



**Weatherford College Phlebotomy**

**Student  
Handbook  
2021-2022**





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## INTRODUCTION AND WELCOME

Welcome to the Phlebotomy Technology Program at Weatherford College. The faculty and staff wish you success in the pursuit of your educational goals, and we are here to help you along the way. Please read this information for understanding, and commit to learning in the classroom, laboratory, and in clinical activities scheduled for application of knowledge gained from the classroom.

Weatherford College is accredited by the Commission on Colleges, Southern Association of Colleges and Schools <http://www.sacs.org/>. The Phlebotomy Technology program of Weatherford College is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS <http://www.naacls.org>), 5600 N. River Rd., Suite 720, Rosemont, Illinois 60018: (773) 714-8880. Accreditation by NAACLS assures students that they will be provided with a quality education in laboratory medicine. Upon successful completion of the certificate program in Phlebotomy Technology, the graduate is eligible to sit for national certification exams. Graduation from the program is not contingent upon passing an external certification exam.

The Weatherford College Phlebotomy Technology Student Handbook will provide information pertinent to students enrolled in the Phlebotomy Technology program. The purpose of this handbook is to detail policies and procedures specific to this program. The handbook is constructed to be used as a supplement to the Weatherford College Student Handbook and serves to bridge the overriding policies of the College with the policies specific to this program. The policies and procedures set forth in this handbook are designed to support the success of the student.

A copy of the Weatherford College Student Handbook is available at each campus's administrative offices or may be downloaded from the WC website at: [www.wc.edu](http://www.wc.edu) › public › upload › files › campus-resources

The Division of Health Sciences is committed to providing quality educational programs for the purpose of developing successful health care professionals. Developing caring, competent health care professionals prepared for diverse contemporary practice requires interactions with patients and patient services, thereby resulting in an educational environment with unique characteristics and requirements.

## NON DISCRIMINATION STATEMENT

The Health Sciences programs prohibit discrimination. Employment at the College and access to its programs or activities shall not be limited on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation, political affiliation, or physical disability. WC will take steps to ensure that the lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

## HANDBOOK ORGANIZATION

There are two sections to this Handbook. The first section addresses policies and procedures specific to the WC Phlebotomy Technology program. The second section addresses policies and procedures applicable to students in any health science program at Weatherford College.



## MEDICAL LABORATORY PROFESSIONALS

The clinical laboratory plays a vital role in modern medical practice; with over half of all medical decisions based solely or in part on laboratory testing. Pathologists, medical laboratory scientists, medical laboratory technicians and phlebotomists are the medical laboratory professionals who make a vital contributions to clinical diagnosis by laboratory methods. The laboratory team is dedicated to providing quality laboratory services and maintaining a high standard of patient care.

### DESCRIPTION OF THE PHLEBOTOMY PROFESSION

- Phlebotomy professionals are qualified by academic and professional education to collect, transport, and process blood specimens for analysis. They select the appropriate equipment and technique based on a thorough understanding of the anatomy and physiology of the patient, as well as the psycho-social factors that may impact specimen collection. Phlebotomy professionals perform venipunctures and capillary punctures adhering to all standards governing patient and employee safety.

The ability to relate to people, a capacity for reasoned judgment and a demonstration of commitment to the patient are essential qualities. Communications skills involve direct interaction with the patient, family members of the patient, fellow members of the laboratory team, and other members of the healthcare team, Phlebotomy professionals demonstrate ethical and moral attitudes and principles that are necessary for gaining and maintaining the confidence of patients, professional associates, and the community.

Membership and active participation in professional organizations allows medical laboratory professionals to influence legislation affecting the discipline, connect with others in the profession, and maintain current knowledge in the field. All medical laboratory professionals should consider joining their national professional organization, the American Society for Clinical Laboratory Science (ASCLS), and the American Society of Clinical Pathology (ASCP). Other agencies exist as well for those with more specialized interests, such as the American Society for Microbiology (ASM). Students are required to join ASCP. ASCP membership is free and applications are available at <https://www.ascp.org/content/membership/become-a-member>. Information on becoming an ASCLS member, along with applications, can be obtained at: <http://www.ascls.org/join-ascls/join>.

### ASCLS CODE OF ETHICS

#### Preamble

The Code of Ethics of the American Society for Clinical Laboratory Science (ASCLS) sets forth the principles and standards by which Medical Laboratory Professionals and students admitted to the professional education programs practice their profession.

#### I. Duty to the Patient

Medical Laboratory Professionals' primary duty is to the patient, placing the welfare of the patient above their own needs and desires and ensuring that each patient receives the highest quality of care according to current standards of practice. High quality laboratory services are safe, effective, efficient, timely, equitable, and patient-centered. Medical Laboratory Professionals work with all patients and all patient samples without regard to disease state, ethnicity, race, religion, or sexual orientation. Medical Laboratory Professionals prevent and avoid conflicts of interest that undermine the best interests of patients.

Medical Laboratory Professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining the highest level of individual competence as patient needs change,



yet practicing within the limits of their level of practice. Medical Laboratory Professionals exercise sound judgment in all aspects of laboratory services they provide. Furthermore, Medical Laboratory Professionals safeguard patients from others' incompetent or illegal practice through identification and appropriate reporting of instances where the integrity and high quality of laboratory services have been breached.

Medical Laboratory Professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to patients and other health care professionals. Medical Laboratory Professionals respect patients' rights to make decisions regarding their own medical care.

## **II. Duty to Colleagues and the Profession**

Medical Laboratory Professionals uphold the dignity and respect of the profession and maintain a reputation of honesty, integrity, competence, and reliability. Medical Laboratory Professionals contribute to the advancement of the profession by improving and disseminating the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

Medical Laboratory Professionals accept the responsibility to establish the qualifications for entry to the profession, to implement those qualifications through participation in licensing and certification programs, to uphold those qualifications in hiring practices, and to recruit and educate students in accredited programs to achieve those qualifications.

Medical Laboratory Professionals establish cooperative, honest, and respectful working relationships within the clinical laboratory and with all members of the healthcare team with the primary objective of ensuring a high standard of care for the patients they serve.

## **III. Duty to Society**

As practitioners of an autonomous profession, Medical Laboratory Professionals have the responsibility to contribute from their sphere of professional competence to the general well-being of society. Medical Laboratory Professionals serve as patient advocates. They apply their expertise to improve patient healthcare outcomes by eliminating barriers to access to laboratory services and promoting equitable distribution of healthcare resources.

Medical Laboratory Professionals comply with relevant laws and regulations pertaining to the practice of Clinical Laboratory Science and actively seek, to change those laws and regulations that do not meet the high standards of care and practice.

### Reference:

1. [NAACLS Standards for Accredited and Approved Programs](#), National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), revised 11/2020; p.72.

2. ACC Phlebotomy Student Handbook; template and large sections such as SCANS Competencies, ASCLS Code of Ethics and Pledge, and the NAACLS Essential Functions, used with permission from Keri Brophy-Martinez, ; N. Maniotis, 11/2020.

## PLEDGE TO THE PROFESSION

As a Medical Laboratory Professional, I pledge to uphold my duty to Patients, the Profession and Society by:

- Placing patients' welfare above my own needs and desires.
- Ensuring that each patient receives care that is safe, effective, efficient, timely, equitable and patient-centered.
- Maintaining the dignity and respect for my profession.
- Promoting the advancement of my profession.
- Ensuring collegial relationships within the clinical laboratory and with other patient care providers.
- Improving access to laboratory services.
- Promoting equitable distribution of healthcare resources.
- Complying with laws and regulations and protecting patients from others' incompetent or illegal practice
- Changing conditions where necessary to advance the best interests of patients.



## MISSION AND GOALS

### PROGRAM MISSION AND PHILOSOPHY

#### MISSION

The Phlebotomy Technology program of Weatherford College is dedicated to training phlebotomists to be medical laboratory professionals ready to enter the workforce with excellent phlebotomy, waived and POC testing, and customer service skills. After successful completion of program requirements, students receive a phlebotomy certificate and are eligible to sit for the American Society for Clinical Pathology Board of Certification or other national certification examination. The program supports the mission of the College, seeking to serve the community, promote student success, and embrace diversity and inclusion.

#### PHILOSOPHY

The Program is committed to serving students and the medical community through student-focused training and career guidance. We strive to provide excellent academic instruction and the latest equipment to ensure exemplary outcomes. We prioritize patient safety, adhering to the latest Clinical and Laboratory Institute Guidelines (CLSI) in phlebotomy instruction. Point of care and waived testing supplement phlebotomy training for a more robust training experience and greater chance of employability. Student success is our primary goal. All faculty, equipment, and instruction are continuously evaluated to strive for excellence throughout the academic year as a part of Total Quality Management. Weatherford College values accreditation and seeks to maintain good standing with our accrediting bodies: the Southern Association of Schools and Colleges (SACS) and the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). The faculty and staff of the Weatherford College Phlebotomy Technology program are committed to assisting students toward their academic, personal, and professional goals through quality instruction, career guidance, and job referrals. The Phlebotomy Technology Program, with the cooperation and assistance of our clinical affiliates, is committed to providing quality clinical instruction to prepare its graduates to work as competent entry-level phlebotomy technicians in health care facilities. The program is also committed to meeting the employment needs of clinical laboratories and blood collections centers in the Weatherford College service area and elsewhere.

#### PROGRAM GOALS

1. To provide students both academic instruction and professional training in the field of phlebotomy to meet employment needs of Weatherford and surrounding communities.
2. Provide a climate conducive to stimulating interest in PBT education and participating in professional organizations, and encouraging awareness in changing trends in medical laboratory science.
3. Produce graduates who meet entry level competency in the profession.
4. To produce skilled clinical phlebotomists who:
  - a. through general and technical education, are qualified to perform with minimal supervision, phlebotomy, dermal puncture, blood culture collections, and waived and POC testing routinely performed in clinical laboratories and collection centers,

- b. are able to collect, label, identify, and log in specimens accurately,
  - c. demonstrate knowledge of the order of draw and the tube additives ,
  - d. keep accurate and legible records and are able to communicate reports clearly to fellow medical personnel,
  - e. correlate testing performed to the appropriate laboratory department, and have a basic understanding of the clinical significance of basic laboratory tests and profiles, and some knowledge of specialty testing,
  - f. correlate tubes with the correct testing performed and common special handling requirements,
  - g. act at all times under the Accepted Standard of Care in the profession,
  - h. differentiate between pre-analytical, analytical, and post-analytical errors and strive to minimize such error,
  - i. can correctly interpret test requisitions, understand diagnosis and procedure codes, input patient orders,
  - j. are skillful in the operation of POC or waived laboratory instruments and are able to recognize instrument failures and take appropriate actions,
  - k. are able to demonstrate and explain routine laboratory procedures to others in the healthcare setting,
  - l. will take responsibility for their own work and are able to organize their work to make the most efficient use of time,
  - m. will adapt well to various work situations,
  - n. maintain the confidentiality of patient results,
  - o. are constantly aware of patient welfare and safety,
  - p. will co-operate with their co-workers and all members of the health care team.
  - q. are able to perform efficiently under stress,
  - r. will strive to keep their competence and knowledge current in relation to the changing work environment,
  - s. will have the qualities of honesty and intellectual integrity beyond reproach,
  - t. will actively participate in professional organizations in their specialty,
5. To carry out the education of each student in a manner that encourages further education, participation in community service, and participation in professional organizations.
  6. To maintain accreditation of the program through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).
  7. To produce graduates eligible to take and pass a nationally recognized certification examination upon

completion of the program, and encourage all students to take the examination.

8. To maintain high academic and professional standards for the program and students.
9. To serve as a resource for clinical laboratories and collection centers in the greater DFW area.



## SCANS COMPETENCIES

The Secretary's Commission on Achieving Necessary Skills (SCANS), formed in 1990 was established to determine skills students need to succeed in the workplace. The Commission determined that to be successful, a student needed a firm foundation in basic literacy and computational skills, the thinking skills to put knowledge to work, and the personal qualities that make workers dedicated and trustworthy. Objectives for the theory, lab and clinical components of the program are written to incorporate the SCANS competencies. Please go to <http://www.academicinnovations.com/report.html> for a complete definition and explanation of SCANS. This list summarizes the SCANS competencies.

### 1.0 RESOURCES

- 1.1 Manages Time
- 1.2 Manages Money
- 1.3 Manages Material and Facility Resources
- 1.4 Manages Human Resources

### 2.0 INTERPERSONAL

- 2.1 Participates as a Member of a Team
- 2.2 Teachers Others
- 2.3 Serves Clients/Customers
- 2.4 Exercises Leadership
- 2.5 Negotiates to Arrive at a Decision
- 2.6 Works with Cultural Diversity

### 3.0 INFORMATION

- 3.1 Acquires and Evaluates Information
- 3.2 Organizes and Maintains Information
- 3.3 Interprets and Communicates Information
- 3.4 Uses Computers to Process Information

### 4.0 SYSTEMS

- 4.1 Understands Systems
- 4.2 Monitors and Corrects Performance
- 4.3 Improves and Designs Systems

### 5.0 TECHNOLOGY

- 5.1 Selects Technology
- 5.2 Applies Technology to Task
- 5.3 Maintains and Troubleshoots Technology

## 6.0 BASIC SKILLS

- 6.1 Reading
- 6.2 Writing
- 6.3 Arithmetic
- 6.4 Mathematics
- 6.5 Listening
- 6.6 Speaking

## 7.0 THINKING SKILLS

- 7.1 Creative Thinking
- 7.2 Decision Making
- 7.3 Problem Solving
- 7.4 Mental Visualization
- 7.5 Knowing How to Learn
- 7.6 Reasoning

## 8.0 PERSONAL QUALITIES

- 8.1 Responsibilities
- 8.2 Self-Esteem
- 8.3 Sociability
- 8.4 Self-Management
- 8.5 Integrity/Honesty

## ENTRY LEVEL COMPETENCIES

At career entry, the Phlebotomy Technician will possess the entry level competencies necessary to perform routine phlebotomy procedures such as venipuncture, capillary puncture, blood culture collection, POC and waived testing, and quality control. Communication skills will extend to frequent interactions patients and families, laboratory colleagues, and other members of the healthcare team. The phlebotomist will also serve as a patient advocate.

1. Demonstrate knowledge of the health care delivery system and medical terminology;
2. Demonstrate knowledge of infection control and safety;
3. Demonstrate basic understanding of the anatomy and physiology of body systems and anatomic terminology in order to relate major areas of the clinical laboratory to general pathologic conditions associated with the body systems;
4. Demonstrate basic understanding of age specific or psycho-social considerations involved in the performance of phlebotomy procedures on various age groups of patients;
5. Demonstrate understanding of the importance of specimen collection and specimen integrity in the delivery of patient care;
6. Demonstrate knowledge of collection equipment, various types of additives used, special precautions necessary and substances that can interfere in clinical analysis of blood constituents;
7. Follow standard operating procedures to collect specimens via venipuncture and capillary (dermal) puncture;
8. Demonstrate understanding of requisitioning, specimen transport and specimen processing;
9. Demonstrate understanding of quality assurance and quality control in phlebotomy;
10. Communicate (verbally and nonverbally) effectively and appropriately in the workplace.

### Reference:

NAACLS Standards for Accredited and Approved Programs, National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), revised 11/2020; p.72.



## ESSENTIAL FUNCTIONS AND TECHNICAL STANDARDS

Health Sciences programs establish technical standards and essential functions to insure that students have the abilities required to participate and potentially be successful in all aspects of the respective programs. Students are required to meet technical standards and essential functions for the Phlebotomy Technology program as indicated below. Satisfactory completion of the PBT Program and successful employment following graduation demands your ability to meet the following requirements. If you are uncertain as to your ability with any of these essential functions, please consult with the PBT Program Director.

