

## Continuing Education Option

### NASH COMMUNITY COLLEGE PHLEBOTOMY PROGRAM Updated July 2025

**Fall Semester Application Deadline: July 31  
Spring Semester Application Deadline: December 9**

**Refer to page 2 for the program's admission requirements and procedures.**

*Please note: All application materials, including documents listed on page 12, must be submitted to Amber Greer, Phlebotomy Coordinator, prior to registration for this course. Contact Amber Greer at [aagreer137@nashcc.edu](mailto:aagreer137@nashcc.edu) or 252-451-8333*

#### GENERAL INFORMATION

The **Continuing Education Phlebotomy program** is a certificate program that is completed in one semester. It consists of on-campus phlebotomy technology classes and off-site clinical experiences and leads to a Continuing Education Certificate in Phlebotomy. All classes are offered weekdays only. Coursework includes specimen collection and handling, communication skills, and legal issues related to health care.

The on-campus theory class meets three mornings per week (M-W-F) during the first eight weeks of the semester. The clinical portion of the phlebotomy class begins on week nine and may follow a variety of schedules, depending upon the clinical facilities the student is assigned to. This enables each student to complete the theory and laboratory components of the program before the clinical component.

#### EXPOSURE RISK IN HEALTH CARE PROFESSIONS

Students are at risk for exposure to blood and body fluids that may be contaminated with the hepatitis B virus, hepatitis C virus, human immunodeficiency virus (HIV), and other potentially harmful or contagious pathogens while in the clinical setting. Information about bloodborne pathogens and how to protect against associated risks of exposure will be taught before the student's first clinical experience. Education on bloodborne pathogens and standard precautions may also be a part of the student's orientation to a clinical facility. It is important for students to always follow standard precautions to minimize the risk of exposure in a clinical setting.

#### CERTIFICATION AND CAREER OPPORTUNITIES

The Phlebotomy program prepares individuals to obtain blood and other specimens for the purpose of laboratory analysis. Graduates may qualify for employment in hospitals, clinics, physicians' offices, and other healthcare settings. All graduates are required to register for the national certifying exam offered by the American Society of Clinical Pathologists.

#### CRIMINAL BACKGROUND AND DRUG SCREEN

Criminal background checks and drug screens are not required for admissions to the Health Sciences programs. However, students can expect to submit to criminal background checks (state and/or federal, which may also include fingerprint, sex offender index, social security verification, and health care fraud and abuse) and drug screens in order to meet regulatory criteria of facilities participating in the clinical education component of the Health Sciences program once admitted to the program. The Health Sciences faculty recognizes and is fully supportive of clinical facilities mandating criminal background checks and/or drug screens on students in the program.

If a clinical facility prohibits a Health Sciences student from participating at the facility based on the results of a criminal background check and/or drug screen, the student will be dismissed from the respective Health Sciences program. No alternative clinical experience will be arranged on behalf of the student, resulting in the inability of the student to meet the curriculum requirements of the program. Students are encouraged to follow due process procedures described in respective Health Sciences Program *Student Handbooks*, should they feel ineligibility was determined as a result of false or inaccurate information.

Students can expect to absorb all costs related to criminal background checks and/or drug screens. Specific procedures will be provided to students in the Health Sciences program upon acceptance and enrollment.

### **CLINICAL EDUCATION EXPECTATIONS**

The Phlebotomy Program requires clinical learning experiences. The clinical learning experience is unpaid and is designed to allow students the opportunity to apply the knowledge and skills in contracted medical facilities.

Scheduled hours and duration for each clinical experience will vary according to the facilities the student is assigned to, but must total 128 hours for Continuing Education students. Clinical hours may start as early as 4 am for some facilities and end as late as 5 pm for others, but are scheduled based on the requirements for each clinical site. Students are usually scheduled for 8 hours per day. Any student wishing to work or take other classes outside of the Phlebotomy program would need to confer with their assigned clinical sites to ensure availability for clinical hours.

