



Phlebotomy

Student Handbook

Fall 2026

Introduction

The faculty, staff, and administration of the Phlebotomy Certificate Program of Southeastern Community College have developed this student handbook. Its purpose is to serve as a guide for all students enrolled in the Phlebotomy Certificate Program. It supplements the Southeastern Community College Credit Course Catalog and the SCC Student Handbook. Consequently, all policies and regulations from the college handbook and catalog are to be observed in addition to those outlined in the following pages. Each student is responsible for reading and compliance with the information contained in the handbook. We welcome you and want you to know that we are here to assist you in every way possible.

Notice: Change in Catalog/Handbook Statement

The Southeastern Community College Phlebotomy Certificate Program reserves the right to change courses, requirements, and policies that are stated in this catalog and handbook without advance notice. Students will be informed of the change by email, mail, flyers, posts, and/or announcements.

Mission/Vision/Values

Mission

Southeastern Community College provides accessible, quality program and services which promote student success and economic vitality.

Vision

Southeastern Community College, a visionary leader in lifelong learning, embraces diversity, transforms lives, strengthens communities, and inspires individuals to excellence.

Values

Excellence: we are committed to the highest standards in all aspects of teaching, learning, and service.

Integrity: we encourage honesty, respect and personal accountability among and between students, staff, and stakeholders.

Stewardship: we are effective and vigilant stewards of our financial, physical, and human resources.

Continuous Improvement: we promote evidence-based decisions and systems within a culture of empowerment and teamwork.

Southeastern Community College is an Affirmative Action/Equal Opportunity Employer. Southeastern Community College is a publicly supported community college serving Iowa counties of Merger Area XVI. The college makes every effort to ensure the accuracy of the content of this catalog, but reserves the right to make changes at any time without prior notice. This catalog is for informational purposes and does not constitute a contract. Published through the Office of Academic Affairs.

Southeastern Community College is accredited by the Higher Learning Commission. 230 South LaSalle Street, Suite 7500 Chicago, IL 60604-1413 Phone: (800) 621-7440 / (312) 263-0456 Fax: (312) 263-7462 email: info@hlcommission.org <https://www.hlcommission.org/>

Southeastern Community College is accredited by the Iowa Department of Education.

Academic Calendar

Please use the following link for the current academic calendar. Link:

<https://www.scciowa.edu/meet/about/leadership/academic-affairs/calendar.aspx>

Phlebotomy Staff and Faculty

Please feel free to talk with our health program faculty concerning any problems or concerns that arise during the college year. The faculty is here to do everything we can to assist you in becoming an efficient, effective, and competent professional.

Meranda Anderson, BSN, RN, CCMA (NHA), Medical Assistant Program Director

Email: manderson@scciowa.edu

Phone: 319-208-5213

Office #: HP204J

Angela Shipley, MSN, RN Nurse Aide & Health Continuing Education Coordinator

Email: ashipley1@scciowa.edu

Phone: 319-208-5278

Sarah Schwerin, CMA (AAMA), AA, Instructor

Email: sschwerin@scciowa.edu

Phone: 319-208-5385

Pam Peterson, Health Professions Administrative Assistant

Phone: 319-208-5391

Email: ppeterson@scciowa.edu

Office #: HP104D

Phlebotomy Class Information---This Page is For Non-Credit Students ONLY

68 Hour Class, 48 Hour Externship

This non-credit program consists of 68 hours of lab and classroom time as well as 48 hours of externship. This course prepares students to function as a phlebotomist in medical laboratory setting. In addition to learning how to properly collect blood specimens, students will learn about the role of a phlebotomist, infection control, safety practices, medical terminology, anatomy and effective communication. Upon completion of the course, students will be eligible to take the Phlebotomy Technician Certification exam through the National Healthcareer Association (NHA) if: 18 or older, have a high school diploma or equivalent and complete a minimum of 50 venipunctures and 10 capillary sticks during externship.

Non-Credit students need to see Pam Peterson, Health Professions Administrative Assistant to pay for the course. The Course must be paid for prior to the start date. You can self-pay or a third-party agreement can be made through your employer. To pay for non-credit Phlebotomy please contact Pam Peterson at 319-208-5391 For all other questions regarding the non-credit phlebotomy program please contact, Angela Shipley at 319-208-5278.

Equipment and Obligations List (required) At student's expense.	
Course: Non-Credit	\$1200.00
Text book:	\$34.00
Workbook:	\$15.00
Mandatory Requirements:	
o Criminal background check included in your tuition fee	\$56
o Urine drug screen, if, "for cause", necessary	\$45
Medical Requirements: cost may vary	
a. Hepatitis B vaccination series	\$120
b. Tb skin tests x 2 (SCC WB clinic, open Mondays 8:30am-4pm)	\$15- \$30 each
c. Physical Examination	\$75 - \$150
d. MMR	\$50 - \$150
e. Titers x 3 (if needed)	\$100-\$200
f. Diphtheria/Tetanus Booster (if needed)	\$30 - \$50
g. Varicella vaccination	\$50 - \$75
h. Influenza vaccination	\$30 - \$45
Mandatory Certifications/registrations and Testing:	
o Mandatory Reporter Dependent Adult & Child Cert.	\$0
o HIPAA Training Certificate	\$45
o Bloodborne & Airborne Pathogens Cert with HIPAA bundled	\$36 bundled
Supplies:	
-Watch with second hand (No smart watches)	\$9-\$40 (prices vary)
-Notebook	Prices Vary
-Blue or Black Pen	Prices Vary
Computer access with Microsoft Word (free through SCC Hawknet)	\$0
Internet access	Prices Vary
Uniform: Single color scrubs (no red, hunter green or dark blue)	Prices Vary

Phlebotomy Course Overview

Course Information

Course: Phlebotomy MAP 201

Credits: 4 (Lecture: Lab: 1 On Job Training: 1)

Class Time/Dates/Location:

- August 17, 2026- December 11, 2026,
- Wednesdays
 - Lecture 4:30 p.m.- 6:30 p.m.
 - Lab 6:30 p.m.-8:30 p.m.
- Location: HP205

Phlebotomy Certificate Program Philosophy

In complying with the philosophy and objectives of Southeastern Community College, the Phlebotomy Program in less than one year, you can have a rewarding job in health care. Apply a variety of medical procedural functions to patients who need your compassion.

The Phlebotomy Program will prepare the student to enter the healthcare profession as a phlebotomist. The program will incorporate competency-based learning outcomes. The student will gain skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. The student will also learn to develop communication and interpersonal skills to interact with patients effectively and obtain knowledge on infection control and safety practices, confidentiality and legal concepts, as well as medical terminology.

Course Description

This course consists of 64 hours of classroom/lab time and 48 hours of externship to prepare students to function as a phlebotomist in a medical laboratory setting. Students will gain skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. There is an emphasis on infection control, OSHA standards, patient identification, specimen labeling and handling, and quality assurance.

Instructor Information

- Instructor: Sarah Schwerin, CMA (AAMA), AA, Instructor
- Email: sschwerin@scciaowa.edu
- Phone: 319-208-5385

Program Summary Sheet 2026-2027 (subject to change, approx. cost)

Course #	Course Name	Credits	In-State Tuition	Out-of-State Tuition
HSC-114	Medical Terminology	3	\$666.00	\$681.00
MAP-401	Medical Law and Ethics	1	\$222.00	\$227.00
MAP-431	Human Relations	1	\$222.00	\$227.00
MAP-201	Phlebotomy	3	\$666.00	\$681.00
	Total	8	\$1,776.00	\$1,816.00

****Note: To complete the certificate, students must complete all courses with a “C” or better. ****

Course Descriptions

HSC-114 - Medical Terminology

Lecture:2

Lab:2

This course is designed to study the basic language related to medical science with emphasis on word analysis, construction, definitions, pronunciations, spelling and standard abbreviations.

MAP-401 - Medical Law and Ethics

Lecture: 1

This course is designed to familiarize the student with legal concepts of standard of care, scope of employment, criminal and civil acts, contracts, negligence and ethical concepts.