1. **Observational** - Ability to participate actively in all demonstrations, laboratory activities and clinical experiences in the professional program component. Such observation and information requires functional use of visual, auditory and somatic sensations.
  - a. Observe laboratory demonstrations in which biological (i.e., body fluids, culture materials, and cellular specimens) are tested for their biochemical, hematological, and immunological components.
  - b. Characterize the color, odor, clarity, and viscosity of biological, reagents, or chemical reaction products.
  - c. Employ a clinical grade binocular microscope to discriminate among fine structural and color (hue, shading, and intensity) differences of microscopic specimens.
  - d. Read and comprehend text, numbers, and graphs displayed in print and on a video monitor.
2. **Movement** - Sufficient motor ability to execute the movement and skills required for safe and effective performance of duties.
  - a. Move freely and safely about a laboratory.
  - b. Reach laboratory bench tops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture.
  - c. Travel to numerous clinical laboratory sites for practical experience.
  - d. Perform moderately taxing continuous physical work, often requiring prolonged sitting or standing, over several hours.
  - e. Maneuver phlebotomy and specimen acquisition equipment to safely collect valid laboratory samples.
  - f. Possess finger and manual dexterity necessary to control laboratory equipment (i.e. pipettes, inoculating loops, test tubes) and adjust instruments to perform laboratory procedures.
  - g. Use a computer keyboard to operate laboratory instruments and to calculate, record, evaluate, and transmit laboratory information.
3. **Communication** - Ability to communicate effectively in English using verbal, non-verbal and written formats with faculty, other students, clients, families and all members of the healthcare team.
  - a. Read and comprehend technical and professional materials (i.e. textbooks, magazine and journal articles, handbooks, and instruction manuals).
  - b. Follow verbal and written instructions in order to correctly and independently perform laboratory test procedures.

- c. Clearly instruct patients prior to specimen collection.
  - d. Effectively, confidentially, and sensitively converse with patients regarding laboratory tests.
  - e. Communicate with faculty members, fellow students, staff, and other health care professionals verbally and in a recorded format (writing, typing, graphics, or telecommunication).
  - f. Transmit information to clients, fellow students, faculty and staff, and members of the healthcare team.
  - g. Independently prepare papers, prepare laboratory reports, and take paper, computer, and laboratory practical examinations.
4. **Intellectual** - Ability to collect, interpret and integrate information and make decisions.
- a. Possess intellectual skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, self-expression, and criticism.
  - b. Be able to exercise sufficient judgment to recognize and correct performance deviations.
  - c. Apply knowledge to new situations and to problem solving scenarios.
5. **Behavioral** - Possess the emotional health and stability required for full utilization of the student's intellectual abilities, the exercise of professional judgment, and the prompt completion of all academic and patient care responsibilities. Possess the emotional health and stability to develop mature, sensitive, and effective relationships with faculty, fellow students, clinical instructors, patients, and other members of the health care team.
- a. Manage heavy academic schedules and deadlines.
  - b. Be able to manage the use of time and be able to systemize actions in order to complete professional and technical tasks within realistic constraints.
  - c. Possess the emotional health necessary to effectively employ intellect and exercise appropriate judgment under conditions of physical and emotional stress.
  - d. Be able to provide professional and technical services while experiencing the stresses of task-related uncertainty (i.e. ambiguous test ordering, ambivalent test interpretation), emergent demands (i.e. "stat" test orders), and a distracting environment (i.e. high noise levels, crowding, complex visual stimuli).
  - e. Be flexible and creative, as well as, adapt to professional and technical change.
  - f. Recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals.
  - g. Adapt to working with unpleasant biologicals.
  - h. Support and promote the activities of fellow students and of health care professionals. Promotion of peers helps furnish a team approach to learning, task completion, problem solving, and patient care.
  - i. Be honest, compassionate, ethical and responsible. Accept responsibility and accountability for one's own actions. The student must be forthright about errors or uncertainty. The student must be able to critically evaluate his or her own performance, accept constructive criticism, and look for ways to improve performance (i.e. participate in enriched educational activities). The student must be able to evaluate the performance of fellow students and tactfully offer constructive comments.

- j. Works within environments of cultural diversity: Works well with a variety of ethnic, social, or educational backgrounds.

Adapted from: Fritsma, G.A., Fiorella B. J., and Murphey, M. Essential Requirements for Clinical Laboratory Science. CLS 1996. Vol. 9, pp 40-43

## STUDENTS WITH DISABILITIES

Qualified applicants with disabilities are encouraged to apply to the program. It is the responsibility of the student to contact the Office of Disabilities if they feel they cannot meet one or more of the technical standards listed. Students are encouraged to request accommodations when they register for courses or at least three weeks before the start of the semester, otherwise the provision of accommodations may be delayed.

Any student with a documented disability (e.g. learning, psychiatric, vision, hearing, etc.) may contact the Office of Disabilities located in the upper floor of the Student Services Building on the Weatherford College Weatherford Campus to request reasonable accommodations. Phone: 817-598-6350 Office Location: Office Number 115 B in the Student Services Building Weatherford College 225 College Park Drive Weatherford, TX. Email [dkahlden@wc.edu](mailto:dkahlden@wc.edu)



## PROGRAM POLICIES

### ADMISSION REQUIREMENTS

Admission to Weatherford College does not automatically qualify a student for admission to the Phlebotomy Technology program.

In order to submit an application to the Phlebotomy Technology program, admission requirements include:

1. Completion of high school or GED equivalent.
2. Meet current requirements for admission to WC; see [www.registrs@wc.edu](mailto:www.registrs@wc.edu).
3. Submit an application for the Phlebotomy Technology Program by the published deadline.
4. Submit Hepatitis B vaccination records, or a positive Hepatitis B surface Antibody titer to the HHS ADMIN.
5. Submit the Phlebotomy Accuplacer test scores or TSI score to the HHS ADMIN.
6. When the program ADMIN receives the above-requested items, the ADMIN will email the candidate acceptance or declination of the application. After receiving an email acceptance into the program, a candidate must obtain a Castle Branch account and upload required documents into the account. Follow deadlines and instructions as listed in the acceptance packet. The Castle Branch account will include a 10 panel drug screen and a criminal background check. The Program Director must have results back from Castle Branch prior to the beginning of clinical. The results of this report may prevent a student from attending clinical in some areas and from obtaining licensure.

The following histories will disqualify an individual from consideration for clinical rotations and thus from Program admission:

- felony convictions
  - misdemeanor convictions or felony deferred adjudications involving crimes against persons (physical or sexual abuse)
  - Misdemeanor convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.
  - felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances
  - registered sex offender
7. Immunizations - Health Science students must comply with both Texas Law, Dallas Fort Worth Hospital Council, and clinical facility requirements related to immunizations. Healthcare professions include inherent health and safety risks. All health sciences students are required to be compliant with Texas Administrative Code Rule 97.64 related to immunizations for the protection of themselves and patients. A copy of your immunization records must be uploaded account into your Castle Branch by the time of acceptance in the Phlebotomy Program. Required immunizations include a current flu shot, MMR, two Varicella vaccinations, Tdap immunization within the last 2 years, and American Heart Association CPR, BLS. No online CPR will be accepted. Student health insurance must also be uploaded into the CB account.
  8. Submit documentation of a negative TB skin test or a TB blood test performed no earlier than ninety (90) days before the start of semester.

- a. If the TB skin test is positive, a TB blood test must be submitted.

- b. If the TB blood test is positive, a negative chest x-ray must be submitted. The chest x-ray must be within the past 2 years. In addition, the student should be free of productive cough, night sweats or unexplained loss of weight.

## PROGRAM LENGTH

The Weatherford College Phlebotomy Technology Program is a part time, one- semester certificate program which culminates in a Phlebotomy Certificate.

Students should prepare themselves and their family members to make the commitment for the length of the program. Each student should be expected to be in lab approximately 4 hours per day twice per week the first half of the program and in clinical Monday through Friday for approximately 8 hours per day the second half of the program for a duration of 4-5 weeks. Students should visit “Hints on How to Succeed in College Classes” [http://www.jeffreybennett.com/pdf/How\\_to\\_Succeed\\_general.pdf](http://www.jeffreybennett.com/pdf/How_to_Succeed_general.pdf) and formalize a plan of time management. A general rule of thumb is that you should expect to study about 2 to 3 hours per week outside class for each course in the program.

Each student’s level of preparedness will determine the quality of learning that occurs in class, lab, and clinical.

## PBT STUDENT ORIENTATION

During the first half of the program, orientation includes a review of the PBT Student Handbook and course Syllabi, an overview of Canvas and course organization, expectations of students, the class schedule, and other information pertinent to the program. In the second half of the program, or clinical orientation will focus on clinical documentation, professional behavior, taking the ASCP, and completing the onboarding process.

## PROGRAM PROGRESSION

In order to successfully progress through Health Science programs, the student must:

- Achieve a minimum grade of “C” in all Phlebotomy Technology program courses.
- Meet the attendance requirements outlined in course syllabi.
- Successfully PASS competency assessments in the PLAB 1323 course. Students will be given a total of three (3) opportunities to demonstrate competence. If a student fails a competency, he/she will be remediated and allowed additional practice prior to the next competency assessment. If a student is unable to demonstrate competency after the third and final attempt the student will be advised to withdraw from PLAB 1323. If the withdrawal date has passed the student will be awarded a grade of “F” regardless of the course average. The student may repeat the course unless behavioral issues have been documented. The student still receives earned credit/grades for other courses in the program.
- Every effort will be made to complete the competency assessment process during scheduled course hours. However, if necessary, the instructor will make arrangements to meet with any student(s) in order to allow the student(s) the opportunity to complete the competency assessment process.

## FAILURE OF A PBT COURSE

Failure of any PBT course in the first half of the program will prevent progression to PLAB 1460 Clinical, the second half of the program, and will prevent a student from obtaining the phlebotomy certificate until a passing grade of 75% or above is achieved in the course. The student must follow the “Readmission” policy stated in this handbook.

## CERTIFICATION ELIGIBILITY

Upon completion of program and college requirements for the certificate in Phlebotomy Technology, the graduate is eligible for the national examination for PBT by ASCP. Passing of a national certification exam is not required for awarding the certificate in Phlebotomy Technology.

## PROGRAM WITHDRAWAL

Students who withdraw of their own accord and have performed satisfactorily to that point will receive a grade of “W”. If the student wishes to be reinstated, the student’s records will be re-evaluated, provided the student has completed all admission requirements for new applicants. Students are encouraged to follow withdrawal policies as outlined in the Weatherford College Student Handbook. Voluntary withdrawal requires the submission of a letter or email written by the student to the program director, which will include the reason for withdrawing.

## CURRICULUM

<i>Course #</i>	<i>Course Title</i>	<i>Credits</i>
<b>Pre-requisite Fall Semester</b>		
<b>PLAB 1491</b>	Special Topics in Phlebotomy	4
<b>PLAB 1323</b>	Lecture	2
	Lab	1
<b>PLAB 1460</b>	Clinical	4
<b>HPRS 2321</b>	Medical Law and Ethics	3
<b>HPRS 1209</b>	Interpretation of Laboratory Results	2
	<b>Semester Credit Total</b>	<b>16</b>

## PROGRAM READMISSION POLICY

A student who withdraws from the program or fails to achieve the minimum course grade for progression may be readmitted **one time only** to the PBT Program upon the recommendation of the PBT Program Director and according to the criteria outlined below.

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### READMISSION CRITERIA & CONDITIONS

Readmission is based on space availability. If a student is not allowed to progress in the program due to illness, or has left the program for any reason, for a period more than six months, they must follow the normal application procedure listed below:

1. Submit a written application to return to the program. This must be done within a minimum of 30 days before the semester the student desires to enter. Applicant must follow the normal application procedure for the program.
2. A student may reapply for re-admission one time only. Preference will be given to students that have not attempted the program in the past.
3. A written examination and clinical practicum session will be administered to the student. The student will be required to demonstrate a level of didactic and clinical proficiency necessary to enter the semester for which he/she is applying. Both tests must be passed with a minimum of 75%.

Please note that a request for readmission may be **DENIED** by previous academic or clinical behavior identified as unprofessional or unsafe by the faculty and/or PBT Program Director.

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### READMISSION PRIORITY

The PBT Department Chair will review the files of all students requesting reapplication or readmission to the PBT Program. The following guidelines will determine priority and points allotted during the application selection and ranking process.

**First Priority:**

- Students who withdrew for personal/health reasons with passing grades in the didactic/laboratory and clinical courses at the time of withdrawal.

**Second Priority:**

- Students who withdrew or are withdrawn from one or more didactic/laboratory courses.

Students who are unsuccessful during their second admission to the program and those students who are withdrawn for unsafe clinical practice are ineligible for readmission and may not re-apply to the PBT Program.

## PROGRAM CLOSURE TEACH OUT PLAN

The NAACLS Teach- Out Plan in the event of program closure for Weatherford College Phlebotomy Technology, is as follows:

### **Prospective students:**

- Will be informed that the program will not take a new class due to program closure via the web site and telephone upon inquiry.
- Will be counseled regarding alternative WC majors/Areas of Study.
- Will be counseled and assisted with in applying to other regional PBT programs.
- Program closure information will be posted on college website.

### **Current students:**

- Will be informed of program closure via email.
- Will be allowed to complete any ongoing PBT courses.
- Know that PBT faculty will work with clinical sites to ensure completion of the clinical practicum.
- Will be cleared to apply for the national certification exam by an appointed college official.

In case of disaster, Weatherford College will update the students with a plan for completion of the program as soon as that information becomes available.





## GENERAL POLICIES

### TEXTBOOK AND SUPPLIES

Phlebotomy Technology textbooks are available for purchase at the WC Bookstore or by outside sources. The purchase or rental of the required textbooks for each course is **mandatory**. The course syllabus will list the required textbooks.

Students are responsible for providing the following:

- Two sets of scrubs- must be white, black, or khaki
- Two WC Phlebotomy patches. Sew and wear on L scrub top sleeves
- Lab coat or burner shirt for warmth if the student needs; no hoodies, sweat shirts, or outside jackets may be worn
- Three ring binder with dividers
- Spiral or composition notebook for taking notes
- Black or blue ink pen

Canvas supplemental classrooms are online, and it is essential that students have computer and internet access. The college provides student access to Internet accessible computers located at the Weatherford, Decatur, and Granbury campuses, but it is strongly advised that students have a dependable home personal computer with internet access.

### ATTENDANCE POLICY

Students are expected to always come to class and clinical prepared. This includes bringing the correct textbook, submission of any assignments which are due, materials for note taking, and supplies to be used in lab or clinical. A student may be dismissed from class or clinical if not prepared. All class or clinical time missed must be made-up, regardless of the reason for the absence.

### GENERAL APPLICATIONS

Punctual attendance is expected for scheduled lecture, laboratory and clinical days for each PBT course. Routine medical or dental appointments, well child check-ups, vacations etc., should be scheduled outside of course time. Specific attendance policies are found in the syllabus of each PBT course. Course hour requirements are set by the Texas Higher Education Coordinating Board. Excessive absences, late arrivals, or leaving early may cause a student to fall short of the mandated hour requirements, and to fall short of achieving mastery of needed competencies.

- **Classroom**

The lectures are recorded and uploaded to the online Canvas classroom. This allows students the flexibility and convenience of attending lecture face to face or via Zoom. Students can email or call their professor during scheduled office hours.

