

# DCH Regional Medical Center



## **School of Phlebotomy**

Dear Applicant,

Thank you for your interest in the DCH School of Phlebotomy. I have enclosed school information as well as an application for your review. Upon returning the application we will contact you to schedule an interview.

Thank you,  
Kaye Spidel, MT (AMT) MLT (ASCP) INSTRUCTOR (ASPT)  
DCH School of Phlebotomy  
Director

## **Mission Statement**

The DCH Regional Medical Center School of Phlebotomy is committed to assist in improving the physical, emotional and spiritual well being of its enrolled students and members of the communities it serves through the delivery of quality instruction provided within a framework of fiscal responsibility. The faculty and staff are dedicated to provide the best possible educational environment and instruction to assure competency in all areas of the established curriculum. The program is committed to providing high quality healthcare professionals to any medical community.

## **Goals and Purpose**

The purpose of the program is to provide educational opportunities in Phlebotomy to members of the communities supported by the sponsor. To that end, the goals of the program and its curriculum are designed to:

- Teach students about using Venipuncture and other methods of specimen collection from the human body so they can contribute to the diagnosis of injury and disease.
- Help students acquire the necessary skills to practice proper collection techniques and patient care.
- Provide professionally trained, competent phlebotomist to the health care community.
- Maintain programmatic accreditation through the American Society of Phlebotomy Technicians (ASPT)
- Provide learning resources for students to become competent phlebotomist who will meet the health care needs of West Alabama and surrounding areas.

- Advocate the principles of patient dignity, esteem, understanding and compassion in the provision of Venipuncture procedures.
- Instill the importance of a strong work ethic appropriate for a health care professional.

### **Program of Instruction**

The DCH Regional Medical Center offers a 9 week full-time program of instruction leading to certification in this field. **The program does not accept transfer students.** The curriculum provides a sequence of study in phlebotomy techniques to prepare the student to become an efficient and capable phlebotomist. Students will be responsible for the collection of proper specimens to permit accurate laboratory testing to aid the diagnosis of the various diseases and illnesses of the human body. The program strives to provide the stimulation and encouragement conducive to a good learning environment.

### **Clinical Education**

Applying the knowledge obtained in the classroom in a phlebotomy department is essential. Each student's performance of clinical procedures outlined in his or her assignment is supervised by phlebotomist and evaluated periodically by the clinical instructors. Students rotate through all areas of the Pre-Analytical department at DCH Regional Medical Center , Northport Medical Center, and Fayette Medical Center. Students are not expected to develop proficiency in specialty areas.

The student's purpose during his or her clinical rotation is to develop skills needed to practice general collection techniques, supervised by a qualified phlebotomist. The clinical portion of the program is a competency-based-sequencing curriculum. The clinical education assignments are correlated with classroom activities and students pass off exams to become competent and proficient. All relevant diagnostic equipment in DCH Regional Medical Center's Pre-Analytical Department is incorporated into the student's clinical practice.

The Program is under the direction of the Director of Laboratory Services and the Administrative Supervisor of the Pre-Analytical Department. The program faculty includes a full time educational instructor, Technical Specialist and clinical instructors.

### **Accreditation**

The American Society of Phlebotomy Technicians Inc. accredits the DCH Phlebotomy Program. Their address is: P.O. Box 1831, Hickory, North Carolina, 28603

The DCH Phlebotomy Program is located at DCH Regional Medical Center, 809 University Blvd. East, Tuscaloosa, Alabama 35401. DCH is a 620-bed referral hospital serving a 10 county area in West Alabama.

