

PHLEBOTOMY PROGRAM STUDENT HANDBOOK

**CASSANDRA SOLIS, M. Ed., CMA (AAMA)
PROGRAM DIRECTOR**

**SHANDIE ALDACO BAAS., CMA (AAMA), CPC
INSTRUCTOR**

2025-2026

Student Name

PHLEBOTOMY PROGRAM INFORMATION

ENTRY LEVEL REQUIREMENTS:

1. High School Graduate or GED
2. University Basic Skills Placement Test and appropriate developmental courses, if necessary (Math, English, Reading) These must be taken prior to required courses
3. Ability to meet all Essential Function Specifications (see page 5)

REQUIRED COURSES:

FALL/SPRING SEMESTER

MDST 102	Medical Terminology	3 Semester hours
MDST 103	Anatomy & Physiology for Allied Health	3
MDST 106	Professional Development	3
PBE 113	Introduction to Phlebotomy	3
PBE 113L	Phlebotomy Skills Assessment	1
EMS 101	Basic Life Support (CPR) or (BLS)	$\frac{1}{14}$

SPRING/SUMMER SEMESTER

PBE 114L	Phlebotomy Practicum	3
PBE 116	Phlebotomy Exam Review	$\frac{1}{4}$

TOTAL HOURS REQUIRED FOR CERTIFICATE 18 HOURS

GRADING:

A grade of “C” or better is required in each course (75 and above). If these grades are not obtained, the student will be required to repeat those courses before participating in the Practicum.

MAKE-UP POLICY:

It is the student’s responsibility to find out what they missed when they have to be absent. Class syllabi will include what chapters were covered and what PAs were completed. All PBE classes (with the exception of Medical Terminology and Anatomy & Physiology) are allowed make-up exams at the discretion of the instructor. That exam must be made up within one week of returning to class. It is student’s responsibility to arrange for the make-up exam within one week before the next class period meets again.

ATTENDANCE POLICY:

All PBE courses have a limit of 2 absences per semester. Three or more absences will reduce a student’s final grade by one letter grade. Each additional two absences will lower another letter grade. All appointments need to be scheduled on days and times other than class days. It is the student’s responsibility to inform the instructor prior to class if they will be absent.

DRUG-FREE CAMPUS POLICY & INFORMATION Eastern New Mexico University –

ENMU-Roswell is a drug-free campus. Drug and alcohol abuse on campus poses a serious threat to the health and welfare of faculty, staff and students; impairs work and academic performance; jeopardizes the safety and well-being of other students and members of the general public; and conflicts with the responsibility of ENMU-Roswell to foster a healthy atmosphere for the pursuit of education and service. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on the premises of ENMU-Roswell, including, but not limited to its campus grounds, facilities, vehicles, or any activity held on campus premises. As a condition of enrollment, any student of ENMU-Roswell shall abide by the terms of the Drug-Free Campus Policy. Should a student be caught under the influence of any substance they will be immediately removed from the program at the discretion of the Program Director. Re-entry into the program will not be allowed.

CELL PHONE POLICY

The program has a strict cell phone policy. See attached document.

LAPTOPS AND IPADS

The program has a strict policy regarding laptop computers, iPads and eReaders. See attached document.

CLINICAL (EXTERNSHIP):

The Clinical Externship requires that a student work a minimum of 135 hours in a clinical lab setting **without pay** to gain necessary experience. The program director or the PBE instructor assigns each student to 1 laboratory clinical setting during the semester. The students receive 3 semester hours of college credit for this experience. Each student must complete a minimum of 100 vacutainer draws and 10 capillary draws. The students will meet with their instructor once a week to discuss issues and experiences during the clinical course and turn in blood draw forms, time sheets, and study for the national certification exam. The **Laboratory Supervisor** in each laboratory setting does a thorough evaluation of the student's skills and recommends a grade for the student. Clinical Externships are available in spring and summer semesters.

All courses for certificate program must have been completed prior to enrolling in the Clinical Externship (No required accreditation competencies are included in this course).