MAP-431 - Human Relations

Lecture: 1

This course includes fundamental principles related to human relations. Basic psychological and developmental theorists, factors influencing behavior, professional attitudes and behavior, self-improvement, and communication in the health care setting are emphasized.

MAP-201 - Phlebotomy

Lecture: 2

Lab: 1

On Job Training: 1

This course consists of 64 hours of classroom/lab time and 48 hours of externship to prepare students to function as a phlebotomist in a medical laboratory setting. Students will gain skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. There is an emphasis on infection control, OSHA standards, patient identification, specimen labeling and handling, and quality assurance.

Program Curriculum		Course # & Name
Minimum Program Requirements		
Obtain Blood Samples:	Proper patient identification Physiological aspects of blood collection Prepare patient/select proper venipuncture sites Use of proper tube draw Perform venipuncture and capillary punctures Heel punctures on infants Provide proper post care Maintain specimen integrity Follow transfusion services protocols	MAP-201-Phlebotomy MAP-201-Phlebotomy MAP-201-Phlebotomy MAP-201-Phlebotomy MAP-201-Phlebotomy MAP-201-Phlebotomy MAP-201-Phlebotomy MAP-201-Phlebotomy MAP-201-Phlebotomy
Specimen Collection and Processing:	Proper handling to maintain integrity Time/Temp requirements Proper station for delivery Process for shipping Instruct patient in urine/other specimen collection requirements Collection/POCT specimens	MAP-201-Phlebotomy MAP-201-Phlebotomy MAP-201-Phlebotomy MAP-201-Phlebotomy MAP-201-Phlebotomy MAP-201-Phlebotomy MAP-201-Phlebotomy
Professional Communication:	Develop/use proper and professional communication skills Proper telephone technique and etiquette Inform patients of special test requirements	MAP-431-Human Relations/MAP-201-Phlebotomy MAP-201-Phlebotomy MAP-201-Phlebotomy
Terminology, Anatomy and Physiology:	Basic terminology, including suffixes, prefixes and root words Basic physiological symptoms Basic anatomy	HSC-114-Medical Terminology/ MAP-201-Phlebotomy HSC-114-Medical Terminology/ MAP-201-Phlebotomy HSC-114-Medical Terminology/ MAP-201-Phlebotomy HSC-114-Medical Terminology/ MAP-201-Phlebotomy
Time Management/ Assignment Organization:	Read orders/ requisitions Set priorities for collection Schedule time intervals for tolerance test Schedule time intervals for drug-dependent tests Refer problems to supervisors appropriately Cooperate with coworkers in the completion of assignments	MAP-201-Phlebotomy MAP-201-Phlebotomy MAP-201-Phlebotomy MAP-201-Phlebotomy MAP-201-Phlebotomy MAP-201-Phlebotomy MAP-201-Phlebotomy
Clerical Skills/Duties:	Chart/file laboratory reports Maintain inventory levels/ order and restock supplies Enter/retrieve/verify patient collection data and special notations using appropriate sources	MAP-201-Phlebotomy MAP-201-Phlebotomy MAP-201-Phlebotomy MAP-201-Phlebotomy MAP-201-Phlebotomy

Safety Standards/ Procedures:	Identify appropriate regulatory and standard setting agencies Material safety data sheets (MSDS) use Employ universal/ standard precautions Employ infection control and isolation techniques Recognize patient problems related to syncope, nausea, etc.	MAP-401-Medical Law and Ethics/MAP-201 Phlebotomy MAP-201 Phlebotomy MAP-201 Phlebotomy MAP-201 Phlebotomy MAP-201 Phlebotomy
Legal, Ethical and Professional Considerations:	Principals of liability regarding phlebotomy practices Employ professional conduct and appearance Perform duties professionally, ethically, and legally, adhering to criminal justice and civil rights acts	MAP-401-Medical Law and Ethics/MAP-201 Phlebotomy MAP-401-Medical Law and Ethics/MAP-201 Phlebotomy MAP-431-Human Relations/MAP-401-Medical Law and Ethics/MAP-201 Phlebotomy

Course Materials

Required Textbook (purchased at SCC bookstore, \$34.00, approx. cost, subject to change)

Hartman's Complete Guide for the Phlebotomy Technician
 Hartman Publishing, INC
 Second Edition, 2e

Required Workbook (purchased at SCC bookstore, \$15.00, approx. cost, subject to change)

Hartman's Complete Guide for the Phlebotomy Technician
 Second Edition, 2e
 Hartman Publishing, INC

Handbook

Provided in MAP-201-Phlebotomy Course

***Required Course Materials:

Readings/Other Resources: To be announced if needed Recommended Materials: Appropriate attire for externship

Equipment and Obligations List (required for credit and non-credit students)	
*****Note: The following will be at the student's own expense unless otherwise stated. This list is not all inclusive, but a close approximation. Fees may vary. List may vary depending on courses *****	
Admission Process for the Program (All are required and must be completed prior to acceptance of the program)	
Text book: Can be purchased at SCC Bookstore (financial aid may cover, but not guaranteed) subject to change	approx. cost, \$34.00
Workbook: Can be purchased at SCC Bookstore (financial aid may cover, but not guaranteed) subject to change	approx. cost \$15.00
Mandatory Requirements:	
o Criminal background check included in your tuition fee	\$56
o Urine drug screen, if, “for cause”, necessary	\$45
Medical Requirements: cost may vary	
i. Hepatitis B vaccination series	\$120
j. Tb skin tests x 2 (SCC WB clinic, open Mondays 8:30am-4pm)	\$15- \$30 each
k. Physical Examination	\$75 - \$150
l. MMR	\$50 - \$150
m. Titers x 3 (if needed)	\$100-\$200
n. Diphtheria/Tetanus Booster (if needed)	\$30 - \$50
o. Varicella vaccination	\$50 - \$75
p. Influenza vaccination	\$30 - \$45
Mandatory Certifications/registrations and Testing:	
o Mandatory Reporter Dependent Adult & Child Cert.	\$0
o HIPAA Training Certificate	\$45
o Bloodborne & Airborne Pathogens Cert with HIPAA bundled	\$36 bundled
Supplies:	
-Watch = (No smart watches)	\$9-\$40 (prices vary)
-Notebook	Prices Vary
-Blue or Black Pen	Prices Vary
Computer access with Microsoft Word (free through SCC Hawknet)	\$0
Internet access	Prices Vary
Uniform: Single color scrubs (no red, hunter green or dark blue)	Prices Vary

Course Learning Outcomes

Upon completing this course student should be able to:

1. Understand the role of a phlebotomist and where they fit in the healthcare field.
2. Maintain good infection control and safety practices.
3. Understand anatomy and medical terminology and how they relate to laboratory tests.
4. Understand proper patient identification and good labeling practices.
5. Assemble all equipment needed for the phlebotomy procedure.
6. Successfully locate veins and draw blood from patients.
7. Communicate effectively with patients as well as other healthcare professionals.
8. Analyze information and make decisions in a timely and effective manner.

Methods of Instruction (Assessment of Students)

Students will be assessed by the following: Participation in lecture, group activities, projects, tests, and clinical performance. Instructional methods will include: lecture, case studies, lab, and clinical experience.

Grading Policies

Grading Scale:

<u>Percentage</u>	<u>Letter Grade</u>
90%-100%	A
89%-80%	B
79%-70%	C
69%-60%	D
60% or Below	F

Students will be graded on classroom assignments, quizzes, and tests. Grades are as follows:

Although this class is a pass/fail credit, there will still be grades on all classroom activities. Clinical experience is pass/fail only. If clinical experienced is failed, entire class is failed.

Attendance Policies

Southeastern Community College considers regular attendance in all classrooms, laboratory, and clinical/externship sessions essential to successfully completing the Phlebotomy Certificate Program. Students are expected to attend all scheduled sessions and must continue attending class while completing their externship. No exceptions.

Attendance will be recorded. If an absence is unavoidable, the student must notify the instructor promptly. Failure to contact the instructor will result in an unexcused absence.

