

Southeast Arkansas College
Health Professions



PHLEBOTOMY TECHNOLOGY
Student Handbook
And
Division Policies
2024

9/06/,1/10,10/18, 01/19, 05/21, 01/24, 05/24, 09/24

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MISSION STATEMENT

The mission of Southeast Arkansas College is to provide comprehensive community college education and services, with an emphasis on technical education, and workforce development for the citizens of Jefferson, Cleveland, Desha, Drew, Grant, and Lincoln counties. These educational programs and services include technical, career education, workforce development, university transfer education, general education, adult education, continuing education and community services.

PURPOSES (PRIMARY GOALS)

The purposes and specific components associated with the College Mission Statement are:

1. To provide access to quality community college education at a reasonable cost for all individuals within the service area regardless of age, sex, race, color, religion, national origin, or disability.
2. To provide college-level career courses and programs of up to two years in length to prepare students for mid-level employment as skilled workers, technicians, and paraprofessionals.
3. To provide a general studies core of university transfer courses and programs of up to two years in length at the lower division undergraduate level for students who wish to transfer to other institutions to pursue baccalaureate degrees.
4. To provide a program of general education relevant to the socio-economic needs of students and the requirements for success in the educational major.
5. To provide developmental education courses and programs for students who need to improve basic academic skills to strengthen their potential for success in college.

6. To provide customized training courses and programs for business, industry and government to assist in updating, upgrading and cross training their employees.
7. To provide specialized pre-employment and job training courses and programs to meet the new, expanding or replacement employment needs of service area employers.
8. To offer adult education courses and programs for students who need to improve their literacy, basic life skills and/or obtain their high school equivalency diploma (GED).
9. To offer continuing education courses and programs to meet the lifelong learning needs and interests of the service area.
10. To offer community service courses, programs and activities to enhance the civic and cultural life of the service area.
11. To provide increased access to advanced higher education by making available the facilities of the college for the teaching of upper division undergraduate and graduate university courses.
12. To certify the level of educational attainment and program competency achievement of graduates through the awarding of associate degrees, diplomas, and certificates.
13. To serve as a valuable employment resource for area business, industry, and government to draw upon for competent middle manpower level employees.
14. To serve as a valued community leader, partner and team member in the workforce and economic development of the service area.
15. To serve as a non-partisan catalyst and conveyor on issues related to the civic, cultural and social betterment of the communities within the service area.
16. To provide a public service by making available the facilities of the college and the talents of its professional staff to support educational, civic, and cultural activities within the community.

17. To advance community college education and services through applied institutional and classroom research.
18. To provide student services, programs and extracurricular activities, which will enhance the student's educational experience and success within the college.
19. To provide administrative and business services that will enhance the student's educational experience and success within the college.
20. To accomplish each of the above goals in the most efficient and economical manner compatible with quality offerings.

PROGRAM GOAL

This Phlebotomy Technology program is committed to the preparation of students to assume the role of the beginning Phlebotomist who can function at or above entry-competency levels under appropriate supervision.

PROGRAM OBJECTIVES

Upon successful completion of this program, the graduate will be able to:

1. Demonstrate a working knowledge of the health care delivery system, medical terminology and the role of the phlebotomist.
2. Demonstrate client and laboratory safety precautions and quality assurance guidelines while performing venipuncture techniques.
3. Demonstrate excellent interpersonal communication and technical skills with the health care team in the health care environment.
4. Exhibit knowledge of basic scientific principles in selecting appropriate actions in the role of the phlebotomist.
5. Identify crisis situations in phlebotomy and intervene appropriately incorporating principles of client safety.
6. Demonstrate a working knowledge of the role and function of the health care delivery system, including clinical laboratory organization and function.
7. Employ correct use of medical terminology in interactions with other health care workers while in the role of the phlebotomist.