- **Laboratory**

Absences from student laboratory sessions are unacceptable. Laboratory schedules require a “building block” approach in which skills learned in one lab are utilized as the “building block” of another. The skills learned in student laboratory are essential for entry into the rotations in a clinical site to develop competency.

Missed laboratory sessions are very difficult to make up. Make-up labs of essential lab skills will be arranged at the discretion of the instructor. One missed lab will trigger a disciplinary discussion.

- **Clinical**

Regular and punctual attendance on all clinical days is required. Students should carefully review the attendance policies stated within the clinical courses syllabi. Absences or tardies from clinical, whether on campus or offsite, for reasons other than health or emergencies will not be tolerated and the student will be subject to the Corrective Actions/Disciplinary Measures policy which may ultimately result in being withdrawn from the program.

## GRADING AND ACADEMIC REQUIREMENTS

This is a competency based program. Each student is expected to successfully demonstrate competency in classroom work and in laboratory clinical skills. The syllabus for each course is published on the course web page on or before the first day of class and contains course objectives, course guidelines and the specific criteria for grade calculations. Grading criteria for each course is outlined in the course syllabi. All PBT courses require a minimum of 75% for the final grade. Students who fail a course in the first half will not progress to the second half of the program.

The PBT courses use the following scale for determination of final grades:

A = 90-100%

B = 80-89%

C = 75-79%

F = 74% and below

## EXAMS

All PBT major course exams will be given through Canvas and will be timed. For exams taken off-campus, it is recommended that students take exams on a personal computer. Students are strongly advised NOT to use iPads, tablets or cell phones to take course examinations. These devices may not be able to properly display the questions, graphics or photographs in the exam, as Canvas may not be fully functional on these devices.

Course practical(s) and final exams will be conducted in class, at a Testing Center, or with an assigned proctor. Unless otherwise stated, no unauthorized study materials or outside resources are allowed during an examination. Students must complete an examination in one sitting AND within the posted time limit. The Program's Corrective Actions/ Disciplinary Measures policy will be implemented at the appropriate level if examination policies are violated, or if other academic integrity issues arise.

## COMPETENCY ASSESSMENT, SKILLS MASTERY, AND PROGRAM PROGRESSION

Competency assessment is used to determine that the student has the necessary knowledge and skills to perform venipuncture and dermal puncture accurately. Each competency assessment has a written set of specific criteria which must be performed without error to demonstrate that competency has been achieved. The student will be provided with the assessment criteria and will receive feedback from the instructor during the skills practice sessions.

Clinical competencies are pass/fail and **must be completed successfully to pass the course**. If the student has an unsuccessful competency assessment, an action plan will be developed which will include remediation. Remediation can include: demonstration of skills by the instructor, discussion of specific errors the student made and how to correct them, and additional practice opportunities. A failed competency will result in initiation of the Corrective Actions/ Disciplinary Measures policy. The student will be allowed a total of three competency assessment attempts per procedure. If a student is unable to demonstrate competency after three attempts the student will be withdrawn from the respective course. If the withdrawal date has passed the student will be awarded a grade of "F" regardless of the course average.

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### FIRST UNSUCCESSFUL COMPETENCY ASSESSMENT

The student meets with the instructor for a documented verbal warning to review the procedure for performing the specific skill. During the conference, remediation and an action plan for improvement will be developed. The student will provide input as what they will do to be successful. This will be documented on the Progressive Discipline form.

The student will be allowed to repeat the competency assessment at a specified time.

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### SECOND UNSUCCESSFUL COMPETENCY ASSESSMENT

The student meets with the instructor for a written conference to review the procedure for performing the specific skill. During the formal conference, remediation and an action plan for improvement will be developed. The student will provide input as what they will do to be successful. This will be documented on the Progressive Discipline form.

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### THIRD UNSUCCESSFUL COMPETENCY ASSESSMENT

The student will be placed on "Probation" and will meet with the instructor for additional remediation and to review and modify the original action plan for improvement as needed. The student will provide input as to what is needed to be successful in the final attempt. This will be documented on the Student Probation Report form.

The student will be allowed a final opportunity to repeat the competency assessment.

If the student is unsuccessful on the final attempt, the student meets with the department chair for an exit interview. The instructor will discuss withdrawal from the course with the student. If the date for withdrawal has passed, or the student does not withdraw voluntarily, a grade of "F" will be awarded for the course regardless of the course average.

### DRESS CODE

Students are to purchase one or more sets of black, white, or khaki scrubs to wear during attendance in class, laboratory and clinical courses.

1. The following dress code is required for *lecture, laboratory and clinical*. During clinical rotations, the student must also adhere to the dress code of the facility to which they are assigned.
  - a. **Clothing:** Properly fitting, clean scrubs must be worn during all classroom and laboratory activities. For all clinical rotations, scrubs must be worn. For clinical rotations, scrubs will be mandatory in accordance with the health science division dress code. Appropriate undergarments should be worn and be undetectable through clothing. Fit of scrubs should allow for required movement of job performance without exposure of abdomen, chest, cleavage, or low back. Students may wear a solid color, long sleeve, light weight knit top under their scrub tops if weather or lab temperatures are lower than the student finds comfortable. Students may wear lab coats, but no hoodies or other non-medical clothing may be worn. Scrubs pants should not drag on the floor for sanitary reasons, and because it is unprofessional.

- a. **Shoes:** Shoes must be closed-toed and soft-soled, non-marking. Leather-type tennis or similar shoes are strongly recommended. Shoes with canvas or porous mesh material, clogs, crocs or other types of shoes with no back or holes in the top are not allowed.
- b. **Hair:** Hair must be clean, neat and of a *normal* hair color. If the hair's length is at or below the shoulder, or if it has tendency to hang in the face, it must be drawn back; such as in a clip or band.
- c. **Head coverings:** Nothing shall be worn on the head (baseball caps, scarves, hats, etc.) unless it is of a required religious nature. If the head covering falls below the shoulders it must be tucked securely inside the scrub top or lab coat to prevent contamination by blood and/or body fluids. A head band to prevent sweat is acceptable.
- d. **Beards:** Male students must either shave regularly or if they choose to wear a mustache and/or beard, must keep them clean and well groomed.
- e. **Hygiene:** Before attending clinical rotation, students must bathe daily to avoid offensive odor. Conservative makeup is permitted. Students must maintain good oral hygiene.
- f. **Fragrances:** DO NOT use perfume, body spray, and cologne or aftershave lotion. Some patients may have allergies to fragrances or the odor may make patients nauseous.
- g. **Body Piercing/Tattoos:** No visible body piercings are allowed. Tattoos will be covered at all times in the clinical setting.
- h. **Fingernails:** Fingernails must be kept clean and at a reasonable length. Reasonable length is defined as 1/8" above the fingertips. Artificial nails and nail jewelry are *not* to be worn. Clear or light pink nail polish may be worn. Chipped nail polish is not permitted.
- i. **Jewelry:** Jewelry should be limited to wedding rings and a wrist watch. A conservative necklace that is kept close to the skin (not dangling) and conservative earlobe earrings (no more than one pair) that do not extend more than ½ inch below the earlobe are acceptable.
- j. **Identification:** During clinical assignments students must wear their WC photo ID badge identifying them as a Weatherford College student. The badge must visible at all times by clipping the badge onto the top of the scrub top or the lab coat. Badges may not be worn at or below waist level. Wearing the badge clipped to a lanyard is acceptable as long as it does not create a safety hazard or dangle into the workspace.

## 2. LABORATORY:

- a. Students are expected to abide by Standard Precautions at all times.
- b. Students must wear gloves during all laboratory and clinical sessions. Gloves must be worn at all times when working with biological samples. Gloves and lab coats may not be worn outside the lab or in the breakroom.
- c. Students will be provided one disposable lab coat per semester.
  - a. The lab coat must be worn, buttoned from top to bottom, when working with biological samples.
  - b. When not in use, the lab coat is to be stored in the laboratory in a designated area. Lab coats may never be worn outside the lab.

- c. With normal wear, the lab coat should last throughout one semester. If a spill occurs or there is other major damage to the coat, another coat will be provided.
- d. All work areas must be disinfected upon completion of the laboratory activity with a 10% bleach solution or chemical germicide.

Students not conforming to the dress code may be sent home from class or clinical at the instructor's discretion.

## ELECTRONIC COMMUNICATION DEVICES

In any learning setting, the use of electronic communication devices such as cell phones must be limited to emergency situations only. The devices must be set to silent mode at all times in the classroom. Students should refrain from cell phone use except at break times. The phone cannot be visible or audible in class, lab, or clinical.

Students are to only access course related sites on the internet; no social networking, instant messaging, email, etc., are allowed during class, laboratory, or clinical time. This includes the use of PCs, laptops, mobile phones, etc. Students may perform these types of activities during designated breaks. Student may perform online assignments at clinical with the prior approval of WC and clinical faculty.

The student laboratory is considered contaminated as we work with human blood and body fluids. If a student chooses to use cell phone or tablet applications during the laboratory component of the course, these items must have a protective cover that can be disinfected at the conclusion of the activity.

If a cell phone is used during any testing situation or during test review, it will be considered an act of academic dishonesty. Electronic communication devices may be used in the clinical setting for appropriate purposes only. These devices should be securely stored and used only during approved break times. These purposes will be determined by the clinical instructor. Tape recorders, PDAs, cameras and other recording devices are not to be used in the clinical setting for recording or photographing protected patient information.

## E-MAIL/TEXT COMMUNICATION

All students must be accessible to their instructors throughout the duration of the program. An electronic mail address from the Weatherford College account is set up upon registration, and students are notified of their username and student ID number after they apply to the College via email. Students may utilize the computers on campus to check their e-mail accounts. E-mail accounts should be checked for new messages twice daily, Monday through Friday. The HHS Division also requires a private email from students in order to send the six-month NAACLS Graduate Survey and job opportunities. Students must set their Canvas notifications to receive messages via email and text. Students must ensure that their cell phone voice mail accounts are set up and receiving messages.

If an instructor has three failed attempts to reach a student in an 8 hour period, the Program's Corrective Actions/ Disciplinary Measures policy will be implemented. Communication while in the program is mandatory, not optional.

## E-MAIL ETIQUETTE

When emailing course faculty:

\* Send the email to the appropriate faculty.  
PBT Student Handbook 2020-21

- \* Use the subject line to briefly state the reason for the email.
- \* Compose a new email for a new subject.
- \* Avoid responding to the email with new questions onto an old email.
- \* Avoid texting abbreviations. Spelling and grammar are important. Use capital letters for proper nouns, such as your name, and the letter, “I”, when referring to yourself.
- \* Sign the email with your name.
- \* When responding to a faculty email, answer any questions that were asked of you.
- \* Re-read the email prior to sending. Correct any typos, and check your tone to ensure that it is professional.

## TRANSPORTATION

Transportation to clinical facilities is the sole responsibility of the student. Clinical facilities can include learning experiences in cities located in adjacent towns such as Stephenville, Granbury, Glen Rose, Decatur, Mineral Wells, Fort Worth, Arlington, Graham, or Denton. Students must be prepared to accommodate travel to any facility requires to meeting course objectives within and outside the Weatherford area.

## EMPLOYMENT

If employed, students must determine how many hours they can work and continue to meet the requirements of the PBT program. No special consideration will be afforded students with regard to their employment. Students must work a minimum of 30 hours per week while in the second half of the program at their assigned clinical site.

## NONCOMPLIANCE WITH PROGRAM POLICIES

Noncompliance with the policies and procedures of the PBT Program or clinical affiliates may be grounds for dismissal from the program.

## POLICY AND PROCEDURE CHANGES

All policies are subject to change by the PBT Program faculty as deemed necessary. Students will be notified of changes in writing and will sign the notification, which will be kept in the student file.

## PROBATION

Students are placed on probation, and may be withdrawn from the program, for a variety of reasons including, but not limited to unsafe or unprofessional clinical practice that is grossly negligent, excessive absences, failure to meet competency levels, violating patient confidentiality/HIPAA, failure to improve after verbal and/or written notification of unsatisfactory performance or academic dishonesty. Any student that disrupts or interferes with regular college classes or a college-sanctioned activity will be asked to leave the classroom or activity at the time of the disruption or interference and will not be allowed to return until counseled by the Director of the Phlebotomy Program. Probation action is implemented for students who violate the academic dishonesty policy, are not meeting lecture, laboratory and/or clinical objectives, have unsatisfactory or unsafe performance in the clinical/laboratory experience, violate college policies listed in the WC Student Handbook and/or program policies found in the PBT Student Handbook, class syllabi, or other designated site. Please refer to the “Corrective Actions/Disciplinary Measures” section of this document. A student can only be placed on probation once while in the Phlebotomy Technology program. Any further behavior triggering another probation will result program dismissal for the student who has previously been on probation for any reason.

## STUDENT RECORDS

Academic and health information pertinent to each PBT student is maintained by the PBT Program in the Program Director's office. The files are maintained 5 years, and may be moved to the secured storage room in the Don Allen Building. After 5 years, the files are destroyed according to college policy.

Students can access their academic and health files by arranging an appointment with the PBT Department Chair to review these records. Students are expected to keep their file information current in case emergency notification becomes necessary. Student files are stored to protect the file and the information contained in the file. Any public inquiries concerning a student will be referred to the Program Director.

*Academic records may include:*

- Student Academic advising sessions
- Application(s) / Transcripts
- Correspondence to and from the student
- Clinical documents
- Signature forms
- Conference forms
- Probation forms
- Student information sheet
- Documentation of class, lab, and clinical work
- Student FERPA release, and Release of Liability

*Health records are kept separate from the academic record and may include:*

- Physical examination form
- Immunization records
- Correspondence to and from the student or health care provider(s)
- Medical releases



## STUDENT SERVICES



### ADVISING AND COUNSELING

Advisors and counselors are here to help ensure your academic success at Weatherford College. Professional counselors are available to provide counseling, educational and career planning. They are available to provide confidential assistance to students by appointment and on a drop-in basis.

The counselors assist with the most frequently expressed student concerns:

**Academic/Education Planning:** selecting courses, degree planning, and information on transferring WC credits to other schools

**Career Planning:** job-search strategies, career exploration, skills identification, resume writing, job interviewing, goal setting, and vocational assessment

**Transfer services:** Transfer services can help you with these areas, core curriculum, Course equivalencies/transfer guides, how to transfer, transfer programs and university recruiting visits

**Counseling:** personal adjustment, crisis intervention, help on issues interfering with school, time management, relationships, communication, trust building, and stress management. Counselors also provide an assessment program. Vocational interest inventories identify areas of interest in career fields. Aptitude tests assess skills and abilities. Personality tests clarify problem areas in personal functioning. Students can consult with a counselor to determine if an assessment is needed.

**College skills workshops and classes:** College Success workshops and Study skills and career planning classes. The WC Academic Support Center offers tutoring, TEAS and HESI preparation, and other assistance.

The counselors are the people to see for any type of help you might need. If they are unable to provide the information or assistance you need, they will be able to refer you to someone who can. Call 817-598-6247 for a confidential appointment.

PBT instructors or the Program Director may require a student to make an appointment with the counselor.

### FINANCIAL AID

Don't let finances get in the way of achieving your dreams -- there's help available. Each year, Weatherford College helps students receive financial aid, scholarships, grants, Work-Study, and loans. Visit their website for complete information: <https://www.wc.edu/financial-aid/application-process> for deadlines and application information.