A variety of facilities are utilized for clinical experiences. Travel to clinical facilities outside of Nash County is commonly required to satisfy the clinical education component of the Phlebotomy Program. Students accepted into the Phlebotomy Program can expect to incur additional costs for travel expenses. **RELIABLE TRANSPORTATION IS CRITICAL!**

#### **Clinical Eligibility**

Students are assigned to facilities that have a current clinical education agreement with the Health Sciences programs at Nash Community College. If an assigned clinical facility prohibits a student in a Health Sciences program from participating in or completing the clinical learning experience, no alternative clinical experience will be arranged on behalf of the student. This will result in the student being unable to meet the curriculum requirements of the Health Sciences program and, ultimately, being dismissed from the program. Examples (not inclusive) of situations that may lead to a clinical facility's decision to prohibit or terminate a student's clinical experience are:

1. Results of a background check or drug screen (including all forms listed in the Criminal Background Check and Drug Screen section stated below).
2. Inability to demonstrate current HealthCare Provider CPR, physical examination, and immunizations (including annual influenza immunization).
3. Issues surrounding a student's previous employment at the facility.
4. Significant concerns or issues identified by representatives of the clinical facility relating to the unsafe, unethical, illegal, or generally unprofessional conduct of a student.
5. Non-adherence to the facility's personnel and dress code policies, which includes the appearance or visibility of body art and piercings.

## **CONTINUING EDUCATION ADMISSION REQUIREMENTS**

Documentation required to be considered for admission into the Phlebotomy Program is listed below. Applicants will be considered for admission only when ALL of these have been completed and all forms submitted to the Phlebotomy Coordinator. Requirements include:

1. An official high school transcript or copy of GED scores (submit to the Continuing Education Department or Phlebotomy Coordinator, Bldg B, Room 2114).
2. Demonstration of a TABE Reading score of 9 or greater, or have completed or placed out of DRE 096 or ENG 025.
3. Demonstration of a 2.000 cumulative quality point average.
4. A completed Phlebotomy Program application **by July 31 for consideration for admission to the fall semester; December 9 for the spring semester** (*attached*; submit to Amber Greer, Phlebotomy Coordinator, at [aagreer137@nashc.edu](mailto:aagreer137@nashc.edu) or Bldg B, Room 2114)
5. Evidence of current Tetanus immunization (within 10 years).
6. Evidence of two MMR (Measles/Mumps/Rubella) immunizations, or immunity by positive blood titer lab report.
7. Evidence of current two-step Tuberculin (TB) skin test within one year (2 separate TB skin tests administered 7-21 days apart).
8. Evidence of Hepatitis B immunization series (at least started) or immunity by positive blood titer lab report.
9. Varicella (chicken pox) series of two doses or immunity by positive blood titer lab report.
10. Evidence of current influenza immunization (current flu season)
11. Evidence of full COVID-19 vaccination, approved exemption, or declination
12. Evidence of current American Heart Association HealthCare Provider CPR certification (available through Nash CC Continuing Education)
13. Evidence of current personal health insurance (optional; required for most clinical agreements)

**Nash Community College does not unlawfully discriminate in offering equal access to its educational programs and activities or with respect to employment terms and conditions on the basis of an individual's race, color, national origin, sex, sexual orientation, gender, gender expression, gender identity, genetic information, disability, age, religion, or veteran status.**

### **Phlebotomy (Continuing Education)**

#### **Fall / Spring (1 Semester)**

MLA 3022      Phlebotomy Experience      236 Total Hours, classroom and clinical

### **ACADEMIC REGULATIONS**

In addition to the general institutional academic policies described in the College catalog, the program adheres to the following standards:

1. In order for the Phlebotomy Experience course (MLA 3022) to be accepted toward the Continuing Education Certificate in Phlebotomy, the following minimum grades must be achieved:

Classroom portion of the course	80 % or greater
Clinical portion of the course	S (Satisfactory)

2. Students must maintain an 80% course average to maintain admission status into, as well as to remain in satisfactory academic standing for progression through, the Phlebotomy program.

- Failure to maintain the above minimum grade is grounds for dismissal. Readmission into subsequent classes is not guaranteed. Specific readmission policies are available from the Phlebotomy Coordinator.

### Program Costs/Financial Aid

**Continuing Education** tuition for this course is \$180.00, with additional CAPS and insurance fee of \$6.25, and the Health Sciences Universal Fee of \$10.00.

In addition, a \$145 ASCP exam fee is collected along with the tuition and other fees prior to the start of the program for both Curriculum and Continuing Education students. Registering for the national certification exam given by the American Society of Clinical Pathologists is a requirement of the program.

