Gain the essential knowledge and skills to become an effective phlebotomist. Attain hands-on practice applying what you learn in the classroom portion of the course, performing blood draws on realistic plastic models and on other students. During clinicals at TriCore the last three weeks of the class, you’ll experience the real world of a Phlebotomist and have the opportunity to display your acquired skills for potential employment.

Program Prerequisites
1. Must be 18 or older (verified by driver’s license or birth certificate),
2. Completed a high school diploma or GED (or higher post-secondary degree),
3. WorkKeys Reading (level 4-5) & Math (level 3-5) required or waived with AA degree or higher
4. Provide an up-to-date immunization record (to be verified by certified staff),
5. Clearance from the NM Department of Health (NMCHSP),

Student Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>MI</th>
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<tbody>
<tr>
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<tr>
<td>Mailing Address</td>
<td>City</td>
<td>State</td>
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<tr>
<td>Telephone</td>
<td>E-mail Address</td>
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</tbody>
</table>

Application Materials Checklist

<table>
<thead>
<tr>
<th>Material Name</th>
<th>Description of Material Received</th>
<th>Initials</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proof of Age</td>
<td>(minimum 18 – photocopy of driver’s license or birth certificate)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education</td>
<td>(minimum HS Diploma or GED –photocopy of diploma or transcripts)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WorkKeys – applied math and reading for information or Waived with degree</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Immunization Verification (stamped and signed documentation)</td>
<td></td>
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<tr>
<td>Background Screen Clearance from CCHSP</td>
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</tbody>
</table>

Program Use Only

<table>
<thead>
<tr>
<th>Application Received:</th>
<th>All Materials Received:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding Agency:</td>
<td>Advising Form:</td>
</tr>
<tr>
<td>Completion Letter Sent:</td>
<td></td>
</tr>
</tbody>
</table>

Please submit your application and materials to:
UNM Continuing Education
Phlebotomy Program
1634 University Blvd, NE
Albuquerque, NM 87102-1711

e-mail: Inalin@unm.edu
FAX: (505) 277-8975

Please call (505) 277-6025 or e-mail Inalin@unm.edu for more information.
Policies
An applicant to the 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 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 receive the Immunization Form which is to be completed and verified by a certified staff/instructor. Students will provide a copy of their personal immunization documentation to be review. The completed form must be returned to the Program Supervisor before beginning the clinical phase of this program. Students will not be permitted to work at a clinical site prior to verification of all required immunizations.

<table>
<thead>
<tr>
<th>Required Immunizations</th>
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</thead>
<tbody>
<tr>
<td>Flu Shot</td>
</tr>
<tr>
<td>Measles/Mumps/Rubella (MMR)</td>
</tr>
<tr>
<td>Hepatitis B</td>
</tr>
<tr>
<td>Tuberculosis Test</td>
</tr>
<tr>
<td>Varicella</td>
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</tbody>
</table>
Stick insurance will be provided as part of the tuition. UNM Student Counseling and Health will enroll students for coverage if stuck by a contaminated needle during lab or clinical practice. Please follow the procedures outlined by instructors if this should occur. Report immediately.

**Background Check Fingerprinting – State fee of $73.30 (not included in tuition)**
Students must have Caregiver clearance by the NM Department of Health. 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 need a list of disqualifying event, please contact the Program Supervisor. The report available to UNMCE and a copy sent to you will be completed in 48 hours or less. This clearance will be effective for 12 month from date of clearance.

**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.

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

<table>
<thead>
<tr>
<th>Learning Activity</th>
<th>Specific Benefit</th>
<th>Risks/Discomfort</th>
</tr>
</thead>
<tbody>
<tr>
<td>Venipuncture using both evacuated tube system (ETS) and syringe system</td>
<td>Student gains experience needed prior to performing procedures on actual patients</td>
<td>Possibility of hematoma or bruising; slight, temporary pain with procedure; slight risk of temporary nerve inflammation</td>
</tr>
<tr>
<td>Skin puncture of the finger tip</td>
<td>Same as above</td>
<td>Slight, temporary pain upon puncture; minimal possibility of infection, provided area is kept clean</td>
</tr>
<tr>
<td><strong>Optional Learning Activity</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skin puncture of the forearm for Bleeding Time Test (BTT)</td>
<td>Same as other activities listed above</td>
<td>Same skin puncture activity listed above, plus possibility of a small scar at incision site</td>
</tr>
</tbody>
</table>
Phlebotomy Certificate 2016
Student Application

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 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 withdrawal 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 or 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.

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. A detailed Student Code of Conduct policy is available in the UNMCE Registration Office or on the web at: http://ce.unm.edu/registration/policies.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 may be 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:

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

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

**Dishonesty in Academic Matters**

According to the University of New Mexico website [http://dos.unm.edu/student-conduct/academic-integrityhonesty.html](http://dos.unm.edu/student-conduct/academic-integrityhonesty.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 3780: Sexual Harassment Awareness**

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 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.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature....

Examples of sexual harassment which shall not be tolerated include but are not limited to:

- suggestive or obscene letters, notes, invitations,
- derogatory comments, epithets, slurs or jokes,
- impeding or blocking movements, touching, or any physical interference with normal work,
- sexual oriented gestures, displaying sexually suggestive or derogatory objects, pictures, cartoons, or posters (the situation will be evaluated for appropriateness such as art displayed in museums versus centerfold in office setting),
• 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 (required for safety). 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.

I confirm that the information I submit for acceptance into the Phlebotomy Program at UNM Continuing education is accurate and that I have read and understand the above information.

Printed Name ____________________________________________

Signature ___________________________ Date ______________