### LIBRARY SERVICES

The WC Library offers access to the college online network of resources through the Library Services home page at <https://www.wc.edu/library>. Librarians are available to instruct and assist students in setting up their home computer to access the Library catalog, electronic indexes and databases. The librarians may assist you with on-line computer searches for specific subjects and should be your first contact when working on research projects.

## THE CENTER FOR RESEARCH AND WRITING

The Center for Research & Writing supports WC students with all stages of the writing and research processes. This service is helpful with written projects of any kind. Check the web site for current workshops, hours, and information: <https://www.wc.edu/educ-and-child-care/CRew>.

They offer:

- Tutoring and guidance for all types of papers and projects.
- Assistance with research projects, including help finding appropriate sources.
- Tables and couches for group and individual work.
- Professional and peer tutors
- Work can be submitted via e-mail to [crw@wc.edu](mailto:crw@wc.edu). In the body of the e-mail, please provide the tutor with a brief overview of the assignment, specific areas you would like to receive feedback about, and any questions you may have.
- Students may also send a message to [crw@wc.edu](mailto:crw@wc.edu) to request a Zoom session.
- Tutors can also be accessed via tutor.com

## STUDENT LIFE

Weatherford College students can get together to share common interests, celebrate diverse cultures, enjoy a variety of cultural events, and much more. You can also develop and demonstrate leadership qualities and establish contacts within the college and Weatherford, and the DFW community. Students can participate in a wide variety of clubs and organizations, community-building events, experiential learning programs, leadership and volunteer opportunities. These resources enable students to succeed in the classroom and beyond. Please visit the web site to learn more: <https://www.wc.edu/campus-resources/organizationsclubs>

## PROGRAM PROGRESSION

### PROGRAM PROGRESSION

In order to successfully progress through Health Science programs, the student must at a minimum (Individual programs may have additional requirements):

- Complete co-requisite courses before progressing in the program.
- Be enrolled in co-requisite courses at the same time.
  - Withdrawal from any co-requisite course prior to the college's official withdrawal date will result in the student failing to progress to clinical, PLAB 1460.
  - Students who fail a co-requisite course are required to retake all co-requisite courses upon readmission prior to progressing to clinical, PLAB 1460.
- Achieve a minimum grade of "C" in all health science courses (grading scale of individual programs may vary)
- Satisfactorily meet course objectives.

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## COMPLETION CEREMONY GUIDELINES

This event culminates a very significant achievement of a goal. It is a time to recognize the accomplishments of all students. Students are expected to present a professional appearance to recognize your individual role as a representative of a new profession and WC.

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### COMPLETION CEREMONY GUIDELINES FOR DRESS

Required attire is business/professional to dressy.

#### Males

- Pressed slacks or khakis—NO JEANS
- Button down shirt or “polo” type shirt. NO T- Shirts
- Closed toe, business or dress type shoes.
- May wear clean athletic shoes if approved by department chair.
- No T-shirts, shirts with “logos”, baseball caps, shorts, jeans
- No sandals, flip flops, etc.

#### Females

- Conservative dresses or skirts that at least come to the top of the knee
  - Dress slacks with a business shirt/blouse
  - Closed toe shoes preferred, heel no higher than 2 ½’.
  - May wear clean athletic type shoes if approved by department chair.
  - No halter tops, strapless dresses, low-cut tops, or other overly revealing clothing.
  - No sandals, flip flops, etc.
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## CLINICAL/PRACTICUM POLICIES & CLINICAL AFFILIATES

Clinical course work allows students to apply the knowledge and skills obtained in the didactic component of the curriculum to actual experience in the phlebotomy field. Students gain 180 hours of clinical experience in and around the Weatherford area hospitals and clinic laboratories and collection centers. Students may also be provided with real or computer simulated learning activities.

Training students is a very time consuming endeavor due to the nature of the training required to master phlebotomy and lab assistant skills. Training students slows down the work process in the department/facility during the days that a student is on-site. Students should consider clinical training experiences to be a privilege, and not a right. The clinical sites do not get paid to take students.

Students will be required to travel outside the Weatherford area for some clinical rotations. Rotations on evenings, nights or weekends may be required. Non-traditional shifts may be created to accommodate the clinical sites. All student rotations are designed such that students attain entry-level competency in phlebotomy skills. Clinical sites include: Baylor All Saints Medical Center in Fort Worth, Clinical Pathology Laboratories locations, Glen Rose Medical Center, Graham Regional Medical Center, HCA Medical Plaza locations, THR Huguley Memorial Medical Center, JPS Health Network locations, Laboratory Corporation of America locations, Lake Granbury Medical Center, Lakeside Physicians Granbury/Glen Rose, Palo Pinto General Hospital and the Community Care Center, Texas Health Resources locations, Wise Medical and Surgical Clinic, and Wise Regional Health Systems.

Students with completed Castle Branch accounts will receive priority clinical placements. Students will be held to the highest level of work ethics. Excellence in attendance, mastering the phlebotomy procedures, attentiveness to instruction, keeping the clinical folder current and legible, and progressive improvement are high among the expectations. The ultimate goal of each rotation is that the student is able perform entry-level phlebotomy with minimum supervision in the assigned patient care area. The ability to act as a mature professional with all team members is a must, even under duress. All interactions with patients must be polite and professional. Personal relationships with clinical personnel are strictly forbidden until after graduation.

## SERVICE WORK POLICY

Phlebotomy Technology students are not expected to perform service work and are not allowed to take the place of qualified staff during any clinical rotation. After demonstrating proficiency, students, with qualified supervision, may be permitted to perform procedures. A clinical institution which employs a currently-enrolled PBT student as a laboratory assistant or phlebotomist will schedule the student for work during **non-instructional** hours.

## CLINICAL VISTATION

Students are permitted in the hospital in the role of PBT Student only during the designated clinical rotation times. Additional time in the clinical facility must be arranged with the WC and Facility clinical instructors and be pre-approved. When not in the role of a PBT Student, students assume the role of visitor and abide by hospital and clinic regulations. Uniforms, lab coats, or name tags should not be worn while the student is in the role of visitor.

All students accepted into the PBT program must obtain a Castle Branch account that serves a lifetime document

## CASTLE BRANCH ACCOUNT

repository for health records, drug screen, and a criminal background check. Use this link to set up the account: <https://portal.castlebranch.com/wd97>. All documents must be scanned, have the student's name, and be legible. Documents that are not uploaded correctly and on time will cause delay in clinical placement. Photographs of documents are not accepted.

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## PLACEMENT POLICY

Students are placed in clinical affiliates to meet educational goals. Students who are employed by the clinical facility in the same department and/or under the same supervisor may not earn clinical hours during their routine work shifts. All clinical hours must be scheduled in addition to routine work shift hours. Students completing Castle Branch documents will be given preferred placement. Clinical site placement is at the discretion of the Program Director and faculty.

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## TECHNICAL STANDARDS & ESSENTIAL FUNCTIONS

Health Science programs establish technical standards and essential functions to ensure that students have the abilities necessary for completing the professional education within those programs. These standards describe the essential functions a student must demonstrate in order to fulfill the requirements of a general professional education in a health science program, and thus, are prerequisites for entrance, continuation, and completion. Applicants are not required to disclose the nature of any disability; however, any applicant with questions about these technical requirements is strongly encouraged to discuss the issue with the programs Program Director. If appropriate, and upon the request of the applicant/student, reasonable accommodations may be provided. These accommodations must be accomplished without altering the essential requirements.

Certain chronic and recurrent illnesses and problems that interfere with patient care or safety may be incompatible with clinical training or clinical practice. Other illnesses may lead to a high likelihood of student absenteeism and should be carefully considered. Deficiencies in knowledge, judgment, integrity, character, or professional attitude or demeanor, which may jeopardize patient care, may result in failing the course or dismissal from the program.

Minimum abilities expected include the skills in the following five areas:

- Observation;
- Communication;  
Sensory and motor coordination and function;
- Intellectual, conceptualization, integration and quantification; and
- Behavioral and social skills, abilities and aptitude.

Each program will specifically identify the required Technical Standards and Essential Functions. Students are responsible for reviewing the Technical Standards and Essential Functions for the specific program, and must be able to meet those requirements as outlined with or without accommodations.

Qualified applicants with disabilities are encouraged to apply to the program. It is the responsibility of the student to contact the Office of Disabilities if they feel they cannot meet one or more of the technical standards listed. Students can obtain complete information emailing [dkahlden@wc.edu](mailto:dkahlden@wc.edu), or calling 817-598-6350.

## SECRETARY'S COMMISSION ON ACHIEVING NECESSARY SKILLS

In 1990, the U.S. Department of Labor established the Secretary's Commission on Achieving Necessary Skills (SCANS) to examine the demands of the workplace and whether our nation's students are capable of meeting those demands. The Commission determined that today's jobs generally require competencies in the following areas:

- A. Resources: Identifies, organizes, plans and allocates resources
- B. Interpersonal: Works with others
- C. Information: Acquires and uses information
- D. Systems: Understands complex interrelationships
- E. Technology: Works with a variety of technologies

Underlying these competencies is the skills foundation:

- Basic Skills: Reading, writing, mathematics (arithmetical computation and mathematical reasoning), listening, and speaking;
- Thinking Skills: Creative thinking, making decisions, solving problems, seeing things in the mind's eye, knowing how to learn, and reasoning; and
- Personal Qualities: Individual responsibility as well as self-esteem, sociability, self-management, and integrity.

The Texas Higher Education Coordinating Board requires that all degree plans in institutions of higher education incorporate these competencies and identify to the student how these competencies are achieved in course objectives. The specific competencies and objectives for each course will be included in the course syllabus.

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### PROFESSIONAL BEHAVIOR

Faculty of Weatherford College and the Health Sciences Programs have an academic, legal and ethical responsibility to protect members of the public and of the health care community from unsafe or unprofessional practices. Your actions as a Health Sciences student directly affect the lives of others. For this reason, the highest standards in honesty and integrity are mandatory. Dishonesty and unethical behavior in any form will result in corrective actions or disciplinary measures and may result in dismissal from the program.

Health Science students, while representing Weatherford College at any clinical agency, must conduct themselves in an ethical, professional, and safe manner, and shall abide the professional conduct standards of the profession as defined by state law. Students are expected to assume responsibility for their actions and will be held accountable for them. Students will abide by WC and clinical agency policies during each clinical experience. Off campus conduct, including postings on social media, are subject to review by the program and/or College and may result in corrective actions or disciplinary measures if the postings or conduct violate the policies and professional standards outlined in this handbook.

Failure to adhere to program specific policies related to professional behavior or safe clinical practice may result in the use of corrective actions or disciplinary measures as outlined in the PBT Student Handbook.



## HEALTH AND HUMAN SCIENCES DIVISION POLICIES AND PROCEDURES

The Weatherford College Health and Human Sciences Division Policies and Procedures have been compiled by the Health Sciences faculty to provide information pertinent to all students in the Health Science programs. The purpose of this handbook is to provide to students essential information about the educational and behavioral performance requirements expected of individuals entering the health science professions. In order to ensure safe practice, WC has developed specific policies and procedures, in addition to those already established by the College, that govern student matriculation in their respective programs. It is the responsibility of the student to be familiar with and abide by the policies contained in this handbook and in the College Catalog and Student Handbook, which are referenced throughout this document. The Health Sciences programs prohibit discrimination. Access to its programs or activities shall not be limited on the basis of race, color, religion, national origin, age, gender, sexual orientation, political affiliation, or disability.

We wish you success in the pursuit of your educational goals.

### POLICIES AND PROCEDURES

Students enrolled in WC Health Sciences programs are expected to agree to and abide by the WC Student Policies and Procedures located at: [https://mywc.wc.edu/ICS/Student\\_Services/](https://mywc.wc.edu/ICS/Student_Services/)

### ACADEMIC DISHONESTY

Academic integrity is an essential component of professional behavior in Health Sciences programs. Since dishonesty harms the individual, fellow students, and the integrity of the program, policies on academic dishonesty must be strictly enforced. Any documented incident of academic dishonesty or academic misconduct will result in probation or dismissal from the program. If the dismissal is for academic dishonesty, the student will not be eligible for readmission into the program. The WC Health Sciences programs follow the college's general policies on academic integrity as set forth in the WC Catalog. In accordance with the provisions outlined in the WC Catalog, an occurrence of academic dishonesty or academic misconduct will be handed by Student Services and may result in additional consequences or disciplinary measures based on the policies of the program as outlined in this handbook. A copy of the catalog is available at each campus's administrative offices, or may be downloaded from the WC website at: [https://mywc.wc.edu/ICS/Student\\_Services/](https://mywc.wc.edu/ICS/Student_Services/).

Academic work submitted by students shall be the result of their own thought, research or self-expression. For purposes of these regulations, academic work is defined as, but not limited to exams and quizzes, whether taken electronically or on paper; projects, either individual or group; papers; classroom presentations; and homework. When students borrow ideas, wording or organization from another source, they shall reference that information in an appropriate manner.

Actions constituting violations of academic dishonesty include, but are not limited to, the following:

- discussing any assessment tools such as examinations or mastery check-offs with students who have not taken the exam or completed the check-off
- having a copy of the examination outside the time and place of test administration or test review
- lying about or misrepresenting care given, clinical errors, clinical documentation, or any action related to clinical experience
- using unauthorized notes or other study aids during an examination
- using unauthorized technology during an examination
- improper storage of prohibited notes, course materials and study aids during an exam such that they are accessible or possible to view
- looking at other students' work during an exam or on an assignment where collaboration is not allowed
- attempting to communicate with other students in order to get/give help during an exam or on an assignment where collaboration is not allowed (i.e. competency check offs)
- unauthorized entry (hacking) into test banks or examinations
- altering graded work and submitting it for re-grading
- allowing another person to do one's work and submitting it as one's own
- submitting work done in one class for credit in another without the instructor's permission
- recording, taping, or taking pictures without consent from instructor

Terminology of Prohibited Behaviors:

**Cheating:** The use of unauthorized materials, information, or study aids; or an act of deceit by which a student attempts to misrepresent academic skills or knowledge; or unauthorized copying or collaboration.

**Plagiarism:** Defined as taking another person's intellectual work and using it as one's own; for example, this includes quoting without giving proper credit to a source, expanding another person's work without giving credit to that person, or submitting another person's work under the pretense that it is one's own.

**Fabrication:** Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

**Collusion:** Knowingly helping another individual violate any provision of the Academic Dishonesty guidelines. Collusion includes assistance with assignments or tests that are not authorized by the instructor

**Misrepresenting facts:** Misleading a WC instructor or clinical instructor with the facts in order to gain an extension on test time, or some other assignment or competency with false facts. Includes any other act that misrepresents the facts for personal gain for one's self or another individual.



**Falsifying institutional records or other legal or source documents:** Includes altering grades, either written or electronic, or other falsification of academic records such as application for admission, grade reports, test papers, registration materials, and reporting forms used by the college.

Academic misconduct is further defined in the student catalog as any activity that compromises academic integrity or subverts the educational process, including but not limited to the following:

- A. Violation of rules contained in the course syllabus;
- B. Violation of College rules regarding the use of academic facilities, including labs and testing centers;
- C. Using or providing unauthorized information during exams;
- D. Using or providing unauthorized materials or devices during exams;
- E. Using or providing unauthorized assistance in labs, on field work, in scholarship, or on a course assignment;
- F. Submitting plagiarized work for an academic assignment or requirement;
- G. Falsification, fabrication, or dishonesty in creating or reporting laboratory or research results;
- H. Falsification, fabrication, or dishonesty in creating any assignment;
- I. Serving as, or enlisting the assistance of, a substitute for a student in any assignment, exam or course requirement;
- J. Alteration of grades in an effort to change the earned or assigned grade or credit;
- K. Alteration or unauthorized use of academic records or forms; and
- L. Engaging in activities that unfairly place other students at a disadvantage, such as taking, hiding, or altering resource materials.

