

In addition to clinicians, nurses and patient support personnel, the medical laboratory serves a vital role in the healthcare system, providing clinicians with excellent diagnostic tests. Specimens must first be collected and assessed for quality before being analyzed by the clinical laboratory; this is the essential role of the Clinical Laboratory Assistant or phlebotomist.

In this 9-week program, you will learn best-practices and industry standards used in the medical laboratory and can begin a rewarding, patient-centered career. Become comfortable with medical terminology and the science of venipuncture, or drawing blood samples. With hands-on training you will learn to first draw blood from an artificial model and when comfortable, will advance to drawing from fellow students. The last 3 weeks of class are spent drawing blood from actual patients in a local clinical laboratory where you will experience the real world of a phlebotomist/CLA and have the opportunity to display your acquired skills for potential employment.

Program Prerequisites

1. Must be 18 years old or older (verified by driver's license or birth certificate), (Exceptions can be made for 17 years old, email the program if this pertains to you.)
2. Student should have a high school diploma or GED (or higher post-secondary degree)/or be in the process of obtaining one.
3. WorkKeys Reading (level 4-5) & Math (level 3-5) required or waived with AA degree or higher.
4. Verify current immunization for clinical clearance (verified with Instructors of program)
5. Clearance from the NM Department of Health (NMCCHSP) (once in program)
6. Drug screening prior to clinical experience (may be requested by Clinical Supervisor)

Student Information

Last Name	First Name	MI	
Mailing Address	City	State	Zip Code
Telephone	E-mail Address	Today's Date	

Application Materials Checklist

Material Name	Description of Material Received	Initials	Date
Driver's License or Official Photo ID (must be 18 or over)	Include this in your email/ application.		
Education (Minimum HS Diploma or GED)	No Longer a requirement for the UNMCE Application. <i>PLEASE NOTE: An employer will require a HS/GED/or Advanced Degree transcript/diploma.</i>		
WorkKeys: Applied Math and Reading or Waived with advanced degree	Currently Waived during COVID-19, Not Required at this time.		

**Please call (505) 277-6025 or e-mail streviso@unm.edu for more information.
Email all application documents to streviso@unm.edu**

Prerequisites and policies

An applicant to the CLA/Phlebotomy certificate program is expected to participate fully in activities required for course completion. Attendance is recorded and 100% attendance is required. Required skills and abilities include, observation, communication, motor and behavioral maturity. The applicant must be able to participate actively in all demonstrations, laboratory exercises, classroom activities and clinical experiences in all areas; Phlebotomy theory, Phlebotomy Lab and Clinical Experience. The applicant must be able to exercise good judgment, function effectively under stress, adapt to changing environments and provide professional and sensitive care to classmates and patients.

Readiness Assessments

The WorkKeys assessment system is used to determine those skill levels. The ability to learn, listen, communicate, work in teams, and solve problems are what employers expect. WorkKeys assessments measure these abilities in two key areas:

- Reading for Information— measures the skill people use when they read and use written text in order to do a job. The written texts include memos, letters, directions, signs, notices, bulletins, policies, and regulations. It is often the case that workplace communications are not necessarily well-written or targeted to the appropriate audience.
- Applied Mathematics— measures the skill people use when they apply mathematical reasoning, critical thinking, and problem-solving techniques to work-related problems. The test questions require the examinee to set up and solve the types of problems and do the types of calculations that actually occur in the workplace.

Verification of this assessment is required for the CLA/Phlebotomy certificate program.

- Each WorkKeys assessment has a score level range. WorkKeys scores indicate your ability to perform more complex skills as the score levels increase.
- The assessments take about 45 to 55 minutes each.

Immunizations and Stick Insurance

Students will provide evidence of current immunizations to be recorded on the Immunization Clearance Form which will be completed and verified by a certified staff/instructor. Students will maintain their personal immunization documentation to be review. A designated time period will be set for all students to bring their records for verification.

Required Immunizations will be reviewed during the first weeks of class.

