Phlebotomy Policies

Absences: The student will be allowed to miss up to eight (8) hours of classroom and up to eight (8) hours of clinical time only if it falls within the guidelines of an excused absence. These guidelines are: serious illness of the student or member of their immediate family, death of an immediate family member or jury duty with proof. These decisions will be left to the discretion of the instructor. Written make-up from the chapter reviews missed will be turned in within two (2) class sessions. Arrangements for clinical time missed must be made in writing by the student with the instructor. Students who know they may need to miss class or clinical due to religious reasons should be encouraged not to register for that particular class. The TOTAL maximum for any and all reasons is 16 hours. Absences cannot include the FIRST day of class. Failure to be in class on time, the first day will cause you to lose your spot.

Tardiness: Chronic tardiness greater than two (2) tardies to class or clinical will be cause for dismissal from the program. Inability to report to class or clinical on time makes it difficult for the student to complete his/her assignment and clinical hours requirement. Tardy constitutes anything past scheduled class time. Two (2) tardies to class or clinical may constitute one contact hour of absence, to be made up with a written paper or class and additional time at clinical. Tardies cannot include the FIRST day of class. Failure to be in class on time, the first day will cause you to lose your spot.

Clinical: ID badge, uniform, shoes are required 100% of the time in class and clinical. A student will be sent home and acquire an absence if they do not have their required items. If the clinical site does not accept student due to criminal background check, drug screen, the student will be dropped from the class. Students need to bring lunch on clinical days. Students must remain at clinical site until end of scheduled day. If absent the student must contact instructor 1 hour before scheduled clinical time. NO CALL NO SHOW IS AN AUTOMATIC DROP!

Students must be able to physically perform the duties required of a Phlebotomist in both class and clinical. This requires at times heavy lifting, pushing and pulling.

Quizzes and Exams: An 80% average of three quizzes given throughout the class will be required to be eligible to take the final exam. One make-up test will be offered to bring up any average not meeting 80%. An 80% average on the final exam is required to be eligible to go to clinical.

State Competency Testing: Proper documentation to apply for state testing will be given to students by Blue Ridge Community College.

The student is expected to conduct him/herself in a mature and professional manner throughout the course. The student has the opportunity to participate in clinical settings, in work environments — ethical conduct, respect for the patient and their families, staff and peers and excellent patient care is essential.

Class Dismissal: The instructor has the right to drop any student whose behavior is inappropriate or disruptive. Examples of this behavior include but are not limited to:
- Cell Phone use during class or clinical
- Sleeping in class
- Talking and interrupting instructor or chronic attitude problems
- Any disruptive behavior (disrespectful treatment of instructor or other students)
- Inappropriate dress
- Inability to follow rules
- Use of profanity, harassment of any kind
- Any form of cheating

Tobacco Products: BRCC is a tobacco free campus. There is no smoking on campus and in any clinical site.
**Cell Phones:** While cell phones are recognized as an intrinsic part of today's life, cell phone use (including texting), during class and clinical is PROHIBITED. During tests, all cell phones must be turned off. Cell phones may only be used during breaks and lunch, extenuating circumstance must be discussed on an individual basis with instructor. There will be NO picture taking with cell phone or other devices. A student shall not send electronic communications—i.e. texts, e-mail, Facebook, Twitter, etc., that invades the privacy and rights of another student peer, faculty, patients/family, and facility staff. Cell phones are prohibited in clinical setting, period.

**Uniforms and Dress Code:** Gray scrubs are required to be worn during class time as well as clinical. No visible underwear (male or female) permitted. If top is a v-neck, it must have white, grey, or black t-shirt underneath. White tennis shoes, white socks, and name badge must be worn each day. Instructors will determine inappropriate attire and advise students of corrective measures. Poor personal hygiene may result in dismissal at clinical sites and disciplinary actions by the classroom instructor. The student will need to purchase appropriate uniform attire (gray) top and bottom scrubs, white shoes. Hair must be pulled back, stud earrings only [one pair], wedding band, clean short natural nails. No facial piercings. Tattoos have to be covered at all times while in clinical.

**Drug Screens and Background checks** are now required by each facility prior to going to clinical. If a student is found to be inappropriate to go to a facility because of background check or drug screen, they will be immediately dropped from program. Additional drug screenings can be done at ANY time during your clinical rotation.

If you have special learning needs, they must be addressed prior to the first day of class with the Disability Services office in Student Services.

All students have a right to request a conference with the coordinator if attempts to resolve issues directly with the instructor have not succeeded.

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**Confidentiality Agreement**

I, ________________________________________________________________, understand that during my didactic skills lab and clinical instruction at Blue Ridge Community College, I will have access to specific patient information for the purpose of education. I understand that this information is actual information about real patients, physicians, facilities and disease states. I understand that every patient has a legal right to confidentiality and that my access to this information requires me to accept responsibility to honor patient confidentiality. I will not discuss patient, physician, hospital, or any specific information with anyone outside of the instructional and clinical settings with professionalism and courtesy dictated by the nature of the material. I also understand that failure to adhere to this program’s confidentiality statement and the confidentiality statement of the clinical facilities will result in dismissal from the program.

**I have read and understand the policy guidelines and confidentiality agreement.**

________________________________________________________
Printed Name

________________________________________________________  _____________
Signature  Date

1/6/2014