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## STUDENT COMPLAINT PROCEDURE

Health Science programs follow the college's policies for student complaints as set forth in the WC Student Policies and Procedures located at [https://mywc.wc.edu/ICS/Student\\_Services/](https://mywc.wc.edu/ICS/Student_Services/).

A copy of the WC College catalog is available at each campus's administrative offices, or may be downloaded from <https://catalog.wc.edu/>. The purpose of the student complaint procedure is to ensure students a fair process in the resolution of a complaint. Student complaints may include (but are not limited to) issues regarding classroom instruction or other college services and offices as well as discrimination based on race, color, gender, religion, age, national origin, disability or sexual orientation. Complaints of discrimination and/or harassment can also be made directly to the College's Title IX, Title VI, and ADA Coordinator. Please check the following web site for more information: <https://www.wc.edu/campus-resources/title-ix/report-complaint-process>.

This complaint procedure does not apply to student disputes about final course grades which are to be resolved under the supervision of the appropriate instructors and instructional administrators through the grade dispute process. If a student receives a 'W' or an 'F' as a result of instructor withdrawal, should a student wish to appeal this decision, a complaint should be filed under this process and not the procedures for disputing a final course grade which was academically earned.

Filing a student complaint challenging corrective action such as a warning, conference report, or placement on probation, does not delay or stop the imposition of the corrective action while the complaint is being processed. Retaliation against anyone for filing a complaint or reporting discriminating or harassing behavior is prohibited.

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## REPORTS OF DISCRIMINATION AND/OR HARASSMENT; NOTICE OF SEXUAL MISCONDUCT POLICY

If a Health Sciences student has a complaint regarding discrimination and/or harassment on the basis of actual or perceived race, color, national origin, disability, religion, age, gender, gender identity, or sexual orientation, the student should refer to the WC Student Policies and Procedures located at:

<https://www.wc.edu/public/upload/files/campus-resources/2018-19Stud-Handbk.pdf>.

Reports of harassment and/or discrimination can be made to the College's Title IX, Title VI, and ADA Coordinator: Adam Finley, [afinley@wc.edu](mailto:afinley@wc.edu) 817-598-8831.

The Sexual Misconduct Policy is located in the WC Student Handbook:

<https://www.wc.edu/public/upload/files/campus-resources/2018-19Stud-Handbk.pdf>.

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## SMOKING, NICOTINE VAPOR AND TOBACCO PRODUCTS

Weatherford College seeks to promote and protect the health and wellness of employees and students and to provide a safe, healthy, and productive teaching and learning environment for faculty, staff, students, and the public. The College District prohibits the use of any type of tobacco products, including the use of electronic cigarettes or other electronic vaporizing device, on College District grounds and in College District buildings, facilities, and vehicles in order to provide students, employees, and visitors a safe and healthy environment. This prohibition shall also apply to spaces leased by the College District. The use of tobacco products shall be permitted in private vehicles parked on College District property provided any residue is retained within the vehicle.

The majority of clinical facilities utilized by the Health Sciences programs are non-smoking facilities. Smoking and all smoke related paraphernalia is prohibited on the property of these facilities. Students who are reported to have been smoking on the property of these facilities or in possession of smoke/tobacco or related items will be placed on immediate probation.

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## GRADE DISPUTE POLICIES AND PROCEDURES

Students are encouraged to discuss academic concerns with their instructor first. If no satisfaction is achieved, the next step is to contact the Program Director. He or she will determine the next course of action. If you are still unsatisfied, you may contact the Dean or the Academic Vice-President. All non-academic concerns should go through Student Services.

WC Health Sciences programs follow the college's policies on grade disputes as set forth in the WC Student Handbook and College Catalog. A copy of the catalog and Student Handbook is available at each campus's administrative offices, or may be downloaded from the WC website at:

<https://www.wc.edu/public/upload/files/campus-resources/2018-19Stud-Handbk.pdf>.

<https://catalog.wc.edu/>

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## PROGRAM TO PROGRAM TRANSFER

- A student, enrolled in a Weatherford College Health and Human Sciences Program, may transfer to another Weatherford College Health and Human Sciences Program under the following circumstances:
- The student is in good standing, and
- The student has withdrawn from a program while in good standing, and

- The student is not on probation for a non-academic issue, and
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- The student obtains a letter of recommendation from the prior Health and Human Sciences Program Director.
- The student must meet the requirements of the program to which they are transferring and receives acceptance from the respective program director.
- A student may **not** transfer into another Weatherford College Health and Human Sciences Program if:
- The applicant has ever been dismissed from another Weatherford College Health and Human Sciences Program.
- The applicant is currently on probation, for a disciplinary issue, in another Weatherford College Health and Human Sciences Program.
- The applicant has received a failing grade in another Weatherford College Health and Human Sciences Program for a behavioral issue.
- Any student who requests to transfer into another Weatherford College Health and Human Sciences program must meet all the specific admissions requirements for that program. Prior admission into a Weatherford College Health and Human Sciences Program does not guarantee admission into another program.

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### ASSIGNMENT OF GRADES

The instructor teaching the course shall assign grades. The instructor will provide information to the students at the beginning of the semester regarding the course, including the guidelines for grading. If the student has questions about a grading policy and/or a specific grade, the student must raise the question first with the instructor while enrolled in the course. If the student is unable to resolve the questions or objections with the instructor, the student is to make an appointment with the program director to discuss the matter or, if the instructor is the Program Director, with the Dean of Health and Human Sciences.

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### ACADEMIC APPEAL

Students who are dismissed from the program for failure to maintain good academic standing; failure of a course; or for failure to meet academic standards required for progression in the program should follow the grade dispute process to appeal the dismissal as outlined in the WC Student Handbook.  
<https://catalog.wc.edu/conduct-and-grievances>

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### PROFESSIONAL STANDARDS, ETHICS, AND CONFIDENTIALITY

Students must remember that the information concerning patients is confidential. Students are required to adhere to legal, ethical and professional standards as established by state and federal regulatory agencies. Failure to comply with the above is cause for immediate dismissal from the program.

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## SOCIAL MEDIA AND PORTABLE ELECTRONIC DEVICES

Social media platforms are technology tools and online spaces for integrating and sharing user-generated content in order to engage constituencies in conversations and allow them to participate in content and community creation. Examples include but are not limited to:

- Blogs: Wordpress, Blogger
- Social Networking Sites: Facebook, Twitter, LinkedIn
- Virtual Social Worlds: Second Life
- Collaborative Projects: Wikis
- Content Communities: YouTube, Flickr, Instagram, Snapchat

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## WHAT ARE PORTABLE ELECTRONIC DEVICES (PED)?

Any non-stationary electronic apparatus with singular or multiple capabilities of recording, storing, processing, and/or transmitting data, video/photo images, and/or voice emanations. This definition generally includes, but is not limited to, laptops, PDAs, pocket PCs, palmtops, Media Players (MP3s), memory sticks (thumb drives), cellular telephones, PEDs with cellular phone capability, and pagers.

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## GENERAL INFORMATION

When publishing information on social media sites, the student must be aware that information may be public for anyone to see and can be traced to the individual. There is no such thing as a “private” social media site. The public, along with your future employers, expect high standards of professional behavior. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. If you are unsure about posting something or responding to a comment, consult with program faculty. Social media typically enables two-way communications with the audience therefore an individual has less control of how materials will be used by others. Social media may be used to investigate student behavior.

As a student in a WC Health Sciences program, you will encounter confidential information within the classroom or patient care environment during clinical experiences/practicums. It is the responsibility of the student to follow the Social Media policy outlined below.

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## SOCIAL MEDIA/ELECTRONIC DEVICE POLICY

All social media postings must be made within the guidelines of the “Professional Behavior, Professional Ethics and Confidentiality, Safe/Unsafe Clinical/Practicum” policies outlined in the program specific student handbook, and State Professional Codes of Conduct/Code of Ethics as applicable to their specific field.

Any violations of the above referenced policies through the use of social media platforms or portable electronic communication devices will result in disciplinary action which may include failure in a course and/or dismissal from the program. All postings to social media platforms must comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA)/Health Information Technology for Economic and Clinical Health Act (HITECH), applicable facility policy, and state law. Any social media posting or comment to any online forum or webpage that violate HIPAA guidelines and jeopardize a patient’s privacy or safety may result in immediate dismissal from the program.

Weatherford College understands that students participate in social networking sites (e.g. Facebook, Instagram, Twitter, YouTube, Snap Chat and LinkedIn), chat rooms, and create and maintain personal websites, including blogs.

Weatherford College respects student's online social networking and personal Internet use. However, your online presence can affect Weatherford College as your words, images, posts, and comments can reflect or be attributed to Weatherford College, affiliated medical facilities, patients, staff members or instructors. As a student, you should be mindful to use electronic media responsibly and respectfully. Because a Weatherford College student's online comments and postings can impact Weatherford College, affiliated medical facilities, patients, staff members or instructors, Weatherford College adopted the following guidelines that students must observe when participating in social networking sites and/or engaging in other forms of Internet use on and off duty:

1. Follow all applicable Weatherford College and Health and Human Sciences policies. To remain in compliance with the Health Insurance Portability and Accountability Act (HIPAA) you must not share confidential or proprietary information from medical facilities, their staff members or patients encountered while a student at Weatherford College. Posts from Weatherford College computers and E-mail addresses are the property of Weatherford College and subject to the policies, rules and regulations of Weatherford College. Photography, video and voice recordings from clinical locations are prohibited by law (HIPAA) and therefore should not be posted on social media or social networking sites.
2. Write in the first person. Where your connection to Weatherford College is apparent, make it clear that you are speaking for yourself and not on behalf of Weatherford College. In those circumstances, you may want to include this disclaimer: "The views expressed on this [blog; website] are my own and do not reflect the views of Weatherford College." Consider adding this language in an "About me" section of your blog or social networking profile.
3. If you communicate in the public internet about Weatherford College or Weatherford College -related matters, disclose your connection and your role at Weatherford College. Use good judgment and strive for accuracy in your communications; errors and omissions reflect poorly on Weatherford College, and may result in liability for you or Weatherford College.
4. Use a personal email address (not your Weatherford College.edu address) as your primary means of identification. Do not use your Weatherford College E-mail address for personal views.
5. If your blog, posting or other online activities are inconsistent with, or would negatively impact Weatherford College, affiliated medical facilities, patients or staff member's reputation or brand, you should not refer to or identify your connection to Weatherford College, affiliated medical facilities, patients or staff members.
6. Be respectful and professional to fellow students, instructors, sponsors and patients. Avoid using unprofessional online personas.
7. Ensure that your blogging and social networking activity does not interfere with your student commitments.

This policy is based in part on Social Media/ Social Networking policies from the Cleveland Clinic adapted from <http://socialmediagovernance.com/policies.php>, and the online article "Ten Must Haves in a Social Media Policy" <http://mashable.com/2009/06/02/social-media-policy-musts/>

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## SOCIAL MEDIA BEST PRACTICES

- Do not share, post, or otherwise disseminate any information, including images, about a patient or information gained as a result of your presence in a clinical/practicum setting or as a result of a student-patient/client relationship.
- Do not identify patients/clients by name or post or publish information that may lead to the identification of a patient/client (examples include but not limited to: date of care, facility name, diagnosis, and treatment/surgery). Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- During clinical experiences/practicums, any use of electronic devices (cell phones, laptops, etc.) must be with faculty approval within the guidelines of facility/program policies.
- Do not take photos or videos of patients on personal devices, including cell phones.
- Maintain professional boundaries in the use of electronic media. Online contact with patients/clients or former patients/clients blurs the distinction between a professional and personal relationship. You should not have any online contact with a current patient/client outside the communication methods allowed within the clinic/program.
- Student must have permission from the faculty to videotape or audio tape in the classroom. Official accommodations made by the Office of Disabilities will be provided.
- Personal phone conversations or texting are NOT allowed at any time while in patient/client areas or in the classroom. If the student needs to respond to an emergency text or call during class, the student is asked to leave the classroom.
- A first time violation of this policy that can be remediated with additional training and guidance will result in placement on probation.
- Any social media comments or postings to any online forum or webpage that substantially disrupt the program, violate professional conduct standards, or indicate a potential danger or threat to a student, patient, or staff member, may result in immediate dismissal.

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## SAFE/UNSAFE CLINICAL/PRACTICUM PRACTICES

The Health Sciences Programs identify safety as a basic human need. A safety need can be identified as physical, biological, and/or emotional in nature. Safe practices are a requirement of each program.

Unsafe clinical/practicum practice shall be deemed to be behavior demonstrated by the student which threatens or violates the physical, biological, or emotional safety of the patient, caregiver, students, staff or self. Unsafe or unprofessional clinical/practicum practice may result in implementation of a corrective action or disciplinary measure outlined in this Student Handbook.

The following examples serve as guides to these unsafe behaviors, but are not to be considered all-inclusive.

**Physical Safety:** Unsafe behaviors include but are not limited to:

- Inappropriate use of side rails, wheelchairs, other equipment.
- Lack of proper protection of the patient which potentiates falls, lacerations, burns, new or further injury.
- Failure to correctly identify patient(s) prior to initiating care.
- Failure to perform pre-procedure safety checks of equipment, invasive devices or patient status.

**Biological Safety:** Unsafe behaviors include but are not limited to:

- Failure to recognize violations in aseptic technique.
- Improper medication administration techniques/choices.
- Performing actions without appropriate supervision.
- Failure to seek help when needed.
- Attending clinical while ill.
- Failure to properly identify patient(s) prior to treatments

**Emotional Safety:** Unsafe behaviors include but are not limited to:

- Threatening or making a patient, caregiver, or bystander fearful.
- Providing inappropriate or incorrect information.
- Performing actions without appropriate supervision.
- Failure to seek help when needed, unstable emotional behaviors.

**Unprofessional Practice:** Unprofessional behaviors include but are not limited to:

- Verbal or non-verbal language, actions (including but not limited to postings on social media sites), or voice inflections which compromise rapport and working relations with patients, family members, staff, or physicians, may potentially compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal/ethical standards.
- Behavior which interferes with or disrupts teaching/learning experiences.
- Using or being under the influence of any drug or alcohol that may alter judgment and interfere with safe performance in the clinical or classroom setting.
- Breach of confidentiality in any form.
- Falsifying data in a patient health record.
- Misrepresenting care given, clinical errors, or any action related to the clinical experience.
- Recording, taping, taking pictures in the clinical setting without expressed consent of the subject and the facility owner and compliance with WC's and clinical affiliate's policies.
- Leaving the clinical area without notification of faculty and clinical staff or supervisor.

## CORRECTIVE ACTIONS/DISCIPLINARY MEASURES

Faculty are committed to assisting student success in the program. To afford students due process and an opportunity for remediation, Health Science students who are not meeting courses objectives in class, clinical/practicum or lab will be apprised of their performance status using the following recommended steps. The progression of these steps is not required. A student's academic or disciplinary misconduct, or performance can be addressed beginning with probation or dismissal if warranted.

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### STEP 1: WARNING

The instructor provides the student with a verbal warning or written feedback as to their status. The instructor counsels the student regarding criteria for successful completion of the course and makes recommendations for improvement. Recommendations may include but are not limited to - utilization of peer study groups, tutors, computer-assisted instruction, seeking assistance from WC faculty or counselors.

