLETION

Students must strictly adhere to policies regarding conduct, dress code, and cell phone usage at each individual clinical practicum site.

Dress Code, Personal Appearance:

- Uniform or scrubs, rubber-soled shoes (no open-toed or backless shoes) are required for lecture course and clinical practicum
- Harcum College purple scrubs with patch and Harcum College issued identification badge are required for practicum
- Long hair must be secured
- Minimum jewelry/ piercings. Clear gauges must be used for facial piercings
- Minimum fragrance
- Fingernails are to be short and unpolished. Wearing of artificial nails is prohibited
- ID badges issued by the clinical site must be worn and visible at all times while at the clinical site

Attendance:

- Punctual upon arrival and dismissal
- Call clinical site and the practicum coordinator if absent prior to practicum starting time, document who was spoken to
- Adhere to break and lunch times established by the clinical site
- Call clinical site if expected to be late 15 minutes or more
- Inclement weather absences are under the discretion of the student and the lab supervisor. Students must contact the clinical site if they will be absent or late due to inclement weather

All absences must be made up at the discretion of the clinical supervisor. It is the student's responsibility to make up lost time. **Excess of 2 absences during the practicum may be cause for dismissal from the clinical site.**

Students who leave their assigned work areas, for any reason, must inform the supervising phlebotomist.

Personal conduct:

- Cell phone usage is prohibited during lecture course unless approved by course instructor; students will adhere to clinical site policy regarding cell phone usage during practicum
- All information pertaining to patients, their diagnosis, treatment, and condition is confidential and must not be discussed in any manner on or off the clinical site premises as documented by HIPAA
- Students will be polite at all times to all patients, coworkers and hospital personnel regardless of provoking circumstances
- Students will not give patient reports by telephone, in-person, or any other communication means
- Students should review phlebotomy and lab procedure manuals specific for the clinical site
- Students must be flexible to adjust to workload flow
- Harcum College expects the student to uphold the principles of truth and honesty in their performance and to never compromise patient care
- Any concerns by the student during the practicum should be directed to the Lab Science Program Director:

Donna Broderick
610-526-6662
dbroderick@harcum.edu

Academic Criteria for Program Completion:

A grade of less than 2.0 as designated by a letter grade of "C-" or below in the PBT 210 Phlebotomy Theory and Techniques course will prevent a student from progressing to the PBT 201 Phlebotomy Practicum and PBT 202 Certification Exam Prep course. The student may re-enroll in the

upcoming semester's PBT 210 Phlebotomy Theory and Techniques course. Students who have not met the criteria for progression through the phlebotomy program will be notified of this in writing.

Academic Appeal:

A student wishing to appeal a grade may present evidence for consideration to the Program Director. If a satisfactory resolution has not been achieved within fifteen calendar days of receipt of the documented appeal, the student should proceed with the college's grievance procedure as noted in the College Catalog.

Non-Academic Criteria for Program Completion:

A student enrolled in the Phlebotomy Program is required to comply with the policies of the college and the clinical affiliate regarding attendance, dress, conduct, etc. Failure to comply with these rules and regulations may result in dismissal from the PBT campus and online classes, and clinical practicum.

Non-Academic Appeal:

If a student has failed to comply with the policies of the college or the clinical affiliate regarding attendance, punctuality, dress, conduct, etc., the student may be given a maximum of two written warnings. If the unsatisfactory behavior continues, the student will be placed on probation. The student will be informed of in writing of probationary status.

The student's progress will be reviewed daily by the Clinical Coordinator upon follow-up with the Clinical Site Liaison. A decision will be made to continue the probation or dismiss the student. If the student wishes to appeal a decision, evidence may be presented to the Program Director for consideration.

XI. PRACTICUM SITES AND STUDENT ASSIGNMENT

Harcum College has an ongoing relationship with many clinical sites. Clinical site availability may change from year to year. Listed below are current active clinical sites. An updated site list will be provided by the clinical coordinator prior to registration for the practicum.

