



**Weatherford College Phlebotomy**

**Student  
Handbook  
2024-2025**





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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: [wc.edu](http://wc.edu) > current students > student handbook.

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. Weatherford College 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

This Handbook addresses policies and procedures specific to the Weatherford College Phlebotomy Technology program, as well as 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 contribution 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 entry-level 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 PBT Exam or other national phlebotomy 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 meet NAACLS, (National Accrediting Agency for Clinical Laboratory Sciences), Entry Level Competencies.
5. To maintain accreditation of the program through NAACLS.
6. 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.
7. To maintain high academic and professional standards for the program and students.
8. To assist graduates in gaining employment and to service the needs of regional employers seeking qualified phlebotomists for hire.

#### SCANS COMPETENCIES

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 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 are included in the course syllabus. 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- Identifies, organizes, plans and allocates resources

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

##### 2.0 INTERPERSONAL- Works with others

- 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 - Acquires and uses 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 - Understands complex interrelationships

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

### 5.0 TECHNOLOGY - Works with a variety of technologies

- 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

## NAACLS 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. Identify components of the health care delivery system and the services each provides.
2. Identify each department within the laboratory, list tests, and corresponding pathologic conditions associated with each department.
3. Apply knowledge of infection control and safety in the workplace.
4. Demonstrate basic understanding of the anatomy and physiology of body systems and anatomic terminology.
5. Utilize computers, information systems and other technology as related to job duties and responsibilities.
6. Demonstrate basic understanding of age specific or psycho-social considerations involved in the performance of phlebotomy procedures on various age groups of patients.
7. Demonstrate understanding of the importance of specimen collection and specimen integrity in the delivery of patient care.
8. Identify and report potential pre-analytical errors that may occur during specimen collection, labeling, transporting and processing.
9. Demonstrate knowledge of phlebotomy collection equipment, various types of additives used, special precautions necessary and substances that can interfere in clinical analysis of blood constituents.
10. Perform standard operating procedures to collect specimens via venipuncture and dermal puncture.
11. Explain the collection of non-blood specimens, such as urine, stool, sputum, throat or other in order to instruct patients, process and handle non-blood specimens.
12. Perform specimen requisitioning and processing.
13. Transport specimens following safety regulations, predetermined criteria, and standard protocol.
14. Explain quality assurance and quality control in phlebotomy.
15. Communicate professionally (verbally and nonverbally) in the workplace.
16. Perform waived and POCT procedures as established using standard protocol and predetermined criteria for testing and quality assurance.

### Reference:

*NAACLS Standards for Accredited and Approved Programs*, National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), revised 10/2022; pp.72-73.

## ESSENTIAL FUNCTIONS AND TECHNICAL STANDARDS

Health Sciences programs establish technical standards and essential functions to ensure 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. Prospective students are responsible for reviewing the Technical Standards and Essential Functions for the Phlebotomy 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. Applicants must contact the Office of Disabilities if they feel they cannot meet one or more of the technical standards listed. For more information email [dkahlden@wc.edu](mailto:dkahlden@wc.edu), or call 817-598-6350.

1. **Observational** - Ability to participate actively in all demonstrations, laboratory activities and clinical experiences in the professional program component. Such observation and information require 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; coordinate two or more limbs while sitting, standing, or lying down.
  - b. The ability to exert muscle force repeatedly or continuously over time (including walking, standing or being upright continuously for 8-12 hours). Possess muscular endurance and resistance to muscle fatigue.
  - c. Reach laboratory bench tops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture.
  - d. Travel to numerous clinical laboratory sites for practical experience.
  - e. Perform moderately taxing continuous physical work, often requiring prolonged sitting or standing, over several hours.
  - f. Maneuver phlebotomy and specimen acquisition equipment to safely collect valid laboratory samples. Ability to perform phlebotomy safely and repetitively using safety devices, syringes, and vacutainers as trained, and without resting, leaning, or supporting oneself on the table or other object.
  - g. Possess finger and manual dexterity necessary to control laboratory equipment (i.e., pipettes, inoculating loops, test tubes) and adjust instruments to perform laboratory procedures. The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position
  - h. The ability to adjust the controls of a device quickly and repeatedly, machine, or a vehicle to exact positions.
  - i. Use a computer keyboard to operate laboratory instruments and to calculate, record, evaluate, and transmit laboratory information.
  - j. The ability to bend, stretch, twist, or reach out with your body, arms, and/or legs and to quickly respond to a situation quickly and repeatedly.

- k. Possess muscle force to move, lift, push, pull or carry objects and items used in the workplace.
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 perform laboratory test procedures correctly and independently.
    - 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.
    - h. Ability to hear lab timers and other auditory modes of communication to perform the essential functions of the job.
  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.
- k. Possess the emotional maturity to restrain anger and frustration in the lab, clinical, and any school-related setting.
- l. Understand and follow HHS Student Handbook, WC Student handbook, HIPAA, and clinical site policies and rules, as well as verbal instructions by WC faculty, clinical faculty, and associated staff.
- m. Be able to sit in class, lab, or clinical and pay attention to instruction or other learning activities without disturbing others with one's speech, actions, or movements.

