



Lake Technical College

**Program Requirements and Expectations
And Master Plan of Instruction**

Phlebotomy

***James Phillips, Instructor
Elise Veremakis, Interim Healthcare
Programs Coordinator***

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The mission of Lake Technical College is to be an integral component of the economic growth and development in our communities by offering a variety of high quality career-education and training opportunities.

Lake Technical College does not discriminate on the basis of race, religion, color, national origin, gender, genetic information, age, pregnancy, disability, or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

LAKE TECHNICAL COLLEGE

Program Requirements and Expectations

ADMISSION REQUIREMENTS

Applicants must be at least 16 years of age and should be academically, physically, and emotionally capable of meeting the demands of the chosen program. Applicants make initial application through the Admissions Office. A minimum skills evaluation is part of the admission process.

The Career and Technical Education programs have the following minimum admissions requirements:

1. Complete an LTC online application.
2. Take the basic skills examination, if required.
3. Meet with a career advisor.
4. Fulfill additional entry requirements as needed for individual programs.

A high school diploma or GED is not required to enroll in most programs. However, it is **recommended that all students complete either a high school diploma or a GED prior to program completion.**

TESTING REQUIREMENTS

All applicants for Career and Technical Education (CTE) programs 450 hours or more, with the exception of Florida Law Enforcement Academy and Paramedic applicants, take a state mandated basic skills evaluation prior to enrollment. Basic skills evaluation scores must be valid at the time of enrollment. Testers must be 16 years of age or older.

If a student has met or exceeded standard scores on one area of one test, they may use another test to meet the additional skill area requirements. It is acceptable to combine test scores from more than one test. (Rule 6A-10.315, F.A.C.)

Assessment instruments meeting this requirement include:

Per 2020, FS [1008.30](#) – Common placement testing for public postsecondary education and [Rule 6a-10.040](#) (eff. 2/16/21)

No expiration date:

- Tests of Adult Basic Education (TABE), Forms 11 and 12, 2017;
- Comprehensive Adult Student Assessment System (CASAS), GOALS 900 Series, 2019;
- 2014 GED® Tests: Reasoning through Language Arts and Mathematical Reasoning where a minimum score as required in [Rule 6A-6.0201, F.A.C.](#) (eff. 3/23/16), has been attained on each test.

Good for 2 years from the date of testing:

- A common placement test where a minimum score has been achieved pursuant to [Rule 6A-10.0315, F.A.C.](#) (eff. 9/24/19);
- PERT, SAT, The College Board, ACT, Next Generation, ACCPLACER, The College Board

Per 2020, FS [1004.91](#), FS [1008.30](#), and the [2021 CTE Basic Skills Assessment Technical Assistance Paper](#) – Requirements for career education program basic skills – Programs 450 hours or more

- An adult student with a disability may be exempted. (per [Rule 6a-10.040](#) (eff. 2/16/21), FS [1004.02\(6\)](#) (eff. 2020) – must follow LTC policy and process);
- A student who possesses a college degree at the associate in applied science level or higher;
- Any student who entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma. (*Graduated 2007+*)
- A student who is serving as an active duty member of any branch of the United States Armed Services;
- A student who passes a state or national industry certification or licensure examination that is identified in State Board of Education rules and aligned to the career education program in which the student is enrolled;
- An adult student who is enrolled in an apprenticeship program that is registered with the Department of Education in accordance with chapter 446;

- A student who demonstrates readiness for public postsecondary education pursuant to s. [1008.30](#) (see *testing chart below*) and applicable rules adopted by the State Board of Education. If a student has met or exceeded standard scores in one area of one test, another test may be used to meet the additional skill area requirements. It is acceptable to combine test scores from more than one test;
- A student who was previously tested and referred to developmental education at a Florida College System (FCS) institution college may be reported as meeting basic skills requirements once they successfully complete the required developmental education and will not need to be retested.
- Students enrolled in school district or FCS institution law enforcement training academies are not subject to basic skills exit requirements in s. 1004.91 F.S. or Rule 6A-10.040 F.A.C. The Florida Department of Law Enforcement (FDLE) has designated the Florida Basic Abilities Test (FBAT) for use with these students; please refer to [s. 943.17\(6\), F.S.](#) for more information.

Applicants transferring appropriately leveled TABE, CASAS GOALS, GED® test sections, or other common placement tests must do so by having an official score report sent directly to the Admissions Office prior to enrollment in the program. Scores brought by hand will be accepted only if the document provided by the outside testing center is in a sealed envelope.

Remediation of Basic Skills

Students who do not meet the basic skills exit scores set by the Florida Department of Education for their program are strongly encouraged to begin attending remediation classes prior to or at the time of enrollment in a Career and Technical Education program and make acceptable progress as determined by the ASB faculty member. Lake Technical College follows vendor guidelines for all retesting. Students with an approved early testing waiver may be permitted to test early. It is highly recommended students meet state mandated basic skills requirements by the time they have completed 50% of their program. Students who do not meet state mandated basic skills exit scores may not receive a certificate of completion as per Florida Department of Education rules.

Some basic skills test scores are good for two years and must be valid at the time of enrollment. Basic skills test scores that expire during continuous enrollment remain valid until the end of such enrollment. Under continuous enrollment, students must be enrolled at least 50% of each semester. Continuous enrollment applies to attendance in a single program.

DISABILITY ACCOMMODATIONS

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's IEP or 504 plan or postsecondary student's accommodations plan to meet individual needs to ensure equal access. Postsecondary students with disabilities must self-identify, present documentation, request accommodations if needed, and develop a plan with their postsecondary provider.

Students desiring accommodations or updates to their accommodations are encouraged to self-identify before or as soon as possible to the special populations staff and provide documentation that clearly shows evidence of a disability and applicable accommodations. The special populations staff will schedule a meeting with the student and faculty to discuss the documented disability and applicable accommodations.

Accommodations received in postsecondary education may differ from those received in secondary education and are reasonable as they relate to the industry or field. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments, assessments, time demands, schedules, learning environment, assistive technology and special communication systems. Note: attendance does not qualify as an accommodation. Documentation of the accommodation requested and provided is maintained in a confidential file.

Students in need of academic accommodations for a disability may consult with the special populations staff to arrange appropriate accommodations. Students are required to give reasonable notice (typically 5 working days) prior to requesting an accommodation.

TUITION

Tuition is charged to adult students at a rate established by the State legislature. Current fee information is available in the Admissions Office. Tuition is waived for eligible high school, career dual enrolled students. Tuition is due prior to the first day of each payment period based on the Lake Technical College payment calendar. Failure to pay fees at the time class begins may result in not being able to attend class and/or clinical.