Penn Medicine Chester County Hospital

701 East Marshall Street
West Chester, PA 19380
Fern Hill Draw Site
915 Old Fern Hill Rd.
West Chester, PA 19380

Cooper University Hospital - Camden

1 Cooper Plaza
Camden, NJ 08103

Cooper University Hospital - Voorhees

900 Centennial Blvd.
Suite 202
Voorhees Township, NJ 08043

Jefferson - Abington Hospital

1200 Old York Road
Abington, Pa. 19001

Jefferson Lansdale Hospital

100 Medical Campus Drive
Lansdale, PA 19446

Main Line Health Labs – Bryn Mawr

Bryn Mawr Hospital
130 S. Bryn Mawr Ave
Bryn Mawr, PA 19010

Main Line Health Labs – Newtown Square

3855 West Chester Pike
Newtown Square, PA 19073

Thomas Jefferson University Hospital

111 S. 11th Street
Phila, PA 19107

IF A STUDENT WOULD LIKE TO ATTEND A CLINICAL SITE NOT ON THIS LIST, PLEASE CONTACT THE PROGRAM DIRECTOR.

Every effort will be made to accommodate students who desire placement outside of our current clinical affiliates; however there is no implied nor stated guarantee.

Students will be assigned practicum sites based on availability. Every effort will be made to send the student to his/her first choice, however, the practicum assignment may be to any of the current locations. The practicum assignment will be sent via email to students upon completion of the lecture series with a grade of “C” or better. Clinical sites may require specific completed paperwork, an interview and/or orientation with the student.

The practicum may be completed on a full-time or a part-time basis. Full-time practicum hours consist of 5 days/week (Monday-Friday), 8 hours per day, for 2.5 weeks. Part-time practicum hours consist of a minimum of 2 days per week. Students must commit to a minimum of 4-hours per day. Part time hours are granted upon approval of the clinical site and are not always available.

The practicum start and end days/times must be scheduled prior to the end of the drop/add period for the semester that the student is to attend the practicum. The Phlebotomy practicum is offered during the fall, spring and summer sessions. Failure to adhere to the schedule may result in dismissal from the practicum.

In the event that student enrollment exceeds clinical site availability, students will be ranked in order of:

1. Completion of medical and background requirements
2. GPA in the PBT 210: Phlebotomy Theory and Techniques course

Students will be placed on a waiting list and given placement priority as soon as an opening is available.

Any student who does not complete the clinical practicum within 1-year post completion of the PBT 210 course, must retake the PBT 210 course to qualify for practicum placement.

Teach-Out Plan

In the event that a catastrophic event occurs that results in an interruption of the college's ability to operate the Phlebotomy Program, the program director will make every effort to move to another location. Attempts will be made to accommodate courses at clinical affiliates.

In the event that a catastrophic event halts the operation of one or more of the Phlebotomy Program's clinical affiliates, steps will be taken to place students at other functioning clinical sites to finish the remainder of their training.

In the event of an administrative decision to suspend operation of the Phlebotomy Program, new students will not be admitted to the program, but current students will complete the program requirements.

XII. NATIONAL COUNCIL FOR STATE AUTORIZATION RECIPROCITY AGREEMENTS (SARA)

SARA has no effect on state professional licensing requirements. It is the student's responsibility to ensure that Harcum College's Lab Science Program meets the qualifications for state licensure. State contact information can be found here: <http://www.ascls.org/advocacy-issues/licensure>

XIII. TEXTBOOKS AND ORDERING

Textbooks can be ordered through Follett, the College online bookstore: [Campus Store Textbook Order Information](#) or through any other source of the student's preference, such as Amazon

PBT 210: Phlebotomy Theory and Techniques

Phlebotomy Essentials 8th edition
McCall
ISBN: 978-1-284-263480
Jones & Bartlett
<https://www.jblearning.com/>

PBT 201: Phlebotomy Practicum

Phlebotomy Essentials 8th edition
McCall
ISBN: 978-1-284-263480
Jones & Bartlett
<https://www.jblearning.com/>

Phlebotomy Notes
2nd edition
Pocket Guide to Blood Collection
Strasinger, DiLorenzo
ISBN 13: 978-0-8036-7565-0
FA Davis Publishers
www.FADavis.com

PBT 202: Certification Exam Prep Seminar

Phlebotomy Essentials 8th edition
McCall
ISBN: 978-1-284-263480
Jones & Bartlett
<https://www.jblearning.com/>

Phlebotomy Exam Review 8th edition
McCall
ISBN: 978-1-284-263534
Jones & Bartlett
<https://www.jblearning.com/>

Additional Resources:

ASCP BOC Study Guide: Phlebotomy
2nd edition
Susan Phelan
ISBN: 978-0-89189-6654
Publisher: ASCP press

XIV. Accessing the Harcum Hatch portal for Google Harcum email, PowerCampus Self-Service, and Canvas:

1. Go to www.Harcum.edu and click on the “Login” link at the top right of the Harcum homepage.
2. Enter your username and password. Your username is your first initial and full last name followed by the last 4 digits of your student ID number. Your password is HC plus your full student ID number. Your student ID # is printed in bold in the upper right corner of this email For example:

Mary Smith
Student ID# 000012345
Username: msmith2345
Password: HC000012345

For security reasons, you will be forced to change this password immediately. You can change your password subsequently by clicking on the my profile under your name in the Harcum Hatch portal.