IMMUNIZATIONS:

Students are required to have current immunizations including 2 MMRs, Tetanus, and 2 Varicella (or documented proof of disease). It is highly recommended that students also receive Hepatitis B vaccine series before enrolling in PBE 114L Phlebotomy Clinical. TB test and an updated drug test will be required 30 days prior to externship.

OTHER REQUIREMENTS:

1. Students must be current in CPR/BLS training prior to clinical.
2. Drug testing is required for all phlebotomy students in PBE 113. The drug testing is performed during the first or second week of school to determine eligibility for the program.

3. Background checks are required for all phlebotomy students and are done during Fall/Spring Semester.
4. Students must purchase a minimum of one to two (1-2) pair of solid colored scrubs (red), one (1) white lab coat, a name tag with the students designated program listed, and a pair of solid white closed-toe shoes for Fall/Spring Semester.

PBE 113 LAB COURSE:

Students must fully participate in the lab in order to complete the course. Students will be required to collect and donate their arms/ hands for blood draws, as well as provide non-blood specimens (urine, saliva) for mock laboratory experience. No actual tests will be performed on blood specimens. If a student has an intense fear of needles, allergy to equipment, or any other medical condition that may interfere with the student's ability to participate in the lab, they will need to speak with the program director/ PBE instructor before blood draws begin. A doctor's excuse, and or the Dean of Health's approval to continue with the program may be required.

PROFESSIONAL DRESS:

Students are expected to dress professionally during lab skills day. Scrubs, white tennis shoes, and a lab coat are required. Students must also have their own blood pressure cuffs and stethoscopes during lab class.

Personal hygiene and grooming will be enforced. Phlebotomist work in close proximity to their patients; therefore, they must ensure hygiene issues such as body odors and proper grooming are addressed during class and before they begin their clinicals. If a student needs assistance, they can speak to the instructor to see what resources are available both on campus and the community.

DEGREE PLAN:

Students should meet with the **PBE Instructor** prior to enrolling, or no later than the first week of classes to develop a degree plan. This will ensure that students are enrolled in all the right classes to complete the program in the least amount of time. Even if a student has met with a university counselor and developed a degree plan, the program director/ PBE instructor still needs to approve it. A copy will be kept in the PBE instructor's student file throughout their college career to refer to.

LEARNING ASSISTANCE:

There are many types of assistance available for students who are having difficulty

1. Tutors are available through Developmental Studies.
2. Computer Lab is available for students who do not have access to a computer or Internet at home.
3. Academic counseling is available through the Program Director and/or faculty.
4. Referrals can be made for professional counseling for situations beyond the scope of faculty and program director.
5. ESL (English as Second Language) assistance is available on campus.
6. Students may contact Special Services to obtain special accommodations at 575-624-7286

CERTIFICATION EXAM:

Once students have completed all requirements for the certificate program (see courses listed on page 1 including the Practicum) and **applied for graduation**, they are eligible to sit for the National Certification Exam administered by the American Society of Clinical Pathology to become a Certified Phlebotomist or PBT (ASCP). This exam costs approximately \$145. This cost is included in students' fees enrolled in the clinical course.

This is a nationally recognized exam available through the American Society of Clinical Pathologist (ASCP), which is available to graduates of the ENMU-R phlebotomy program.

The certification exam is given in various locations (Texas, New Mexico, etc.) following completion of the semester clinical.

AMERICAN SOCIETY FOR CLINICAL PATHOLOGIST (ASCP):

The American Society for Clinical Pathology (ASCP) is the world's largest professional membership organization for pathologists and laboratory professionals. Their mission is to provide excellence in education, certification and advocacy on behalf of patients, pathologists and laboratory professionals across the globe.

Chicago (Headquarters)
33 West Monroe Street, Suite 1600
Chicago, IL 60603

PROGRAM GOAL:

To provide the student with essential phlebotomy theory, with emphasis on safety, minimizing discomfort to the patient, and accurately collection and handling blood, and non-blood specimens.