INSURANCE

Personal injury/school accident insurance is required for all Career and Technical Education students. This insurance is provided through Lake Technical College at the rate of \$1.50 a month. The accident insurance fee will be charged to students per payment period.

Health programs with clinical experiences require liability insurance in conjunction with requirements by the healthcare facilities. The liability insurance fee is charged to students at the time of enrollment.

ATTENDANCE POLICY

Guidelines for All Students

In an effort to develop professional skills, regular attendance is required of all students. Students are expected to be in their class promptly in the morning, after break, and after lunch. If it is necessary to be absent due to illness or emergencies, all students are to notify the faculty member as soon as possible prior to the start of class, as is expected in the workplace. Some programs have more rigid requirements for attendance. LTC recognizes that students may face extenuating circumstances that could negatively impact their attendance. In such cases, LTC employs a Student Retention Specialist who works with students and faculty to track attendance, to collaborate in developing strategies to improve attendance, and to develop a plan.

CDE students are responsible for maintaining attendance in good standing at LTC. Should a student need to miss class due to mandatory high school activities or tests, the student should give notice to their instructor and meet with the Student Retention Specialist to document the absence. Approved absences may be set to not count against the student's overall attendance average.

Enrollment Period – period of time a student begins his/her education and training in a CTE program (i.e., August 15th, January 3rd) through the date of withdrawal or completion.

Payment Period – a set block of time in which a student pays for program hours (i.e., 300 hours, 450 hours)

Students who are approved to make up missed time must complete the required hours through attendance during designated times outside the regular program schedule. Failure to complete scheduled make-up time may result in withdrawal from the program and/or loss of financial aid. Make-up hours may not exceed 5% of the scheduled hours in the payment period. There is a \$25.00 make-up time fee per payment period.

Regularly scheduled class hours will be reported for attendance. Practice exercises completed at home will not count toward hours in a program. Students will be enrolled in additional hours if needed. Current tuition and fees will apply.

Excessive absences - A student who is absent for six (6) consecutive class sessions will be withdrawn from his/her program. A student must petition and be approved in order to return. Students exhibiting a pattern of consecutive absences of less than six days will be subject to dismissal as determined by a School Intervention Team. A School Intervention Team will review all petitions for re-enrollment. No additional fees will be charged if the student returns during that current payment period, provided fees have not been refunded; however, time missed may be added at the end of the program and will incur additional fees.

The excessive absences policy also applies to the adult education student. If the student requests to be re-enrolled during the same enrollment period, he or she will be assessed a \$10.00 re-enrollment fee. This may be waived depending upon mitigating circumstances.

Students with excessive absences will face the possibility of the loss of financial aid, lower professional skills grades and the ability to continue in the program.

**Note: licensure program attendance policies may be more rigid due to licensure requirements and supersede this policy.*

Leaving Campus During School Hours

For safety reasons, students will notify their faculty when leaving campus early. Students may leave campus for lunch provided this is done within the allotted time.

CHECK IN/OUT FACTS AND RULES

1. Students are required to check in and check out using a designated school computer.
2. Students are to check out/-in when going to lunch or leaving campus, but not for scheduled breaks or restroom breaks. However, students who leave for extended periods of time without permission will be checked out by their instructor.
3. Checking in early does not add time to hours present.
4. Checking out after the scheduled time of class does not add time to hours present.
5. Students must check out/in for their lunch breaks. Taking less than a 30-minute lunch break does not add time to student hours present. Lunch break starts at the time a student logs out for lunch. Students are expected to return and log back in within 30 minutes of the logout time. Students will be marked absent for each minute past the 30 minutes allowed.
6. If a student accidentally checks out, he/she should check back in immediately. If done within a minute, there is no reduction in student hours present.
7. It is NOT acceptable to check in or out for other students. Check in/out student IDs are to be kept confidential as stated in the Acceptable Use Policies. Violation will result in dismissal from the program.
8. A student must notify his/her instructor if it is suspected that someone is tampering with another student's check in/out ID.
9. Instructors are permitted to perform attendance overrides to correct attendance errors; however, these corrections must be made within two weeks of the original attendance date. Any changes needed beyond this two-week window must be submitted to the appropriate administrator for review and approval. Each instructor is allowed to complete **one** attendance override per student per academic year in cases of student oversight (e.g., forgetting to log out at the end of the day). Any additional overrides for the same student must be approved by an administrator.
10. There is NO limit to the number of instructor overrides if NOT due to the student's negligence. Instructors must record a reason for the override.
11. If a student's check in/out ID does not work, he/she should see the instructor.

PLAN OF INSTRUCTIONAL PRACTICES

Teaching Methods

Lecture, demonstration, discussion, group interaction, verbal and written quizzes, skill practice, individualized instruction, computerized tutorials, interactive learning, web-based learning, textbooks, workbooks, projects, journals, reports, simulations, hands-on computer experience, collaborative learning, video-taped instructions, guest speakers, field trips, customer service projects, program job shadowing, cooperative on-the-job training, interactive learning, and web-based learning are among the teaching methods utilized.

Among the provisions made to allow for individual differences are pre-testing to determine entry level, workbooks and study guides for progress at individual rate, progress grading, individualized instruction, individual project assignments, and referral for basic skills remediation.

Online Access

Technology is an integral part of our daily lives. From smart phones to electronic tablets, these devices are becoming items that many cannot function without. In addition, the Internet is changing the way education is delivered. Lake Technical College strives to ensure that our students are able to compete in this technology driven world. With this in mind, it is recommended that students have an online presence and access to the internet.

It is also important that students have an email address that they check for on a regular basis. A lot of information may come to you through your email, so it is important that you check it regularly. If you do not have an email address, there are numerous services that provide FREE email addresses. Please make sure your faculty have a current, working email address for you. See your faculty for more information.

Social Media

The advent of social media has created a world-wide communication medium for people of all ages. While extremely popular, these websites have also created their own set of "not-so-popular" problems such as cyber-stalking, identity theft, cyber-bullying, cyber-cheating (posting of exam, or other course material), and a host of other nebulous challenges that users may face. Another reality associated with social media is its far-reaching consequences for those who share posts that may be seen by others as inappropriate.

Potential employers, current employers, civic, or educational organizations you may be associated with, and many others are looking at social media sites for information that may tell them things about an individual. Students should also be

cautioned on how private their social media content really is – despite the settings on an account. All social media sites are potentially vulnerable. A simple search of how to view pages that are set as “private” for a popular social media website yielded numerous responses for ways to view the content. Everything from blogs to online videos offer to explain how to accomplish this task.

Students in all programs need to be cognizant of the fact that most professions rely on great moral character. It is recommended that when using social media, assume that all posts will be seen/read by everyone with access to the internet.