Students may have up to two absences without a grade penalty. Beginning with the third absence, the student's final course grade will be reduced by 5% for each additional absence. Doctor excuses must be present if you have been absent for more than 2 classes.

Consistent attendance is necessary to develop the skills required to become a competent phlebotomist and prepare for the national certification examination. Excessive absences or failure to complete the required instructional, laboratory, or clinical hours may result in failure of the course or program.

Instructor Policies: Policies may vary per instructor. See course syllabus

1. Cell phones/Pagers/Texting: These devices are disruptive to the learning environment and are to be turned completely off (NOT on vibration) prior to entering the classroom. Students who are expecting an emergency phone call may turn their device to "vibrate" only with prior approval of the instructor and must step out of the classroom to answer the call.
2. Tardiness: Walking into class after lecture, discussion, exam, or quiz has begun is disruptive to classmates and the instructor; therefore, please arrive on time. It is upon the discretion of the instructor rather or not a student will be allowed to complete or make up a quiz in this instance.
3. All expectations of the Code of Conduct for student behavior signed the first day of class will be followed.
4. Come prepared for Lecture/Lab.
5. Be Professional at all times.
6. Complete all course work and externship hours.

Externship Clinical Setting:

- A. Scrubs, name tag, watch, black pen
- B. Hair well-groomed. If longer than shoulder length the hair must be pulled up off the neck. Beards must be kept well-trimmed.
- C. Bring Externship Packet
- D. All piercings should be a stud or post. No necklaces unless approved due to religious or cultural reasons. No bracelets. Rings should not be worn.
- E. SCC is not responsible for any lost, stolen or damage items.
- F. Cell phones must be turned off or silenced and put away during the externship, unless their use has been approved by the site supervisor. Cell phones may only be accessed in an emergency or with prior permission from the site supervisor.

UNIFORM REQUIREMENTS EXTERNSHIP

Student uniforms will be one solid color. (No red, navy or hunter green). All uniforms are to be purchased by the student and solely at the student's expense. If you cannot afford scrubs please contact the Medical Assistant Program Director, Meranda Anderson at manderson@scciaowa.edu.

Externship/Community Events Dress Code

Students are required to be prepared always and dress in the following professional manner:

- Uniform is to be worn at all times during the externship and other activities deemed by the instructor. No exceptions.
- Uniforms must be clean and wrinkle free.
- Scrub pants must be hemmed to proper length. Scrub pants should not be worn over jeans or sweat pants, etc. Doing so compromises the professional look of the attire.
- A soiled, wrinkled and/or torn uniform will not be tolerated on campus, community events or at the externship setting as it is considered offensive and fails to demonstrate professionalism and meet the uniform/dress code standards. Improper attire may result in being sent home for the day.
- Uniforms must be free of the smell of smoke, pet dander, perfume or cologne.
- Uniforms are short sleeved. Optional White Lab Coat may be purchased. No long sleeve t-shirts or sleeves of any type will be permitted. Sweaters may not be worn at externships. Short sleeve tee shirts and tanks tops are allowed to be worn under the scrub tops, but must be tucked in.
- Undergarments are not to be visible.

- Clean white or black shoes or solid white athletic shoes, vinyl or leather.
- **NO open toe or heel, mesh, or canvas shoes allowed according to OSHA regulations**
- White or black socks above the ankle.
- Picture ID badge (instructor will set up a time during class and let you know, TBD)
 - ☐ Required to be visible at all times during externship
 - ☐ Required to be worn at all times during externship
 - ☐ Placed on the left upper side
- Bring a blue or black ink pen.
- Watch with second hand
- Cleanliness--will be required for sanitary and aesthetic reasons. Halitosis (ie: poor dental hygiene, coffee/tea/garlic/onion/strong curry or other food odors, tobacco odors) is considered unprofessional and not allowed during a medical assisting classroom, community event or externship activity.
- The following are prohibited: body odor, perfumes, colognes, strong after-shave and lotions (***because of offensiveness and/or because they are medically dangerous to others, for the comfort of your peers, this policy is also requested in the classroom, lab, and the testing center).***
- Nails--safe length (must NOT extend beyond the finger tips), clean, and neatly manicured. Artificial nails or anything other than clear polish is not acceptable per the Iowa Department of Public Health and OSHA standards.
- Jewelry--**NONE** allowed except for wedding band, watch with secondhand and one set of small stud earrings (one per ear). Dental grilles are prohibited. Valuable jewelry is highly advised to not be worn at the externship site. Southeastern Community College is not responsible for any lost, stolen or damaged jewelry while at the externship site or during any lecture or lab. No necklaces unless approved due to religious or cultural reasons. No bracelets. Rings should not be worn.
- Piercings--ALL visible pierced jewelry must be a stud only. If you have a tongue piercing, the stud must be removed for externship and any labs or events involving the community. Bull rings are not allowed.
- Hair--up, off collar or neck, neat and away from face, no hair ornaments. Facial hair must be well trimmed. Hair should reflect professionalism. Sideburns, mustaches and/or beards are to be clean, short and neat. (OSHA N95 fitting)
- Make-up--no excessive use.
- No gum use during externship, lab or community events.

- **WITHOUT EXCEPTION** - Students will present themselves in appropriate professional attire during their phlebotomy academic terms. In such attire, representation of the Southeastern Community College

Phlebotomy Program must be demonstrated in a positive, professional manner whether on or off campus, or in the externship facility. Noncompliant students' risk being sent home, receiving a zero for the day or receiving an unexcused absence.

Note: You are entering a helping profession, one of service to others, not a profession of individualization. Students not meeting the professional, Uniform/Dress Code and Personal Appearance standards will be directed to leave the setting until properly attired or properly conducting themselves. Remediation will be required with the Program Coordinator. Repeated offences will be deemed noncompliance with the dress code/professional standards and may result in disciplinary action or dismissal from the Phlebotomy Program.

Non-Discrimination Statement-Board Policy 107

Board Policy 107

BOARD POLICY TYPE: PHILOSOPHY & GOALS

POLICY TITLE: Nondiscrimination Statement

It is the policy of the Southeastern Community College not to discriminate on the basis of race, color, national origin, sex, disability, age, employment, sexual orientation, creed, religion, and actual or potential family, parental, or marital status in its programs, activities, or employment practices.

If you have questions or complaints related to compliance with this policy, please contact the Director of Human Resources (employment concerns) at 319-208-5063 or the Dean of Students (student concerns) at 319-208-5101 (student concerns) at 319-208-5049, 1500 West Agency Road, West Burlington, Iowa 52655, equity@scciaowa.edu or the Director of the Office for Civil Rights U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, Telephone: (303) 844-5695 Facsimile: (303) 844-4303, TDD 800-877-8339 Email: OCR.Denver@ed.gov.

Nondiscrimination statement is pursuant to requirement by Iowa Code §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

Services for Students with Disabilities

It is the policy of SCC to comply with the access provisions of the state and federal civil rights legislation for persons with disabilities. Southeastern offers reasonable accommodations to encourage and ensure that persons with disabilities have equal access to education. Through disability services, accommodations are made available to qualified students with a documented disability. It is the recommendation of the Disability Services Coordinator that students contact the office as soon as possible to self-identify early so that they can work together to determine eligibility, identify issues and get reasonable accommodations in place. Each individual's needs and abilities are evaluated in accordance with ADA. **[How do I know if I have a disability?](#)**

If you are unsure that you have a disability, but would like to learn more, contact amickelson@scciaowa.edu for more information or to schedule an appointment.

Accommodations will vary from person to person based on how their disability affects them. Reasonable accommodations are modifications or adjustments to the tasks, environment, or to the way things are usually done that enable individuals with disabilities to have an equal opportunity to participate in an academic program. For further information please visit:

<https://www.scciowa.edu/meet/services/accessibility.aspx>

Any student who feels they may need academic accommodations and/or assistance should contact a student advocate. The Advocate will coordinate appropriate and reasonable accommodations and/or assistance if needed. **Refer to Essential Functions Statement Form – contact Angela Mickelson, Director of Accessibility Services.**

It is the policy of SCC to comply with the access provisions of the state and federal civil rights legislation for persons with disabilities. Southeastern offers reasonable accommodations to encourage and ensure that persons with disabilities have equal access to education. Through Accessibility services, accommodations are made available to qualified students with a documented disability. It is the recommendation from the Director of Accessibility Services that students contact the office as soon as possible to self-identify early so that they can work together to determine eligibility, identify issues and get reasonable accommodations in place. Each individual's needs and abilities are evaluated in accordance with ADA. To be eligible the student can forward the intake form by completing the [Accessibility Services Student Intake Form](#) or reaching out to the Accessibility Services Office for more information.

