**5675 South Academy Blvd. Colorado Springs, CO. 80906**

***Phlebotomy Certificate***

***Students must* apply to the program *for acceptance.***

Upon completion of the required courses, students will receive a certificate achievement for phlebotomy from PPCC and will eligible to take the National Registry Board Exam for National Certification - Registered Phlebotomy Technician (RPT). This certificate can be completed within two semesters if coursework is completed as advised.

See phlebotomy handbook for other association’s information. All courses are offered every semester including summers.

| **Course Prefix /Number & description** | **Credits** | **Prerequisites-Recommendations-Information** | **Contact hours** |
| --- | --- | --- | --- |
| HPR 1039 Medical Terminology | 2 | Online only (former HPR 139) | 30 lecture |
| HPR 1045 Medical Records Terminology | 2 | Online only (former HPR 208) | 30 lecture |
| HPR 1008 Law & Ethics for Health Professionals | 2 | Online only (former HPR 106) | 30 lecture |
| HPR 1020 Phlebotomy | 4 | Program Application required; College Reading & Writing Literacy (Former HPR 112) | 45 LLB + 90 practicum |
| HPR 1006 Customer Service in Healthcare | 2 | Online only (Former HPR 101) | 30 lecture |
| HPR 2020 Advanced Phlebotomy | 4 | Prerequisite: HPR 1020 with a C or better. (Former HPR 113) | 45 LLB + 90 practicum |

***Total Credits: 16 Contact Hours: 390 CIP: 51.0009***

In order to comply with Employment Providers requirements students will need:

1. Written documentation of vaccination: (verified by a medical provider)
2. Hepatitis B (3 shot series):
	* 1. One (1) must be complete when enrolling in HPR 1020.
		2. Two (2) Must be completed when enrolling in HPR 2020.
3. Tetanus TDAP (within 10 years).
4. 2 step PPD or Quantiferon documentation (within 6 months).
5. MMR (2nd shot in series – if born after 1-1-1957).
6. Chicken Pox (Varicella zoster) (or notarized copy of medical record indicating having disease).
7. Flu vaccination-current year: those with a documented allergy will be expected to wear a mask the entire time that they are on the hospital / laboratory campus premise.

***OR***

Students may present blood titer results to demonstrate immunity to 1a-b-d-e conditions above. Titers must be dated within 1 year.

G. COVID vaccinations if available.

2. Pass a drug screen test paid for online – see department chair for instructions

1. Pass a criminal background check paid for online – see department chair for instructions.
2. Paperwork from applications: vaccinations, CPR cards, file management fee to Castlebranch of $27.50 paid for online – see department chair for instructions.
3. Once the program is moved to CHES building, there will be a fee for the video fee for simulation added per student for specific courses. Please speak with the program advisor or Dept. Chair for specific information.
4. Hold a current CPR active card for the duration of the program.
5. Have a current college photo identification for clinical access. New ID per HPR 1020 & HPR 2020 at the cost of $5.00 per ID per term to be validated by the clinical site in order to access clinical areas.

***The Phlebotomy ID is NOT available from Student life until after the semester begins – The instructor will announce in class when to obtain this ID.***

***If the student does not provide the above requirements by the specified date in the semester, they must withdraw from the course***

HPR 112, HPR 113 lecture classes are held at Centennial Campus. Lab classes are held at off campus laboratory providers, the instructor will notify student of laboratory locations.

* Students are ***not permitted*** to engage in any phlebotomy activity at any location not authorized or prior approved by the college and phlebotomy faculty/instructor. Any such action by the student may constitute a violation of the student code of conduct and may constitute dismissal from the program and Pikes Peak Community College and may also be considered malpractice and subject to legal action.
* Background checks done by another facility are not accepted. (See Phlebotomy Handbook).
* The clinical sites used in the phlebotomy program require background checks of all potential students. New students who refuse to comply with the background investigation, drug screen policy or phlebotomy handbook requirements will not be allowed to enter the Phlebotomy Certification Program or Phlebotomy course.
* Students will have to review the ***Phlebotomy Handbook*** (located in D2L & [college web site](https://www.ppcc.edu/degrees-certificates/phlebotomy/faq-resources)) and sign an agreement to abide by the rules of the handbook.

Students will be required to complete the online Criminal background check once they have received provisional program acceptance. Once the background check is submitted and payment is made the online system will issue an order for the drug screening. The student will then submit a specimen for drug screen by the date designated by the program coordinator’s instructions each term.