Evaluation

Class performance, quizzes, tests, attendance, portfolio assessments, completion of project assignments, decision-making, professional skills, achievement of entry-level competencies, and other methods are used for evaluation. See “Grading Procedures”.

Work Based Activities

Work-based learning activities play an integral part of the curriculum of LTC’s career-technical training programs. These activities are planned with two objectives in mind. First, the activity provides students with the opportunity to develop and apply a “real world” experience using the knowledge and skills attained in the program. Second, the activity provides the faculty with objective input from potential employers or customers of program graduates. Each work-based activity has a written instructional plan outlining objectives, experiences, competencies and evaluation required during the activity.

Work-based activities are program specific and may include:

- Unpaid in-school shop/lab activities to provide customer service opportunities under the direct supervision of the program faculty.
- Unpaid job shadowing experiences that may include in-school or off-campus employer-based experiences under the supervision of a qualified employer representative who is working closely with the program faculty.
- Paid or unpaid cooperative training experiences conducted at the employer’s work location under the supervision of a qualified employer representative and under the direction of the program faculty.

Cooperative Education

Cooperative training is available for students and coordinated by the faculty. Cooperative training is for students who have shown competence in program training that indicates readiness for placement in an on-the-job program. High school students participating in the cooperative job placement program must be in at least grade 12. Students must be enrolled in their last course of their program in order to participate in Co-op. In addition, basic skills exit levels must be met and the student can have no outstanding debt with the school. Students must be approved for Co-op prior to beginning, including clearance through financial aid.

Students may be returned to the program for additional training if they do not function satisfactorily on the job or when the cooperative agreement is terminated at the request of the student, parent, employer, or program faculty. Veterans will be accepted into the program in accordance with the Department of Veterans Affairs approved program.

Additional information regarding co-op opportunities may be obtained from the program faculty.

Job Shadowing

Job shadowing experiences, or volunteer experiences, are available to students as part of their program training. These experiences are designed to give the student actual hands-on experience doing a variety of related tasks. Length and type of experiences will vary. The program faculty determines appropriateness of the experience. Additional information regarding job-shadowing experiences may be obtained from the program faculty.

Career Dual Enrollment Students

All students enrolled in Lake Technical College are expected to function as adults. High school students will be held to the same behavioral and performance standards as adult students.

GRADING PROCEDURE

The grading scale for LTC is as follows:

90 – 100	A (4 quality points)
80 – 89	B (3 quality points)
70 – 79	C (2 quality points)
60 – 69	D (1 quality point)
< 59	F (0 quality points)
I	Incomplete
NG	Not Graded

Note: passing thresholds may vary by program based on industry standards. Separate program requirements are listed in the Master Plan of Instruction.

Lake Technical College is a postsecondary institution designed to provide trained individuals to industry. The grading scale for this program reflects industry standards. The approved postsecondary program grading requirements must be met if the student is to receive a certificate. In determining grades, most programs evaluate students equally in the areas of skills (33.34%), knowledge (33.33%), and professional skills (33.33%). This structure should be included in the Master Plan of Instruction. A few programs do not use this structure due to State licensure, board and/or curricular requirements.

Program Progress

Students are expected to complete the program of training within the hours allotted by the State of Florida for completion. The student's rate of progress will be closely monitored by the faculty and the Student Retention Specialist to ensure program completion in a timely manner. Most tests, projects, and similar assignments must be completed in class under the direction of the instructor.

Requirements for a Certificate

All competencies specified in the State of Florida Curriculum Framework for the program must be successfully completed with at least a passing grade in the areas of skills, knowledge, and professional skills. Students must also meet minimum basic skills requirements prior to graduation.

Professional Skills

Effective professional skills are the cornerstone to successful employment. Students are expected to demonstrate productive professional skills during all phases of enrollment. Faculty will work with students who need assistance in this area to improve the overall possibility for successful employment.

Attendance: Attends class for all scheduled hours assigned, arrives/leaves on time, contribute to class discussion and is actively involved in all activities.

Character: Displays academic integrity (inclusive of not committing plagiarism), trustworthiness, dependability, reliability, self-discipline, and self-responsibility.

Teamwork: Respects the rights of others; is a team worker; is cooperative; ensures confidentiality in all classroom, clinical and other matters; demonstrates professional behavior in interactions with peers, preceptors, and faculty.

Appearance: Displays appropriate dress, grooming, hygiene, and wears full regulation uniform of the day.

Attitude: Displays a willingness to cooperate and accept constructive criticism; sets realistic expectations; approaches assignments with interest and initiative.

Productivity: Follows safety practices; conserves materials and supplies; maintains equipment; stays on task and utilizes time constructively; demonstrates proactive learning through involvement in activities and contributions to class discussions.

Organization: Manifests skill in prioritizing and management of time and stress; demonstrates flexibility in handling change; completes assignments on time; uses work time appropriately.

Communication: Contacts faculty to report concerns; notifies faculty of tardy/absence one hour before start of class; seeks clarification and understanding through appropriate, pertinent questions.

Leadership: Displays leadership skills; appropriately handles conflict and concerns; demonstrates problem-solving capability; maintains appropriate relationships with supervisors/faculty and peers; follows the chain of command.

Respect: Deals appropriately with cultural/racial diversity; does not engage in harassment of any kind to include but not limited to verbal, nonverbal, and written; addresses faculty and peers in appropriate tone and with appropriate language to include but not limited to electronic (email, text, etc.) communications.

STUDENT DRESS CODE

Students who attend Lake Tech shall dress in a manner appropriate for the job in which they are receiving training, including any special protective gear and professional uniforms. All clothing, makeup, and jewelry must be clean, neat, modest, in good repair, appropriately sized, and be neither distracting nor offensive. Students are expected to display their valid student ID, or have on their person when unable to display due to safety in the program, at all times. Shorts are not permitted in CTE program areas.

The Executive Director or designee has the final authority for determining whether or not a student's apparel conforms to the dress code. If it is determined that it does not, students will be required to change into clothing which will conform to this code or leave campus. Students may return to campus when they have changed into appropriate clothing.

Students will wear the designated program uniform each day to class and while on a Job Shadow experience, Co-op or clinical assignment. Shirts may be worn with pants or skirts. Shorts are not permitted. On designated days, some programs will require students to dress in business attire suitable for a job interview. This is defined to be clothing that would be acceptable for most job candidates to wear to a standard job interview.

NOTE - Remember that you are preparing for employment in a position in which public relations may be a factor in your success. Individual desires cannot always take precedence.

GENERAL SCHOOL INFORMATION

Campus Safety

Lake Technical College makes every effort to provide a safe environment for all students, visitors, faculty and staff. Basic safety standards, which will include fire drills, weather drills, equipment usage, and traffic regulations, will be covered in the program orientation. These basic safety standards will be reinforced throughout the program enrollment. See the current school catalog for additional campus safety information.