Required Immunizations
Flu Shot (flu season Nov – Mar)
Measles/Mumps/Rubella (MMR)
Hepatitis B
Tuberculosis Test
Varicella

Stick insurance will be provided as part of course tuition. It is covered by UNMCE which provides coverage for students in the event that a student is stuck by a contaminated needle during lab or clinical practice. Please follow the procedures outlined by instructors if this should occur. Instructor will cover this in class and how to report. One will report immediately and fill out form with instructor.

Background Check Fingerprinting – State fee of \$73.30 (not included in tuition)

Students must have Caregiver clearance by the NM Department of Health prior to starting the clinical rotation. Your personal information and history will be submitted for a state/national background screening for healthcare workers. UNMCE will submit your information including Social Security Number to the NM Department of Health – CCSHP for clearance. In most cases, you will need to be fingerprinted electronically within 14 days from the date of submission. If you have questions, please contact the Program Supervisor. This clearance will be effective for 12 month from date of clearance. This will be covered in the first weeks of class.

After Start of Class	Documentation	Initials	Date
Immunization Clearance from Clinical Supervisor	Collect documentation to be presented for verification with instructors - covered 1st weeks of class		
Background Screen Clearance from CCHSP	UNMCE will process the Caregivers Criminal History Screening Program application. This will be covered 1st weeks of class.		

UNM Human Subjects policy

Permission for blood draws by students

Initials _____

The need for practice of correct procedures and skills is critical for success. Permission to draw from and be drawn by all class members is necessary. The instructor will determine if it is necessary to accommodate a unique situation. All draws of blood are strictly supervised by instructors. Any difficulties or pain should be reported immediately.

Assumption Of Risk and Consent to Procedures*

Initials _____

You will be participating in laboratory activities in which learning by students requires the use of human subjects as part of the training. As a part of these learning activities you will be asked to perform specific skills as well as be the subject of specific skills practiced by students. These learning activities will be conducted under the supervision of the course instructor.

Bloodborne Pathogen Exposure

It is important that you be aware that blood and other body fluids have been implicated in the transmission of certain pathogens, particularly Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV), the virus responsible for Acquired Immune Deficiency Syndrome (AIDS). In order to minimize risk of exposure to bloodborne pathogens, the student must agree to follow Standard Precautions guidelines as well as comply with regulations outlined in the OSHA Bloodborne Pathogen Standard.

* McCall, Ruth E. "ASSUMPTION OF RISK AND CONSENT TO PROCEDURES" form. From Phlebotomy Essentials 4E Instructor Resource. Wolters Kluwer: Pennsylvania, 2003. Accessed 08/14/2009.

Risks/Discomforts

Participation may create some anxiety or embarrassment for you. Some procedures may create minor physical or psychological discomfort.

Learning Activity	Specific Benefit	Risks/Discomfort
Venipuncture using both evacuated tube system (ETS) and syringe system	Student gains experience needed prior to performing procedures on actual patients	Possibility of hematoma or bruising; slight, temporary pain with procedure; slight risk of temporary nerve inflammation
Skin puncture of the finger tip	Same as above	Slight, temporary pain upon puncture; minimal possibility of infection, provided area is kept clean
Optional Learning Activity	Specific Benefit	Risks/Discomfort
Skin puncture of the forearm for Bleeding Time Test (BTT)	Same as other activities listed above	Same skin puncture activity listed above, plus possibility of a small scar at incision site

Your Rights

You have the right to withhold consent and to withdraw consent after it has been given. You may ask questions and expect explanation of any point that is unclear.

I have read the above Human Subjects Document. I acknowledge my understanding of the risks and benefits described. My questions have been answered. I agree to participate as a subject in the learning activities listed above.

Printed Name _____

Signature _____ Date _____

Requirements for Success

Attendance

Initials _____

Students are expected to attend all **CLA/Phlebotomy classes** as scheduled. Arriving late or leaving early is strongly discouraged. Students are expected to notify their instructor(s) ahead of time if they know they must miss class. A student who misses two classes without approval will meet with the Program Supervisor to review the course expectations. Probation or withdraw from the program are possible consequences. This is an intense training and it is difficult to keep up after missing class. Students are also expected to let their instructor know when they miss class due to illness. The provided sign-in sheets are the official record of attendance. Students will sign for the morning and afternoon sessions; signing for another student is unacceptable and a violation of the Student Code of Conduct.