* Failure to comply with the deadline will result in the student’s application being rejected. There are no exceptions to this deadline.
* Any positive drug screen result will result in the student’s application being rejected for 2 consecutive terms.
* Diluted specimens will be deemed positive. Students will not be allowed to retry for program reentry for 1 semester.
* Student will be allowed only 1 specimen submission, with no second submission if the first test returns positive or is diluted.

When the student has enrolled in the HPR 2020 Advanced Phlebotomy class, the fees for criminal background check and drug screen will be repeated **IF** the student does not take this class in a consecutive term to HPR 1020. Information will be discussed and the instructions about the paperwork completion will be done in HPR 1020 for the next term HPR 2020.

The following courses utilize the same textbook:

* + HPR 1020, HPR 2020 (1 book – Phlebotomy by Davis).
	+ HPR 1039, HPR 1045 (no book)( online course access to publisher - Cengage).
	+ HPR 1008 (online access to publisher – McGraw Hill).

**Pikes Peak Community College Medical Office Technology Programs Background Check**

***Healthcare Programs Disqualifying Criminal Offenses***

The following criminal offenses appearing on a criminal background check will disqualify an

applicant for admission to CCCS Phlebotomy program.

***The listed disqualifiers apply to the following Pikes Peak Community College - Medical Office Technology Department programs:***

* Certification in Phlebotomy.

• Any misdemeanor theft crimes in the 5 years immediately preceding the submittal of

application.

• Crimes of violence (assault, sexual offenses, arson, kidnapping, any crime against an at-risk

adult or juvenile, etc.) as defined in section 18-1.3-406 C.R.S. in the 7 years immediately preceding the submittal of application.

• Any offense involving unlawful sexual behavior in the 7 years immediately preceding the

submittal of application.

• Any crime, the underlying basis of which has been found by the court on the record to include

an act of domestic violence, as defined in section 18-6-800.3 C.R.S. in 7 years immediately preceding the submittal of application.

• Any crime of elder or child abuse, as defined in section 18-6-401 C.R.S in the 7 years

immediately preceding the submittal of application.

• Any crime related to the sale, possession, distribution or transfer of narcotics or controlled

substances in the 7 years immediately preceding the submittal of application.

• Any felony theft crimes in the 7 years immediately preceding the submittal of application.

• Any offense of sexual assault on a client by a psychotherapist, as defined in section 18-3-

405.5C.R.S in the 7 years immediately preceding the submittal of application.

• Crimes of moral turpitude (prostitution, public lewdness/exposure, etc.) in the 7 years

immediately preceding the submittal of application.

• More than one (1) D.U.I. in the 7 years immediately preceding the submittal of application.

• Any felony homicide conviction (no time limit).

• Registered Sex Offenders (no time limit).

• Listed on the U.S. Treasury, Office of Foreign Assets Control (OFAC) or Specially

Designated Nationals (SDN).

• Listed on Health and Human Services/Office of Inspector General List of Excluded

Individuals/Entities or the GSA List of Parties Excluded from Federal Programs.

• Any offense in another state, the elements of which are substantially similar to the elements of

any of the above offenses.

• If the investigation reveals information that could be relevant to the application, the designated

individual responsible for background checks may request additional information from the applicant. The offense shall be reviewed on a case-by-case basis.

• Students who have successfully completed the terms of a deferred adjudication agreement will

not be disqualified.

• If any applicant feels the criminal background check is inaccurate, they may appeal the

decision and request a review with the specific community college applied at. It is the applicant’s burden to produce substantial evidence that proves the crimes charged are incorrect.

***Students are responsible to verify department policies for other healthcare training*.**

***Medical Marijuana***

Although possession and use of marijuana for certain medical conditions consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law.

Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on campus, including any time the student is in a clinical experience or representing the College.

***Admission Requirements***

* Admission to Pikes Peak Community College
* Submission of Program Acceptance Application with all required documentation.
* Successful passing the Criminal Background check & drug screening.
* Approval of application by program coordinator & phlebotomy faculty.

***Graduation Requirements***

* All major, general education and other courses required for the degree must be completed with a grade of "C" or better.
* To graduate, students must apply for graduation and complete the [graduation survey](http://www.ppcc.edu/academics/records/graudation/) (available via myPPCC).
* After applying for graduation, all correspondence to a student about the status of their program conferral will be sent to their ***official college student email address only****.*
* As a graduate of a Career and Technical Education program you will be contacted by a PPCC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that PPCC receives certain federal funding.

***Students are responsible to verify department policies for other healthcare training.***

Students are required to sign a Waiver of Rights, Assumption of Risk, and Release of Liability, Agreement in HPR 1020 and HPR 2020 before they may start the laboratory part of these courses that involve the use of needles / lancets / sharp object for any type of demonstration or performance of bodily fluid specimen / simulation of body fluid acquisition.