8. Demonstrate knowledge of safety regulations – OSHA, universal precautions, and quality control related to clinical laboratory procedures.
9. Demonstrate understanding of the importance of specimen collection and integrity in the delivery of client care.
10. Explain basic anatomy and physiology of body systems and anatomic terminology in relation to laboratory test performed to diagnose general pathologic conditions.
11. Demonstrate knowledge of collection equipment, various types of additives, specimen precautions, and substances that can interfere in clinical analysis of blood constituents.
12. Demonstrate competence in following standard operating procedures to collect requisition, transport, and process specimens.
13. Function in an entry-level position as a phlebotomist in the health care setting.

HEALTH PROFESSIONS POLICIES

In addition to knowing and abiding by all policies contained in this document, students are expected to follow all the policies of Southeast Arkansas College as outlined in the current SEARK College Catalog and Student Handbook, and of individual clinical agencies.

CHANGES

The policies stated above require continuing evaluation, review, and approval by appropriate College officials. All statements contained herein reflect policies in existence at the time this document went to press. Program faculty reserves the right to change policies at any time without prior notice.

ADDRESS CHANGES

In the event of a name, address, or telephone change, the student is responsible for notifying EACH instructor and the SEARK COLLEGE STUDENT SERVICES OFFICES of these changes.

STUDENT CONDUCT

Students enrolled in Health Professions programs are preparing to become professionals. Each student's personal conduct is to reflect behavior appropriate to the student's profession. Unsatisfactory conduct in the classroom or clinical may result in dismissal from the program according to Progressive Discipline policies of the division.

Students are expected to follow all policies of clinical agencies, and the college as outlined in the College Catalog and Student Handbook.

ATTENDANCE

See the current SEARK College Catalog for Attendance Policy. Because regulating agencies approve Health Professions programs, strict attendance policies must be adhered to.

Policies regarding attendance are addressed in individual syllabi. In addition, a student will be placed on ATTENDANCE PROBATION upon missing 3 days of theory in a semester, regardless of progress. Upon missing more than 3 days of theory, the student may be TERMINATED by the program. Make up of clinical time is limited to 16 hrs. (2 days) per semester. Students who miss more than 16 hrs. (2 days) in a semester may be dismissed for excessive absence. Extenuating circumstances will be reviewed at the faculty's discretion.

NO CALL NO SHOW will result in disciplinary actions up to and including suspension from the program.

If a clinical site refuses placement of a student, the clinical rotation objectives may not be met, and the student may not be able to progress in the program.

CLASSROOM GUIDELINES

Southeast Arkansas College (SEARK) is a smoke-free, tobacco free workplace. **NO SMOKING or use of tobacco (including smokeless) is allowed in any of the buildings.** The designated smoking area is OUTSIDE the rear exit of Founders Hall (FH). Cigarette butt containers have been provided for use in the designated outside smoking areas. Cigarette containers at the entrance of the building are placed for extinguishing cigarettes before entering the building.

Each student is responsible for keeping his or her areas clean. Students are expected to clean and replace any equipment or utensils at the end of each class.

Eating and drinking is only allowed in the Lounge!

NO FOOD, DRINKS or GUM will be allowed in the classroom or laboratories at any time.

DO NOT sit or lay on the beds unless practicing related skills during a designated lab time.

BREAKS

All eating and drinking must take place in the break room. Students are expected to clean up their respective areas after use.

DRESS CODE

Phlebotomy technology students are being educated as professionals. It is therefore expected that students will dress appropriately for on campus as well as off campus classes. **Students must refrain from wearing any clothing, which may be offensive to others.** The uniform for Phlebotomy Tech students is black colored scrubs. Lab coats – provided by the clinical agency are to be worn at all times while at clinical sites. The SEARK College name Badge is part of the uniform and must be worn and always displayed. Program faculty reserves the right to dismiss a student from class and/or clinical who is “improperly dressed.” Visible tattoos and body piercing are not acceptable, including multiple earrings and/or ear posts and tongue piercing.