Studying and Grades

Initials _____

Students are expected to come to class prepared to take notes, to spend time studying every day, to actively participate in class, and to pass regular quizzes and exams with a grade of 70% or higher. Students **MUST** pass Theory and Lab sections of the course. Students will also need to complete clinical requirements as determined by their instructor/supervisor. Students may be delayed or removed from a clinical site for unprofessional behavior, failing to follow procedures or not meeting any requirements set by the instructor or the clinical site.

Professionalism in Healthcare Fields

Professionals in healthcare are highly regarded as committed to quality care with compassion, well-trained in their job and provide confidentially for their patients and clients. Workplace readiness demand that your attitudes and actions demonstrate this level of professionalism. Understanding the role and responsibilities of your position builds the trust of those in your care.

Attitudes and skills in these areas will be part of your training

- Mature responsibility and show a passion for your work
- Interpersonal and business communication
- Problem solving and critical thinking
- Working productively in a team
- Give appropriate, timely feedback to classmates and instructors
- Be friendly and a team player
- Assisting customers effectively
- Developing good and safe work habits and workplace discipline
- Show a willingness to learn and volunteer for new tasks

The HIPAA Privacy Rule from HHS.gov

<http://www.hhs.gov/hipaa/for-professionals/index.html>

Understanding and abiding the HIPAA Privacy Rule will be held to the highest standard as a student and in your future workplace. HIPAA applies to you and for you throughout this course.

These national standards are established to protect individuals' medical records and other personal health information and applies to health plans, health care clearinghouses, and those health care providers that conduct certain health care transactions electronically. The Rule requires appropriate safeguards to protect the privacy of personal health information, and sets limits and conditions on the uses and disclosures that may be made of such information without patient authorization. The Rule also gives patient's rights over their health information, including rights to examine and obtain a copy of their health records, and to request corrections.

The HIPAA Security Rule establishes national standards to protect individuals' electronic personal health information that is created, received, used, or maintained by a covered entity. The Security Rule requires appropriate administrative, physical and technical safeguards to ensure the confidentiality, integrity, and security of electronic protected health information. For more information on HIPAA please see the website link provided.

Personal accountability and obligations matter. Conduct yourself in a professional manner before, during and after classes. Report any behavior, activities or situations that would be considered less than professional to your Instructor, the Program Supervisor or your Supervisor at your clinical site.

Student Code of Conduct

Initials _____

It is important for all students to be aware of conduct that is required by UNMCE in order to participate in UNMCE programs and services. Violations or disruptions to the classroom

environment will be dealt with swiftly with consequences including withdrawal from the program. A detailed Student Code of Conduct policy is available in the UNMCE Registration Office or on the web at: <https://pathfinder.unm.edu/visitor-code-of-conduct.html> and here: <https://pathfinder.unm.edu/code-of-conduct.html>

The UNM Continuing Education campus is a tobacco-free campus. A designated smoking area is available on the north side of the Conference Center.

Student sanctions or disciplinary procedures maybe invoked under the Student Code of Conduct policy. Any conduct considered to adversely affect UNMCE's educational function, to disrupt the community on campus, to interfere with the rights of others to pursue their education or to conduct their University duties and responsibilities, or to participate in University activities, may result in student sanctions or disciplinary actions that may include disenrollment. UNMCE may take disciplinary action for an offense against the Code of Conduct when the offense occurs on UNMCE premises or at any UNMCE-sponsored events, including trips, lectures, conferences or UNMCE activities held at other facilities. When matters are in dispute, UNMCE follows all University policies on due process.