Angela Mickelson
Director of Accessibility Services
Southeastern Community College
1500 West Agency Road, West Burlington IA 52655
Direct phone-319-208-5167
Fax-319-208-5343
Cell -319-750-0744

Student Health Policy

Physical Examination Requirement –

Students must have a physical examination completed by a health professional (physician, NP, PA) prior to starting the program. **See Appendix/Handouts** for Demographic Sheet and Physical Examination Form.

Immunization / Lab Testing Requirements -

- Diphtheria-Tetanus – Booster must be recorded within the last 8-10 years.
- Tuberculin Skin Test - Two consecutive Mantoux Skin Tests must be given before the start of the fall term classes. This is called a Two-Step Tuberculin (Mantoux) Test. QuantiFERON Gold Blood testing is also acceptable.
 - Any student with a positive skin test is required to get a chest x-ray. (Exception: Pregnant students would have x-ray only with their physician's approval order; otherwise, a sputum culture would be acceptable).
- Polio – This immunization/booster is completed at the discretion of the student's physician.
- MMR – Students must be able to document receiving two MMR vaccinations (specific dates) **OR** have a Rubeola titer, Mumps titer and Rubella titer drawn. If titers are insufficient, the student needs to receive respective vaccinations of Rubeola, Mumps and/or Rubella (unless contraindicated by their physician).
- Hepatitis B – Student are strongly encouraged to receive the Hepatitis B vaccine for their own protection. A consent/waiver form must be signed which indicates the student's intentions of receiving this vaccine. This will be a 3-dose series: #1 – initial dose; #2 – in one month; and #3 – 6 months from the initial dose.
 - Note: Some offices have declined to allow students to perform some procedures and/or unable to host student at their facility who have not received their Hepatitis B vaccine series.
- Varicella – Document date of serologic proof of immunity; or prior vaccination; or history of varicella. If unable to document, suggest being given 2 doses of varicella vaccine 4 weeks apart (unless contraindicated by their physician)

- Influenza Vaccine – highly recommended during season for student and patient protection, ○ Note: Some offices may decline to host students at their facility who have not received their Influenza vaccination.

These immunization dates of documentation need to be recorded either on the provided form verified by physician/provider or a copy of a physician's/provider's electronic health record, or department health record.

Occupational Risks

Phlebotomy Program works directly with providers and patients, with the goal of providing healthcare and ensuring patient safety. It is a position with a great deal of responsibility. As with any healthcare position, there are certain occupational risks that come into play with being a phlebotomist, and those hazards include but are not limited to the following:

- Exposure to infectious diseases
- Sharps injuries
- Airborne and bloodborne pathogens, and biological hazards
- Hazardous chemical and drug exposures, direct and indirect
- Ergonomic hazards from lifting, sitting, and repetitive tasks
- Possible upper and lower back, neck, leg and wrist injuries or issues
- Latex allergies
- Stress and stress related illnesses

At the same time, there are protections set up with the Occupational Safety and Health Act (OSHA), and those protections are particularly important within a healthcare environment. OSHA has a series of standards that protect the safety of healthcare workers and patients.

BBP Certificate Requirement

All Phlebotomy students are required to obtain a certificate for compliance with Bloodborne Pathogen Exposure Guidelines prior to externship. Due date will be given on the first day of class. Students must provide a copy of the certificate to the Program Director prior to the program start.

Bloodborne Pathogen Exposure Guidelines

Students may be participating in activities within the Health Programs which have potential for exposure to infectious diseases including but not limited to Hepatitis B and HIV. All measures must be exercised to minimize the risk. Students who fail to comply, thereby jeopardizing the safety of others or themselves, may be asked to withdraw from their respective program. **See Appendix/Handouts** for Hepatitis B Vaccine Consent/Waiver Form.

In the event of an exposure to blood and/or body fluids (e.g. an occupational incident involving eye, mouth, other mucous membrane, non-intact skin, or parenteral contact), the student must report the incident immediately to the instructor or clinical supervisor and file an incident report for the college.

Follow-up evaluation will be required consistent with Federal regulations. This may involve going to their personal physician/provider or the emergency room. Students are responsible for the cost of their own medical care.

Hepatitis B

It is highly recommended that all Health Program students providing direct patient care receive immunization against Hepatitis B. Although this is not required, it is highly recommended and is considered to be an extremely good investment. Students are particularly vulnerable to contamination as their hand skills generally are not yet well developed. Although the incidence of the infection is relatively low, the outcome can be fatal. Since there is a vaccine available, all health care providers who are at risk are encouraged to become immunized.

The Disease

Health care professionals are at increased risk of contracting Hepatitis B infection. Hepatitis B is usually spread by contact with infected blood or blood products. The risk of acquiring Hepatitis B increases with the frequency of blood contact. Hepatitis B virus may also be found in other body fluids, such as urine, tears, semen, vaginal secretions and breast milk.

Hepatitis B infection can have severe consequences, including progressive liver damage and the possibility of developing hepatocellular carcinoma. Six to ten percent of the people who contract the virus become chronic carriers.

The Vaccine

Vaccination is the only available means of protection against Hepatitis B. No currently available therapy has proven effective in eliminating the infection. This vaccine, prepared from recombinant yeast cultures, is free of association with human blood or blood products. Full immunization requires three doses of the vaccine over a sixmonth period. Because of the long incubation period for Hepatitis B, it is possible for unrecognized infection to be present at the time the vaccine is given, and in that case, the vaccine would not prevent development of clinical hepatitis.

Procedures

You will need your physician's approval or order prior to being immunized. He or she will provide you with information regarding the contraindications and side effects of the vaccine. Contact your physician for additional information.

Education

As part of the curriculum all students in Health Occupations programs will receive instruction regarding Hepatitis B and HIV essential to providing assigned patient care.

This shall include but not be limited to:

1. Epidemiology
2. Method of transmission
3. Universal blood and body fluid precautions
4. Types of protective clothing and equipment
5. Work practices appropriate to the skills they will perform
6. Location of appropriate clothing and equipment
7. How to properly use, handle, and dispose of contaminated articles
8. Action to be taken in the event of spills or personal exposure
9. Appropriate confidentiality and reporting requirements

Post Exposure Procedure for Students in Health Programs

1. If a student has been exposed to a contaminant parenterally (needle stick or cut) or superficially through a mucous membrane (eye or mouth) they are to follow the following procedure:
 - a. Inform instructor of incident immediately.
 - b. Immediately wash the affected area with the appropriate solution (soap and water, alcohol, or water - depending upon contact area).
 - c. Student: seek appropriate medical attention through their personal physician/agency (students are responsible for their own medical care and cost). This may include baseline testing for HIV antibody at this time, followed by recommended series of testing. (Physicians may also inquire about the student's status in regard to tetanus and hepatitis immunization at this time.)
 - d. Source individual: follow institutional (agency) policy regarding determining HIV and hepatitis status of patient, (students may be responsible for the cost of any testing).
 - e. Maintain confidentiality of patient.
 - f. Seek appropriate counseling regarding risk of infection.
 - g. Complete occurrence report; obtain copy for student's file on campus.

Additional Policies and Procedures: See Southeastern Community College Student Handbook /Catalog for any policies not specifically discussed in this program handbook. <https://www.scciowa.edu/meet/services/>

Core Performance Standards for Healthcare Career Programs

Iowa Community Colleges have developed the following Core Performance Standards for all applicants to Health Care Career Programs. These standards are based upon required abilities that are compatible with effective performance in health care careers. Applicants unable to meet the Core Performance Standards are responsible for discussing the possibility of reasonable accommodations with the designated institutional office. Before final admission into a health career program, applicants are responsible for providing medical and other documentation related to any disability and the appropriate accommodations needed to meet the Core Performance Standards. These materials must be submitted in accordance with the institution's ADA Policy.