### **Personal Qualifications**

1. Physical - Because of the nature of our work and the services and responsibility to our patients, w must require certain physical abilities of our applicants:

- a. Hearing - Must be able to hear and answer phone, hear patient distress symptoms. Corrected hearing accepted.
  - b. Sight - Students must be able to read requests, and observe patient responses. Sight can be corrected to normal. Color vision must be normal.
  - c. Mobility – Must have with or without reasonable accommodation mobility sufficient to move about including standing, reaching, stooping/crouching, bending, lifting, turning and handling. Must have good motor skill coordination with good manual and finger dexterity. The ability to lift with assistance objects in excess of 100lbs. Frequent lifting of and or carrying objects weighing 10 lbs. or more.
2. Communication - Must be able to communicate with patients, co-workers, and referring physicians. Must write legibly, and speak and read English. An interview will be held, prior to each session, in order to allow applicants to ask questions and give the program personnel a chance to weigh such factors as your motivation and interpersonal skills. Factors considered in selection of students include:

Academic performance in general Math and Science courses  
Overall academic performance  
References recommendations  
Communication skills  
Comments on observational form  
Admissions Committee Evaluations from interview

### **Tuition Policy**

- A. The total cost of the course is \$668.00 including the certification exam. The fee must be paid in full prior to the first day of class.
- B. If a student cancels the course seven days before the class begins, the student will be refunded all monies paid. If a student cancels within seven days of class beginning the student will forfeit the text book fee of \$68.00 and will be refunded the remaining tuition paid.
- C. Any student withdrawing after 7 days will forfeit the \$68.00 text book fee and the \$155.00 supply fee, but will receive a refund of any monies paid over \$223.00.
- D. Any student withdrawing 14 days after class starts will forfeit all monies paid.
- E. Any student who withdraws due to a catastrophic illness (I.E. cancer, leukemia) upon presenting physicians validation of illness would be entitled to a prorated refund using the following calculation:  $\$668.00/10x$  (weeks attended).

### **Student Behavior and Disciplinary policy**

All students enrolled are adults and each student is expected to act in an adult fashion. We ask that you respect each other and the staff at all times.

Any exhibition of violence or threats of violence will not be tolerated.

No unprofessional behavior such as cursing or a loud voice will be allowed.

DCH School of Phlebotomy will follow the behavior guidelines as set by DCH Regional Medical Center which state:

- a) Be considerate and courteous to everyone
- b) Treat others like you want to be treated
- c) Be supportive and Cooperative with each other
- d) Display Pride in your Job and the institution
- e) Demonstrate positive leadership qualities

Any violations of the Behavior and Disciplinary policies can result in immediate removal from the phlebotomy program and tuition will not be refunded.

### **Attendance**

As a student of the DCH School of Phlebotomy it is expected that you attend every class and clinical rotation day. However, if you have to be absent we request that you contact the program director or Phlebotomy instructor prior to class being held. It is the student's responsibility to make up any missed class work or clinical day before completion of the class.

**A student will be allowed 3 excused absences and if absent 8 days either consecutive or inconsecutive the student will be dropped from the course and all payments forfeited and non-refundable.**

### **School Calendar- Closings**

January      New Years Day

April        Good Friday  
              Easter

May         Memorial Day

July         Independence Day

September   Labor Day

November    Thanksgiving Day and the Friday following Thanksgiving

December    Christmas

**Note:** The school will be closed the week between Christmas and New Years holidays. Students may make up clinical days missed during this week with the instructor's approval.

## **Hours of Operation**

Class hours are scheduled as follows:

**Weeks one and two:** 8:00 a.m. – 12:00 p.m.

**Weeks three, four and five:** 8:00 a.m.- 3:00 p.m.

**Weeks six, seven, eight and nine:** This is clinical rotation. The class time will vary based on the clinical site you are scheduled to be at, beginning time ranges from 4:00 a.m. to 8:00 a.m. & ending time ranges from 12:30 p.m. to 3:00 p.m.

**Week 10:** Make up week, exams and graduation. Class times will vary dependent on the individual need of the student.

***It is our expectation that students participating in the phlebotomy program will be available the hours of operation.***

***Class times listed are subject to change***

***Notice of Nondiscriminatory Policy as to Students – DCH Regional Medical Center and the School of Phlebotomy are equal opportunity employers and educators. Federal and state law prohibits discrimination in employment and student selection practices because of race, color, sex, disability and national or ethnic origin to all of the rights, privileges, programs, benefits, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, age and disability, national or ethnic origin in administration of its educational policies, admission policies, and scholarship and loan programs. At no time will any student or faculty applicant be excluded from consideration of acceptance to the program or employment on the basis of the above criteria.***

