

PHLEBOTOMY/LABORATORY ASSISTANT CERTIFICATE

PROGRAM OVERVIEW

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This program is designed to provide instruction and practical experience in routine phlebotomy practices, CLIA waived clinical laboratory testing and basic medical office skills. The program prepares competent and valued individuals to work in hospitals, doctor's offices, clinics, and nursing homes as entry level phlebotomists and as clinical laboratory assistants. This program will include such topics as proper phlebotomy techniques, orientation to laboratory equipment, preparation of specimens for laboratory testing, transportation of specimens to reference laboratories, laboratory safety, and an understanding of the circulatory system. It will also provide instruction in performing CLIA waived laboratory procedures and basic quality control practices. The training also prepares graduates to perform basic medical office responsibilities. The Phlebotomy/ Laboratory Assistant curriculum is designed to be completed within two semesters.

This program is comprised of clinical and non-clinical components. Practicum assignments for students shall be structured so that experiences are obtained in applying skills and knowledge under the supervision of healthcare professionals. The College arranges the site and supervisor for the student to complete 120 hours of unpaid practicum experience during the practicum courses of the Phlebotomy/Laboratory Assistant program. In order to participate in practicum experiences, a satisfactory health record must be on file in the Medical Laboratory Technology office prior to the practicum course experience. Students must also obtain a Criminal Record Check prior to entrance into the practicum course experience. If participating in practicums at a Pennsylvania clinical site, the student must obtain a Child Abuse History Clearance and a State Police and FBI background check. During enrollment, any official change or the initiation of any governmental proceeding affecting the information revealed by the required criminal or child abuse background check must be reported immediately by the student to the director of the Medical Laboratory Technology/Phlebotomy program.

Unlike other health programs at Allegany College of Maryland, the Phlebotomy/Laboratory Assistant Certificate Program is not a selective or competitive admissions program, but interested students must possess a high school diploma or a GED and be reading at college level. Due to the clinical component of this curriculum, the program is limited in the number of seats available. A program application should be completed and acceptance is offered to students that have applied to the College and the program until seats are filled. In order to maintain the slot in the curriculum, the health and background screenings should be complete by August 15th for the fall semester. A satisfactory health record must be on file prior to campus lab experience as well as a background check completed prior to beginning the practicum courses. Students must also obtain certification in basic cardiopulmonary resuscitation prior to the start of the clinical practicum experience.

To graduate from this program, students must not only meet the academic standards of the college, but in addition, must achieve a grade of "C" or better in each Phlebotomy/Laboratory Assistant, Medical Assistant or Medical Administrative Assistant course.

Graduates receive a certificate and will be eligible for the Phlebotomist (PBT) certification examination administered by the American Society for Clinical Pathology (ASCP).

This is a career program and is designed to enable students to seek employment at the program's completion. This avenue also will provide a simple, cost effective way to begin a healthcare career, and encourages students to broaden their goals by continuing their education in other two-year programs offered at Allegany College of Maryland. If you plan to transfer to a four-year college/university, please check with your advisor and the Advising Center staff as soon as possible.

Successful completion of this program qualifies a student to apply for a Certificate in Phlebotomy/Laboratory Assistant.

COURSE REQUIREMENTS

REQUIRED MEDICAL COURSES

| | |
|-------------|--|
| MDAA-110 | Medical Terminology |
| MDAA-133 | Basic Disease Coding |
| MDAS-101 | Essential Skills for Health Professional |
| MDAS-102 | Introduction to Health Records |
| MDAS-218 or | Clinical Laboratory Procedures (Phlebotomy/Laboratory Assistant 218) or |
| PBLA-218 or | Clinical Laboratory Procedures (Medical Assistant 218) or |
| PBLA-110 | Orientation to the Clinical Laboratory (Medical Laboratory Technology 110) |
| MLT-110 | Orientation to the Clinical Laboratory (Phlebotomy/Laboratory Assistant 110) |
| PBLA-111 | Basic Phlebotomy Procedures |
| PBLA-112 | Advanced Phlebotomy Procedures |
| PBLA-113 | Neonatal and Pediatric Phlebotomy Procedures |
| PBLA-114 | Phlebotomy Practicum |
| PBLA-115 | Laboratory Assistant Practicum |

REQUIRED GENERAL COURSES

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| BIO-116 | Human Biology |
| COMP-101 | Computer Literacy |
| ENG-101 | English Composition I |

PROGRAM PATH

PHLEBOTOMY/LABORATORY ASSISTANT

ONE-YEAR CAREER PROGRAM

PREPARATION FOR EMPLOYMENT

FIRST SEMESTER

| | <u>Credit Hours</u> |
|---|---------------------|
| Biological Science 116 (Human Biology) | 3 |
| Computer Technology 101 (Computer Literacy) | 3 |
| Medical Administrative Assistant 110 (Medical Terminology) | 3 |
| Medical Laboratory Technology 110/ Phlebotomy/Laboratory Assistant 110 (Orientation to the Clinical Laboratory) | 1 |
| Phlebotomy/Laboratory Assistant 111 (Basic Phlebotomy Procedures) | 1 |
| Phlebotomy/Laboratory Assistant 112 (Advanced Phlebotomy Procedures) | 2 |
| Phlebotomy/Laboratory Assistant 113 (Neonatal and Pediatric Phlebotomy Procedures) | 1 |
| Total: | 14 |

SECOND SEMESTER

| | |
|---|-----------|
| English 101(English Composition I) | 3 |
| Medical Administrative Assistant 133 (Basic Disease Coding) | 3 |
| Medical Assistant 101 (Essential Skills for the Health Professional) | 3 |
| Medical Assistant 102 (Introduction to Health Records) | 3 |
| Medical Assistant 218/ Phlebotomy/Laboratory Assistant 218 (Clinical Laboratory Procedures) | 2 |
| Phlebotomy/Laboratory Assistant 114 (Phlebotomy Practicum) | 2 |
| Phlebotomy/Laboratory Assistant 115 (Laboratory Assistant Practicum) | 1 |
| Total: | 17 |
| Total Credit Hours: | 31 |

NOTE: All courses specifically identified by course number are graduation requirements for this program.