University policy states that students are expected to conduct themselves professionally and to refrain from disruptive behavior. Examples of disruptive student behavior include, but are not limited to:

- Consistently being late to class or leaving class early
- Verbally abusing another student, the instructor, or staff
- Inappropriate remarks, obscene or offensive language
- Aggressive, bullying or angry behavior
- Taking over the lecture or making remarks out of turn
- Dominating classroom discussion
- Bringing non-students to class, including children and pets
- Refusing to participate in class activities
- Physically confronting another person
- Coming to class under the influence of alcohol and/or drugs.

Students who experience abusive or disruptive behavior should report the incident to the course instructor and/or the Program Supervisor.

Dishonesty in Academic Matters

Initials _____

According to the *University of New Mexico web site* <https://pathfinder.unm.edu/code-of-conduct.html>

Academic dishonesty is a violation of UNM's Student Code of Conduct. Academic dishonesty as defined by that Code, includes, but is not limited to:

"dishonesty in quizzes, tests or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records."

UNM Policy 2240: Respectful Campus**Initials** _____

Found here: <http://policy.unm.edu/university-policies/2000/2240.html>

The University is committed to creating and maintaining a community in which students and employees can learn and work together in an atmosphere:

- that enhances productivity and draws on the diversity of its members; and
- is free from all forms of disrespectful conduct, harassment, exploitation or intimidation, including sexual.

"The University of New Mexico promotes a working, learning, and social environment where all members of the UNM community, including but not limited to the Board of Regents, administrators, faculty, staff, students, and volunteers work together in a mutually respectful, psychologically-healthy environment."

The purpose of this policy is to foster a dialogue on positive and effective intergender communication and interaction but also to take whatever action may be needed to prevent, correct and, when necessary, to discipline behavior which violates this policy.

Behavior that is inconsistent with the UNM Respectful Campus Policy 2240; shall not be tolerated includes but are not limited to:

- disruptions during class such as interrupting the lecture,
- rude or disrespectful comments toward any participants,
- challenging the content as being incorrect or unrelated discussions to the material covered
- lack of preparation for class by not having books, notes, supplies or needing other assistance impacts the working classroom environment.
- suggestive or obscene letters, notes, invitations,
- derogatory comments, epithets, slurs or jokes,
- impeding or blocking movements, touching, or any physical interference with normal work,
- threats or insinuations that lack of sexual favors will result in reprisals, withholding support for appointments, promotions or transfers, change of assignments, or poor performance reviews.

Equipment and Materials

Tuition covers textbook, workbook, course manual, lab materials & supplies and required needle stick insurance. Students are required to wear scrubs and closed toe shoes are required for safety. Scrubs should be a neutral color (black, tan, gray or brown) Students will be using a variety of phlebotomy and other laboratory equipment and materials in class from practice arms to needles. Students will be trained in the proper and safe use of equipment and supplies, and are expected to use and take care of equipment and dispose of supplies properly.

Course Completion - When the participant satisfies all course requirements, they will receive a certificate of completion. You will be provided the necessary documentation for ASCP national certification. ASCP Certification is not included in the course and you will need to apply directly to the American Society of Clinical Pathology [Route 2]*
<http://www.ascp.org/Board-of-Certification>

- Route 2: High school graduation (or equivalent), AND completion of an acceptable two-part formal structured phlebotomy program in the U.S., Canada or an accredited laboratory within the last five years. This two-part program, to be arranged by the program director, must consist of: 40 clock hours of classroom training, including anatomy and physiology of the circulatory system, specimen collection, specimen processing and handling, and laboratory operations (e.g., safety, quality control, etc.), AND 100 clock hours of clinical training and orientation in an accredited laboratory* with a minimum performance of 100 successful unaided blood collections including venipunctures and skin punctures.

I confirm that the information I have submitted in my application for the CLA/Phlebotomy Program at UNM Continuing Education is accurate and that I have read and understand all information contained in this application document.

Printed Name _____

Signature _____ Date _____

Please submit your application and materials to:	
UNM Continuing Education CLA/Phlebotomy Program 1634 University Blvd, NE Albuquerque, NM 87102-1711	e-mail: streviso@unm.edu FAX: (505) 277-1990

If mailing or faxing, please send email letting us know you have sent it this way.

The quickest way to apply is to submit application materials by email.