#### Program Fees breakdown/estimation:

Fees collected at registration:	Amount
Tuition	\$180
Fees	\$16.25
ASCP Certification Exam Fee	\$145
<b>Total (due at registration):</b>	<b>\$341.25</b>
Additional fees/costs:	
RotationManager Registration	\$50
Background Check/Drug Screen	\$150
Textbook	\$100
Uniforms (2 tops, 2 pants; estimate only)	\$150
Shoes (estimate only)	\$80
<b>Total:</b>	<b>\$560.00</b>

All students can expect to absorb all costs related to books and supplies as well as the cost of criminal background checks and drug screenings required in the Phlebotomy program. Costs of transportation and meals associated with clinical educational experiences are also the student's responsibility. ***Please note this information is intended for estimated cost only and is subject to change without notice.***

Nash Community College makes every effort to provide financial assistance, where the need exists, for students whose primary goal is to acquire post-secondary education. The *College Catalog* details the Financial Aid process and types of aid available (this can also be accessed online at [www.nashcc.edu](http://www.nashcc.edu)). Financial Aid awards are based upon many considerations, but primarily on demonstrated financial need of the applicant. Aid is available through several funding sources: loans, work-study employment, grants, scholarships, or a combination of these sources. Some students may receive veterans' assistance for college. Please contact the Financial Aid Office ([nccfinancialaid@nashcc.edu](mailto:nccfinancialaid@nashcc.edu) or [veterans@nashcc.edu](mailto:veterans@nashcc.edu) or call 252-428-7378) for more information.

Department of Education regulations dictate to colleges what criteria must be met before financial aid awards from federal and state funds can be disbursed, including proper attendance documentation.

***Please note this information is intended for estimated cost only and is subject to change without notice.***

## FACULTY ADVISOR

The faculty advisor for the Phlebotomy program is available to assist you in meeting your educational goals. The contact information below will assist you in scheduling an appointment.

Amber Greer, BS, CMA (AAMA), PBT (ASCP)  
Medical Assisting, Director | Phlebotomy Coordinator  
[aagreer137@nashcc.edu](mailto:aagreer137@nashcc.edu)  
252-451-8333

## INSURANCE

The college provides liability insurance for students involved in clinical education at no cost to the student. All students registered in the phlebotomy course are insured for accidental injuries that occur during college-related activities.

## PHLEBOTOMY PROGRAM OUTCOMES

Outcome	7/2024-5/2025
Program Completion	73.3%
Certification Pass Rate (of graduates who take the exam)	100%
Job Placement	-

## MISSION, GOALS, AND GRADUATE OUTCOMES

### **Phlebotomy Program Mission**

The Nash Community College (NCC) Phlebotomy Program prepares individuals with the knowledge and skills necessary to obtain blood and other specimens for the purpose of laboratory analysis. The NCC Phlebotomy Program mission is to provide education and training in the field of phlebotomy while maintaining high standards of instruction and service delivery. This is accomplished by providing theory and clinical experiences in a professional environment that is conducive to diverse learning needs of students.

### **Phlebotomy Program Goal**

To provide sound education resulting in:

- a) Competent graduates who could serve as quality employees for the health care community and who have a working knowledge of phlebotomy and health care at the entry-level;
- b) Graduates who have been adequately equipped with the knowledge that will allow them to successfully pass national certification exams; and,
- c) A workforce to meet the needs of a growing health care community.

## **Phlebotomy Program Graduate Outcomes**

Graduates of the Phlebotomy program at Nash Community College will be able to:

- 1.00 Demonstrate knowledge of the health care delivery system and medical terminology
- 2.00 Demonstrate knowledge of infection control and safety
- 3.00 Demonstrate a basic understanding of the anatomy and physiology of body systems and anatomic terminology in order to relate major areas of the clinical laboratory to general pathologic conditions associated with the body systems
- 4.00 Demonstrate understanding of the importance of specimen collection and specimen integrity in the delivery of patient care.
- 5.00 Demonstrate knowledge of collection equipment, various types of additives used, special precautions necessary, and substances that can interfere in the clinical analysis of blood constituents
- 6.00 Follow standard operating procedures to collect specimens via venipuncture and capillary (dermal) puncture.
- 7.00 Demonstrate understanding of requisitioning, specimen transport, and specimen processing
- 8.00 Demonstrate understanding of quality assurance and quality control in phlebotomy
- 9.00 Communicate (verbally and nonverbally) effectively and appropriately in the workplace