Follow Up

Lake Technical College is proud of its graduates and celebrates the next step graduates take whether it is employment, military or further education. Prior to completing, students may visit the Career Success Center for assistance with employability skills such as resume writing. In addition, faculty may provide students with employment leads. However, it is up to the individual student to actively pursue employment opportunities. We like to hear how our graduates are doing and want to celebrate your successes so be sure to communicate with your faculty any employment, military, or further education you enter. Students are required to participate in an Exit Interview prior to their last day in their program.

Food and Drink

To protect equipment and furnishings in the classroom and laboratory areas, only water, in closed, covered containers, is permitted. No other food or drinks are allowed, unless specific permission is granted by the faculty. However, under no circumstance may food or drinks be in the computer lab areas.

Lunch

Food services are provided on the main campus in the Lake Tech Café and are available during breaks and lunch. Adult students may leave the LTC campus during the scheduled 30-minute lunch break as long as they return to the program on time.

Parking Regulations

Students may park only in the south parking lot in spaces not designated as staff or customer service parking. For safety, loitering in or around vehicles once the vehicle is parked is not allowed, and a 5 mph speed limit is enforced. In consideration of the neighbors and classes in session, loud music in vehicles on campus is prohibited.

Smoking

Lake Tech is a tobacco free institution. The use of tobacco products of any kind, including e-cigarettes, is not permitted at any Lake Tech location. This includes the parking lots.

FINANCIAL AID

Policies and guidelines for the administration of all financial aid are established according to federal and state law. Applicants complete an information form, Free Application for Federal Student Aid, and furnish documentation needed to verify eligibility. More information on the application process may be obtained in the Financial Aid Office.

The Financial Aid Office will assist students, where possible, with access to financial support offered by federal agencies (U.S. Department of Education – Pell Grants, Department of Veterans' Affairs), other state and local agencies and local organizations (scholarships).

TEXTBOOKS

For the most recent book list for any program visit Lake Technical College's bookstore located in the Business Office.

LAKE TECHNICAL COLLEGE

Phlebotomy

INTRODUCTION

Welcome to Lake Technical College Health Science Education Department and the Phlebotomy program. Your future holds a rewarding and challenging health career!

The Master Plan of Instruction has been prepared to help you in orientation to the school and becoming familiar with the requirements of the 165-hour Phlebotomy program. We will do everything in our power to make this educational experience both pleasant and profitable. We believe that faculty and students have reciprocal rights and duties in the educational process. We will strive to instruct, motivate, demonstrate, guide, and encourage the student, and facilitate learning; and we believe the student must desire and seek knowledge, display professional behavior, and demonstrate initiative by participating in his/her own learning and demonstrate understanding by giving a high quality of client care.

HEALTH SCIENCE EDUCATION MISSION

The mission of the Health Science Education Department at Lake Technical College is to prepare students to meet the health care needs of a growing and diverse population, while serving as productive members of our local, state, national, and international communities.

PHLEBOTOMY PHILOSOPHY STATEMENT

We believe the phlebotomist holds a responsible position in the health industry. In order to become competent in this role, instruction must contain theory, lab, and clinical experiences.

We believe the curriculum must have a unified and organized pattern. The educational experiences should be meaningful and build from simple to complex and should provide opportunities to apply new learning directly to real life situations.

We believe that continuous evaluation of a student's progress is necessary in measuring the effectiveness of instruction and in achieving the stated objectives of the program.

We believe that individuals who meet the legal requirements of the state and who show an interest and aptitude for phlebotomy, together with potential for career success and satisfaction, should be accepted into this program.

We believe that phlebotomy education is an ongoing process that must continue after completion of the program to keep the practitioner accountable for, and alert to, current trends and practices and to develop leadership potential to enable the practitioner to become an active and guiding force within the field.

ESSENTIAL TASKS

Health-related occupations are demanding, both physically and emotionally. Before entering a program in the health field, it is important to review the following tasks which have been established. Their performance is essential for success in the program.

Program Requirements:

- Must meet definition of "Good Moral Character".
- Hair must be a natural hair color only.
- Visible tattoos must not be offensive and may require covering (such as black forearm sleeves) based on the specific clinical facility's guidelines.
- Artificial nails (including gel finishes, silk tips, and shellac) are strictly prohibited.
- Jewelry is generally limited to a watch and wedding rings. Most allow one small nasal stud (max 1.5mm), but no other visible body or tongue piercings are permitted.

Top Physical Requirements:

- Stand, walk (up to 5 miles/day), bend, crouch, and kneel frequently
- Lift, move, or assist patients between 25-100 pounds.
- Identify suitable veins and carry out accurate venipuncture procedures.
- Perform repetitive hand and arm motions.
- Operate clinical devices safely.

- Handle needles, tubes, and collection devices with dexterity.
- Reach, bend, and position patients safely.
- Work in clinical environments with exposure to fluids and chemicals.
- Maintain balance during procedures.
- Maintain the ability to see and feel details accurately.

Top Mental/Cognitive & Emotional/Professional Requirements:

- Ability to communicate in verbal, written, and electronic form.
- Follow multi-step collection procedures accurately.
- Apply critical thinking in difficult blood draws.
- Ability to retain, recall, and follow all industry and program safety protocols.
- Adapt to patient needs and conditions.
- Breaks are limited to scheduled times, and personal phone use is restricted except during designated break periods or when required for training purposes.
- Work independently and accept accountability.
- Maintain composure under stressful or emergency conditions, with the ability to handle anger, fear, hostility, confrontation, altercations, etc.
- Ability to manage tasks and complete assigned activities within expected time constraints.
- Read and interpret medical records.
- Ability to retain hygiene, and medical protocols.
- Ability to manage tasks and complete assigned activities within expected time constraints.
- Demonstrate patience, empathy, and professionalism.
- Maintain continuous engagement in assigned training activities for up to 8 hours per day in an industrial learning environment.
- Exhibit pride in patient care and sample integrity.
- Collaborate effectively with healthcare teams.

NOTE: The safety and well-being of our students is a primary concern. Students are responsible for self-reporting any medical conditions, illnesses, or injuries which may affect performance of the required essential tasks to the program faculty in a timely manner. The reporting of these conditions is for your safety as well as the safety of those we care for and interact with. A determination can then be made regarding the possible need for medical clearance from a physician, to determine if the student's level of participation in the program requires modification.

In the event that a student is deemed to have a medical condition, illness, or injury which may prevent, or hinder the student from performing the required essential tasks, medical evaluation and clearance from a licensed physician, a nurse practitioner, or a physician's assistant will be required to continue. See faculty or Healthcare Programs Coordinator for documentation requirements.