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 lower floor of the Academic Building on the Weatherford College Weatherford Campus to request reasonable accommodations. Phone: 817-598-6350 Office Location: Academic 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 Weatherford College: [wc.edu](http://wc.edu) > Admissions > Degree/Certificate Admissions
  3. Apply to 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 TSI test scores to the HHS ADMIN.
  6. When the program ADMIN receives the above-requested items, the ADMIN will email the candidate
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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, current Covid- 19 vaccinations, and American Heart Association CPR, BLS. No online CPR will be accepted. Proof of student health insurance must also be uploaded into the CB account. If the student's name is not on the card, upload a letter from the insurance company attesting the student is covered on the policy.
8. Submit documentation of a negative TB skin test or a TB blood test performed no earlier than thirty (30) days before the start of the semester of program entry.
- 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 clinical on-boarding. The second half of the program will focus on clinical externship at the clinical site, professional behavior, personal responsibility, and taking the ASCP, PBT Registry, or other national phlebotomy registry as recognized by NAACLS: NHA, AMT, or NCCT.

## PROGRAM PROGRESSION

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

- Achieve a minimum grade of “> or =75%” in all Phlebotomy Technology program courses.
- Meet the attendance requirements outlined in course syllabi.
- Successfully pass venipuncture competency assessments, live stick assessment by faculty, and be deemed as competent in entry-level phlebotomy by all faculty in the PLAB 1323 course. If a student is unable to demonstrate competency as determined by Weatherford College Phlebotomy Faculty 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” in PLAB 1323 Phlebotomy or in PLAB 1460 Clinical regardless of the course average, as this is a phlebotomy program and patient safety is at stake. The student may repeat the course unless behavioral issues have been documented. Documented behavioral write-ups preclude repeat admission to the Phlebotomy Program. The student still receives earned credit/grades for other courses in the program that were completed successfully.

## FAILURE OF A PBT COURSE

Failure of any PBT course in the first half of the program will prevent progression to PLAB 1460 off-campus 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, graduates are 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. The NHA, NCCT, and AMT phlebotomy registries are also recognized by NAACLS and are options for student graduates. Students may register for the exam within 2 weeks of clinical completion. The NHA Exam is offered on the Weatherford College Campus at the Testing Center.

## 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

Course #	Course Title	Credits
<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>

## READMISSION CRITERIA & CONDITIONS

### 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.

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 two weeks, 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. Any student failing to show up for the first day of class and lab without notifying the program has declined their position in the program. Exceptions can be made in emergent situations, as determined by the Program Director.

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.

### READMISSION PRIORITY

The PBT Program Director 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 or behavioral reasons 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.

## INCOMPLETE POLICY

A grade of "I", for Incomplete, may be considered when a student is absent greater than 5 clinical days or 5 class/lab days within a semester. Reasons for an Incomplete Grade may include, but are not limited to emergency medical reasons, pregnancy, jury duty, or military leave. The student is required to notify the program director of the need for the Incomplete Grade prior to the expected leave and official documentation must be submitted by the PD to Student Services and Administration.

If the Incomplete is due to an unexpected injury/accident, notification of the incident must be communicated to the program director within one week, by either the student or a family member and documentation must be submitted as soon as possible, but no later than the first day of the student's return. Each Incomplete will be handled on a case-by-case basis and clinical hours/assignments will be made up at the discretion of the program director; however, one year is the recommended outside time-frame for successful course completion. In cases of pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions, the college will provide students with reasonable adjustments that may be necessary due to the pregnancy.

## RELIGIOUS HOLY DAYS

### Procedure Title: RELIGIOUS HOLY DAYS

#### Procedure Purpose:

To establish guidelines to allow student utilization of Religious Holy Days

#### Procedure Statement:

A. In accordance with state law HB 256, Texas Education Code §51.911, Weatherford College Health and Human Sciences programs shall allow an excused absence to students for the observance of a "religious holy day," defined as a holy day observed by a religion whose places of worship are exempt from property taxation under section 11.20, Tax Code.

B. A student shall be excused from attending classes, or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this provision may not be penalized for that absence and shall be allowed to take an examination or complete an assignment within a reasonable time after the absence.

C. A student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination. The following conditions apply:

Education Code 51.911

1. The notification is in writing, either delivered personally with receipt of the notification acknowledged and dated by the instructor, or by certified mail-return receipt requested.

2. Assignments or examinations missed during the absence will be completed within a reasonable amount of time as determined by the program director.

Additional Guidelines:

1. It is a day of obligation generally requiring followers of the faith to miss class/work.
2. The date occurs on, or includes a weekday (dates that occur when classes do not meet are not included).
3. Days of religious observance falling on semester breaks or on scheduled college holidays are not included.

Sources:

Texas A & M Student Rule 7, Appendix IV, revised 2005

Tarrant County College Handbook

SUMMARY OF ENACTMENTS--78th LEGISLATURE-Texas

## 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; scrub top colors can vary, no prints. Accent stripes are acceptable. No red scrub tops.
- Two WC Phlebotomy patches. Sew and wear on L scrub top sleeve
- Lab coat or burner shirt for warmth if the student needs; no hoodies, sweat shirts, or outside jackets may be worn

- 1-2 three ring binders 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 & COURSE EXPECTATIONS

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. Absences are not recommended, as it is difficult to catch up students who are behind- learning occurs in a cohort group. Two absences will result in a student placed on probation, with a section III write-up. Three tardy arrivals for class, lab, or clinical count as an absence. Repeated absences will result in dismissal from the program, as too many hours have been missed for the award of the certificate. All absences greater than two must be made up by a Wednesday afternoon on campus from 1230-330, working on phlebotomy assignments.