FOR ADDITIONAL INFORMATION:

Contact Program Director:
Cassandra Solis, BAAS, CMA (AAMA)
c/o ENMU-R
PO Box 6000
Roswell, NM 88202
(575) 624-7268

Phlebotomy Instructor:
Jennifer Benton, AS, CMA (AAMA), PBT (ASCP)
ENMU-R
PO Box 6000

Roswell, NM 88202
(575) 624-7476

Offices located in Health Science Building
Office Hours: Posted on door for each faculty member

ESSENTIAL PROGRAM FUNCTION SPECIFICATIONS:

There are some factors that are required for an individual to do the job of a phlebotomist. These include physical, environmental, and cognitive/mental factors.

Physical Factors include walking, standing, sitting, lifting and carrying up to 20 pounds. Students must have near and far vision, depth perception, color vision, and field of vision. Students must be able to carry on a verbal conversation and hear normal conversation as well as hear telephone conversation. Students must be able to do public speaking. Students must be able to climb, balance, bend, stoop, kneel, twist, and turn. Students must be able to use their hands for grasping, reaching, and pinching. They must have finger dexterity and simultaneous use of hand, wrist, and fingers. They must have eye-hand coordination as well as hand-eye-foot coordination.

Environmental Factors include possible exposure to caustic or toxic chemicals, radiation or electric energy, and solvents. Students may have to work in confined spaces and use computer monitors. Students must be able to work with others or work alone. Use of safety equipment is required including face shield, mask, gloves, and protective clothing.

Cognitive Factors include being able to reason and draw valid conclusions, interpret and carry out oral and written instructions, carry out two-step instructions. Students must be able to read, write, and do simple math calculations. Personal traits include the ability to comprehend and follow instructions, perform simple and repetitive tasks, and maintain a work pace appropriate to a given workload. Students must be able to relate and communicate to other people beyond giving and receiving instructions. They must be able to influence people, perform varied or complex tasks, and make decisions without immediate supervision and they must be able to accept responsibility.

If there are things in this list that you are unable to do, please speak with instructor after class. Phlebotomy may not be the best career for you.

STUDENT RESPONSIBILITIES WITH OSHA/BLOODBORNE PATHOGENS:

It will be the student's responsibility to understand and adhere to the policies required by CLSI, OSHA, and the Bloodborne Pathogens Standard when dealing with blood and non-blood specimens. OSHA requires any person who has the probability of coming into contact with blood and non-blood specimens to wear the proper Personal Protective Equipment (PPE), use safety devices on all needles, and dispose of biohazard waste in the proper reciprocals such as a sharps container, and/or biohazard bin.

In accordance to these rules implemented by OSHA, ENMU-R provides students with access to all the necessary resources required to protect themselves and the other students

from potential needle stick injuries, and/or exposure to Bloodborne Pathogens. If a student has been injured as a result of an accidental needle stick, or exposure to blood or non-blood specimen due to faulty equipment, no access to sharps containers, or biohazard bins, it will be ENMU-R's responsibility to immediately seek out medical attention for all those involved in the incident. Should it be the result of the student's own negligence or lack of adherence to policies required by OSHA and taught by the ENMU-R's phlebotomy instructor, it will be the student's responsibility to seek out their own medical attention and all those involved at their own expense.

For more information regarding OSHA and the Bloodborne Pathogens Standard, please refer to the *OSHA Fact Sheet*

<https://www.osha.gov/OshDoc/data/BloodborneFacts/bbfact01.pdf>

Finding Official Immunization Records

CDC does not have immunization record information. If you need official copies of immunization records for you, or if you need to update your personal records, there are several places you can look:

Check with your doctor or public health clinic. However, doctor's offices and clinics may only keep immunization records for a few years.

Check with your state's health department. You can request a copy of you, or your immunization record. Or, you can find out if your immunization record is in an immunization registry, or Immunization Information System (IIS). An IIS is a computer system that your doctor or public health clinic may use to keep track of immunizations you received. Most states have an IIS; contact the IIS in the state where you received your last shots to see if records exist.

Contacts for IIS Immunizations Records by State:

<https://www.cdc.gov/vaccines/programs/iis/contacts-locate-records.html>

Check with your elementary school's business office. Some schools keep on file the immunization records of children who attended.

Places to look for an official immunization record:

- The doctor's office or clinic where you get your routine examinations and immunizations
- Your state health department
- Schools you attended as a child, primarily their main business offices

Check with college medical or student health services. Many colleges provide vaccinations, especially those required for enrollment. Contact your college's medical services or student health department for further information.

