

## CURRICULUM GUIDE

### GENERAL OVERVIEW

The **Phlebotomy Program** at Jefferson Community & Technical College is a Certificate program and is designed to prepare the student with the opportunity to acquire the necessary skills for gainful employment as a phlebotomist, working under the supervision of a clinical laboratory supervisor. The phlebotomist is responsible for the proper collection, processing, and waive testing of blood specimens and various patient excretions in accordance with OSHA safety regulations and standards. Upon successful completion of this program, the graduate is eligible for application to the national licensing examination through the ASCP (American Society for Clinical Pathology).

The Phlebotomy Program is offered at the Technical Campus of the college, located at 800 West Chestnut Street, Louisville, KY. The program curriculum consists of a combination of program-specific coursework and clinical learning experiences that are reflective of contemporary phlebotomy practice. Phlebotomy coursework spans over two semesters with the curriculum consisting of approximately 90 hours of general coursework and approximately 180 hours of clinical externship for a total of 9 credit hours. Enrollment in this program is limited and is based on a first come- first served basis. The Phlebotomy Program admits students twice a year, once in the fall and once in the spring.

### GETTING STARTED

Students interested in the Phlebotomy Program at Jefferson should begin by reading this curriculum guide thoroughly. The guide contains important information regarding the program's admission requirements, the application process, required coursework, and various other advising notes. Students are also encouraged to visit the college's website for additional program and career information. (<http://www.jefferson.kctcs.edu/>)

### ADMISSION PROCESS

In order to be eligible to enroll in the Phlebotomy course, each applicant must have successfully completed the following:

1. Application for admission to the college turned into the Registrar's office.
2. High school transcript indicating the applicant has or will have completed a high school course of study *or* a passing GED report must have been turned into the Registrar's office.
3. Application for Phlebotomy program turned into the Allied Health Division office. (no later than one full working week prior to the start of class)

## ENROLLMENT PROCESS

Students must first apply and be accepted to Jefferson Community & Technical College as a student. You may contact the Admissions office (502) 213-4001 or check our website for a KCTCS Application for Admission. Once accepted by the College, you must submit a separate Phlebotomy program application to the Allied Health Division Office located on the downtown campus, 109 E. Broadway, VTI Building, Room 317. Louisville, KY 40202. Once your KCTCS Application for Admission and your phlebotomy program application have been successfully processed, you will be eligible to register for classes during regular registration times.

It is the responsibility of the applicant to notify both the college and the Allied Health Division of any change of address or phone number. In the event of low enrollment, the college reserves the right to cancel the class. The student will be notified of the cancellation via their student email address and a refund will be granted.

## OTHER REQUIREMENTS

Students who have registered for the Phlebotomy course are obligated to comply with all rules and regulations set out in the Student Code of Conduct as outlined by KCTCS.

Brief summaries of post-admission health/immunity, financial, and academic requirements are listed below:

- Students are responsible for providing documentation of an annual TB Skin Test, immunity to measles, mumps and rubella (MMR) or vaccination against MMR and Hepatitis first series.
- Students are required to have a criminal background check prior to being assigned to a clinical site. The cost of this criminal background check is approximately \$40.00. Your instructor will provide all the details during your first week of class.
- Students are required to purchase liability insurance coverage through the college at \$20 per year.
- The cost of required book varies semester by semester and the student will need to contact the bookstore for current price at 213-2150. The required book is *Phlebotomy Handbook*, 7<sup>th</sup> edition by Diana Garza, ISBN 0-13-11334-9.
- Students are required to purchase appropriate clinical uniform attire.
- Students will incur all costs related to Clinical Education, including transportation, housing, and meals.
- CPR is mandatory and is offered as part of the course.

## FINANCIAL INFORMATION

Effective Fall 09, the tuition rate of the course for in-state students is \$125.00 per credit hour. Out of state tuition rate is \$425.00 per credit hour for most out of state students.

Catalog#	Course title	Credit Hrs.	Cost
100 PHB	Phlebotomy- Lecture	6.0	\$ 750.00
155 PHB	Phlebotomy- Clinical	3.0	<u>\$ 375.00</u>
	TOTAL		\$1,125.00

If payment is made by a third-party, you may take the original voucher to Carl Hall located at the downtown campus, JEC building, main lobby for billing purposes.

Once you have enrolled in the class, you will be charged for this course. There are no refunds for this class except in extenuating circumstances as approved by the Division Chair of the Allied Health Division as governed by the

rules and regulations of the college.

## SAMPLE ACADEMIC PROGRAM PLAN

- The following is a **sample** Academic Program Plan outlining required coursework for the Phlebotomy Program.

Please refer to the KCTCS College Catalog for course descriptions, which include individual course prerequisites/co-requisites.

Semester	Course Number	Course Name	Credit Hours	Credit Hours per Semester
1st	100 PHB	Phlebotomy- Lecture (90 contact hours) Meets Tuesdays & Thursdays 4:45 p.m. – 8:45 p.m.	6	} 9 hours
2nd	155 PHB	Phlebotomy- Clinical externship (180 contact hours) Meets as assigned by clinical instructor	3	
<b>TOTAL CREDITS</b>			<b>9</b>	

Students cannot enroll in 155 PHB until they have successfully completed 100 PHB and must have instructor consent. Your instructor will advise the process you will need to follow.

In the event you do not enroll in 155 PHB – clinical externship class, the immediate term after completion of 100 PHB, you may be required to re-take the 100 PHB-Lecture class at your own expense.

## POST-COMPLETION REQUIREMENTS

Upon successful completion of 100 PHB- Lecture class and 155 PHB – Clinical externship, you are eligible to apply for a Certificate of Completion. You may pick up the Application for Graduation/Certificate Program form from Student Services offices located at the Jefferson Technical Campus, 727 W. Chestnut Street, Bldg. B, Room 109 Louisville, KY. Your instructor will help you complete and sign this form.

*Jefferson Community & Technical College is an Equal Opportunity Institution. The Kentucky Community and Technical College System is committed to a policy of providing educational opportunities to all qualified students regardless of economic or social status, and will not discriminate based on race, color, sex, marital status, beliefs, age, national origin, sexual orientation, or physical or mental disability.*



Phlebotomy

Program Application

Return to:
Mary Warford
Allied Health Division Office
109 E. Broadway
VTI Building, Room 317
Louisville, KY 40202

NAME: LAST NAME FIRST NAME MAIDEN NAME MIDDLE

ADDRESS: STREET, ROUTE OR BOX

CITY STATE ZIP CODE

HOME TELEPHONE: WORK PHONE:

CELL OR OTHER PHONE: DATE OF BIRTH:

SOCIAL SECURITY NO. RACE: B H A I W SEX: M F
(Circle One) (Circle One)

EMP ID. #

START DATE OF CLASS REQUESTED:
Catalog # 100 PHB- Lecture PS Class Number: Section #
Credit Hours: 6 credit hours

FOR OFFICE USE ONLY

APPLICATION RECEIVED (DATE) BY:

PAYMENT DATE: (DATE) TYPE OF PROOF SUBMITTED:

BY: (NOTES)