Punctual attendance is expected for scheduled lecture, laboratory and clinical days for each PBT course. Routine medical or dental appointments, well- child or adult 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.

## GENERAL APPLICATIONS AND TEACHER TO STUDENT RATIOS

- **Classroom**

Students have a supplemental online Canvas classroom. Students can email or call their professor during scheduled office hours. Absences from class for reasons other than health or emergencies will not be tolerated. Students are expected to be on time for class whether it is in person or online. The teacher to student ratio is 1:20.

- **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 and will be offered at faculty discretion. Make-up labs of essential lab skills; i.e., blood culture and dermal collection, will be arranged at the discretion of the instructor; but routine waived testing labs may not be offered as a make-up. One missed lab will trigger a disciplinary discussion. Two missed labs will trigger probation. The teacher to student ratio is 1:5.

- **Clinical**

Regular and punctual attendance on all clinical days is required. Students should carefully review the attendance policies stated within the clinical courses syllabi. Being absent or tardy 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. The teacher to student ratio is 1:1 in the clinical setting.

## 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. Students are required to take final examinations on campus during finals week.

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 or on paper and will be timed. For exams taken off-campus, it is recommended that students take exams on a personal computer using a Google Chrome browser. Students are strongly advised NOT to use iPads, tablets or cell phones to take course examinations or homework quizzes. 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. Use Google Chrome as a search engine for the best results.

Examinations will be conducted in class and online at the student's home. Unless otherwise stated, no unauthorized study materials or outside resources are allowed during an examination. We understand that exams taken at home will allow the student to use resources, but those exams are on a time limit, and all answers cannot be looked up. 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. Each online course requires one major exam be taken at Weatherford College under supervision. All final examinations are conducted on campus and are supervised and timed.

## 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 and without coaching from the instructor 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. Faculty will determine competency for students to move into live sticks. Students may not perform a venipuncture unless the instructor is present, and watching the stick. The instructor must be gloved and ready to assist with the needle as indicated; they may not be holding a clip board, or out of arm's reach of the venipuncture site. *No live stick may be performed unsupervised.*

Dermal puncture may be performed after the student passes a competency check-off, with supervisors on duty in the laboratory for supervision as needed.

Clinical competencies ***must be completed successfully to pass the course.*** If the student has two failed venipuncture competency assessments, an absence in laboratory, or if faculty determine that additional training is needed, mandatory tutoring sessions will be required. Failure to show up for an assigned tutoring session will trigger a Section III write-up. Clinical competency also includes the ability to perform live sticks in a safe and successful manner with Phlebotomy faculty judging the student to be ready to perform venipuncture on patients in the clinical setting with entry-level skills. Phlebotomy faculty will ultimately grade each student as passing or failing prior to clinical rotation progression based on venipuncture competency sheets, live stick abilities with consideration of skills and patient-safety, and the student's overall performance in the student laboratory, clinical situations such as health fairs, and other instructional settings. This determination will not be solely based on venipuncture competency sheets; but on actual skills and abilities as a whole and the student's ability to perform live sticks in a safe manner with entry-level phlebotomy skills.

## 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 beginning with Week 4 labs. For all clinical rotations or health fairs, 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 lower 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 in appearance.
  - a. **Shoes:** Shoes must be closed-toed and soft-soled, non-marking. Leather-type tennis or similar tennis shoes are strongly recommended. Clogs, crocs or other types of shoes with no back or holes in the top are not allowed. Shoes cannot have holes or be dirty.
  - 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. A surgical/medical head cap is permitted.
- 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 in clinical, Health Fairs, and other settings where the student is performing venipuncture, dermal puncture, or waived/POC testing. 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 always abide by Standard Precautions.
- b. Students must wear gloves while performing live sticks or when handling biological specimens such as urine, blood, or bacteria. Gloves and lab coats may not be worn outside the laboratory or classroom.
- c. Students will be provided a disposable lab coat. The lab coat may be worn, buttoned from top to bottom, when working with biological samples. When not in use, the lab coat is to be stored in the laboratory on the student's desk chair.
- d. Beginning Week 4 of class, students will wear scrubs to lab with the WC patch sewn on the L sleeve.
- e. Students may not wear hoodies, sweaters, or flip flops in the student lab.
- f. No winter head gear or caps may be worn in the student lab. Surgical scrub hats, hospital style head bands, and religious hijabs, hats, and head covers are acceptable if a student chooses to wear them.
- g. Long hair on all students must be tied back or restrained.
- h. All work areas must be disinfected upon completion of the laboratory activity with a 10% bleach solution or chemical germicide.

- i. Students will stock and clean the lab before leaving, and leave their desk area clean and dry.

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 may 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 or as instructed by faculty. Students may perform online assignments in class or clinical with the prior approval of WC and/or 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 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 unless the instructor has approved such use. 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. No lap tops or other devices are allowed in class unless requested by the instructor.

## 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 Sunday. 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 while the student is in the program, 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.
- \* 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.
- \* Avoid asking questions that were answered in documents given to you to read.