At the discretion of the instructor and depending on the situation, this step may be bypassed and a conference initiated. If the situation warrants probation or dismissal, the instructor will consult with the Program Director to determine the appropriate disciplinary measure.

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### STEP 2: CONFERENCE

A meeting will occur between the student and the instructor to review the performance deficit(s). The student will receive a written Health Science Conference Report that will identify specific course/program objectives that are not being met. If applicable, to address the relevant performance deficits, the student may be issued a remediation plan/contract, which will include deadlines for completion steps that will assist the student in correcting the deficit in order for the student to remain in the program and enhance the opportunity for success.

If at any time the student does not comply with any or all of the remediation or correction terms outlined in the conference report, the student may be placed on probation or dismissed from the program.

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### STEP 3: PROBATION

A student may be placed on probation for any violation of the policies, standards, or provisions outlined in this handbook, or the College's Student Handbook/Code of Conduct. Probation is a specified time frame in which the student must improve or will be dismissed from the program.

Once the determination is made to place a student on probation, the student will meet with the instructor and program director. The student and faculty will review and sign a Health Science Incident Report explicitly stating expectations that must be followed during the probationary period and the consequences for noncompliance or unsatisfactory completion of these expectations.

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### STEP 4: DISMISSAL FROM THE PROGRAM

If at any time during the probation period, the student fails to meet any of the conditions of the probation contract, the student may be dismissed from the program. Accordingly, if at the end of the probation period the student has not met the criteria for satisfactory performance outlined in the probation contract, the student may be dismissed from the program.



A student who is placed on probation for unsafe clinical practices or behavior that violates the standards of the profession will be dismissed from the program for subsequent safety or professional conduct violations at any time during the program, even if the probationary period was completed successfully. If the student is dismissed from the program for a subsequent violation that occurs after the official college date for withdrawal from a course, the student will receive a performance grade of “F” unless a specific program states otherwise. A student can be placed on probation only once while in a Health Sciences program. If a student engages in behavior or conduct that would result in probation a second time, the student will be dismissed from the program.

If an instructor is recommending a student’s dismissal from the program, the recommendation must be reviewed and approved by the Program Director. Before a student can be dismissed from the program under this provision, a meeting must be held with the student to inform them verbally and in writing, of the reasons for the dismissal, and to provide them an opportunity to respond, either verbally or in writing. A student has 1 business day after this meeting if they wish to submit a response. See details in Technical Program Appeal.

Following this opportunity to respond, the student may be dismissed or other action may be taken appropriate to the case. If the student is dismissed from the program, the notice of dismissal should inform the student as to whether they are eligible to reapply for readmission to the program. The notice must also provide notice to the student of the appeals process available to the student.

#### REASONS FOR IMMEDIATE PROBATION OR DISMISSAL

Some situations may require an immediate response without recourse to the progressive steps set forth above. In response to severe or extremely dangerous behavior, or additional adverse behavior that occurs while the student is awaiting resolution of previous incident(s), the student may be immediately placed on probation or dismissed from the program. Examples of these include, but are not limited to:

- Unsatisfactory clinical performance.
- Unsatisfactory clinical attendance and punctuality.
- Inability to maintain physical and mental health necessary to perform the technical standards and essential functions of the program.
- Unethical, unprofessional behavior, and/or unsafe clinical practice.
- Refusal to participate with a procedure.
- Unsafe or unprofessional clinical practice that compromises patient or staff safety.
- Behavior which compromises clinical affiliations.
- HIPAA violation that cannot be remediated with additional training or guidance.
- Violation of the Social Media and Electronic Device Policy that is egregious, substantially disrupts the educational or clinical environment, or is harmful to a patient’s safety.
- Violations of patient confidentiality.
- Academic dishonesty or misconduct.
- Falsification of documentation.
- Dishonesty or unethical behavior towards a college official.
- Unprofessional behavior/unsafe behavior that seriously jeopardizes patient, student, staff, or preceptor safety.
- Unprofessional behavior that seriously jeopardizes clinical affiliations.
- Violation of any of the Standards of Conduct outlined in the WC Student Handbook that do not warrant expulsion from the College.

- Violation of the College’s Sexual Misconduct Policy found in the WC Student Handbook.
- Failure to report changes to criminal history after the admissions background check is completed. (Please see criminal background section.) Any off campus conduct that results in criminal charges that are not aligned with the clinical agencies standards or the professional and ethical standards of the College or Health Sciences programs will result in immediate dismissal from the program.

## TECHNICAL PROGRAM APPEAL

The purpose of this procedure is to secure at the first possible level, prompt and equitable resolution of a student appeal of disciplinary actions including release from a technical program due to a dispute of facts and/or penalties upon which charges are based as outlined in the respective program’s student handbook (academic or discipline issues). A student desiring to appeal disciplinary action/release from a technical program must submit such request in writing (which includes all evidence) to the department chair/program director within one (1) business day of the release from a technical program. The written notification of appeal must include a detailed explanation of the reason or justification for appeal, any other evidence in support of the student’s claim(s), why the release should be overturned, and be signed and dated by the student.

A student appealing release from a technical program may be allowed to remain in the program, class, or clinical pending outcome of the appeal hearing only if this does not cause disruption of the program and/or compromise patient safety, and the student agrees to the conditions set forth in writing by the program director.

A student who fails to meet the written conditions set forth by the program director pending the completion of the appeal process will be released from the program and forfeits the right to any further appeal of their release.

The department chair/program director will meet with the student regarding the appeal and may conduct additional investigation to determine the merit of the allegations against or by the student and the appeal, and if the matter can be resolved by mutual consent of all parties. The department chair/program director may dismiss the appeal if it is without merit or failed to articulate sufficient justification for appeal; otherwise, the department chair/program director will forward the appeal the Vice President of Student Affairs or designee

### APPEALS COMMITTEE

In cases in which the accused student disputes the facts and/or penalties upon which the charges are based as outlined in the respective program’s student handbook, such charges shall be heard and determined by the Technical Program Appeals Committee. The appeals committee shall be impartial and shall be comprised of Technical Program Directors/Department Chairs or their designee. The appeals committee shall preside over a fair hearing for the student and the Institution’s administration. The student and the Institution may be represented by counsel at the appeals.

### NOTICE

The appeals committee shall notify the accused student by letter, telephone, or email of the date, time, and place for the appeals. The appeals will take place within two (2) business days of the case being forwarded to the committee

### CONTENTS OF NOTICE

The notice shall:

- Direct the student to appear at a specified time, date and location.
- Advise the student of his or her rights:
- To be represented by counsel at the appeals.
- To call witnesses, request copies of evidence in the District’s possession, and offer evidence and agreement in his or her own behalf.
- To have the appeals recorded verbatim and have a stenographic digest made of the recording.
- To ask questions of each witness who testifies against the student.
- Contain the names of witnesses who will testify against the student and a description of documentation and other evidence that will be offered against the student.
- Contain a copy or description of the complaint in sufficient detail to enable the student to prepare his or her defense against the charges.
- State the proposed consequences or range of consequences that may be imposed.

## **FAILURE TO APPEAR FOR HEARING**

Except in cases of a student charged with failing to comply with College authority, no student may be found to have violated programmatic rules/regulations solely because the student failed to appear before a discipline body. In all cases, the information supporting the charges shall be presented and considered

## **HEARING PROCEDURE**

The appeal shall proceed as follows:

1. The designee from Student Services shall be present during hearing to answer any procedural questions and to record proceedings.
2. The appeal chairperson shall read the complaint.
3. The appeal chairperson shall inform the student of his or her rights.
4. The designated official or representative shall present the institution's case.
  
5. The student or representative shall present his or her defense.
6. The designated official or representative shall present rebuttal evidence.
7. The designated official or representative shall summarize and argue the institution's case.
8. The student or representative shall summarize and argue his or her case.
9. The designated official or representative shall have an opportunity for rebuttal argument.
10. The hearing committee may take the matter under advisement for 24 hours before rendering a decision, unless more time is needed to conduct further investigation and determined by committee chair. The decision shall be made by majority vote.
11. The decision shall be communicated to the student in writing within 1 business day of the hearing.
12. The appeal chairperson may approve deviation to an appeal proceeding as long as it does not alter the fundamental fairness of the hearing.

## **EVIDENCE**

Evidence shall be handled according to the following:

- Legal rules of evidence do not apply; the appeal chairperson may admit evidence that is commonly accepted by reasonable persons in the conduct of their affairs. The appeal chairperson may exclude irrelevant, immaterial, and unduly repetitious evidence. Both parties shall be provided evidence prior to the beginning of the appeal (as stated in paragraph 2)
- At the appeal, the Institution shall be required to prove by a preponderance of the evidence that the charges are true.
- A student may not be compelled to testify.
  
- The appeal committee shall decide the issue of guilt or innocence and an appropriate penalty solely on the basis of evidence presented at the hearing.
- A tape recording shall be made of the appeal. Committee deliberations will not be recorded. A stenographic digest of the recording shall be made if needed for an appeal at expense to the student, and, on request, a student shall be given a copy of the digest. A student defendant or his or her representative may listen to the tape recording and compare it with the digest. A student may, at his or her own expense, have a stenographer present at the hearing to make a stenographic transcript of the hearing.

## **DECISION**

The appeal committee shall render a written decision as to the student's violation of programmatic rules/regulations. The committee may either uphold the prior decision or alter it, in total or part, at their discretion. If the committee finds the student has violated programmatic rules/regulations, it shall set forth findings of facts in support of its decision. The Vice President of Student Affairs/designee shall administer the penalty, if any.

## HEARING RECORDS

The disciplinary records and proceedings shall be kept confidential and separate from the student's academic record. Petition to the Vice President of instruction. Any student disciplined pursuant to this policy may, within 3 days of receiving notice of the appeal committee's decision, petition in writing the Vice President of Instruction to review the decision. The student's petition will state with particularity why the decision is believed to be incorrect or unfair. The Vice President of Instruction may, in his/her sole discretion, choose to allow oral argument on the petition. Within 3 days of receiving the petition, Vice President of Instruction may act to affirm, modify, remand, or reverse the decision.

## INCIDENT CATEGORIES

Weatherford College Health and Human Sciences reserves the right to define additional Section I, II, and III offenses on a case by case basis as determined by HHS Faculty and the Dean of Health and Human Sciences. All offenses are cumulative throughout the course of the Phlebotomy Program.

### **Section I- offenses include but are not limited to:**

Any student committing any Section I offense will be subject to immediate removal from the program. Section I offenses include but are not limited to

1. Falsification, incomplete, and/or alteration of patient, facility, student, or college records, as well as accessing or attempting to access websites for resource materials.
2. Participating in any form of conduct that is fraudulent or creates a conflict of interest.
3. Participating in illegal or acts deemed unethical by Health and Human Science Faculty.
4. Representing self as any person other than a WC Health and Human Science student to gain access to secured resources for instruction.
5. Theft of personal, college, or facility property.
6. Insubordination or failure to follow direct orders or assignments of program faculty or designated supervisor that has the potential for or results in harm to the patient.
7. Being under the influence of drugs and/or alcohol during any program-related situation or bringing said substances into the facility or consuming these substances while on facility property. Students are subject to drug screening for just cause and at the student's expense (See Alcohol/Substance Testing Procedure.
8. Any unauthorized release of patient-related information or photocopying of patient records. Confidentiality must be maintained at all times in accordance with HIPPA regulations.
9. Failure to demonstrate the ability to function as a team member in class or clinical.
10. Failure to render a minimal, safe standard of care; or unethical patient care, as determined by the program faculty.
11. Failure to contact the clinical instructor when absent from clinical (no call, no show).
12. Academic dishonesty including cheating, collusion or plagiarism.
13. A verbal act or physical act of aggression against another person on facility or college premises.
14. Deliberate destruction or damage to facility, college, patient, student, visitor, or employee property.
15. Commits patient and/or job abandonment by leaving or being unavailable to assigned area or facility during clinical time without authorization of the educational coordinator or preceptor at the clinical site or a faculty member in the Weatherford College Health and Human Science Division.
16. Involvement in illegal drug use.
17. Felony convictions.
18. Misdemeanor convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.)
19. Felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances.
20. Registered sex offenders.
21. Disruptive or abusive behavior on or off campus during college related activities.
22. Use of foul language.
23. Inappropriate display of anger.

24. Verbal, mental, or physical abuse including sexual harassment.
25. Representing self as Allied Health/Nursing student when not involved in school sponsored activities.
26. Entering a clinical facility during unapproved hours representing self as a Weatherford College Health and Human Science student.
27. Giving medications without consent of instructor/preceptor.
28. Accepting gifts from clients or families.
29. Insubordination or failure to adhere to any written policies, spoken orders or requests, and or procedures of Weatherford College or any affiliated clinical agencies.
30. Expulsion from a clinical Site due to unprofessional or egregious behavior deemed as an irrevocable breach of ethics or lack of skills by Phlebotomy Faculty.
31. Failure to achieve venipuncture competency, as exhibited by 5 failing VP competencies by Weatherford College or Clinical faculty cumulatively while in the student laboratory or during clinical.

**Section II- offenses include but are not limited to:**

Any student committing any Section II offense will be subject to the following disciplinary considerations

1<sup>st</sup> incident – probation

2<sup>nd</sup> incident – dismissal from the respective program

- Causing damage to facility or patient property through negligence.
- Causing injury or potential harm to a patient, staff, visitor, peer or instructor through negligence.
- Insubordination or refusal to obey an order or request from an Instructor or other authority figure not resulting in harm to the patient.
- Student is removed from the clinical site at the request of the clinical site personnel with the possibility of transfer to another site.

**Section III- offenses include but are not limited to:**

Any student committing any Section III offense will be subject to the following disciplinary considerations

1<sup>st</sup> offence – Written reprimand

2<sup>nd</sup> incident – Probation

3<sup>rd</sup> incident – Dismissal from the respective program

- Leaving or being unavailable to your assigned area or facility during class or clinical time without authorization of the Clinical Faculty at the clinical site or a faculty member in the Weatherford College Health and Human Science Division not resulting in patient and/or job abandonment.
- Complaint from any clinical site of inappropriate/unprofessional behavior or appearance.
- Failure to follow Weatherford College Health and Human Science or clinical facility rules or policies not resulting in patient harm.
- Failure to report an absence from clinical rotations in the proper manner (other than no call no show.)
- Unprofessional conduct/attitude as defined by the Weatherford College respective Program Director/Chair.

## WITHDRAWAL

If a student voluntarily withdraws from a program, they must adhere to the program’s specific withdrawal and readmission policies. Withdrawal from a course can also be initiated by an instructor for unsatisfactory performance, failure to meet course objectives, or violations of any professional or ethical policy, standard, or practice outlined in this handbook. If withdrawal from a course results in dismissal from the program, the procedures outlined in Step 4: Dismissal will be followed.

- Types of Withdrawal:
  - Student withdrawal: Requested by student.
  - Instructor withdrawal: Withdrawal from a course initiated by the Instructor.

- Administrative withdrawal: Withdrawal by the College for failure to pay required fees or never attending class.
- **The College's general withdrawal policies and appeal procedures are outlined below:**
- Withdrawal Policy: Semester Credit Courses: <https://catalog.wc.edu/drops-and-withdrawals>

A student may also file a student complaint to appeal a withdrawal initiated by an instructor. Please see earlier section on Student Complaint Procedures.

**NOTE: If a withdrawal is past the official college date for withdrawal from a course, the student will receive a performance grade of "F" under the circumstances outlined in this section unless a specific program states otherwise.**

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## EXIT REVIEW MEETING/INTERVIEW

Prior to the withdrawal or dismissal from a program, a student must have an exit review meeting with a course instructor or Program Director. A student who is voluntarily withdrawing should consult their specific program for guidance on exit meeting/interview requirements. Students who are being dismissed from the program will have an exit review meeting in accordance with the dismissal procedures.