CAPABILITY	STANDARD	SOME EXAMPLES NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)
Cognitive- Perception	The ability to gather and interpret data and events, to think clearly and rationally, and to respond appropriately in routine and stressful situations.	• Identify changes in patient/client health status • Handle multiple priorities in stressful situations
Critical Thinking	Utilize critical thinking to analyze the problem and devise effective plans to address the problem.	• Identify cause-effect relationships in clinical situations • Develop plans of care as required
Interpersonal	Have interpersonal and collaborative abilities to interact appropriately with members of the healthcare team as well as individuals, families and groups. Demonstrate the ability to avoid barriers to positive interaction in relation to cultural and/or diversity differences.	• Establish rapport with patients/clients and members of the healthcare team • Demonstrate a high level of patience and respect • Respond to a variety of behaviors (anger, fear, hostility) in a calm manner • Nonjudgmental behavior
Communication	Utilize communication strategies in English to communicate health information accurately and with legal and regulatory guidelines, upholding the strictest standards of confidentiality.	• Read, understand, write and speak English competently • Communicate thoughts, ideas and action plans with clarity, using written, verbal and/or visual methods • Explain treatment procedures • Initiate health teaching • Document patient/client responses • Validate responses/messages with others
Technology Literacy	Demonstrate the ability to perform a variety of technological skills that are essential for providing safe patient care.	• Retrieve and document patient information using a variety of methods • Employ communication technologies to coordinate confidential patient

CAPABILITY	STANDARD	SOME EXAMPLES NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)
Mobility	Ambulatory capability to sufficiently maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a patient/client.	• The ability to propel wheelchairs, stretchers, etc. alone or with assistance as available
Motor Skills	Gross and fine motor abilities to provide safe and effective care and documentation	• Position patients/clients • Reach, manipulate, and operate equipment, instruments and supplies • Electronic documentation/ keyboarding • Lift, carry, push and pull • Perform CPR
Hearing	Auditory ability to monitor and assess, or document health needs	• Hears monitor alarms, emergency signals, auscultatory sounds, cries for help
Visual	Visual ability sufficient for observations and assessment necessary in patient/client care, accurate color discrimination	• Observes patient/client responses • Discriminates color changes • Accurately reads measurement on patient client related equipment
Tactile	Tactile ability sufficient for physical assessment, inclusive of size, shape, temperature and texture	• Performs palpation • Performs functions of physical examination and/or those related to therapeutic intervention
Activity Tolerance	The ability to tolerate lengthy periods of physical activity	• Move quickly and/or continuously • Tolerate long periods of standing and/or sitting as required
Environmental	Ability to tolerate environmental stressors	Adapt to rotating shifts Work with chemicals and detergents Tolerate exposure to fumes and odors Work in areas that are close and crowded Work in areas of potential physical violence

SCC Health Career Programs
ESSENTIAL FUNCTIONS GUIDELINES

The following essential functions have been identified as necessary abilities for participation in the Health Programs at Southeastern Community College.

1. Must be able to maintain balance from any position.
2. Must be able to lift at least 40 pounds.
3. Must be able to hear high and low frequency sounds produced by the body and environment. (Example: heart sounds, telephone, and transcribing)
4. Must be able to visibly detect changes in or around patients.
5. Must be able to feel body changes and vibrations. (Example: palpate pulse, intercostal spaces, and veins).
6. Must be able to smell body and environmental odors. (Example: electrical equipment burning or infected wounds).
7. Must be able to coordinate eye and hand movements. (Example: releasing a blood pressure cuff valve while observing the blood pressure gauge, focusing microscopes, and word processing)
8. Must be able to coordinate fine and gross motor movements with hands. (Example: able to give injections and perform phlebotomy).
9. Must be able to see different color spectrums. (Example: bright red drainage as opposed to serous drainage, distinguish positive and negative urinalysis reactions).
10. Must be able to comprehend readings and write legibly when documenting notes on patients' records.
11. Must be able to send familiar message(s) to the receiver and interpret the feedback appropriately. (Example: receiving telephone orders from a physician or obtaining history from a patient).
12. Must be able to correctly perform simple mathematical computations for administering drugs (without the use of a calculator) and bookkeeping.
13. Must be able to demonstrate a mentally healthy attitude which is age-appropriate and congruent with the local and cultural norms.
14. Must be able to input/output data using the computer.
15. Must be able to perform all aspects of cardiopulmonary resuscitation (CPR).
16. Must be able to move quickly throughout the clinical site.

The instructor reserves the right to amend and augment this listing if, in his/her professional judgment, the safety of the student or of others in the instructional setting is in jeopardy.

Every effort is made to create a learning environment similar to the actual workplace. However, Southeastern Community College cannot predict the essential functions as identified by various employers. The skills identified on this essential function form are those which the program feels are necessary for participation in the program. No representation regarding industry standard is implied.

Sign and complete Essential Functions Student Statement Form (provided in Appendix) and give to program coordinator. See Essential Functions for Health Career Program and Iowa Core Performance Standards Form.

Ethical and Professional Conduct

Southeastern Community College Health Career Program faculty expect students to comply with standards of ethical and professional conduct. Enrollment of a student in the Phlebotomy, Medical Assisting, Medical Coding and Billing, Respiratory Care, Nursing, Emergency Medical Services and Health Career Continuing Education programs constitutes student agreement to comply with the standards.

All members of this academic community are responsible for the academic and professional integrity of the program. Students must demonstrate such integrity at all times in completing classroom assignments, in taking examinations, in performing patient obligations and in dealing with others. It is also the responsibility of students to report acts of academic dishonesty and professional misconduct to faculty or to school administration.

Ethical and professional conduct means that the student will demonstrate the following:

1. Honesty and integrity:
 - a. Act with honesty and integrity in academic matters and professional relationships.
2. Trustworthiness:
 - a. Demonstrate dependability to carry out responsibilities.
3. Empathy and cultural diversity:
 - o Differentiate appropriate interpersonal interaction with respect to culture, race, religion, ethnic origin, gender, and sexual orientation.
- o Demonstrate regard for differing values and abilities among peers, other health care professionals, and patients.
4. Communication:
 - a. Communicate effectively with faculty, staff, students, patients, and other professionals.
 - b. Demonstrate confidence in actions and communications.
 - c. Formulate written communications with professional content and tone.
5. Punctuality:
 - a. Demonstrate punctuality in academic and professional environments.
 - b. Adhere to established times for classes, laboratories, professional experiences, and meetings.
 - c. Comply with established verbal and written deadlines.
6. Professional behavior:
 - a. Display professional behavior toward faculty, staff, students, patients, and other health professionals in the classroom, laboratory, and professional settings.
 - b. Show regard for persons in authority in classroom, laboratory, and professional settings.
 - c. Exhibit fitting behavior when representing the health career programs in extracurricular activities and professional meetings.
7. Ethical standards:
 - a. Demonstrate high ethical standards related to education and practice.
8. Social contracts:
 - a. Demonstrate professional interactions with patients.
 - b. Relate to patients in a caring and compassionate manner.
 - c. Recognize instances when one's values and motivation are in conflict with those of the patient.
 - d. Comply with federal, state, school and institutional requirements regarding confidentiality of information.
9. Negotiation, compromise, and conflict resolution:
 - a. Demonstrate abilities of conflict resolution.
 - b. Display positive attitude when receiving constructive criticism.
10. Lifelong improvement and professional competence:
 - a. Produce quality work in academic and professional settings.
 - b. Demonstrate a desire to exceed expectations.
 - c. Demonstrate characteristics of lifelong learning.
11. Time management and decision-making:
 - a. Utilize time efficiently.
 - b. Demonstrate self-direction in completing assignments.
 - c. Demonstrate accountability for decisions.
12. Appearance:

- a. Maintain dress appropriate to classroom, laboratory, clinical and professional settings.
 - b. Maintain personal hygiene and grooming appropriate to the academic or professional environment.
13. Health Career Program requirements:
- a. Comply with student health requirements for working with patients in various health care environments.
 - b. Maintain appropriate records (e.g., CPR certification, immunizations, insurance) to demonstrate professional competence.