## 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 regarding 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 disciplinary action up to and including 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 another 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

Health information pertinent to each PBT student is maintained by the PBT Program Director in the Don Allen Health Science storage room file cabinet after graduation. The Program ADMIN maintains the health records of each class for 5 years. Academic student records are maintained in the Program Director's office for 5 years. After 5 years, the files are destroyed according to college policy by shredding. Student transcripts are maintained permanently by the college admissions and registrar department. Students may view unofficial transcripts in Coyote Connect, and may request an official copy from the WC web site. For more detailed information, see: <https://wc.edu/about/administration-departments/registrar/ordering-wc-transcripts.php>. Students can access their academic and health files by arranging an appointment with the Phlebotomy Program Director to review these records. Students are expected to keep their file information current in case emergency notification becomes necessary. 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
- Examinations, labs, and other assignments
- 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 identify areas of interest in career fields using aptitude tests to assess skills and abilities. Personality tests are used to clarify problem areas in personal functioning. Students may consult with a counselor to determine if an assessment is needed. 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 817-598-6246 for a confidential appointment. PBT instructors or the Program Director may require a student to make an appointment with the counselor as circumstances require.

**College skills workshops and classes:** College Success Workshops, Study Skills and Career Planning classes are available at Weatherford College. The WC Academic Support Center offers tutoring, TEAS and HESI preparation, and other assistance. Practice TEAS and HESI Exams are provided by the WC Library and are available online to students and prospective students.

## 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://wc.edu/paying-for-weatherford/how-to-apply-for-financial-aid.php> for deadlines and application information. Catholic Charities offers a full-ride scholarship for 2-year Programs, and in certain cases for Phlebotomy. There is an office on campus in the LART Building, and you do not have to be Catholic to apply. Other grants and monies are available, it all starts with filling out the scholarship application in Financial Aid. Not all scholarships are grade-based, many are unique such as for Women in Medicine, or a graduate from a west Texas High School.

## LIBRARY SERVICES

The WC Library offers access to the college online network of resources through the Library Services home page at <https://wc.libguides.com/LibraryHome>. Librarians are available to instruct and assist students in setting up their home computer to access the WC 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. Practice TEAS and HESI tests are available through the WC Library for entrance to 2 years Programs.

## ACADEMIC SUPPORT CENTER & THE CENTER FOR RESEARCH AND WRITING

The Academic Support Center and the Center for Research & Writing supports WC students with many types of tutoring and writing and research assistance. This service is helpful with written projects of any kind, as well as to help students pass their courses and achieve mastery. Check the web site for current workshops, hours, and information: <https://wc.edu/current-students/academic/ace/index.php> Using this resource makes a clear and demonstrable improvement in your writing.

Offerings:

- Tutoring and guidance for all types of subjects, papers and projects.
- Assistance with research projects, including help finding appropriate sources.
- Work can be submitted via e-mail. 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](http://tutor.com)
- Your assignment will look more professional, and you will learn some writing tips for a polished style.
- Math Handouts

## 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. Each long semester the campus hosts a campus cookout with fun music and dancing, International Student Events, WC hosts and annual Casino Night, ice cream days, and other activities. The Alkek Theater hosts many musical and theatrical events free of charge. Please visit the web site to learn more: <https://www.wc.edu/campus-resources/organizationsclubs>

## PROGRAM PROGRESSION

In order to successfully progress through the Phlebotomy Program, the student must:

- Achieve a passing grade of 75% or above in all program co-requisite courses
  - 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.

- Satisfactorily meet NAACLS entry- level competencies.
- Be able to perform venipuncture at an entry level competency level as determined by Program Faculty.

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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

As the Program is able, we offer a completion ceremony or graduation. The dress code is business/professional to dressy.

#### Males

- Pressed slacks or khakis or neat jeans without holes.
- Button down shirt or polo 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

- Dress, skirt, or jeans without holes.
- Dress slacks with a business shirt/blouse
- Clean shoes or sandals; no casual flip flops but dressy ones are okay
- No halter or crop tops, or other overly revealing clothing.



## 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. A student is not there to train the staff at the clinical site, or correct them in any way. A student is not to train other students or any other person at the clinical site.

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: Laboratory Corporation of America Locations, Medical City Weatherford, Medical City Decatur, Baylor All Saints Medical Center, Clinical Pathology Laboratories Locations, Comanche County Medical Center, Eastland Memorial Hospital, THR Huguley Memorial Medical Center, Lake Granbury Medical Center, Palo Pinto General Hospital, Texas Health Resources Hospitals, Texas Healthy Aging and Hormone Therapy, Wise Medical and Surgical Clinic, Stephenville Medical and Surgical Clinic, and other locations.

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 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.

## 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 or clinic 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.

A Weatherford College faculty person will visit the student once per week for at least three weeks of the 4- 8-week rotation period to assess progress, work with the student on skills as needed, discuss weekly visitation initiatives, and talk to the clinical staff regarding the student's progress. In certain cases when a weekly visit is not possible, the student will be contacted by face-time for a visit, and is seen in person the following week by their WC clinical instructor.

## CASTLE BRANCH ACCOUNT

All students accepted into the PBT program must obtain a Castle Branch account that serves a lifetime document 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. Clinical onboarding cannot commence until/unless the CB Account is complete.

