

# Phlebotomy

## 17-513-1 Technical Certificate

### Campuses: New Richmond, Rice Lake

\* Students in selected health sciences programs will travel to the Shell Lake Health Education Center. Travel requirements are customized to meet individual program course competencies.

### Program Overview

The Phlebotomy certificate provides practical training in the collection of blood specimens by venipuncture and capillary puncture for the purpose of lab analysis. Phlebotomy students are also trained in non-blood specimen collection procedures, specimen processing and basic laboratory skills. Customer service and communications are also covered to provide required skills for working directly with patients. A 100-hour clinical phlebotomy experience is required including a minimum of 100 successful blood collection procedures. Job opportunities for phlebotomist exist in hospital and clinical laboratories.

### Admission Requirements

- Complete Online application/registration process and submit registration fee
- Have earned a high school diploma or GED certificate; current high school seniors must provide both a current high school transcript and a final (official) transcript with confer date
- Review and sign Background Check Disclosure
- Review and sign Functional Abilities Disclosure

After Admissions Requirements are complete, register for classes:

<http://www.NorthwoodTech.edu/current-students/registration.htm>

### Program-Specific Requirements

- Submit Background Check Fee
  - Have acceptable results based on the Wisconsin Caregiver Background Check, National Criminal Background Check, Minnesota Caregiver Background Check (if applicable), and other states, if applicable
  - Pass a physical exam, have current immunizations, and demonstrate negative status for Tuberculosis (Tb)
  - COVID vaccination---highly recommended
- NOTE:** Northwood Technical College cannot guarantee clinical placement or ability to progress in the program if a student is not able to meet the clinical site requirements including but not limited to; influenza vaccine, covid vaccine, negative tb skin test or QuantiFERON®-TB Gold In-Tube test (QFT-GIT) or T-SPOT®.TB test (T-Spot), up to date acceptable background check, or any other clinical requirements

required by the clinical site. Northwood Technical College cannot guarantee clinical placement if the clinical site must be changed due to students inability to meet the site specific requirements. Many sites require the student information 4-6 weeks prior to the clinical start date.

- Review and sign Health Sciences Confidentiality Statement
- Possess current certification of "BLS Basic Life Support"
- Participate in a mandatory session scheduled prior to the start of classes

### Program Outcomes

After completion of this certificate, employers will expect students to be able to:

- Adhere to infection control and safe practices
- Perform specimen collection
- Process specimens
- Comply with legal regulations
- Model professional behaviors

### Career Outlook

Typical position available upon graduation include:

- Phlebotomist

Upon completion of the certificate, typical settings for employment include:

- Clinical Laboratories
- Emergency Room Services
- Extended Care Facilities
- Insurance Companies
- Nursing Homes
- Outpatient Services

### Related Program

- Medical Assistant

### Required Courses

Number	Course Title	Credits (cr.)
10501101	Medical Terminology or	3
10806177	General Anatomy and Physiology#	4
10160143	Medical Office Procedures and Customer Service	2
10513110	Basic Lab Skills	1
10513111	Phlebotomy*	2
10513112	Phlebotomy Clinical*	2
10801196	Oral/Interpersonal Communication#	3

**TOTAL CREDITS** 13-14

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better

# See pages 38-41 for course descriptions

You must earn a grade point of 2.0 or better in all required courses.

Course repeat policies exist that allow for only a certain number of retakes within this program; please refer to the policies for details.

## Course Descriptions

#### 10501101

##### Medical Terminology - Credits: 3

Focuses on the component parts of medical terms: prefixes, suffixes and word roots. Students practice formation, analysis and reconstruction of terms. Emphasis on spelling, definition and pronunciation. Introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology.

#### 10160143

##### Medical Office Procedures and Customer Service - Credits: 2

This course develops professional skills and attitudes needed in a medical business environment. Skills developed include an ability to communicate effectively with patients and other medical office staff, manage time effectively, schedule patients, greet patients, use the telephone properly, process mail, apply ergonomics and office safety, and use medical computer software efficiently.

#### 10513110

##### Basic Lab Skills - Credits: 1

This course explores health career options and the fundamental principles and procedures performed in the clinical laboratory. You will utilize medical terminology and basic laboratory equipment. You will follow required safety and infection control procedures and perform simple laboratory tests. **PREREQUISITE:** Admission to the Phlebotomy certificate or Medical Laboratory Technician program. The Medical Laboratory Technician program is supported with \$200,000 in WTCS Grant Funds.

#### 10513111

##### Phlebotomy - Credits: 2

This course provides opportunities for learners to perform routine venipuncture, routine capillary puncture and special collection procedures. **PREREQUISITE:** Admission to the Phlebotomy certificate or Medical Laboratory Technician program and **COREQUISITE:** 10513110 Basic Lab Skills. The Medical Laboratory Technician program is supported with \$200,000 in WTCS Grant Funds.

#### 10513112

##### Phlebotomy Clinical - Credits: 2

Provides students with experiences at a hospital or clinic in order to complete phlebotomy activities. Students complete venipunctures, perform administration of glucose testing, collect specimens, perform bleeding times, observe or perform arterial blood gas collections and adhere to safety regulations as established by the clinical site. **PREREQUISITES:** Admission to Phlebotomy certificate and **COREQUISITES:** 10513110 Basic Lab Skills, 10513111 Phlebotomy, 10501101 Medical Terminology or 10806177 General Anatomy and Physiology, 10160143 Medical Office Procedures and Customer Service, 10801196 Oral/Interpersonal Communication and criminal background check.