If your vaccination records cannot be located or are incomplete, you should be considered susceptible to disease and be vaccinated (or revaccinated) against vaccine-preventable diseases. Anyone can have their blood tested for antibodies to determine their immunity to certain diseases, this is called a Titer. You will need a doctor's order before the test can be performed. However, these tests may not always prove immunity. In some cases, doctors may prefer to revaccinate you for best protection. It is safer for you and the patients to be revaccinated, even if you may have already received that vaccine.

You can go to the Immunization Action Coalition's site for more [tips on locating old immunization records](#).

RELEASE FOR TRAINING AND PARTICIPATION IN VENIPUNCTURE AND / OR INJECTIONS

I, the undersigned student of Eastern New Mexico University- Roswell (ENMU-R) Phlebotomy and/or Medical Assisting Program, understand and hereby expressly acknowledge that as part of the instruction I am to receive as part of the ENMU-R programs, I will be asked to draw blood by venipuncture or by finger stick from other phlebotomy or medical assistant student's and that such other students will be asked to practice drawing blood by venipuncture or by finger stick from me.

In addition, as a medical assisting student, I will be asked to practice giving intra-muscular, subcutaneous, and intradermal injections of sterile saline on other students and they will be asked to practice injection techniques on me.

I understand and hereby expressly acknowledge that these activities might, under some circumstance about which I have been advised, pose certain dangers, including, but not limited to, the exposure to such diseases as HIV and Hepatitis, and therefore, involve the risk of serious injury or death.

I hereby release, waive, discharge and covenant not to sue Eastern New Mexico University- Roswell, its officers, agents, servants, employees, assigns, or successors, or students of the ENMU-R Phlebotomy and Medical Assisting Programs, from any and all liability, claims, demands, resulting in my injury or death, while enrolled in the ENMU-R Phlebotomy or Medical Assisting Program and participating in the activities contemn-plated by this release, whether such loss, damage, or injury is caused by the negligence of the ENMU-R, its officers, agents, servants, employees, assigns or successors or students of the ENMU-R Phlebotomy or Medical Assisting Program or from some other cause.

I hereby assume full responsibility for the risk of bodily injury, death or property damage that I may suffer while enrolled in the ENMU-R Phlebotomy or Medical Assisting Program and participating in the activities contemplated by this release, caused by the negligence of ENMU-R, its officers, agents, servants, employees, assigns, or successors, or students of the ENMU-R Phlebotomy or Medical Assisting Program or otherwise.

I have read and voluntarily signed the release and waiver of liability.

Phlebotomy (Printed name)

Phlebotomy student (signature)

Date

Witness (signature)

Date

Medical Assisting/Coding/Phlebotomy - Cell Phone/Laptop Policy

Cell phone Policy:

Effective April 1, 2010 any cell phones brought to class will be turned off (not to vibrate) and placed in your backpack or purse. Some instructors may request that cellphones be placed in a basket at the front of the classroom. All cell phones and smart watches will be collected during testing and again when reviewing graded tests. If a cell phone is seen on student desk, in lap, in pocket, it could be misconstrued as cheating and student may face consequences. Anyone not abiding by this policy will be dismissed from class the day of infraction and it will count as an absence.

Laptop/IPad Policy:

These electronic items are to be used as an eBook or for notetaking only. Instructor or program director can ask to see your notes at any time and deny the student use of the device based on results. Absolutely no one is permitted to Surf the Web, check emails or be on My Space, Facebook, or any other social network during class time. Anyone not abiding by this policy will be dismissed from class the day of infraction and it will count as an absence.

I have read the cell phone and laptop policy and agree to abide by the policy.

Name

Date

I, _____ have received the Phlebotomy
Name

Program Information Handout on _____
Date

This information includes course requirements for the program, information on the practicum, immunization requirements, information on learning assistance, and additional requirements for the program. It includes information on unpaid practicum. It also includes essential program function specifications. All of this information has been discussed with me and I understand what is required and where to obtain help in achieving my goals.

Signature of student

Signature of Program Director/ PBE Instructor