MORAL CHARACTER

Healthcare providers meet the standards of moral character. A history of the following offenses will disqualify a person from employment as a phlebotomist.

- Manslaughter
- Kidnapping
- Obscene literature
- Sexual battery
- Lewd and lascivious behavior
- Child abuse/aggravated child abuse
- Abuse/neglect of disabled adult or elderly
- False Imprisonment
- Negligent treatment of children
- Fraudulent sale of controlled substance
- Prohibited acts of a person in familiar or custodial authority on a child
- Incest
- Arson
- Prostitution
- Assault to a minor
- Vehicular homicide
- Lewd and indecent exposure
- Aggravated Assault
- Exploitation of disabled adult or elderly
- Sexual performance by a child
- Killing of unborn child by injury to mother
- Theft, robbery and related crimes if the offense is a felony
- Relating to drug abuse prevention and control, if offense was a felony or if another person involved was a minor

CLASS SCHEDULE

The Phlebotomy program is 165 hours that includes two courses; Basic Healthcare Worker and Phlebotomy. Students should dedicate at least 12 hours minimum to the class each week. The program is offered in both traditional and hybrid methods. A detailed class schedule is provided by your instructor.

PERFORMANCE STANDARDS

Phlebotomy involves the provision of direct care of individuals and is characterized by the application of verified knowledge in the skillful performance of Phlebotomy functions. Phlebotomy is a practiced discipline with cognitive, sensory, affective, and psychomotor performance requirements. Based on these requirements, a list of Core Performance Standards has been developed.

Critical Thinking:	Critical thinking ability sufficient for clinical judgment
Interpersonal:	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds
Communication:	Communication abilities sufficient for interaction with others in verbal and written form
Mobility:	Physical abilities sufficient to move from room to room, maneuver in small spaces
Motor Skills:	Gross and fine motor abilities sufficient to provide safe and effective care
Hearing:	Auditory ability sufficient to monitor and assess health needs
Visual:	Visual ability sufficient for observation and assessment necessary in care
Tactile:	Tactile ability sufficient for physical assessment

Students unable to demonstrate the Core Performance Standards must notify the Healthcare Programs Coordinator by the end of the first-class day to inquire about the provision of reasonable accommodations.

PROGRAM SPECIFIC ATTENDANCE INFORMATION

Notification of Absences

Attendance is very important in the Phlebotomy program. A student who finds it necessary to be absent due to illness or emergency situations **MUST** notify the faculty prior to or within one (1) hour of the start of the Face-to-Face day or Virtual Session. **When a student finds it necessary to leave early, they must notify the instructor as well.**

Failure of notification will result in:

1. a verbal reprimand at the first no-call, no-show.
2. a written reprimand for the second no-call, no-show.
3. a Pre-SIT (School Intervention Team) meeting for the third no-call, no-show with the instructor and Healthcare Programs Coordinator.

Your mandatory class participation is as follows:

- You will be provided an outline of due dates for assignments that you must complete to remain active and in good standing for attendance. You will have 1 week (Monday-Sunday) to complete the work within that time frame each week.
- Your instructor will hold virtual sessions that you must attend, or you will be marked absent.
- Attendance is determined by the completion of independent activities, participating in virtual sessions, and attending on-campus labs. Students will be withdrawn after (6) consecutive absences.

Tardiness/Late

As in the workplace, students are expected to be in their class promptly during all scheduled class sessions. Students are expected to notify the instructor before the start of class of any anticipated tardies.

PROGRAM SPECIFIC GRADING PROCEDURES

Each course within the Phlebotomy Program includes assignments, due dates, and competencies that need to be achieved. It is important that the student understands that submitting completed assignments and participating in classroom discussions/activities will be an expectation of each course.

The grading policy for the Lake Technical College Phlebotomy Program is as follows:

- 90 – 100 = A
- 80 – 89 = B
- 70 – 79 = C
- 60 – 69 = D
- <59 = F

Program grades are based on three criteria: Knowledge (33.33%), Skills (33.34%), and Professional Skills (Work Habits) (33.33%). Each area counts as one-third of the final grade for the grading period. **For a student to continue in the program, the student must successfully complete each area, independent of each other, with a 80% at each course ending. If a student does not meet the 80% minimum in any category, the final course grade recorded in the Student Information System will reflect the category in which the student was not successful.**

Remediation and Retesting (Pathways to Success)

- A score of 80% or higher, the student is not allowed to retest to earn a better score.
- If a student scores 79% or lower, the student is highly encouraged to immediately confer with the Student Success Counselor to analyze the test materials, study tools available, and the student's study situation.
- A score of 74%-79% the student will have the understanding this is a below criteria grade, and the student may request remediation with instructor.
- Score of 72% or lower requires mandatory instructor meeting to discuss deficits, mandatory retake of exam after scheduled meeting with student success counselor.
- A maximum of 2 remediation tests is allowed for each course.
- Final exams are not allowed to be repeated.

Remediation and retesting must be completed within approximately one week of the exam. Students may not retake after the next exam in the course has been given. The instructor could review reason for not completing exam within expected time frame with healthcare programs coordinator for any re-evaluation of retesting.

Missed Tests:

- If a test is not taken on the same day as the scheduled test, 10 points are deducted. Based on documentation of extenuating circumstances, after review, the coordinator may waive this penalty.
- Missed tests must be taken within 5 scheduled school days. Failure to show to take the missed test will result in a zero grade. Any exceptions must be approved by the Healthcare Programs Coordinator.
- Missed tests are not generally scheduled during class time. It may require time from the student, outside scheduled class time on a Friday on site in the computer lab.

KNOWLEDGE (33.33% of the grade)

The Knowledge grade is composed of quizzes, written exams, and assignments. An average grade of 80% or higher is required for successful completion of each course. Failure of either Healthcare Core or Phlebotomy course will result in withdrawal from the program. A minimum overall KNOWLEDGE average of 80% per unit is required to successfully complete the Phlebotomy program.

PROFESSIONALSKILLS (Work Habits) (33.33% of the grade)

The Professional Skills grade is based on the attributes listed below. The professional skills grade is based on established criteria and reviewed with each student at the end of each grading period. A minimum PROFESSIONAL SKILLS grade of 80% per grading course is required to successfully complete the Phlebotomy program.

SKILLS (33.34% of the grade)

The Skills grade results from performance in the clinical. Clinical skills must be demonstrated and passed during the grading period in which the skill was introduced. A minimum SKILLS grade of 80% per grading course is required to successfully complete the Phlebotomy program.