## **TECHNICAL STANDARDS (ESSENTIAL FUNCTIONS) OF THE PHLEBOTOMY STUDENT**

Students enrolled in the Phlebotomy Program at Nash Community College must demonstrate competence in various intellectual, physical, and social areas. The Americans with Disabilities Act (ADA) ensures that qualified applicants to public institutions have the ability to pursue program admissions; however, the applicant must meet essential requirements. All students admitted to the Phlebotomy Program will be held to the same standards with or without reasonable accommodations. The following functions are considered essential requirements for admission, retention, and graduation in Nash Community College's Phlebotomy Program. The purpose of these functions is to ensure Phlebotomy students provide safe, competent, and timely care to patients requiring phlebotomy procedures.

**Physical and Emotional Standards:** Phlebotomy students should possess and be able to demonstrate the following:

1. **Interpersonal Skills** – Interpersonal abilities sufficient to interact with individuals, families, and health care professionals from a variety of emotional, cultural, and intellectual backgrounds. For example: the phlebotomy student shall establish rapport with patients/clients and the health care team members.
2. **Communication Skills** – Communication abilities sufficient for interaction with others in verbal and written form. For example: explain the venipuncture procedure to the patient/client.
3. **Cognitive Abilities:** - Ability to be oriented to time, place, and person; organize responsibilities, and make decisions. For example: recognize and report physical problems that occur when attempting venipuncture on a given patient/client.
4. **Mobility** – Physical abilities sufficient to move from room to room and maneuver in small spaces, stand and walk for extensive periods. For example: trips from the laboratory to patients'/clients' rooms.
5. **Motor Skills** – Gross and fine motor abilities sufficient to provide safe phlebotomy procedures. For example: demonstrate proper needle insertion and withdrawal technique when performing venipunctures.
6. **Hearing** – Auditory ability sufficient to monitor the health needs of patients/clients. For example: hear monitor alarms, emergency signals, and patient/client requests.
7. **Visual** – Visual ability sufficient to perform safe phlebotomy procedures and observation skills necessary in phlebotomist duties. For example: observe the position of the needle bevel; and observe changes in specimen color.
8. **Tactile** – Tactile ability is sufficient for collecting specimens. For example: identify by touch potential sites for venous and arterial punctures; and distinguish between veins and other subcutaneous structures.

## GUIDELINES FOR COMPLETING IMMUNIZATION RECORD

**IMPORTANT – The immunization requirements must be met or you will not be allowed to attend the clinical education portion of the program.**

You may submit immunization records on the attached form **OR** any other official record signed by a licensed provider. **Keep a copy for your records.**

**Acceptable records of your immunizations may be obtained from any of the following:**

- High School Records – These may contain some, but not all of your immunization information. Contact Student Services for help if needed. **Your immunization records do not transfer automatically with transcripts. You must request a copy.**
- Personal Shot Records – Must be verified by a doctor's stamp or signature or by a clinic or health department stamp.
- Local Health Department
- Military Records or WHO (World Health Organization) Documents
- Previous College or University – **Your immunization records do not transfer automatically with transcripts. You must request a copy.**

Important Note: Be certain that your name, date of birth, and ID Number appear on each sheet and that all forms are submitted together. The records must be in black ink, and the dates of vaccine administration must include the month, day, and year.)

<b>IMMUNIZATION RECORD</b>		(Please print in black ink.) To be completed and signed by a physician or clinic. A complete immunization record from a physician or clinic may be attached to this form.		
			Personal ID# (PID)	
Last Name	First Name	Middle Name	Date of Birth (mo./day/year)	*Social Security #
<b>REQUIRED IMMUNIZATIONS</b>		(#1)mo./day/year	(#2)mo./day/year	(#3)mo./day/year
DTP or Td				
Td booster				
Polio				
MMR (after first birthday)				
MR (after first birthday)				
Measles (after first birthday)			**Disease Date	****Titer Date & Result
Mumps			***(Disease Date NOT Accepted)	****Titer Date & Result
Rubella			***(Disease Date NOT Accepted)	****Titer Date & Result
Hepatitis B series only <i>OR</i>				****Titer Date & Result
Hepatitis A/B combination series				
Varicella (chicken pox) series of two doses or immunity by positive blood titer			***(Disease Date NOT Accepted)	****Titer Date & Result
Tuberculin (PPD) Test				
Date read (within 12 months)	mm induration			
Chest x-ray, if positive PPD				
Date	Results			
Treatment if Applicable	Date			