For further information contact:

Melissa Serna @ melissa.serna@ppcc.edu 719-502-3407

Kim Kirkland @ kim.kirkland@ppcc.edu 719-502-3523

Effective Spring 2014 this certification is financial aid eligible.

Students planning on working at UMC-Memorial Healthcare system in Colorado Springs as a Phlebotomist be advised: the employer requires the phlebotomist to hold either a CNA licensure or an AAS Medical Assistant Certification.

**Recommended schedule:**

| **1st Term** | **Class description** | **Credits** |
| --- | --- | --- |
| HPR 1006 | Customer Service in Healthcare | 2 |
| HPR 1020 | Phlebotomy | 4 |
| HPR 1039 | Medical Terminology online only | 2 |
|  |  | Total 8 |

| **2nd Term** | **Class description** | **Credits** |
| --- | --- | --- |
| HPR 1045 | Medical Records Terminology online only | 2 |
| HPR 2020 | Advanced Phlebotomy | 4 |
| HPR 1008 | Law & Ethics in Health Professions online only |  2 |
|  |  | Total 8 |

Prefix: HPR= Health Professional

For Financial Aid you must take a minimum of 6 credit hours per semester. See [Financial Aid](Program%20Admission%20Requirements%3A) for details.

12 credit hours is considered a full-time student.

9 credit hours is considered a ¾ time student.

6 credit hours is considered a half-time student.

* Students are ***not permitted*** to engage in any phlebotomy activity at any location not authorized or prior approved by the college and phlebotomy faculty. Any such action by the student may constitute a violation of the student code of conduct and may constitute dismissal from the program and Pikes Peak Community College and may also be considered malpractice and subject to legal action.

**Colorado Community College System Career & Technical Program Essential Skills**

Clear academic and technical standards assure that decisions concerning success for all students are clearly stated & based upon nondiscriminatory criteria. The technical standards also help students assess their ability to succeed in the program/course. The technical standards include those skills that are essential to participate in the program.

Federal law requires the provision of reasonable accommodations to persons with disabilities

who possess “the academic and technical (nonacademic) standards” for admission or participation in post-secondary programs and courses.

Any student having a medical condition that causes an inhibition or restriction should contact the Office of Accessibility Services (719-502-3333) as further outlined below under Americans with Disability Act. It is recommended students set up their initial appointment with Accessibility Services prior to starting the medical program(s). Specific information regarding the accommodation process are available on the PPCC website. Accommodations may only be provided when the student provides the Accommodations Form from the Office of Accessibility Services to his or her individual faculty.

The following are a list of the technical standards required for an individual to be successful in the medical program(s):

**Visual acuity:**

Visual acuity sufficient to assess environments and to follow instructor’s written directions.

 Examples of relevant activities:

* + - Collect data from recording equipment and measurement devices.
		- Detect a hazard in lab area and initiate emergency action.
		- Read fine print in varying levels of light.

**Auditory Ability:**

Auditory ability sufficient to assess the classroom environment and to follow instructor’s verbal directions.

 Examples of relevant activities:

* + - Detect sounds.
		- Detect audible alarms e.g. monitors, fire alarms, call bells.
		- Communicate clearly in classroom discussions.

**Olfactory Ability**:

 Olfactory ability sufficient to assess environmental odors.

**Tactile Ability:**

Tactile ability sufficient to detect physical sensations.

 Examples of relevant activities:

* + - Detect changes in skin temperature.
		- Detect unsafe temperature levels in heat-producing devices.
		- Feel vibrations such as palpate pulses.
		- Feel differences in sizes and shapes in order to identify proper landmarks.
		- Feel differences in skin surface characteristics such as skin turgor or rash.

**Fine Motor Skills:**

Fine motor skills sufficient to perform physical/motor skills integral to program requirements

 Examples of relevant activities

* + - Accurately place and maintain position of equipment.
		- Record data with a pen on graphic and other flow sheets.
		- Operate a computer.
		- Handle small, delicate equipment/objects without extraneous movement, contamination or destruction.
		- Coordinate hand/eye movements.

**Gross Motor Skills:**

Gross motor skill sufficient to provide the full range of safe and effective program activities.

 Examples of relevant activities:

* Stand and maintain balance while transferring equipment (or patients for healthcare).
* Reach below the waist and overhead.
* Walk without a cane, walker or crutches in order to maintain a safe environment or operate necessary equipment.
* Maneuver in small areas such as an exam / lab room.