## HEALTH AND SAFETY INFORMATION

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### POLICY ON ISOLATION PATIENT CARE

1. Students should avoid contact with all patients in isolation if there is doubt about the medical diagnosis (inconclusive diagnostic tests or unknown results).
2. Students may care for patients in isolation if there is a definitive diagnosis, the patient is not diagnosed or suspected to have a **Category A** pathogen, and with instructor/preceptor approval.
3. Students should notify his/her clinical instructor immediately if a patient with a **Category A** pathogen (or one that has a *possible* diagnosis of **Category A** pathogen) is on the unit to which the student is assigned.

**Category A** pathogens are those organisms/biological agents that pose the highest risk to national security and public health because they:

- can be easily disseminated or transmitted from person to person
- result in high mortality rates and have the potential for major public health impact
- might cause public panic and social disruption
- require special action for public health preparedness

Examples of **Category A** diseases/pathogens are: anthrax, botulism, Dengue, Ebola, and Marburg

4. Students should notify his/her clinical instructor if he/she has had exposure to anyone with a **Category A** pathogen, whether through travel to a foreign country or a visiting family member or friend.

Reference: [www.niaid.nih.gov](http://www.niaid.nih.gov)

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## PROFESSIONAL RISKS

To protect patients and provide a safe environment for students, staff, and the public, all students participating in interactions with patients in the health care system involve inherent risks to both the patient and caregiver, including, but not limited to, communicable diseases. In the curriculum students will be given information regarding known risks for various diseases and measures to decrease these risks.

All students are expected to provide appropriate care to all assigned patients in any setting. These assignments may include patients with medical diagnoses of tuberculosis; hepatitis A, B, or C; AIDS; or other infectious diseases. Students are expected to implement standard precautions and appropriate barrier protection in the care of all assigned patients.

Students with a temporary physical problem/limitation (i.e., broken bones, back injuries, recent surgery, etc.) may be admitted to, or choose to continue in the Phlebotomy Program. If a student chooses to stay in the Program, he/she understands and agrees that excessive absenteeism or inability to perform necessary duties related to the learning objectives and health care delivery can result in the necessity to discontinue the Program. It is the student's responsibility to obtain, and provide to the instructor, written permission to take part in all course functions from a physician during the period any physical problem/limitation is present such as pregnancy, acute or chronic health problems, the usage or prescription/non-prescription drugs. The College is not responsible for any exacerbation of health problems that occur or are perceived to occur as a result of the student's continued participation in the Program.

Certain health conditions may require a doctor's release statement before the student will be allowed to attend or return to clinical. If the condition prevents the student from participating fully, the student will not be allowed to attend or return to clinical until the physician has released the student to full duty. Attendance policy outlined in each course syllabus will be followed. Students are not allowed to discuss their health problems with physicians on the clinical unit, or to ask for medication or treatment from any person at the clinical site unless they are being officially treated.

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## HEALTH INSURANCE

The College does not provide personal health insurance coverage for students. All Health Sciences students are required to carry some type of personal health insurance. Proof of insurance is required prior to the start of each semester and must be uploaded to Castle Branch. If a program does not start a clinical until a later semester, proof of insurance will be required prior to the start of the semester the clinical is scheduled for. Information about low cost student health insurance is available at [www.ejsmith.com](http://www.ejsmith.com). Should medical care be required, the student is responsible for all costs of treatment/medical care unless covered under the accident insurance policy described below. This is a requirement of our clinical affiliates and cannot be waived. Medicare and Medicaid is acceptable. The student's name must appear on the card, or a letter from the insurance company confirming coverage is required.

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## FLU VACCINE

To protect patients and provide a safe environment for students, staff, and the public, all students participating in clinical/practicum experiences/courses in any facility may be required to provide documentation of the **seasonal flu vaccine**. Failure to have the immunization may have implications for clinical attendance. Students will be provided additional information when **indicated**.

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## TB TESTING AND CPR REQUIREMENTS

All Health Sciences students are required to provide the following documentation:

Initial Tuberculosis Screening must be validated by a negative two-step TB screening (Mantoux test) or **negative** blood assay (QFT, TSPOT) within the past 90 days prior to beginning the Program. TB tests done prior to the 90 day period are not acceptable.

- If a prior **positive** reaction to TST, must show documentation of a negative blood assay within 90 days.
- If prior positive blood assay, present a negative chest x-ray within past 2 years (this must not expire prior to, or during your first semester), be free of productive cough, night sweats or unexplained loss of weight. (submit Disease Screening TB Questionnaire)
- Annual Testing: TST single step skin test or blood assay, as indicated, for all students; OR if prior positive blood assay, complete an annual review of active disease (TB) screening questionnaire.

CPR certification must meet standards of the American Heart Association (AHA) Basic Life Support for the Healthcare Provider. The card verifying completion must be an AHA card. No other CPR certificate will be accepted. Contact the Weatherford College Continuing Education Department at 817-598-6305 for dates, times and cost of CPR classes. Online CPR will not be accepted. All items must be current for the duration of the coming semester. If any item expires during the semester, it must be completed (Redone) prior to the first day of class or earlier as directed by the program. The card must be signed, and a front/back copy uploaded to the CB account.

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## ACCIDENTS/EXPOSURE

Medical Professional Liability Insurance--Medical professional liability insurance is required for each Health Science student enrolled in a clinical course with patient contact. This insurance is purchased automatically through Weatherford College registration fees collected each semester.

If the student is injured, needle stuck, or splashed with contaminated body fluids while in the clinical setting, the instructor must be notified immediately and measures will be in accordance with policies of the college and the health care agency. The injured student can be treated at his or her own expense in the hospital's emergency room or at a private physician's office. An occurrence/incident report must be completed, and a copy will be placed in the student's file. Weatherford College, faculty, and clinical institution assume no liability for any accidents or injury.

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## INFECTIOUS DISEASE EXPOSURE RESPONSE

Students and faculty members who experience an exposure to any potentially infectious materials (needle stick, mucous membrane, or non-intact skin) or airborne inhalation require specific follow-up. It is the responsibility of the individual to initiate appropriate first aid and to report the incident as soon as possible (**preferably within one hour**) to their immediate supervisor or instructor. It is the responsibility of the clinical instructor or supervisor to ensure that the appropriate steps have been taken to provide for the safety of the student. It is the responsibility of the Program director to assist the faculty member following an exposure to the student or employee. Faculty will ensure that copies of the accident exposure procedures and appropriate forms will be made available to the students prior to their first clinical experience.



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## EXPOSURE POLICY

If stuck on a clean needle, no further action is required. In case of an accidental needle stick with a contaminated sharp, or a blood or body fluid exposure during class on the Weatherford College Campus, Health Fair, or Clinical site, students are to follow the steps as outlined below:

1. Make the wound bleed as much as possible if stuck with a sharp; and wash for 10-15 minutes with soap and water. Continue to squeeze blood out while cleaning.
2. Report the needle stick to the lab/phlebotomy supervisor, along with the patient's name and hospital ID number. The supervisor will guide the student through the post-exposure process.
3. Get tested for HIV, Hep B, and Hep C antibodies; and have an RPR test performed at Medical City Weatherford or the nearest testing facility. The patient will also be tested. If the student and the patient are both negative, no further action is required. If the patient is positive for syphilis, HIV, Hep B, or Hep C, the student must seek medical help from their physician, who will most likely offer prophylactic treatment such as AZT or gamma globulin. Follow-up testing will go on for one year periodically as directed by physician.
4. Students are responsible for the cost of testing; hence the requirement for medical insurance. An accidental needle stick will result in the student assuming financial responsibility for their own testing and possibly patient testing.
5. If a blood or body fluid is splashed into eyes or mouth, or other mucous membrane, open wound, chapped body area, the student must wash the area 10-15 minutes with soap and water. Next, the student shall report the needle stick to the supervisor. It is important to document the patient from whom the fluid exposure or needle stick came. The supervisor will advise on how to proceed. Both the patient and student must be tested for Hep B, Hep C, and HIV antibodies, and have an RPR performed. In cases where the patient is unknown, such as the student is stuck on an overfull sharps container, only the student shall be tested.
6. The student must inform the Program Director of the incident within 24 hours.
7. The clinical instructor or supervisor at the clinical site will assist in providing and completing the required documentation for any and all exposures.

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## STUDENT ACCIDENT PROCEDURES

1. Provide first aid for the student sufficient to get the situation under control.
2. If the accident occurs on campus, campus police are notified.
3. If the accident occurs in the clinical area, faculty responsible for the course in which the student is injured must be notified immediately of the incident.
4. If it appears that a physician should see the student, he/she may choose to see his/her own physician, go to a minor emergency center, or be transported to a hospital. The student may be required to pay the cost/bill at the time of treatment or use their health insurance benefits to cover costs.
5. The Program Director completes an incident report to document the incident.

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## ORIENTATION/SAFETY TRAINING

Weatherford College Health Science students and faculty will follow procedures outlined in the Dallas Fort Worth Hospital Council's Standard Hospital Student Orientation. Students and faculty will abide by the policies of the clinical affiliates when on the premises. All faculty and students will complete MTS Infection Control Training and perform the Infection Control Lab as the first lab each semester.

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## HIPAA

The Health Insurance Portability Accountability Act (HIPAA) Act requires that all protected health information be kept private and secure by all persons that handle, or have access to, that information. Since health sciences students, faculty, instructors, and staff use protected health information as part of the educational process (i.e. access to client health data to provide care and use of de-identified health data for educational assignments such as case studies and care plans), all health science students must complete HIPAA training to remain in compliance with HIPAA regulations. Students are not allowed to enter the clinical settings/fieldwork until this training has been completed. Any violations of HIPAA regulations will result in disciplinary actions up to and including dismissal from the program depending on the severity of the violation.

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## HIPAA BREACH NOTIFICATION PROCESS

If a breach occurs, an Incident Form must be completed within three working days and distributed as follows:

- Covered Entity (clinical site/facility)
- HIPAA Privacy Officer
- Program HIPAA File

Violations and sanctions can be applicable to program and to the individual involved. The involved Program/Department follows the progressive discipline policy in the Student Handbook that addresses student confidentiality violations.

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## LATEX ALLERGY

Approximately 3 million people in the U.S. are allergic to latex. Latex is used in more than 40,000 industrial, household, and medical products. Exposures to latex may result in skin rashes, hives, flushing, itching; nasal, eye, or sinus symptoms, asthma, and (rarely) shock. Reports of such allergic reactions to latex have increased in recent years—especially among healthcare workers—NIOSH. This statement is provided to notify students of the possible risk of latex allergies. It is important to notify the program if you are or become allergic/sensitive to latex products.

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## SUBSTANCE ABUSE POLICY (SUSPICION-BASED DRUG TESTING)

The well-being of patients and clients cared for by our students is of primary concern in all Health Sciences programs and a carefully designed and administered drug and alcohol misuse procedure can reduce accidents. Therefore, the Health Sciences Department has adopted a substance abuse testing program wherein a student who is participating in clinical courses will be tested for drugs when there is reasonable suspicion that the student is under the influence of alcohol and/or illegal drugs, i.e., drugs which are controlled substances under federal law which are not being used under the supervision of a licensed health care professional, or otherwise in accordance with the law.

Students will be asked to submit to drug screening by their WC clinical instructor at their own expense in the following circumstances:

1. Observable indication of actual use or impairment such as slurred speech, lack of coordination, incoherency, marijuana or alcohol odors.
2. Behavioral abnormalities such as euphoria, excitation, drowsiness, or disorientation.

3. Possession of drugs, apparent paraphernalia or alcoholic beverages.
4. Detailed, factual and persistent reports of misuse by multiple colleagues.
5. Abnormal or erratic behaviors such as sudden outbursts, mood swings, hostility or unusual anxiety that suggests possible drug use or alcohol misuse.
6. Involvement in suspicious accidents.
7. Apparent lapses in judgment or memory.
8. Unusual lethargy.
9. Altered motor skills such as poor perception of time and distance, drunken behavior with or without odor, constricted or dilated pupils, and altered respiration.

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## TESTING PROCEDURE

1. Document student's behavior. Include the names and contact information of witnesses. Confer with Program Director. If the Program Director is unavailable, the conference will be with the Dean of HHS or the dean's designee.
2. If a student denies being under the influence of unauthorized substances, a request for a drug screen will be initiated.
  - a. The student will sign a consent to undergo drug screening.\*
  - b. If the student refuses to consent to drug screening, the student will be immediately dismissed from the program.
3. Institute a Request for Drug Screen. Provide verbal and written instructions for the testing procedure, including time frames for the test.
4. If the clinical site performs testing, either a blood or urine test will be done at that site. If the site does not perform testing, alternative arrangements will be made to have testing done at an alternative testing center in a timely manner.
5. Arrange for transportation directly to a designated testing center, if needed, by specified transportation accompanied by a Health Sciences' representative.
6. After the drug screen specimen has been obtained, the student will be transported by taxi or other specified method back to the point of origin or home.
7. Student is excluded from all clinical activities pending results of the drug screen.
8. Drug screen findings will be interpreted by the designated testing center within 24-48 hours.
9. The following results are considered positive for alcohol impairment:
  - a. Urine with  $>$  or  $=$  0.02% ETOH
  - b. Blood with  $>$  or  $=$  0.01% ETOH

10. Results will be sent to the Dean of Health and Human Sciences where they will be kept in a confidential, locked file. Results of the drug screen will be released to the Program Director on a need to know basis only. Records may be released only to the student or the decision-maker in a lawsuit, grievance or other legal proceeding against the College or its agents arising out of the positive drugtest.
11. All positive drug screens will be reviewed by an independent Medical Review Officer. During the review process, the student will have the opportunity to:
  - a. Explain the cause of the positive drug screen.
  - b. Provide the name of the physician authorizing any prescription medications. The Medical Review Officer will contact the attending physician for verification. If verification is obtained, the student will be placed on probation. Any subsequent evidence of substance abuse will result in a recommendation that the student be dismissed from the program. The student may appeal the recommendation using the Student Complaint Procedure in the WC Catalog.
12. If drug screen is positive and unexplained or unverified via the Medical Review Officer, the student will be:
  - a. Dismissed from the program and
  - b. Reported to the state licensing agency, if applicable.
13. A student who tests positive will be referred to a community resource for evaluation by the ACC counselor at the student's expense.
14. If the drug screen is negative, the student will be immediately reinstated in clinical by the department chair and will be provided opportunity to make up assignments. The student will be subject to all other objectives related to safe behavior and care of clients.
15. Readmission to the program is based on program admission policies.

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## RATIONALE

Health care providers are entrusted with the health, safety, and welfare of patients/clients. The safety and welfare of patients/clients cared for by our students is of primary concern in all Health Sciences programs and the clinical agencies that provide essential clinical experiences for the students. The clinical agencies require a drug screen prior to the first clinical course to ensure that their facility is in compliance with The Joint Commission (TJC) standards.

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## IMPLEMENTATION

Successful completion of the ten (10) panel drug screen is required within **thirty days of beginning the first clinical course**. Drug screens will be honored for the duration of the student's enrollment in the clinical program.

The Ten Panel Drug Screen includes testing for:

- Cocaine Metabolites
- Amphetamines
- Barbiturates
- Benzodiazepines
- Marijuana metabolites
- Opiates
- Phencyclidine
- Propoxyphene metabolite
- Methadone
- Methaqualone

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## POSITIVE DRUG SCREEN

- A positive drug screen is any instance in which a drug screening report shows a positive test for one or more of the drugs on the panel.
- Any student with a positive drug screen will be dismissed from the program.
- Failure to undergo the drug test in the time period required will result in dismissal from the program.