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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 with completed Castle Branch accounts will be given preferred placement. Clinical site placement is at the discretion of the Program Director and faculty. Timely response is required of students when contacted with on-boarding requirements within 6 hours of contact by program faculty. Faculty will attempt to make contact via email, text, Canvas message, and phone calls.

There are times when the clinical sites are unexpectedly unable to take students due to a variety of reasons such as staff shortage, upcoming inspections, remodeling, or computer system updates. Every effort will be made to find an alternate site for the clinical rotation. In such cases where a clinical site cannot be obtained for a student, the student will be issued an Incomplete until a clinical assignment can be made.

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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. Classroom and laboratory conduct are equally important and will be reprimanded if not up to professional standards.

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 our Health Science 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 based on 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://student-handbook.wc.edu/>

### 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 Catalogue. In accordance with the provisions outlined in the WC Catalogue, 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 Academic Integrity Policy may be downloaded from the WC website at: <https://student-handbook.wc.edu/academic-integrity>.

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  
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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://student->

[handbook.wc.edu/sexual-harassment-andor-assault](http://handbook.wc.edu/sexual-harassment-andor-assault)

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. See also: <https://student-handbook.wc.edu/freedom-from-discrimination-harassment-retaliation>

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. Most 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 grade dispute policy can be found on the web site:  
<https://student-handbook.wc.edu/grade-dispute>

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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:

1. The student is in good standing, and
  2. The student is not on probation for a non-academic issue, and
  3. The student has withdrawn from a program while in good standing, and
  4. The student is not on probation for a non-academic issue, and
  5. The student obtains a letter of recommendation from the prior Health and Human Sciences Program Director.
- 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 follows: Student issues related to technical program academic or disciplinary responses will route to the program area's instructional dean, who shall function as the vice president's designee in these matters. When the dean's intervention does not resolve concerns, the appeal will route to the Student Appeals Committee.

College policy dictates that a student subjected to academic or disciplinary response may appeal the ruling before the Student Appeals Committee. If dissatisfied with the judgment of the Appeals Committee, the student, complainant, or the administrative officer of the College may appeal to the College President for a disposition of the case.

### Student Appeals

Students have the right to a fair hearing. Procedural requirements are not as formal as those existing in the civil or criminal courts of law. Weatherford College will follow the procedures listed below to ensure fairness to all.

### Appeals Committee

In cases where the accused student disputes the facts and/or penalties upon which the charges are based, the Student Appeals Committee shall hear such charges. The Student Appeals Committee will be comprised of three faculty representatives, one Student Services Administrator, one Student Advisor, and one student government representative. When appropriate, the appeals committee will include one or more branch campus/education center representatives. The committee shall preside over a fair hearing for the student and the institution's administration. Counsel may represent the student and the institution at the appeals.

### Notice

The appeals committee shall notify the accused student by letter, telephone, or email of the appeals date, time, and location. Unless the student and the appeals committee otherwise agree, the appeals shall take place within seven class days after the letter's date. If the student has been suspended, the appeals shall take place as soon as possible. See: <https://student-handbook.wc.edu/appeals-procedure> for more information.

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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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## 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 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, TikTok

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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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## 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, TikTok, and LinkedIn etc.), 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 as required/needed.
- 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.
- 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 patients 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.



### 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)

### 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 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

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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 indicated, such as with an accidental needle stick, the student is responsible for all costs of treatment/medical care unless covered under the student's health insurance policy. This is a requirement of our clinical affiliates and cannot be waived. Medicare and Medicaid are 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 (Re-done) 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 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. An incident report must be filled out by the Program Director or faculty using a detailed email report from the person involved.

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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. 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 guide the student through the post-exposure process.
2. Report the needle stick or exposure to your assigned WC and on-site clinical faculty person who will proceed to instigate post-exposure protocols, including the decision of what testing is needed and where the student should go if testing on the student is required.
3. Needlesticks and exposures on-campus will be reported to the PD or faculty person in charge, and post-exposure bloodborne pathogen testing will proceed at the student's cost to the nearest facility providing such testing.
4. Faculty will send a detailed email/incident report to the Program Director of how the event happened, and the names of any witnesses present. Include the needle type used, and exactly what the cause was of the accident.
5. 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 if the incident occurred in the clinical setting.
6. The clinical instructor or supervisor at the clinical site will assist in providing and completing the required documentation for 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, they may choose to see their own physician, go to a minor emergency center, or be transported to a hospital. The student may be required to pay the 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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## CLINICAL ORIENTATION AND 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 and PLAB 1460 orientation prior to their clinical rotation. Students and faculty will abide by the policies of the clinical affiliates when on the premises. All faculty and students will complete Infection Control Training and perform the Infection Control lab each semester during the first week of laboratory training.

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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.

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

If the student arrives to any program related activity and is suspected of being under the influence of alcohol or drugs (including prescription drugs), the student must submit to a specified 10 panel urine or blood screen and blood alcohol testing at his/her own expense. Failure to submit to the screen will result in dismissal from the program.