**Strength and Mobility:**

Strength and mobility sufficient to perform program procedures.

 Examples of relevant activities

* Assist in the transfer of patients safely on or off of exam tables, from standing or sitting positions.
* Lift or move objects, pull or push objects, and maintain a “medium activity level” as defined by the State of Colorado Department of Insurance Index of Occupational Characteristics. This includes occasionally lifting pounds of weight listed below (PACCHOM essential functions) and frequently lifting or carrying objects weighing amounts listed below (PACCHOM essential functions).

**Physical Endurance:**

 Physical endurance sufficient to complete assigned work over a specified time period. Must be able to perform with acceptable speed reflected by ability to carry out the usual program assignment for a particular point in the program / course within the allotted time.

 Ability to Communicate, Comprehend, Read and Write English:

 Ability to communicate, comprehend, read, and write in English at a level that meets the need for accurate, clear, and effective communication with individuals respecting social, cultural and spiritual diversity.

 Examples of relevant activities:

* + - Give clear oral reports.
		- Read graphs.
		- Read and understand English printed documents.
		- Write legibly.
		- Be able to communicate effectively on the telephone.

**Behavioral Stability:**

The student must possess skills and experience necessary for effective and harmonious relationships in diverse learning environments.

 Examples of relevant activities:

* + - Deal with the unexpected.
		- Handle strong emotions.
		- Be flexible with changing environments and schedules in both class and lab & clinical setting.
		- Be able to work in close quarters with other students and faculty or healthcare workers.
		- Focus attention on task.
		- Monitor own emotions and be able to keep emotions under control.

**Cognitive Ability and Critical Thinking Skills:**

Cognitive ability and critical thinking skills to collect, analyze, and integrate information and knowledge to make judgments and decisions that promote learning outcomes in the healthcare setting.

 Examples of relevant activities:

* + - Identify cause-effect relationships.
		- Sequence or cluster lab findings.
		- Process information thoroughly and quickly to prioritize tasks.
		- Demonstrate skills of recall using both long and short term memory, inferential reasoning, predicting possible outcomes, application of knowledge, and evaluation of predicted outcomes at appropriate level for point in program / course.

Graduates are eligible to take the **National Certification Exam with American Medical Technologist.** <https://americanmedtech.org/Phlebotomy-Technician#exam/>

Route 1: **Education**

* Applicant shall have graduated from, or scheduled to graduate from, an approved academic course (or combined courses) of study in phlebotomy that includes a minimum of 120 didactic clock hours (or as required by state law).
* Applicants must have graduated from their academic course of study within the past FOUR years.

**If recently graduated (last 4 years):**

* Official final transcript provided by the school, showing graduation date from a phlebotomy program. Students must request transcripts to be sent.

Documentation of completion of a minimum of 50 successful venipunctures and 10 successful capillary punctures from your phlebotomy instructor. [PHLEBOTOMIST SUPERVISOR EVALUATION FORM](https://americanmedtech.org/Resources/PID/3571/SearchID/3572/cfs/True/edncfddlnc_7/86/edncfddlnc_9/107#resource-global-search-section)

Once you are eligible for the RPT, you may apply.

Fee: $120 - Fees are non-refundable and include application, exam, and first annual fee.

**PHLEBOTOMY CERTIFICATION COLORADO**

Colorado state requirements for a phlebotomist is similar to most states in which phlebotomist do not need to be certified. However certification can make a difference in pay as well as in an easier time getting a job, therefore it is a good idea to receive your certification. Many employers look for employees that are certified and is willing to pay more for their certification.

Source: <http://www.phlebotomycertification101.com/state-requirements/colorado-state-requirements-phlebotomist/>

**DEPARTMENT OF REGULATORY AGENCIES Board of Medical Examiners RULE 800 - COLORADO BOARD OF MEDICAL EXAMINERS RULES REGARDING THE DELEGATION AND SUPERVISION OF MEDICAL SERVICES TO UNLICENSED HEALTH CARE PROVIDERS PURSUANT TO SECTION 12-36-106(3)(l), C.R.S.**

Statutory provision. These Rules interpret and clarify the requirements of section 12-36-106(3)(l), C.R.S., which provides as follows: Under the personal and responsible direction and supervision of a person licensed under the laws of this State to practice medicine, a license to practice medicine is not required for the rendering of services, other than the prescribing of drugs, by persons qualified by experience, education, or training. Nothing in this exemption, however, shall be deemed to extend or limit the scope of any license, and this exemption shall not apply to persons otherwise qualified to practice medicine but not licensed to so practice in this State. Revised 2-2022