Program Progress

Students are required to complete the program of training within the hours allotted by the State of Florida for completion. Progress must be at a rate that will allow for completion with the number of hours stated in the Curriculum Framework which may be found on the Florida Department of Education website.

If a student does not show satisfactory academic progress, the student will be referred to the Student Success Counselor, and if necessary, to the Healthcare Programs Coordinator for further intervention and assistance.

REASONS FOR WITHDRAWAL

The school reserves the right to withdraw a student from the Phlebotomy programs for any of the following reasons:

1. Unsatisfactory performance
2. Disruptive conduct and/or aggressive behavior
3. Academic misconduct (cheating)
4. Unethical conduct (i.e., drug or alcohol abuse, breach of confidentiality)
5. Endangering a patient or jeopardizing their safety
6. Excessive absences
7. Failure to comply with requirements as stated in the Master Plan of Instruction

The final decision for dismissal will be made by the school administration in consultation with the Phlebotomy faculty and the Healthcare Programs Coordinator. Students may appeal a dismissal by following the school's appeals and/or grievance policy.

PROGRAM SPECIFIC STUDENT DRESS CODE

Dress Guidelines

Appropriate dress for the program shall consist of what is generally acceptable in dress in health care facilities in the Lake County area. This is evaluated annually by healthcare industry leaders at the HSE advisory council. The uniform is to be worn with pride and dignity, and good grooming must be carefully observed. Appropriate dress will constitute a portion of each student's professional skills grade. The Program Coordinator will make a final decision regarding any appearance-related concerns. Specifically, this means all students will wear the following:

1. **Scrubs** – Clean approved scrub top in the designated program color (with LTC logo) and approved scrub black pants. Uniform should not be worn for any activities that are not directly associated with the program. All uniforms must be free from wrinkles. Uniform pants must be above the level of the floor and no longer than the heel of the shoe. Undergarments should be a neutral color so as not to be seen through clothing.
2. **Shoes** – all black including soles and logo, (no cloth/canvas), closed heel/toe and hard-soles in oxford or athletic style for classroom and clinical. Solid black socks must be worn, covering ankles when wearing jogger pant styled pants. Shoelaces, if applicable, must be clean and black. High heels, clogs, crocs, platforms, cowboy boots, or high-top work boots are unacceptable.
3. **Badge** – Lake Technical College Student ID badge must be worn, above the waist, at all times when on campus, and in uniform, including clinical sites.
4. **Jewelry** – In order to reduce the risk of infection, jewelry must be limited to a watch, wedding or engagement rings worn on ring finger, one watch with secondhand capability, a plain wedding band/set. Special rings for right hand on the ring finger will be allowed in the classroom and practicum; however, only one ring per hand (exception: wedding ring and engagement ring may be worn together.) Earrings - 6mm or less, ball type or post style only (no hoops). One nasal piercing (stud only) is permitted but cannot exceed 1.5 mm. No other visible body piercings (including tongue piercings) are permitted. Piercings (other than noted above) must be removed or replaced with a clear or flesh toned small post. Plugs must also be replaced with skin tone spacers. Necklaces are not permitted in the clinical setting unless prior approval is given by the Health Healthcare Programs Coordinator.
5. **Make-up/Eyelashes** – Will be conservatively applied, if worn. Eyelashes are to be natural in color and, as with nails, artificial eyelashes or enhancers are prohibited.
6. **Hair** – Will be (includes classroom, lab and clinical):
 - A natural hair color only.
 - Neatly combed, brushed, or styled.
 - Out of the eyes and restrained with clips or bands that blend with hair color or Black. No large flowers or large bows. All hair adornments must be professional.
 - Hair must be worn above the collar and away from the face at all times when in uniform. The only exception is with special permission from the instructor.
 - No Sculpting of hair.
 - Scrub caps or approved hair wraps that are black may be worn. Headbands and scarves are not allowed. For safety concerns, cultural headdress may not interfere with the placement or removal of PPE equipment.

7. **Facial Hair** – Beards and moustaches must be neatly groomed and not interfere with the placement or removal of PPE equipment.
8. **Fingernails** – No nail polish allowed. Nail polish should be completely removed with no residue visible. Nails should not be longer than the end of fingertips. Artificial nails (to include, but not limited to, gel finish, silk tips, shellac) are not permitted.
9. **Scents** – No offensive odors (i.e., body, breath, shampoo, perfume, etc.) are acceptable. **Please remember that strong perfume, hair spray, coffee, cologne, or cigarette smoke may be offensive to patients and co-workers.** These odors **could trigger an acute respiratory episode in patients with respiratory ailments.**
10. **Body Art** – Visible tattoos, Henna, etc. may not be offensive and may require covering based on facility guidelines. Forearm sleeves in black may be worn by students to cover tattoos, but both arms must be covered if this is the case. The only exception to coverings is the hands since this area is the greatest source for the spread of infection. Anybody art on the hands cannot be offensive in nature. Healthcare Programs Coordinator has final decision as to what is considered offensive.
11. **Equipment** – A watch with the capability of a second hand and a black ink pen.

All aspects of personal hygiene, including the individual, uniform, and undergarments, represent one's professional image. Cleanliness and appropriate use of personal hygiene products are important components of professionalism and are expected of all students.

Any dress code infractions will be reflected in the professional skills grade.

PHLEBOTOMY PROGRAM GENERAL INFORMATION

Program Length and Hours

The Phlebotomy class is a 165-hour program in length.

The Phlebotomy program functions under Lake Technical College. The program is designed to prepare students for employment as Phlebotomists.

Personal Qualities/Health Care

The following qualities are desirable for one studying to become a phlebotomist: good health, good citizenship, a desire to help people and to have new experiences, a willingness to accept responsibility, alertness to the needs of people, the ability to get along with others, adaptability, honesty, dependability, promptness, and kindness.

The student is responsible for his/her health and any health problems. The school reserves the right to require a physician's statement if there is reason to believe that the student's health may be jeopardized in a clinic situation. Any student too ill to perform class requirements will be sent home.

Job Description

The American Academy of Phlebotomy Technicians' description of a phlebotomist: Phlebotomists collect specimens from patients for clinical analysis and diagnosis. They act as ambassadors of clinical laboratories. Consequently, they must have excellent customer service skills as they interact with a diverse patient population. Physicians use the results of blood work to assist them in treating and diagnosing patients up to 70% of the time. Therefore, the phlebotomist must collect quality results to ensure physicians are getting optimal results to aid in the treatment of patients.

The Phlebotomist may find employment in labs, clinics, physicians' offices, and private practice.