Suspicion of impairment includes but is not limited to the following:

- Behavioral abnormalities
  - Euphoria
  - Excitation
  - Drowsiness
  - Disorientation
- Altered motor skills
  - Poor perception of time and distance
- Drunken behavior with or without odor
- Constricted or dilated pupils
- Altered respiration

Students suspected of being impaired will remain at the school or clinical site until the Program Director or designee makes arrangements for the student to be transported to a predetermined laboratory for screening. The student is responsible for all cost related to the transport and screening. The drug screen must be performed at a specified site in a timely manner. Students that refuse to follow program directives and /or refuse to submit to a drug/alcohol screening will be immediately dismissed from the program. In addition, students will not be allowed to leave the classroom or clinical site without being transported by a responsible adult (excluding Weatherford College faculty). Students that choose to leave without a school supervised transport or a responsible adult transport will be reported to law enforcement. The student will not be allowed to participate in program related activities until the results from the tests are complete. Absences will be accrued during this time period.

If a student is involved in an inaccurate Schedule II/Schedule III controlled substance count at a clinical facility during a clinical rotation, the student will also be subject to submission of drug screening at the student's expense.

The following represents values that are to be considered "positive" for alcohol impairment:

Urine specimen	0.02%
Blood specimen	0.01%

Any value higher than 0.00% will be considered as positive for any other drug.

If a student's test results are positive, they will be dismissed from their respective program and will not be reinstated to that program or any other Health and Human Sciences Program at Weatherford College. If the student's test results are negative, the accrued absences related to the specific incidence, will be dismissed and the student will suffer no punitive consequences.

This drug testing is not being undertaken for any law enforcement purpose in order to avoid the more stringent requirements of the Fourth Amendment associated with law enforcement related searches.

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## TESTING PROCEDURE

Students suspected of being impaired will remain at the school or clinical site until the Program Director or designee makes arrangements for the student to be transported to a predetermined laboratory for screening. The student is responsible for all costs related to the transport and screening. The drug screen must be performed at a specified site in a timely manner. Students that refuse to follow program directives and /or refuse to submit to a drug/alcohol screening will be immediately dismissed from the program. In addition, students will not be allowed to leave the classroom or clinical site without being transported by a responsible adult (excluding Weatherford College faculty). Students that choose to leave without a school supervised transport or a responsible adult transport will be reported to law enforcement. The student will not be allowed to participate in program related activities until the results from the tests are complete. Absences will be accrued during this time period.

If a student is involved in an inaccurate Schedule II/Schedule III controlled substance count at a clinical facility during a clinical rotation, the student will also be subject to submission of drug screening at the student's expense.

The following results are considered positive for alcohol impairment:

- a. Urine with > or = 0.02% ETOH
- b. Blood with > or = 0.01% ETOH

Any value higher than 0.00% will be considered as positive for any other drug.

If a student's test results are positive, they will be dismissed from their respective program and will not be re-instated to that program or any other Health and Human Sciences Program at Weatherford College. If the student's test results are negative, the accrued absences related to the specific incidence, will be dismissed and the student will suffer no punitive consequences.

This drug testing is not being undertaken for any law enforcement purpose in order to avoid the more stringent requirements of the Fourth Amendment associated with law enforcement related searches.

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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 complies 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 conform to 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.

- 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, WC 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 authority 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 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 regarding bad weather and other emergent conditions or situations. .

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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.



## 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.

## 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.

## GUNMAN ON CAMPUS

Students or staff who see an armed person or receive information that an armed person is on campus should:

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.

## FAMILY EDUCATION RIGHTS AND PRIVACY ACT; CONTACTING STUDENTS 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 Department Administrative Assistant’s Office. Under no circumstances will Weatherford College permit persons to search for students on campus.

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.

## CORRECTIVE ACTIONS/DISCIPLINARY MEASURES

Faculty are committed to assisting student success in the program. To afford students due process and an opportunity for remediation, if possible, Health Science students who are not meeting courses objectives in class, clinical/practicum or lab will be apprised of their performance status using the Incident Categories in this document as the guidelines for disciplinary actions.

## REASONS FOR IMMEDIATE PROBATION OR DISMISSAL

In response to severe or extremely dangerous behavior, or additional adverse behavior that occurs, 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

Student issues related to technical program academic or disciplinary responses will route to the program area's instructional dean, who shall function as the vice-president's designee in these matters. When the dean's intervention does not resolve concerns, the appeal will route to the Student Appeals Committee.

### **Appeals Procedure**

College policy dictates that a student subjected to academic or disciplinary response may appeal the ruling before the Student Appeals Committee. If dissatisfied with the judgment of the Appeals Committee, the student, complainant, or the administrative officer of the College may appeal to the College President for a disposition of the case.

### **Student Appeals**

Students have the right to a fair hearing. Procedural requirements are not as formal as those existing in the civil or criminal courts of law. Weatherford College will follow the procedures listed below to ensure fairness to all.

### **Appeals Committee:**

In cases where the accused student disputes the facts and/or penalties upon which the charges are based, the Student Appeals Committee shall hear such charges. The Student Appeals Committee will be comprised of three faculty representatives, one Student Services Administrator, one Student Advisor, and one student government representative. When appropriate, the appeals committee will include one or more branch campus/education center representatives. The committee shall preside over a fair hearing for the student and the institution's administration. Counsel may represent the student and the institution at the appeals.