FUNCTIONAL ABILITIES REQUIREMENTS

Due to the nature of the health care profession, there are functional ability requirements for acceptance and progression. Applicants with special needs due to disability must make this fact known and request accommodation prior to being accepted into the program. **Individuals with certain physical limitations may not meet the functional ability requirements for safe clinical practice.** The National Council of State Boards of Nursing has identified and defined categories of functional abilities required for safe effective nursing practice.

http://www.ncsbn.org/regulation/nursingpractice_nursingpractice_licensing.asp. Included in the functional ability categories are physical (fine and gross motor skills, physical endurance and strength, mobility, hearing, visual) and mental (emotional stability) activities and attributes. These functional ability requirements have been generalized and apply to all SEARK College Nursing & Allied health programs. See the documents –“**Functional Ability Requirement For Health Professions Students**” and “**Common Activities Required of Health Professions**” at www.seark.edu.

For Acceptance and progression in the curriculum students must be able to perform all the functional activities, either with or without accommodation. The College will provide reasonable accommodations but is not required to make modifications that would substantially alter the nature or requirements of the program. A physician’s statement will be required.

HIPAA STATEMENT

Students enrolled in Health Professions programs at Southeast Arkansas College while in the clinical setting will be privy to a patient’s personal information. In accordance with the Health Insurance Portability and Accountability Act (HIPAA) students are not to disclose Protected Health Information (PHI) obtained while in the clinical setting to anyone who does not have a legal need to know. Information that cannot be disclosed under HIPAA guidelines includes the patient’s PHI, name, social security number, address and insurance information. PHI should only be used for the student’s learning. Any student who violates this standard will be subject to dismissal from the program and possible federal prosecution.

Individual programs will cover the issue of confidentiality in more detail.

STUDENT ACCIDENTS

In the event of an accident while engaged in clinical practice, the student must follow the procedure of the agency where the accident occurred. The accident should immediately be reported to the Clinical instructor who will report to the Vice President of Nursing & Allied Health Technologies. **Students** are expected to carry their own **health and accident insurance**.

For on campus accidents see SEARK College Catalog and Student Handbook, "Accidents."

COMPUTER/AUDIO VISUAL USAGE

Computers are available for student use in designated areas. These are accessible any time a faculty member is present in the building or class is not in session.

The computers in the Division contain software for Pharmacology, Medical Terminology, Nursing Process, Obstetrics, Medical-Surgical nursing, the NCLEX review, and EMT Paramedic review. Students must obtain permission from a faculty member before using the computers.

Videotapes may be checked out for viewing in the division or the library. Videos **MAY NOT** be removed from the division. Faculty will be available for assistance.

The library is in the Southeast corner of the campus. AV viewing may also be done in the library. Photocopying may be done in the library at .10 per copy. The Learning Assistance Lab is housed in Technology Center North. Further information is available in the Student Handbook.

MESSAGES

Messages and other communications to individual students will be deposited in instructor mailboxes. You may check with your instructor at break time if you are expecting a message or if an emergency occurs.

Absolutely NO phone calls or personal messages to students will be accepted unless there is an emergency. In case of an emergency, every effort will be made to facilitate transmission of the message to the student.

The Southeast Arkansas College number is 543-5900. The NAH Department Number is 5435917, Phlebotomy Lab 543-5962, & 1-888-SEARK-TC (Toll Free).

PARKING

Parking regulations are listed in the Southeast Arkansas College Catalog and Student Handbook.

FACULTY ADVISORS

Each student will be assigned a faculty advisor for the school year. The purpose of this advisor is to serve as a resource for problems or concerns.

The advisor may or may not be the clinical or classroom instructor at the time assistance is sought; therefore, the advisor will not address direct classroom or clinical concerns. Such topics may be discussed with the advisor; however, the advisor will not be fully aware of existing assignments from other staff and consequently may not be able to be helpful.

Clinical problems should be addressed with the clinical instructor. Classroom problems and assignments should be addressed to the faculty members who made the assignment.

Students will be advised of progress - or lack of progress - in conferences with the appropriate faculty member and their advisor when necessary.