Demonstration of professional standards is an academic requirement for graduation from the Health Career programs. Failure to meet these standards will result in disciplinary action up to, and possibly including, dismissal. See Ethical and Professional Conduct Faculty Documentation Form.

Adopted: 5/2010 Reviewed: 6/2020

Social Media Policy

Southeastern Community College supports the use of technology inside and outside the classroom. This support comes with the expectation that students in Southeastern programs will uphold the ethical standards of their prospective professions and the Southeastern Community College Health Career Programs. Federal regulations regarding privacy such as Health Insurance Portability and Accountability Act and Family Education Rights and Privacy Act (HIPAA and FERPA) apply to all personal and academic communication.

No information identifying a patient, patient situation or clinical facility may be posted on any social media website. Social media outlets include but are not limited to: Facebook, LinkedIn, MySpace, YouTube, Twitter, etc. Healthcare workers have been fired for discussing patient cases on Facebook even though no names were discussed. Student use of photography and/or recording devices is prohibited in all classroom, laboratory, and clinical sites, unless formal permission of the instructor of record is granted before the fact.

Do not give healthcare advice on social media sites. Students should not become a patient's "friend" on a social media site.

Any violation of this policy must be reported to the program faculty as a possible HIPAA violation. Disciplinary actions will be taken accordingly. Students may be banned from the clinical facility and subject to immediate expulsion from the Phlebotomy Program and subject to potential investigation by the Federal Office of Civil Rights.

For further information and resources: Refer to SCC's Administrative Guideline 934 for Expectations (III) and Restrains (V).

Sign Social Media Policy Form provided in Appendix

Electronic Communication Devices

Electronic devices cannot be used in class or clinical without permission of the instructor.

Cellular phones or similar devices are to be turned off during class or in the clinical setting. Device may be used for researching information at the request of the instructor.

Apple watches and similar devices are may be required to be removed during quizzing and testing periods per individual instructor.

If an emergency situation arises, cellular phones may be used if permitted by the instructor. Discuss with individual instructor.

Universal Guidelines for Health Program Students

- a) The Center for Disease Control has specific guidelines for health care workers which are revised periodically. They have been incorporated into these policies and are reviewed annually.
- b) There shall be no routine serological testing or monitoring of students for Hepatitis B or HIV infection.
- c) Barrier or universal blood and body fluid precautions are to be used routinely for all patients. These include:

The use of glove(s) when:

1. Cleaning rectal and genital areas;
2. Carrying soiled linen;
3. Bathing patients, if the student has a cut/open lesion on the hand;
4. Suctioning or irrigating even if the orifice does not require sterile technique;
5. There is, at any time, a possibility of spillage of blood or body fluid onto the student's hands, (i.e. CLIA- waived testing, discontinuing an IV's, IM's, venipuncture, dressing changes, irrigating eyes, ears etc.) regardless of the presence of open lesions;
6. Emptying urine drainage bags, suction catheters, colostomy and ileostomy pouches, handling of blood and urine specimens;
7. Providing mouth care;
8. Assisting with minor surgeries, sanitizing, disinfecting and sterilizing instruments
9. Other (at discretion of student and/or instructor).

The use of masks, goggles or glasses and/or gowns when there is a possibility of fluids splashing onto the face or body and clothing. (refer to Infection Control Guidelines)

Provision of Patient Care

Assignments are made in the clinical setting to enhance and/or reinforce student learning. It is the expectation that students will provide care for patients to whom they are assigned.

Medical Insurance and Student Liability

Health Insurance

Southeastern Community College does not provide medical coverage for students. Any medical expenses you incur due to an accident or injury while you are a student at Southeastern Community College are your responsibility. Students should have access to health insurance through their family's plan or through coverage they purchase individually.

Student Professional Liability Insurance

The college provides professional liability coverage for phlebotomy students when they are placed in a physician's office to gain supervised clinical experience. This coverage is provided at no charge to registered college students while engaged in an off-campus practicum.

YOHE MEMORIAL LIBRARY – WEST BURLINGTON CAMPUS--

<https://www.scciowa.edu/meet/services/library.aspx>

LOCATION - The Yohe Memorial Library is located in the center of Callison Hall, Building 100.

HOURS - Monday through Thursday from 8:00 a.m. to 7:00 p.m.

Friday hours are 8:00 a.m. to 4:30 p.m.

Summer Hours: 8:00 a.m. to 4:30 p.m.

The library is designed for quiet individual study. Every effort is made to have an environment conducive to study in the library. Three study rooms are available, and may be reserved at the circulation counter.

CIRCULATION POLICIES - A library card is required for checking out ALL library materials including those items on reserve.

- Books on open shelves are checked out for three weeks and can be renewed.
- Materials on reserve shelves may be checked out according to the time limit requested by the instructor.
- Newspapers and magazines are for in library use only.
- Videos for viewing are available in the library. These materials are cataloged and are included in the online catalog. To request an item, present the call number and title to the library staff. In library use only.
- Online Resources such as electronic books and databases are available through the college's web site, [SCC Website \(www.scciowa.edu\)](http://www.scciowa.edu). Please contact the library for passwords to access these online resources.

INTERLIBRARY LOANS - Students wanting books and/or periodical articles not owned by our library may request them from another library. Inquire at the circulation desk.

Students may access the Internet and complete health computer aided instruction assignments using computers located in the library.

Revised: 5/202

Specific Program Policies

Confidentiality is not only desirable but it is mandatory. Anyone caught breaking confidentiality may be summarily dismissed from the program. (This includes use of personal cellphone for taking pictures in the clinical setting) You need to sign the confidentiality statement for any names/identifying information that you obtain during your clinical experience. The state testing process at the end of the class is also confidential and you will be asked to sign a statement at skills testing to the effect that you will NOT talk to others about specifics skills, etc. involved in skills or in the written test. There is a zero tolerance of this policy.

Inclement Weather

Bad Weather-Addressed on a case-by-case basis, but all classes held on campus must meet unless the college has determined it is closing because of the weather. Be sure your phone is registered so you will get notified by the college. If the instructor is ill, then the instructor can cancel the class and will notify everyone by email or telephone or by use of a telephone tree.

Cheating Policy

Any student who is discovered to be involved in cheating will be required to meet with Southeastern Community College's Dean of Health and Instruction, Health Programs Administrator, Student Coordinator and faculty member. This committee will make the final decision regarding disciplinary action.

This policy applies to both theory and clinical practicums. Dishonesty will not be tolerated within the profession. Note instructor policy in syllabi and SCC Administrative Guidelines.

Academic Honest/Integrity Statement

Academic honesty is a fundamental attribute of higher learning. Evaluation of each student's level of knowledge and understanding is a vital part of the teaching process, and it requires a variety of methods of assessment. Any act that interferes with the process of evaluation by misrepresenting the relationship between the work being evaluated and the student's actual state of knowledge is an act of academic dishonesty. These acts of dishonesty include, but are not limited to:

1. Fraud: Acts of dishonesty, which include falsification of documents, fabrication of data and altering solutions to be resubmitted for a grade.
2. Cheating: Any deceptive act that involves the submission of academic work purported to be one's own when in fact the work was obtained from someone else. These acts may include copying or attempting to copy from another person's test or assignment, allowing someone else to copy from a test and/or assignment, attempting to use unauthorized aids to complete an assignment, and multiple submission of the same work to be graded as different assignments.
3. Plagiarism: Misrepresenting someone else's words, ideas, or data as one's own original work. Students may avoid plagiarism by fully and consistently crediting the person or persons responsible for the original work, including paraphrasing.
4. Forgery: Any attempt to misrepresent another person's signature, initials, computer login, or other identifying mark.
5. Facilitating Dishonesty: Actions that assist another person in committing a dishonest act. Disciplinary measures are in the Phlebotomy Handbook.