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## DISCLAIMERS

Successful completion of a drug screen for a Health Sciences Program does not ensure eligibility for licensure or future employment.

- Clinical agencies can require additional drug screens to be in compliance with their policies.
- If a student is found to be ineligible for clinical placement any time during the program, the student is deemed unable to meet clinical learning objectives and will be temporarily withdrawn pending resolution of the situation.
- Cost of the drug screen is the responsibility of the student.

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## CONFIDENTIALITY OF RECORDS

Drug screening reports and all records pertaining to the results are considered confidential information with restricted access. The results and records are subject to the Family Educational Rights and Privacy Act (FERPA) regulations.

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## CRIMINAL BACKGROUND

Successful completion of a criminal background check is required for admission and continuation in all Health Sciences Programs. Criminal background checks are performed in conjunction with the CB account.

Background checks will be honored for the duration of the student's enrollment in the clinical program if the participating student has not had a break in the enrollment at the college/school. A break in enrollment is defined as nonattendance of one full semester or more.

Once accepted into the program, it is the student's responsibility to immediately notify the Health Sciences Compliance Coordinator in writing of any subsequent changes in criminal history that occur after the admission background check has been completed. Failure to do so may result in immediate dismissal from the program.

Additionally,

- Successful completion of a criminal background check for a Health Sciences Program does not ensure eligibility for licensure or future employment.
- Clinical agencies can establish more stringent standards, if they so desire, to meet regulatory requirements for their facility.
- Clinical agencies can conduct additional background checks at their discretion.
- If a student is found to be ineligible for clinical placement any time during the program, the student is unable to meet clinical learning objectives and will be temporarily withdrawn pending resolution of the situation.

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## CONCEALED CARRY AT WC

On June 1, 2015, [Texas Senate Bill 11](#) (SB 11) was passed by the Texas Legislature and signed into law by Governor Greg Abbott. This law is also known as "Campus Carry." The law allows licensed gun owners to carry a concealed handgun on public college campuses. As a public community college, ACC is required by law to implement the campus carry legislation beginning **August 1, 2017**. To review the WC Employee Procedures Manual Concealed Carry Policy, go to [https://mywc.wc.edu/ICS/Procedures\\_and\\_References/Default\\_Page.jnz?portlet](https://mywc.wc.edu/ICS/Procedures_and_References/Default_Page.jnz?portlet)

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## SAFETY ON CAMPUS AND BEYOND

The WC Police Department is a diverse team of commissioned police officers and support staff who serve and protect the college community 24 hours a day, 365 days a year. The Police Department has primary responsibility for crime prevention, crime prevention training, law enforcement, parking and traffic control, and emergency response. Commissioned officers have the same authority as municipal police officers and county sheriffs.

WC police officers are authorized to carry firearms, and empowered to make arrests. This resource extends beyond the campus borders when students are in official course activities such as clinical/practicum experiences.

If a student has a reasonable suspicion or has witnessed theft or other illegal activity involving a student or WC personnel, the campus police should be notified and a report filed to allow the opportunity for investigation. In case of emergency call 911. Non-Emergency service calls: 817-771-3535.

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## EMERGENCY INSTRUCTIONS

Weatherford College has procedures in place to help ensure the safety of students during an emergency. Emergency instruction signs are posted in each campus building. They indicate evacuation routes, outside rally locations, and indoor shelter-in-place areas. Administrators-in-charge and emergency evacuation coordinators are designated in all facilities to assist students and staff in an emergency. Emergency Instructions will be sent through School Cast, an alert system that calls and texts students.

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### GENERAL EMERGENCIES

To reach the WC Police Department dial 6316 from any campus phone or 817-771-3535 from any cell phone, pay phone, or off campus. The WC Police Department can better determine the student's location and will notify the local police and fire departments.

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### MEDICAL EMERGENCIES

In the case of severe bleeding, breathing problems, or chest pains, call 911. For other medical emergencies, contact the WC Police Department by dialing 6316 from any campus phone or 817-771-3535 from any cell phone, pay phone, or off-campus phone.

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### SEVERE WEATHER/OUTDOOR HAZARDS

In cases of severe weather or other dangerous conditions outdoors, students will be directed to shelter-in-place areas inside the building. Do not go outside or move to another building. Do not use elevators. Upon being alerted by a public address system, alarm, or campus administrator, students will move immediately to shelter-in-place areas indicated on the emergency signs posted in each classroom. Shelter-in-place areas are located in the lowest floor possible of the building, in the center of the building, and away from glass.

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### FIRE

Upon hearing a continuous alarm or verbal warning, students should evacuate the building immediately and move to the fire evacuation rally location indicated on the emergency signs posted in each classroom. Do not run. Do not use elevators.

1. Leave the building through the nearest exit.
2. Take personal belongs if they are in the same room.
3. Close all doors behind you. Do not lock them.
4. Report to fire evacuation rally location. You must be accounted for at rally location.

5. Students and staff will be permitted to re-enter the building when the administrator-in-charge or emergency evacuation coordinator gives a verbal “all clear” signal.

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## GUNMAN ON CAMPUS

Students or staff who see an armed person or receive information that an armed person is on campus should to take the following steps.

1. Contact the WC Police Dispatch by dialing 6316 from any campus phone or 817-771-3535 from any cell phone, pay phone, or off-campus phone. Evacuate the area if it can be safely done.
2. Turn off lights, close and lock doors.
3. Slide the orange sleeve over the door hinge to prevent outside entry.
4. Get on the floor out of the line of fire. Seek available cover.
5. Wait until an “All Clear” given by a police officer or authorized, known voice.

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## CONTACTING A STUDENT IN AN EMERGENCY

With thousands of students at different locations, it is **not possible** for staff to contact students on campus except in cases of emergency. Staff members may inquire about the nature of the emergency and decide whether the student should be contacted. In order to contact students, campus staff will need the student’s ID number and class schedule.

When students anticipate someone may need to contact them on campus, they should leave the necessary information in the campus manager’s office. Under no circumstances will WC permit persons to search for students on campus.

## FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The following statement concerning student records maintained by the Weatherford Community College District is published in compliance with the Family Education Rights and Privacy Act of 1974. The release of information to the public without the consent of the student will be limited to that designated as directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in activities, dates of attendance, degrees, certificates and awards, name of the previous educational institution attended, student classification and enrollment status. Any student objecting to the release of all or any portion of such information must notify Admissions and Records within the first 12 class days of the semester. The restriction will remain in effect until revoked by the student. Please visit [catalog.wc.edu](http://catalog.wc.edu) for more detailed information about FERPA.





**NINA MANIOTIS, MA, MLS, (ASCP) – PBT DEPARTMENT CHAIR**

Office phone: (817) 598-6466

Cell phone (254) 592-8197

E -mail: [nmaniotis@wc.edu](mailto:nmaniotis@wc.edu)

**Professional Educational Background**

University of Texas at Arlington, 1996

Masters in History

Tarleton State University 1986

Bachelor of History/Government

Secondary Composite Social Science Teaching Certificate

Dettmann Connell School of Medical Technology, 1992

MT (ASCP) # 03054343

**Professional Experience**

Weatherford College, Weatherford, TX

Position: Program Director/Professor: PBT/Phlebotomy

Dates: 2009- Present

Texas Health Resources,

Stephenville, Texas

Position: MLS, Blood Bank and

Microbiology Supervisor

Dates: 1981-2009

Dublin Hospital, Dublin, TX

Position: MLS, generalist, all clinical lab areas

Dates: 1980-1986

Stephenville Hospital and Clinic,

Stephenville, Texas

Position: Lab Technician, generalist, all areas

Dates: 1975-1980

Ranger Junior College, Ranger, TX

Position: Adjunct History Professor,

Dates: 1992-1994

Tarleton State University, Stephenville,

Texas

Position: Adjunct History Professor

Dates: 1996

Office phone (817)-598-6466 Cell phone (817) - 712-9843

E-mail: [kbunkley@wc.edu](mailto:kbunkley@wc.edu)

**Professional Educational Background**

Western Governors University, 2018

Master in Business Administration

University of South Florida – Tampa, FL, 2018

Bachelor of Arts in Sociology

**PBT (ASCP) # 52820**

**Professional Experience**

Tarrant County College – Fort Worth, TX

Position: Adjunct Phlebotomy PBT Program

Dates: 2015- to Present

Baylor Scott and White Medical Center, Fort Worth, TX

Position: Pre-analytical Supervisor

Dates: 2015 to Present

Tampa General Hospital, Tampa FL

Position: Clinical Laboratory Assistant

Dates: 2010-15

ADJUNCT FACULTY

Kyndel Smith, PBT, (ASCP)

Dazjia Spencer, PBT, (ASCP)

Steve McCaslin, LP

## INFORMED CONSENT

### GENERAL INFORMATION

You will be participating in classroom, laboratory, or clinical activities in which learning requires student subjects as part of the training procedures and demonstrations. As part of your learning activities you may be asked to perform a specific skill or be asked to be the subject of specific skills practiced by other students. Learning activities that use student subjects will be conducted under the direct supervision of the instructor who has been assigned to teach a Phlebotomy Technology (PBT) course.

### BENEFITS

The experiences listed below have been selected because they are skills essential to the learning process and that realistic practice is essential for optimum learning. Participation will enhance the learning process and the acquisition of technical skills. Clinical sites expect students to come in with basic blood collection skills and, at a minimum, have performed actual “live” venipunctures and capillary punctures on adult subjects. An alternative experience may not provide as realistic an opportunity to practice; therefore, may result in less effective learning.

### RISKS/DISCOMFORTS

Participation may create some anxiety for you. Some of the procedures may create minor physical discomfort. Specific risks/discomforts are listed.

### YOUR RIGHTS

You have the right to withhold consent for participation and to withdraw consent after it has been given. If you withhold consent, you will be required to participate in an alternative learning experience. If you do not participate in either the planned or the alternative activity, **you will not be able to successfully complete the program**. You may ask questions and expect explanations of any point that is unclear.

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### VENIPUNCTURE

Students will be required to be the recipient of numerous venipunctures performed by fellow students under the direct supervision of PBT course instructor(s).

1. Benefits
  - a. Gain experience and expertise in performing venipuncture procedures using a variety of collection devices prior to performing the procedures on actual patients in the clinical setting.
  - b. Develop the interpersonal skills necessary to appropriately interact with patients.
2. Possible Risks and Discomfort
  - a. Slight temporary pain with puncture.
  - b. Minimal risk of damage to a nerve, muscle or other soft tissues.
  - c. Minimal risk of introduction of infection into body tissues or vessels.
  - d. Bleeding that could result in a hematoma.

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## CAPILLARY/DERMAL PUNCTURE

Students will be required to be the recipient of one or more capillary punctures performed by fellow students for the purpose of obtaining capillary blood specimens under the direct supervision of MLT course instructor(s).

1. Benefits
  - a. Gain experience and expertise in performing capillary punctures prior to performing the procedures on actual patients in the clinical setting.
  - b. Develop the interpersonal skills necessary to appropriately interact with patients.
2. Possible Risks and Discomfort
  - a. Minimal possibility of infection if the area is not kept clean.
  - b. Slight temporary pain with puncture

**SIGNATURE PAGE – INFORMED CONSENT**

**Student Name:** \_\_\_\_\_ **WC ID#** \_\_\_\_\_  
**PRINTED NAME**

My signature on this form indicates that I agree to participate in all required phlebotomy activities of the Phlebotomy Technology Program.

I have been made aware of the possible risks and discomforts, benefits, and appropriate alternatives pursuant to my voluntary participation.

I agree to abide by the safety rules and regulations promulgated by Weatherford College Phlebotomy Technology Program and the instructor(s) as they relate to my participation in these courses.

I understand that I will not be able to successfully complete the program if I do not participate in all planned activities.

I have made the Program Director aware of any pre-existing condition (i.e. seizure disorder, communicable disease) that I have that might place me or others at risk through my participation. I further state that I am of legal age, legally competent to sign this agreement, that I have read and understand the terms of this agreement, and that I sign the agreement as my own free act.

I have been provided with an opportunity to ask questions and be provided with answers.

\_\_\_\_\_  
**STUDENT SIGNATURE**

\_\_\_\_\_  
**DATE**



## SIGNATURE PAGE – PBT HANDBOOK

Please read each statement below. **INITIAL** each statement in the space indicated to signify your agreement to abide by the policies and procedures in this Handbook. Print, sign and date in the space below.

1. \_\_\_ I have read and agree to comply with the student policies and procedures as outlined in the Student Handbook. Furthermore, I will agree to and will comply with the course requirements as listed in each course syllabus and student policies of the Phlebotomy Technology Program.
2. \_\_\_ I wish to participate in classroom venipuncture and dermal puncture as a learning tool whereby students will perform aforesaid procedures on one another. I agree to release Weatherford College from any damages, both actual and consequential, that may arise from these procedures. I understand that my signature does not compel me to participate should I not choose to do so.
3. \_\_\_ I understand that while performing my regularly assigned duties, I may be exposed to blood, body fluids, or tissues. I will use the appropriate personal protective equipment required when there is an inherent potential for mucous membrane or skin contact with blood, body fluids or tissues, or a potential for spills or splashes of them. I understand that if I fail to use available personal protective equipment, I may be subject to disciplinary action.
4. \_\_\_ I have been informed regarding the inherent health/safety hazards in the health care field and release WC and contracted clinical affiliates from any liability for such hazards.
5. \_\_\_ I have read and agree to the "Substance Abuse Administrative Policy."
6. \_\_\_ I agree to criminal background checks and agree to immediately notify the Dean of Health Sciences in writing of any subsequent changes in criminal history that occur after the admission background check has been completed.
7. \_\_\_ I understand that I will be required to carry health insurance coverage while attending clinical training.
8. \_\_\_ I understand that I will be required to provide documentation of a negative 10-panel drug screen.
9. \_\_\_ I will complete all required clinical educational training orientation and submit signed documentation to the Program as required.
10. \_\_\_ I agree and understand there are State of Texas and Federal Laws that require patient information, including, but not limited to, identity, diagnosis, treatment, prognosis, and financial information to be kept strictly confidential. Medical Career Students must understand and acknowledge with their acceptance of externship for clinical rotations or by their signature on this form, that if they voluntarily or intentionally release or disclose any confidential patient information in any unauthorized manner, it may be grounds for immediate termination of employment, loss of medical career student privileges, expulsion from the Weatherford College Phlebotomy Program, and criminal or civil penalties.
11. \_\_\_ By enrolling in a class with a clinical component, I acknowledge that WC may be required as a condition of my participation at an affiliated clinical site, to send certain information regarding me to a clinical affiliate, in compliance with rules, policies, and protocols of the clinical affiliate. Such information may include my social security number, immunization records, personal or educational information about me that is reasonably required by the clinical affiliate's standard rules, policies, and protocols that apply to its employees. I knowingly consent to such a requirement, and hereby authorize WC to send such personal and educational information as may be reasonably required to the clinical affiliate.

Unless you are seeking clarification to assist in understanding these expectations, you must print, sign, date and return this form by the stated deadline. Failure, or refusal to sign and return this form by the stated deadline may result in a corrective action or disciplinary measure for failure to abide by a Program requirement. Failure to sign and return this form does not excuse a student's responsibility to abide by the policies and procedures outlined in this handbook.

**Printed Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature** \_\_\_\_\_