### **Notice:**

The appeals committee shall notify the accused student by letter, telephone, or email of the appeals date, time, and location. Unless the student and the appeals committee otherwise agree, the appeals shall take place within seven class days after the letter's date. If the student has been suspended, the appeals shall take place as soon as possible.

### **Contents of the Notice:**

The notice shall:

1. Direct the student to appear at a specified time, date, and location.
2. Advise the student of their rights:
  1. To be represented by counsel at the appeals.
  2. To call witnesses, request copies of evidence in the district's possession, and offer evidence on their behalf.
  3. To have the appeals recorded verbatim and have a stenographic digest made of the recording.
  4. To ask questions of each witness who testifies against the student.
3. 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.
4. Contain a copy or description of the complaint in sufficient detail to enable the student to prepare their defense against the charges.
5. 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 disciplinary body. In all cases, the information supporting the charges shall be presented and considered.

**Hearing Procedure:**

The appeal shall proceed as follows:

1. The appeal chairperson shall read the complaint.
2. The appeal chairperson shall inform the student of their rights.
3. The designated official or representative shall present the institution's case.
4. The student or representative shall present their defense.
5. The designated official or representative shall present rebuttal evidence.
6. The designated official or representative shall summarize and argue the institution's case.
7. The student or representative shall summarize and argue their case.
8. The designated official or representative shall have an opportunity for a rebuttal argument.
9. 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, as determined by the committee chair. The decision shall be made by a majority vote.
10. The decision shall be communicated to the student in writing within 15 business days of the hearing.
11. The appeal Chairperson may approve deviation to an appeal proceeding if it does not alter the hearing's fundamental fairness.

**Evidence:**

Evidence shall be handled according to the following:

1. 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.
2. At the appeal, the College District shall be required to provide evidence that the charges are accurate.
3. A student may not be compelled to testify.
4. The appeal committee shall decide the issue and determine an appropriate penalty, when indicated, solely based on the hearing evidence.
5. A tape recording shall be made of the appeal. Committee deliberations will not be recorded. A stenographic digest of the recording shall be made at the student's expense if needed for an appeal. The student may request and shall be given provided a copy of the digest. A student defendant or their representative may listen to the tape recording and compare it with the digest. At their expense, a student may have a stenographer present at the hearing to make a stenographic transcript of the hearing.

**Decision:**

The appeals committee shall render a written decision as to the accused student's guilt or innocence of the charges. The committee may either uphold the prior determination or alter it, in total or part, at its discretion. If the committee finds the student guilty, it shall include facts in support of its decision. The Vice President of Academics and Student Services or designee shall administer the penalty if any.

**Petition to the College President**

Within ten College District business days of receiving notice of the appeal committee's decision, a student may petition in writing the College President to review the decision. The student's petition shall state with particularity why the decision is believed to be incorrect. After receiving notice of the appeal, the appeals committee chairperson shall forward all evidence considered during the hearing, the audio recording of the hearing, and the digest of the hearing, if applicable, to the College President.

The College President shall hold a conference with ten College District business days after the appeal notice is filed. At the conference, the student may provide information concerning any documents or data referenced by the committee. The College President may set reasonable time limits for the conference. The conference shall be audio recorded. The College President shall provide the student with a written response, stating the basis for the President's decision, within ten College District business days following the conference. In reaching a decision, the College President may

consider the evidence included in the student’s petition, provided during the conference, and forwarded by the committee chairperson. The College President may affirm, modify, remand, or reverse the appeals committee's decision.

If the College President affirmed or modified the appeals committee's decision or if the time for a response has expired, the student may appeal the decision to the College Board of Trustees. The appeal notice must be filed in writing, on a form provided by the College District, within ten College District business days after receipt of the College President's written response, or, if no response was received, within ten College District business days of the response deadline.

### **Expulsion Hearing**

If the Vice President of Academics and Student Services or designee determines that the student’s misconduct warrants expulsion [see Charges and Hearings, above], the Board shall convene to conduct an expulsion hearing. The College President or designee shall inform the student of the date, time, and place of the Board meeting at which the appeal will be on the agenda for presentation to the Board. The notice shall contain the contents described at Appeals Committee—Contents of Notice, above.

The College President or designee shall provide the Board the documentation presented by the College President. The Board shall proceed according to the procedures set out at Appeals Committee—Failure to Appear for Hearing, Appeals Procedure, and Evidence, above. In an appeal to the Board of Trustees, the Board shall be understood to serve as the committee, and the presiding officer of the Board substituted for the committee chairperson.

### **Hearing Records:**

The disciplinary records and proceedings shall be kept confidential and separate from the student’s academic record.

(Source) Weatherford College 2020-21 Student Handbook

## **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. A student may appeal an Incident Form action to the Program Director. If the student is not satisfied with the decision, he/she may initiate an appeal through the instructional chain of command (divisional Dean) and/or Student Appeals Committee. This process will be facilitated by the Program Director.