Laboratory Policies

Students are to follow Standard Precautions, Universal and OSHA guidelines at all times when in the laboratory setting. Students will assist in maintaining a clean and safe environment by cleaning and returning supplies/equipment to storage areas and workstations. Eating, drinking, the application of cosmetics, or the application of contact lenses is prohibited in the lab.

Students will use the laboratory setting for practice and preparation of competencies. **Students must pass all competencies or they fail the course which will then cease their progression in the program. This is a Pass/Fail grade. Students are allowed a second attempt at a competency if they do not pass the first time.** All students are encouraged to take responsibility for their own learning and are held accountable for their actions.

Students are not permitted to operate program equipment or participate in any activity that has potential for injury without an instructor present. Materials and supplies are not permitted to be taken out of the classroom or laboratory setting without instructor permission.

Infection Control Guidelines

Precautionary guidelines for Infection Control will be followed per Centers for Disease Control (CDC) and Iowa Department of Public Health (IDPH).

Background Check Policy

The education of health career students at Southeastern Community College requires collaboration between the college and clinical affiliates. The education of health career students cannot be complete without a quality clinical education component. The college shares an obligation with the clinical affiliates to protect the affiliate's patients to the extent reasonably possible.

In establishing clinical affiliation agreements, healthcare educational programs are contractually obligated to comply with the requirements set forth by the clinical affiliates. Students enrolled in health care educational programs must conform to the rules, policies and procedures of the clinical affiliate in order to participate in clinical learning experiences. Therefore, all students enrolled in a Southeastern Community College Health Career Program will be required to complete a criminal background check. An independent third-party vendor will be used to complete all Southeastern Community College background checks. The cost of these background checks has been added to your student fees when you enrolled in the program.

Students will be notified of the requirement for the background check prior to admission and upon admission to a health career program. The background check may include, but is not limited to searches, histories, and verification as listed below:

- Positive Identification
- Maiden/AKA Name Search
- Social Security Number Trace which is verification that the number provided by the individual was issued by the Social Security Administration and is not listed in the files of the deceased. The SNN trace is also used to locate additional names and addresses.
- Residency History
- National Criminal Database Searches which includes a compilation of historical data, collected from multiple sources in multiple states by background check companies.
- Child and Dependent Adult Abuse/Registries
- Office of Inspector General (OIG) search

Background checks which would render a student ineligible to obtain clinical learning experiences include, but are not limited to, certain convictions or criminal charges which could jeopardize the health and safety of patients and sanctions or debarment. Felony or repeated misdemeanor activity within the past seven (7) years and Office of the Inspector General violations will normally prohibit the obtainment of clinical learning experiences with clinical affiliate(s). Positive findings on background checks can have licensure/certification implications upon graduation from a health program. Criminal offenses which occur during the health program shall consider due process which provides that an individual is innocent until proven guilty up until which time he/she pled or is found guilty and is then subject to review by regulating authorities.

Documentation of criminal background checks is maintained in secured files and destroyed after the length of time to provide and maintaining accreditation data.

Students who are unable to resolve a positive background check will be dismissed from the health care program. A grade of "F" will be recorded for the course if the student does not officially withdraw. The student will be advised as to their eligibility for program re-entry and the mechanisms for reapplication to the program.

One background check is required during continuous enrollment in a program. In the event a student leaves the program, a new background check will be required prior to re-entry.

Iowa Department of Human Services Authorization for Release of Child and Dependent Adult Abuse Information Form will be completed by the student. This will allow the SCC program to obtain information regarding this student appearing on the registry. If positive, the student will need to meet with the program coordinator, to clarify, resolve or determine if a student is ineligible to enter the program. See Appendix for copy of the release form.

Drug Testing Policy

Drug testing/screening is not required for students who are to complete clinical or field internships/externship as part of a Southeastern Community College Health Career Program. If an instructor/coordinator feels there is just cause, they will ask the student to obtain a drug testing/screening at that time. The test shall consist of a urine specimen test and be completed at the assigned agency. The cost of this test is the student's responsibility at the time of the testing. The Program Coordinator/Director will provide more information as to testing times and location if and when it is needed.

The drug test information of any student receiving a positive result will be reviewed by the Dean of Health, the Program's Director and the student. A representative from the assigned clinical experience or field externship/practicum site may also be contacted to ascertain the appropriateness of allowing the student to participate in clinical or field experiences.

SCC reserves the right to conduct random drug screening. In the event a student leaves the program due to a positive drug screen, a new test will be required prior to re-entry.

Documentation of drug test information is maintained in secured files.

Because of the responsible relationship between students and patients, in which the safety of the patient is greatly influenced by the cognition and behavior of the student; it is the policy of the SCC Phlebotomy Program to require that all students be free of alcohol and drugs. In order to assure a drug free environment, the Program will require:

- Students must cooperate in the chain of custody testing of their urine, breath or blood for evidence of drug or alcohol use whenever they are reasonably suspected of reporting to their externship under the influence of drugs or alcohol. Procedure for collecting a chain of custody sample will be according to the policy of each affiliating institution.
- Southeastern Community College will also require that students fully cooperate in testing if they are reasonably suspected of stealing, utilizing, or ingesting drugs intended for patient use.
- It is the student's responsibility to determine from the physician whether a prescribed drug may affect externship performance.
- Students must report the use of any medically prescribed authorized drug or other substance which can impair externship performance to the Medical Assistant Program Director. Failure to report the use of such drugs or other substances or failure to provide proper evidence of medical authorization may result in the student's termination from the program.
- Each student subject to testing must sign an approval form prior to testing consenting to the testing and the release of test results. Results will be released to the Medical Assistant Program Director and held in a confidential file separate from the student's records.
- The cost of the testing procedure(s) is the sole responsibility of the student.
- A student who refuses the testing will be subject to dismissal.
- All students who test positive will be immediately dismissed from the program and may reapply with proof of rehabilitation.

In addition, ALL students are required to adhere to the Alcohol and Substance Abuse Policy as stated in the Southeastern Community College catalog. A student who does not comply will be terminated from the program.

Tobacco Free Policy

PURPOSE:

Southeastern Community College is committed to providing its students, employees, partners and visitors safe and healthy environments. Tobacco products are a proven health and safety hazard, both to the tobacco user and non- smokers who are exposed to secondhand smoke. In addition to causing direct health hazards, smoking and other tobacco use contributes to institutional costs in other ways, including fire damage, cleaning and maintenance costs, and costs associated with employee absenteeism, health care, and medical insurance.

POLICY:

In compliance with the state of Iowa's Smoke Free Air Act and Board of Trustees directive, as of July 1, 2008, the use of tobacco products, which includes smokeless and smoking tobacco, is prohibited:

- In all areas within Southeastern Community College buildings.
- On all property owned or jointly owned, leased, or operated by Southeastern Community College.
- In all vehicles owned, leased, or rented by the school.
- In all private automobiles parked on college property.

This policy applies to all employees, students, partners and visitors.

All persons in non-compliance of the Smoke Free Air Act and SCC's policy will be considered in violation and subject to disciplinary action.

PROCEDURE:

1. No tobacco products shall be sold or distributed on Southeastern Community College property.
2. Campus organizations are prohibited from accepting money or gifts from tobacco companies that promote use of their products.
3. Tobacco advertisements are prohibited in college publications and at any athletic or other campus events.
4. Signs stating that the entire campus is tobacco free will be prominently posted at all campus and building entrances and other conspicuous places. All ash receptacles will be removed from the school grounds.
5. People who wish to consider employment at Southeastern Community College will be notified of its tobacco free environment through information provided on the school's website and job applications.
6. Employees will be advised of the provisions of this policy during new hire orientation. Supervisors will be responsible for notifying their employees of the provisions of this policy and assisting with enforcement.
7. This policy will be communicated to the public through signs, announcements, newsletters, media events, advertisements, the school website, and job applications.
8. Employees may attend tobacco cessation counseling. The state and national tobacco quit lines will be promoted as well.
9. Employees or students smoking or using tobacco products on Southeastern Community College property are in violation of the stated policy and subject to disciplinary action outlined in the employee handbook or student handbook as applicable. Employees and students will be educated on the tobacco policy and opportunities for cessation counseling throughout the disciplinary action process.
10. All Southeastern Community College employees are authorized and encouraged to communicate and reinforce this policy with courtesy and diplomacy to any person whom they see violating the policy. Individuals who refuse to comply with the policy should then be reported to your immediate supervisor, Human Resources, or Student Services as appropriate for immediate follow-up action.
11. Students, partners and visitors will be notified of this policy prior to arrival whenever possible.