CLINICAL LIAISON

The Clinical Liaison (s) assigned to train students shall:

1. Orient students to hospital, laboratory, and departmental policies and procedures.
2. Acquaint students with the location of procedure manuals, equipment, reagents, reference materials, and other resources. Allow student access to those resources.
3. Instruct students using any technique effective in improving clinical performance. Some of these methods include:
 - a. Demonstrate of technique
 - b. Utilization of audio-visual aids
 - c. Supervision of student practice
 - d. Guidance and providing feedback on quality of performance during rotation

4. Provide students with opportunities to observe, assist with, and perform as many procedures as possible.
5. Confer with Seark faculty about students and program.
6. Evaluate student performance by completing or verifying the following Seark clinical forms: a. Time sheets b. Final Evaluation
7. Immediately inform Seark faculty about unsafe behavior demonstrated by student while on site.
8. Maintain effective communication with the program director or designee.

GRADES

See College Catalog for the college grading scale. NAH programs use a grading scale that differs from college's grading system. If a grading scale used for individual NAH programs is different from below, it will be included in the course syllabus; otherwise, the following scale is adhered to:

90 - 100	A
80 - 89	B
*75 - 79	C
74 - Below	Failing

*Less than a "C" constitutes failure in all NAH Courses.

Evaluation: In addition to theory grades, students are evaluated in clinical. The tool used for clinical evaluation is included with the respective clinical course syllabi. Students are evaluated during the semester, at mid-term and at the end of the semester. In order to pass a course, the clinical evaluation must be satisfactory, terminally. Students taking a clinical course for audit must also perform satisfactorily in clinical. Unsatisfactory clinical performance during an audited course may result in non-progression.

ACADEMIC APPEALS (Grade Petitioning)

A student who believes an error has been made in the assignment of a grade must contact the instructor and if necessary, the Division Dean and/or Coordinators and

then the Vice President for Academic Affairs. The decision of the Vice President for Academic Affairs is final. Failure to act within two weeks of the first day of classes of the immediately succeeding semester or term disqualifies the student from further pursuit of the matter.

ACADEMIC DISHONESTY POLICY

Students who engage in behaviors that may be interpreted as cheating will be dismissed from the program according to Nursing & Allied Health Division Policies and the current SEARK College catalog.

WITHDRAWAL FROM CLASSES

NAH students must abide by College Policies when withdrawing from class(es). See the current SEARK College Catalog “Withdrawal Process” for college withdrawal policy. In addition, NAH faculty will review the performance of all students who withdraw from an NAH course after midterm for “academic reasons” (grade of less than 75%). Course withdrawal at this point will be viewed as a course failure at the time of consideration for progression and/or readmission. See Returning Student Policy for course failure.

ACADEMIC PROGRESSION

In order to progress to the clinical aspect of the program students must meet the following criteria:

- Must have valid American Heart Association-Health Care Provider or Red Cross Professional Rescuer.
- A didactic grade average of 75% (“C”) is required.
- **Students with less than a 75% grade may not be ALLOWED IN THE CLINICAL SETTING.**

- Each course in the program curriculum must be completed with a minimum theory and clinical grade of “C” as established in the course syllabi.
- Continue to meet functional ability requirements of the profession.

In order for a student to transfer into another NAH Program, the student must meet all applicable progression and acceptance requirements.

TESTING POLICY

Specific course requirements and policies regarding testing are covered in individual course syllabi.

GRADUATION

In addition to the College’s requirements for graduation, students must:

1. Complete the required course credit hours in the program curriculum.
2. Attend the graduation exercise, unless absent by permission.
3. Specific course requirements and policies are included in the individual syllabi.

Granting this Completion Award is not contingent upon passing additional certification/licensure from external sources.

NAH RETURNING STUDENT POLICY

The decision of placement for a student requesting to return to the Allied Health Program when the curriculum is interrupted due to a one (1) course failure will remain at the discretion of the program faculty.

If a student fails the theory course that has a concurrent clinical course, the student must retake the failed course for credit and must audit the concurrent clinical/laboratory course even if a passing grade has been received in the clinical course.