- \* Provision of Social Security number is voluntary, is requested solely for administrative convenience and record-keeping accuracy, and is requested only to provide a personal identifier for the internal records of this institution.
- \*\* Must repeat Rubeola (measles) vaccine if received even one day prior to 12 months of age. History of physician-diagnosed measles disease is acceptable, but must have a signed statement from the physician.
- \*\*\* Only laboratory proof of immunity to rubella or mumps is acceptable if the vaccine is not taken. History of rubella or mumps disease, even from a physician, is not acceptable.
- \*\*\*\* Attach Lab report

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**Signature or Clinic Stamp REQUIRED**

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**Signature of Physician/Physician Assistant/Nurse Practitioner**

**Date**

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**Print Name of Physician/Physician Assistant/Nurse Practitioner**

**Area Code/Phone Number**

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**Office Address**

**City**

**State**

**Zip Code**

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**PHLEBOTOMY**  
**NASH COMMUNITY COLLEGE**  
**Application to Apply for Admission to the Phlebotomy Program**

Date of Desired Entrance into the Phlebotomy Program: \_\_\_\_\_

Desired Registration Status: \_\_\_\_\_ Continuing Education

Name _____	Student ID # _____	
Address _____		
City _____	State _____ Zip _____	County _____
Phone: Home (____) _____	Cell (____) _____	
Email Address _____		
DOB _____		
Ethnic: <input type="checkbox"/> Hispanic/Latino	<input type="checkbox"/> Non-Hispanic/Latino	
Race: <input type="checkbox"/> American/Alaska Native	<input type="checkbox"/> Asian	<input type="checkbox"/> Black/African American
<input type="checkbox"/> Hawaiian/Pacific Islander	<input type="checkbox"/> White	
Sex: <input type="checkbox"/> Male	<input type="checkbox"/> Female	

**Education Level:**

Completed High School     OR Highest Grade Completed \_\_\_\_\_

Adult High School Diploma (AHSD)     High School Equivalency (HSE)

Associate Degree     Bachelor's Degree     Master's Degree or higher

**Admissions Requirements**

I am aware of the minimum admission requirements to the Phlebotomy program, and I understand I must meet these requirements to be considered for selection.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Curriculum vs Continuing Education Status**

I am aware that if I should choose the registration status of Continuing Education, I will earn a Continuing Education Certificate in Phlebotomy but will **NOT** earn transferable, curriculum-level college credit.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Criminal Background Checks and Drug Screens**

I have read and understand the requirements for obtaining a criminal background check and a drug screen in order to attend the clinical education portion of this program.

Initial \_\_\_\_\_

***(For Nash CC Use Only)***

**High School Diploma or High School Equivalency (GED):** \_\_\_\_\_

**Reading Level:** DRE 096/ENG 025 \_\_\_\_\_ **OR** TABE >/= 9 \_\_\_\_\_

**Medical Information (must accompany application):** **Date Rec'd by Nash CC:** **Rec'd by:**

Tetanus Immunization (within 10 years) \_\_\_\_\_ \_\_\_\_\_

MMR Immunization (born in 1957 or after—2 doses required) \_\_\_\_\_ \_\_\_\_\_

Two-Step TB Skin Test (within 1 year. 2 separate tests 7-21 days apart) \_\_\_\_\_ \_\_\_\_\_

Hepatitis B Immunization (3 doses required) \_\_\_\_\_ \_\_\_\_\_

Varicella Immunization (2 doses required or positive titer) \_\_\_\_\_ \_\_\_\_\_

COVID-19 Immunization (vaccine, exemption, or declination) \_\_\_\_\_ \_\_\_\_\_

Influenza (current season) \_\_\_\_\_ \_\_\_\_\_

Evidence of current AHA HealthCare Provider CPR certification \_\_\_\_\_ \_\_\_\_\_

Health Insurance YES / NO \_\_\_\_\_ Provider Name: \_\_\_\_\_

**Applicant \_\_\_\_\_ has met the Admissions Requirements for the  
Continuing Education Phlebotomy Program.**

**Signature \_\_\_\_\_ Date \_\_\_\_\_**

*(Phlebotomy Coordinator or Health Sciences Admissions Coordinator)*

**Nash Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities.**