PROGRAM POLICIES AND PROCEDURES

1. No cell phones are allowed in the **classroom or lab setting** unless otherwise instructed by the clinical faculty.
2. To protect equipment and furnishings in the classroom and laboratory areas, only drinks, in closed, covered containers, are permitted. No other food or drinks are allowed, unless specific permission is granted by the faculty. However, under no circumstance may food or drinks be in the laboratory or computer testing areas.
3. Gum chewing is not allowed.
4. No student should be lying on laboratory tables without the permission of the faculty.
5. All equipment should be returned to its proper place after use. Any broken equipment must be reported to the faculty.

for repairs.

6. No personal calls may be made or accepted during class time except in emergency situations.
7. Lake Tech is a tobacco free institution. The use of tobacco products of any kind, including e-cigarettes, is not permitted at any Lake Tech location.
8. No student is to be in the lab or classroom without the faculty present.
9. Conflicts – at any time that conflict arises, for any reason, during class time or clinical time the student is to avoid serious confrontation at all costs. Right or wrong, students should avoid being part of a bad scenario that would have an impact on the program. Students should report to the faculty or Healthcare Programs Coordinator immediately and allow one of these individuals to disarm the situation.

Additional Classroom Rules

Students will:

1. Maintain a neat, clean, appropriate appearance.
 - When in uniform, dress according to the dress code.
2. Demonstrate punctuality.
 - Notify a faculty 1 hour prior to expected arrival time regarding tardiness or absences.
 - Seek permission and follow procedure to leave early when necessary.
 - Return from breaks and mealtimes at the specified time.
3. Respect the rights of others.
 - Be attentive and polite.
 - Do not talk to neighbors thus preventing others from learning.
 - Respect the property of others.
 - Be patient and considerate of others.
 - Pay attention.
 - Do not make fun of others when they ask questions.
 - Think before speaking to avoid misunderstanding.
 - Do not talk while others are talking.
 - Bullying is not permitted.
4. Demonstrate good interpersonal relationships with peers and faculty.
 - Exhibit a congenial and cooperative attitude with others.
 - Show respect for faculty and peers.
 - Accept others for themselves.
5. Follow chain of command as demonstrated in industry.
6. Contribute to a learning atmosphere.
 - Wait for recognition before speaking.
 - Do not interrupt class.
 - Assist classmates if able and time is appropriate.
 - Contribute new or pertinent material on topic when appropriate.
7. Make good use of classroom/laboratory time.
 - Do reading or assignments when no lecture or formal class is in progress.
 - Practice procedures and be prepared for requested sign-off on procedures.
 - Practice procedures and be prepared for requested sign-off on procedures.
 - Absolutely no sleeping in class or having the head on the desk in classroom or lab spaces.
8. Take responsibility for your own learning.
 - Come to class prepared by bringing pen, pencil, paper, and books.
 - Be proactive in contacting faculty with concerns about progress and to attain help from faculty when needed.
 - Make up work missed during absence in a timely manner without prompting.
 - Come to class prepared by bringing pen, pencil, paper, and books.
 - Complete reading assignments and participate in class discussions.
 - Be responsible for all assigned books and equipment.
9. Attempt to do the best possible.
 - Try to achieve full potential.
 - Make an effort to answer questions when called upon. The faculty will recognize students before answering a question.

- Use time wisely.
- Make an appointment to see the teacher privately to clarify any unclear material.

10. Respect school and clinical facility/property.

- Always leave the classroom, laboratory and conference areas neater than found.
- Do not eat, drink, or smoke except in designated areas.
- Do not deface the property of others.
- Be proud of your school and remember to be an ambassador to the public.

Professionalism and Confidentiality

Phlebotomists practice under a code of ethics which safeguards the patient's right to privacy by judiciously protecting information of a confidential nature. As part of the assigned clinical experience, students will be privy to information about patients, their families, physicians and employees which is to be held in strictest of confidence and to be discussed ONLY in accordance with professional responsibilities.

Violation of the "confidential communication" will be grounds for probation or recommendation for dismissal in accordance with program policy as recommended by a SIT meeting.

Methods of Address

A student will address each other, faculty, office staff, and clients with respect and consideration. Clients should be addressed in a friendly manner but never in terms of familiarity or endearment.

PROGRAM SPECIFIC CERTIFICATE REQUIREMENTS

To receive a Certificate of Completion for the Phlebotomy program, the student must successfully complete with a minimum of 80% average in each of the areas of theory, skills and professional skills and:

- Demonstrate knowledge related to all Intended Outcomes identified in the Department of Education Curriculum Framework
- Demonstrate proficiency in the laboratory/clinical area
- Attend a minimum of 132.0 hours

The certificate of completion will be presented at the end of the program. Program completers are invited to participate in the school-wide graduation ceremony.

Students who can successfully complete a minimum of thirty (30) venipunctures and ten (10) capillary sticks on live individuals may be eligible to sit for the Certified Phlebotomy Technician Certification exam. For more information on this examination please see the NHA (National Health Career Association) Phlebotomy certification website.

Job Placement

The faculty assists students with job placement. However, no one can be promised the job or hours desired. It is up to the individual student to actively pursue employment opportunities.

Follow Up

Lake Technical College is proud of its graduates and celebrates the next step graduates take whether it is employment, military or further education. Prior to completing, students may visit the Career Success Center for assistance with employability skills such as resume writing. In addition, faculty may provide students with employment leads. However, it is up to the individual student to actively pursue employment opportunities. We like to hear how our graduates are doing and want to celebrate your successes, so be sure to communicate with your faculty about any employment, military, or further education you enter. Students are required to participate in an Exit Interview prior to their last day of their program.

Florida Department of Education
Curriculum Framework

**The standards and benchmarks for this program were updated for the
2026-27 academic year.**

Program Title: Phlebotomy
Program Type: Career Preparatory
Career Cluster: Health Science

Career Certificate Program	
Program Number	H170302
CIP Number	0351100901
Grade Level	30, 31
Program Length	165 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	HOSA
SOC Codes (all applicable)	For program SOC codes, please see the Program and Course Tables section of the CTE Program Resources page linked below.
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	N/A

Purpose

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster.

The purpose of this program is to prepare students for employment as phlebotomists.

The content includes but is not limited to communication, leadership, human relations, and employability skills; performance of safe and efficient work practices in obtaining adequate and correct blood specimens by capillary or venipuncture on adults, children and neonates; maintaining the integrity of the specimen in relation to the test to be performed; preparing blood smears; labeling specimens accurately and completely; collecting timed specimens; promoting the comfort and well-being of the patient while performing blood collecting duties; observing safety policies and procedures; medical terminology; emergency procedures including CPR (Heartsaver); delivering a variety of clinical specimens to the clinical laboratory; sorting and recording specimens received in the laboratory; centrifuging specimens and preparing aliquots of samples according to the designated protocol; distributing samples to appropriate laboratory sections; and preparing collection trays for specimen procurement.