Students will be expected to arrive at the clinical Phlebotomy externship with hair and uniforms/clothes **FREE** from the odor of smoke. Smoking will **NOT** be permitted until the externship day is complete and the student is off the hospital/clinic campus. Smoking in your personal vehicle in the parking lot will still be considered smoking on the hospital/clinical campus. Patients frequently react negatively to the odor of smoke as well as it could exacerbate a pre-existing condition.

Failure to follow this policy may result in the student being sent home from externship (this will result in an externship unexcused absence).

It is further recommended that students do not smoke while on the college campus wearing any Southeastern Community College logo attire (including uniforms, sweats, t-shirts, etc.).

Disciplinary Policy

1. **General Policy.** Certain behaviors, both academic and non-academic, are considered unacceptable by the Health Career Programs and are grounds for disciplinary action.
2. **Forms of Disciplinary Action.** There are four general forms of disciplinary actions: written warning, disciplinary probation, suspension and termination. However, these forms of disciplinary action may be imposed in combination and special conditions may be imposed in addition to them. For a relatively minor offense, a student shall receive a written warning for the first offense, a disciplinary probation for the second offense, suspension on the third offense and termination on the fourth offense. Students should be aware, however, that some behaviors are so unacceptable as to warrant immediate disciplinary probation, suspension or termination.
3. **Grounds for Disciplinary Action.** The Health Career Programs have determined that the following inappropriate behaviors are grounds for disciplinary action. This is not an inclusive list of inappropriate behavior and is intended only as a guideline. Additionally, the consequences imposed for inappropriate behavior shall be at the discretion of the administration. Disciplinary action will be decided on a case-by-case basis.

○ Written Warning:

- Insubordination.
- Unsafe clinical practice.
- Any violation of the Ethical and Professional Conduct Policy.
- Unsafe action in the classroom.
- Use of tobacco products in unauthorized areas.
- Unauthorized possession or use of property belonging to Southeastern Community College, clinical education/field settings, clients, employees or peers.
- Continued poor grooming or poor hygiene.

○ Disciplinary Probation:

- Cheating.
- Plagiarism.
- Falsifying reports.
- Falsifying records.
- Breach of confidentiality.
- Any repeated behavior for which a written warning was previously issued.
- Unsafe clinical/field practice.
- Unsafe action in the school/classroom.
- Unjust or unprofessional gossip, criticism or discourtesy, which contributes toward reducing morale of peers.
- Unjust or unprofessional gossip, criticism or discourtesy, which affects clients, visitors, peers or educators including guest speakers).

○ Suspension:

- Chemical or emotional impairment.
- Unsafe clinical/field practice.
- Any inappropriate behavior during or following disciplinary probation.
- Fighting or attempting bodily injury to anyone on school or clinical premises.
- Use of abusive or threatening language.
- Unsafe action in the school, classroom or clinical education sites.
- Unauthorized removal of property belonging to SCC, clinical/field education sites, clients, families, employees or peers.

- Willfully damaging, destroying, defacing or wasting property or supplies of SCC, clinical education sites, clients, families, employees or peers.
 - Sexual harassment of clients, visitors, families, employees or peers.
- Termination:
- Unlawful possession, use, or distribution of narcotics or other controlled substances.
 - Unlawful possession, use or distribution of alcohol on SCC premises or at School activities.
 - Abuse of clients.
 - Conviction of any crime involving illegal drugs, child or elder abuse, or other actions incompatible with professional practice.
 - Unauthorized possession of firearms, explosives or other weapons.
 - Repeated violation of Rules or Policies of SCC.
 - Any repeated behavior during or following suspension.
 - Willfully submitting false information or willfully withholding information for the purpose of obtaining or maintaining enrollment.
 - Conviction of a felony while enrolled.

Documentation and Reporting.

- A. Written Warning. A written warning shall include a description of the unacceptable behavior, a delineation of acceptable behaviors for similar situations and an explanation of the consequences should the unacceptable behavior occur again. Any member of the Health Career Faculty may issue a written warning. The student shall receive a copy of the written warning using appropriate form (yet to be determined) and forwarding the written warning to the Director of Health Career Programs. This form will be placed in the student's file. Upon graduation, the written warning shall be removed from the student's file.
- B. Disciplinary Probation. Disciplinary probation is a written agreement between the Administration and the student. It specifies the unacceptable behavior(s) or type(s) of behavior, explicitly delineates behavior necessary in order to continue in the program and the consequences should the student fail to comply. The student, Administration, and a witness shall sign this written agreement. A copy of the agreement shall be delivered to each party and the original Disciplinary Probation agreement shall be placed in the student's file. The agreement shall be removed from the student's file upon graduation.
- C. Suspension. Suspension is the temporary dismissal of a students from nursing (or other) coursework and/or clinical activities. No credit will be given for missed coursework even if this results in failure of the course. It is also possible that suspension could result in an inability to complete the course unless it is repeated at a later time. A statement from Administration regarding the grounds for suspension shall be written on the suspension form and shall be placed in the student's file.

The suspension statement will be removed from the student's file upon graduation. Following suspension and upon satisfactory completion of any requirements or conditions imposed, the student may continue in the program. However, readmission will be contingent on completion of prerequisite requirements and space availability in the course desired.

- D. Termination. Termination is the immediate and permanent dismissal of a student from the program. A terminated student shall not be permitted to complete current course objectives, to continue to the next specified course or to finish the program. A statement by Administration regarding the grounds for the termination shall be documented and placed in the student's permanent record. A terminated student shall complete an exit interview with Administration. The student to complete business transactions with SCC will complete a student withdrawal slip from the college.

- E. **Faculty Documentation.** In the event that special evaluation of a student is required, the instructor must provide verbal and written feedback. The student must sign the evaluation to confirm that the evaluation has been read. The student may make comment on the written evaluation. The student must be informed that the evaluation becomes a part of the student file. Date any contracts with the student regarding the situation under question and, if appropriate, give written follow-up outlining the action to be taken.
5. **Imposition of Disciplinary Action.** Any member of the Health Career Faculty may issue a written warning to any student. Disciplinary probation, suspension or termination shall be imposed at the discretion of Administration and is subject to any rights of appeal.
6. **Disciplinary Investigation and Determination.** Preceding imposition of any disciplinary action other than a written warning, the student shall be notified of the problem by Health Career Faculty or by Administration. The student shall meet with Administration and shall have an opportunity to respond to any accusations. Administration shall investigate the accusations and request input from appropriate parties. Administration shall determine the form of disciplinary action. The student shall be informed in person by Administration of the determination, the reasons warranting the action and the conditions, if any, under which the student will be allowed to proceed with the program.
7. **Referral for Treatment.** In conjunction with disciplinary action, Administration may require that the student be examined for chemical dependency or some other physical or mental impairment. Related requirements, which may be imposed upon the student, may include:
- a. health evaluation
 - b. completion of any treatment/rehabilitation recommendation
 - c. signed release of information by the student to SCC Health Career Director or designee.

As appropriate, the student shall be removed from clinical/field activities during evaluation and/or treatment periods. The student's participation in or completion of a treatment or rehabilitation program alone shall not qualify the student for reinstatement to clinical or classroom activities or to the program. The student's continuation in the program depends entirely upon the severity of the infraction for which disciplinary action is imposed and the student's compliance with that disciplinary action.

Health Career Program students maintain the right to appeal decisions which are guided by this policy through the Judicial Codes and Appeals process of Southeastern Community College.