### **Section I**

Any student committing any Section I offense will be subject to disciplinary action, up to, and including immediate removal from the program. Section I offenses include but are not limited to:

- a. Falsification, incomplete, and/or alteration of patient, facility, student, college, or publisher records, as well as websites for resource materials.
- b. Representing self as any person other than a WC Health & Human Sciences student to gain access to secured resources intended for instructor uses.
- c. Participating in any form of conduct that is fraudulent, defamatory, or creates a conflict of interest.
- d. Participating in illegal or unethical acts.
- e. Utilizing any resources, including but not limited to study guides, test banks, and/or exam related material without the consent of WC Health & Human Sciences faculty
- f. Theft of personal, college, or facility property
- g. 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.
- h. Failure to adhere to any written policies and or procedures of Weatherford College or any affiliated clinical agencies that has the potential for or results in harm to the patient.
- i. Being under the influence of illegal 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)
- j. Demonstrating noticeable physical and/or cognitive impairment due to substance misuse while participating in any school sponsored event.
  - k. Any unauthorized release of patient-related information or photocopying of patient records. Confidentiality must be maintained at all times in accordance with HIPAA regulations.
  - l. Failure to demonstrate the ability to function as a team member in class or clinical.
  - m. Failure to render a minimal, safe standard of care; or unethical patient care, as determined by the program faculty.
  - n. Involvement in illegal drug use or any of the following:
    1. Felony convictions/deferred adjudications
    2. Misdemeanor convictions or felony deferred adjudications involving crimes against persons (physical or sexual abuse), illegal use or distribution of drugs.
    3. Misdemeanor convictions or deferred adjudications related to moral turpitude (prostitution, public lewdness/exposure, theft under \$1,500, computer crimes of fraud, etc.)
    4. Felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances.
    5. Registered sex offenders
    6. OIG, GSA, OFAC, and Medicaid Sanctions
    7. U.S. Terrorist suspected list
    8. Pending charges and warrants for arrest.
  - o. Disruptive or abusive behavior on or off campus during college related activities.
    1. Use of foul language.
    2. Inappropriate display of anger
    3. Verbal, mental, or physical abuse including sexual harassment.
  - p. Representing self as Health and Human Sciences student, in clinical facilities/activities when not involved in school sponsored activities.
  - q. Entering a clinical facility during unapproved hours representing self as a Weatherford College Health and Human Science student.
  - r. Giving medications or conducting diagnostic testing without consent of instructor/preceptor and/or without a physician order
  - s. Accepting gifts from clients or families
  - t. Failure to follow program specific clinical absence policy (no call, no show)
  - u. Academic dishonesty including cheating, collusion, or plagiarism.
  - v. A verbal act or physical act of aggression against another person on facility or college premises
  - w. Deliberate destruction or damage to facility, college, patient, student, visitor, or employee property
  - x. Commits patient and/or clinical assignment abandonment by leaving or being unavailable to your assigned area or facility during clinical time without authorization of the educational coordinator or preceptor at the clinical site and a faculty member in the Weatherford College Health and Human Science Division (according to program specific guidelines)
  - y. Expulsion from the clinical site due to unprofessional, unethical, or egregious behavior.

## **Section II**

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

Section II offenses include but are not limited to:

- a. Causing damage to college, clinical facility, or patient property through negligence
- b. Causing injury or potential harm to a patient, staff, visitor, peer, or instructor through negligence
- c. Insubordination or refusal to obey an order (not resulting in harm to a patient)
- d. Removal from the clinical site at the request of the clinical site personnel with the possibility of transfer to another site

### **Section III**

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

- 1<sup>st</sup> offense – Written reprimand
- 2<sup>nd</sup> incident – Probation
- 3<sup>rd</sup> incident – Dismissal from the respective program

Section III offenses include but are not limited to:

- a. Leaving or being unavailable to your assigned area or facility during clinical time without authorization of the educational coordinator or preceptor at the clinical site and a faculty member in the Weatherford College Health and Human Science Division (not resulting in patient and/or job abandonment)
- b. Substantiated complaint from any clinical site or college faculty of inappropriate/unprofessional behavior or appearance
- c. Failure to follow Weatherford College Health and Human Science, respective programmatic policy or clinical facility rules or policies (not resulting in patient harm)
- d. Failure to report an absence from clinical rotations in the proper manner (other than no call no show)
- e. Failure of a student to maintain personal hygiene and/or dress code.

### **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.
- Medical Withdrawal: see [https://student-handbook.wc.edu/search?search\\_api\\_fulltext=withdrawal+from+a+program](https://student-handbook.wc.edu/search?search_api_fulltext=withdrawal+from+a+program)
- 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 may 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.



## PROGRAM FACULTY AND STAFF

### 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



## BEN VANLENTHE, PBT, (ASCP) – ADUNCT FACULTY

Office phone (817)-598-6466 Cell phone (214)-907-7164

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

### **Professional Educational Background**

Weatherford College Phlebotomy

Certified Phlebotomist

PBT (ASCP) # 25720694

### **Professional Experience**

Medical City Weatherford, Weatherford, TX

Position: Senior Phlebotomist

Dates: 2020- to Present

DOT, BAT Certified

## Beatriz Rosales, PBT- ADJUNCT FACULTY

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### **Professional Educational Background**

Weatherford College Phlebotomy

Certified Phlebotomist

### **Professional Experience**

Medical City Weatherford, Weatherford, TX

Position: Senior Phlebotomist

Dates: 2020- to Present

Wise Health System, Decatur, TX

Position: Phlebotomist, Trainer

Dates: 2017- 2020

## 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. 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.

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.

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

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