3. Click on the “G Suite” button to access your Harcum email.
4. Click on “PowerCAMPUS- Self-Service” button then click “View Bill/Make Payment Tab” to view your bill and/or financial aid.
5. Click on “Canvas” button to access your courses. The Canvas Learning Management System may be used to supplement face-to-face classes or to provide you with online or remote learning.

For those of you who may not have used Canvas previously, the college has provided a Student Orientation Course for Canvas. Canvas and the orientation course can be accessed by logging into the Harcum Hatch on the Harcum website (www.harcum.edu, login at the top of the page) and clicking on the Canvas icon. If clicking on the Canvas icon does not allow you to access the Canvas website, you should contact Harcum’s IT Support by email at support@harcum.edu or phone at 610-526-1867. The following video link will help you to locate the Canvas Student Orientation and your courses. <https://www.screencast.com/t/5oao2IBw> \

Although the Canvas orientation course is available as soon as you register, you will not be able to access your academic courses until the instructor makes them available to you.

Course Registration using Self-Service:

1. To access the Self-Service registration module from the Harcum Hatch, click on the “PowerCAMPUS” button
2. Click on “Registration” tab
3. Click on “Courses” or “Academic Plan”
4. Click on Expand all
5. Click on the magnify glass next to the course for which you want to register. Select The Year/Term you want to see available sessions.
6. Find the Session that you want and click the “Add” button. This course will be added to your cart. Click on “Hide” or “View Cart”.
7. To add more courses to your cart, click on “Academic Plan” Under Registration, repeat steps 3 – 6.
8. You can also search for courses by clicking Registration and then click Course. Search for the specific Year/Term and Course and if it is available click the Add button to add it to your cart.
8. When you are ready to submit your courses for advisor’s approval, click the “Register” button or go to “Cart” at the top of the screen and click the “Register” button.
9. You will see a message that you’ve submitted your schedule for your advisor’s approval. ***Log out and close the browser to avoid security risks.***

For additional support, please contact the Harcum IT department: 610-526-1867 or support@harcum.edu

XV. STUDENT INFORMATION/CLINICAL SITE SELECTION

Please provide the information below:

Printed Name:

Mailing address (include street address or PO Box, city, State, zip code):

Current phone #:

Harcum email address:

Clinical Site preference:

1. _____

2. _____

3. _____

Please write your name below as you would like it to appear on the phlebotomy certificate that you will receive upon completion of the program.

I would like my name on the phlebotomy certificate to appear as I have designated below:

XVI. PBT STUDENT HANDBOOK SIGNATURE PAGE

STUDENT AGREEMENT

I have received the Harcum College Phlebotomy Program Handbook. I agree to read the handbook and affirm that I will be responsible for all of the data therein. I understand and am aware of the contents listed below, as indicated by my initials.

I understand that I must complete all requirements of the phlebotomy lecture, practicum, and the certification exam prep seminar, and pass all courses, to receive the certificate of course completion.

Please initial each item and indicate the page number where each item was found.

_____ Contact Information p. _____

_____ Phlebotomy Certificate Program Description p. _____

_____ Phlebotomy Program Learning Outcomes p. _____

_____ Uniform Requirements p. _____

_____ CastleBranch Requirements (due date) p. _____ due date: _____

_____ Grade needed in PBT 210 course in order to attend practicum
p. _____ grade: _____

_____ Practicum requirements and paperwork p. _____

_____ Dress code, personal appearance, attendance, personal conduct p. _____

_____ Practicum sites and student assignment p. _____

_____ Practicum hours, full time p. _____

_____ SARA/licensure p. _____ (OUT OF STATE STUDENTS ONLY)

_____ Textbooks and ordering information p. _____

_____ Harcum College email access p. _____

I agree to abide by all of the rules, policies and procedures of the program.

Print Name: _____

Signature: _____

Date: _____

Version of Handbook (month/year): _____