Additional Information relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

Program Structure

This program is a planned sequence of instruction consisting of 2 occupational completion points.

This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3) (b), F.S.

To teach the courses listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the postsecondary program structure:

OCP	Course Number	Course Title	Teacher Certification	Length
A	HSC0003	Basic Healthcare Worker	PHLEB 7G	90 hours
B	MEA0520	Phlebotomist	LAB TECH @7 7G MED ASST 7G LPN 7G PARAMEDIC @7 7G REG NURSE 7 G RESP THER @7 7G PRAC NURSE @7 %7%G (Must be a Registered Nurse)	75 hours

Florida's Career Readiness Skills for CTE Programs

Employability Skills

01.0	Apply academic skills to workplace scenarios.
01.01	Use reading skills.
01.02	Use writing skills.
01.03	Use mathematical strategies and procedures.
01.04	Use scientific principles and procedures.
02.0	Design a solution to an industry problem.
02.01	Use critical thinking.
02.02	Use creativity.
02.03	Make sound decisions.
02.04	Solve problems.
02.05	Reason.
02.06	Plan and organize.
03.0	Manage resources within an industry project
03.01	Manage time.
03.02	Manage money or resources.
03.03	Manage materials.
03.04	Manage personnel.
04.0	Oversee the subcomponents, operations and output of a technical or organizational system.
04.01	Manage systems.
04.02	Monitor systems.
04.03	Improve systems.
05.0	Use information for decision making.
05.01	Locate information.
05.02	Organize information.
05.03	Use information.

05.04	Analyze information.
05.05	Communicate information.
06.0	Apply relevant technology to workplace scenarios to aid productivity.
06.01	Use technology.
07.0	Interpret and express interpersonal communication.
07.01	Communicate verbally.
07.02	Listen actively.
07.03	Comprehend written material.
07.04	Convey information in writing.
07.05	Communicate nonverbally.
07.06	Interpret nonverbal communication.
08.0	Interact with others to accomplish workplace goals.
08.01	Collaborate with others in a team.
08.02	Respond to customer needs.
08.03	Exercise leadership.
08.04	Negotiate to resolve conflict.
08.05	Respect others.
09.0	Manage personal behavior to maximize productivity and professional growth.
09.01	Demonstrate responsibility and self-discipline.
09.02	Adapt and show flexibility.
09.03	Work independently.
09.04	Demonstrate a willingness to learn.
09.05	Demonstrate integrity.
09.06	Demonstrate professionalism.
09.07	Take initiative.
09.08	Display positive attitude.
09.09	Take responsibility for professional growth.
Job Attainment	
10.0	Find, assess and apply to job opportunities.
10.01	Identify online job posts relevant to his or her career aspirations.
10.02	Compare and contrast the job posts' required qualifications, job duties, compensation, benefits and employers.
10.03	Define what information, documentation and writing prompts are required for the positions.
11.0	Communicate personal competence, character and fit for a job opportunity.
11.01	Develop a resume.
11.02	Write a cover letter.
11.03	Curate a professional portfolio that includes work products.
11.04	Prepare for and experience a mock job interview.
12.0	Cultivate and leverage relationships to professionally advance.

12.01	Request a signed reference letter, letter of recommendation and/or an online skill/professionalism endorsement.
12.02	Develop a plan to cultivate a professional digital footprint.
12.03	Develop a networking plan for a specific industry of interest.

Standards

After successfully completing this program, the student will be able to perform the following:

- 01.0 Demonstrate knowledge of the healthcare delivery system and health occupations.
- 02.0 Demonstrate the ability to communicate and use interpersonal skills effectively.
- 03.0 Demonstrate legal and ethical responsibilities.
- 04.0 Demonstrate an understanding of and apply wellness and disease concepts.
- 05.0 Recognize and practice safety and security procedures.
- 06.0 Recognize and respond to emergency situations.
- 07.0 Recognize and practice infection control procedures.
- 08.0 Demonstrate an understanding of information technology applications in healthcare.
- 09.0 Demonstrate employability skills.
- 10.0 Demonstrate knowledge of blood-borne diseases, including HIV/AIDS.
- 11.0 Apply basic math and science skills.
- 12.0 Demonstrate accepted professional, communication, and interpersonal skills as related to phlebotomy.
- 13.0 Discuss phlebotomy in relation to the healthcare setting.
- 14.0 Identify the anatomic structure and function of body systems in relation to services performed by the phlebotomist.
- 15.0 Recognize and identify collection reagents supplies, equipment, and interfering chemical substances.
- 16.0 Demonstrate skills and knowledge necessary to perform phlebotomy.
- 17.0 Practice infection control following standard precautions.
- 18.0 Practice accepted procedures of transporting, accessioning, and processing specimens.
- 19.0 Practice quality assurance and safety.



SUBSTANCE ABUSE STATEMENT

I understand and agree that any student in possession of, using, or under the influence of alcoholic beverages, any illegal substances or drugs, or any prescription drugs that are not prescribed for that individual on the school grounds or at any assigned clinical facility, will be subject to immediate dismissal from the program or any other disciplinary action that is deemed appropriate by administration. I also understand that any student convicted of, pleading no contest, or entering into any form of pre-trial program for the use, possession, manufacture, distribution or being under the influence of any of the above listed items or substances, regardless of where the alleged offense occurs, will be subject to immediate dismissal from the program.

As outlined in the *Policies and Procedures* manual, law enforcement agencies will be notified of any illegal activity.

Print Name: _____

Date: _____

Student Signature: _____

STATEMENT OF RECEIPT AND UNDERSTANDING OF POLICIES

By signing this form, I acknowledge that I have received a copy of the Phlebotomy Master Plan of Instruction for my program.

I have read, asked for clarification if needed, understand, and agree to comply with all policies contained therein inclusive of those concerning **drug testing**, and **dress code**.

I understand that failure to comply with these policies may result in the termination of my program.

Print Name: _____

Date: _____

Student Signature: _____

STUDENT CONFIDENTIALITY STATEMENT

I, _____ (PRINT), understand that as a student of Lake Technical College Health Sciences Program, I will have access to private, confidential information regarding the patients at the clinical sites at which I will be practicing and/ or job shadowing. I also understand that according to the law (HIPPA) this information is to be held in strict confidence and not discussed with anyone who does not have a legal right to know. This includes, but is not limited to, friends or relatives of mine, former employees of the practice and friends or relatives of the patient.

Information pertaining to a patient's health status can only be released upon the written authorization of the patient or patient's legal representative. Failure to comply with is a violation of Federal Law and grounds for immediate dismissal from the program of study.

Student Signature: _____

Date: _____