Students who are “required” to audit a clinical or laboratory course will be responsible for meeting all course requirements for the audited

courses. Unsatisfactory performance in an audited course will be reflected in the concurrent course grade and may result in non-progression.

Following the failure of one (1) course, students must request permission to continue in the curriculum. Students requesting to continue in the program must submit a written request to be considered for readmission by the appropriate deadline date to the Allied Health Department. This request must include a plan of action to correct the problem(s) that contributed to being unsuccessful in the curriculum initially. All applicants will receive a written response within two weeks following the admission deadline.

Reapplication Does Not Guarantee Readmission . . .!!

Students who withdraw from any course must submit a written request before being allowed to re-enroll in the withdrawn class. Students will be considered on a “space available” basis.

A student who fails two (2) courses in a Nursing & Allied Health Program will not be considered for readmission into the program in which the two (2) failed courses occurred. However, at a future time students may re-apply and be given consideration as a new applicant.

Effective Date: 01/08, Rev.1/10

TEACH OUT PLAN

Southeast Arkansas College (SEARK) is required to submit a teach-out-plan in the event the Introduction to Phlebotomy Program should need to discontinue at Southeast Arkansas College. In accordance with NAACLS accreditation rules and regulations, the following proposed protocols will become effective. In the event of program closure temporarily for any reason, the current students will be allowed to complete the course with the hybrid option and no incoming students will be able to register for the course. If closure happens when students are at clinical sites, students currently enrolled in the program will have the opportunity to complete their clinical program at their facilities. Faculty will work with clinical sites and other community colleges to facilitate completion of the clinical practicum. A college official will be designated to clear students applying for the certification exam. In case of disaster, the college will inform students of a plan for continuation of their education as soon as that information is available.

The College will continue to provide the necessary resources and support to the Introduction to Phlebotomy program in meeting all requirements.

This plan provides details regarding:

- A. administration and staff
- B. currently enrolled students
- C. transfer and enforcement of policies
- D. faculty
- E. program of study
- F. maintenance of records and reports
- G. Nearby phlebotomy program
- H. Total Program Evaluation

Administration and Staff

The Administration, Dean, Program Director and Faculty of the Southeast Arkansas College

The Phlebotomy Program will continue to adhere to and remain accountable for complying with NAACLS while Southeast Arkansas College program completes the teach -out plan. The College administration will provide direct support to the currently appointed program director in fulfilling his/her responsibilities and duties until all students enrolled in the Phlebotomy Program have completed their studies. The College will provide sufficient resources while currently enrolled students complete their studies. Resource support provided by the College includes financial, personnel, equipment, facilities, and organizational support. The Program will maintain enough faculty by continuing to employ, recruit and maintain qualified faculty.

Currently Enrolled Students

The College will continue to maintain open communication with all currently enrolled students. These students will be informed about the status of the program and be able to address concerns to the Dean of Nursing, Vice President of Academic Affairs, and President.

The Program will not admit additional students into the Phlebotomy Program.

Currently enrolled Students will receive didactic and clinical instruction under the curriculum plan that is currently in place.

Transfer and Enforcement of Policies

The Program Director at Southeast Arkansas College will discuss the possibility that students may prefer to transfer to a nearby Phlebotomy program. Collaboration will be ongoing to determine the feasibility of transfer. Southeast Arkansas College will

aid in the transfer process should the students currently enrolled desire to transfer to another Phlebotomy program; however, (SEARK) recognizes and will inform students that the gaining institution establishes rules for acceptance of any coursework completed by the losing institution.

The program will continue to maintain and enforce Phlebotomy student policies, which include those relating to dismissal, progression, and graduation. The program will continue to maintain, and file signed receipts for student acknowledgement of program policies. Students will continue to have the opportunity to contribute to development of academic policies and procedures, evaluation of teaching effectiveness, evaluation of faculty, courses, learning resources as well as evaluation of program.

Faculty

The Program will maintain enough qualified faculty members to continue to meet the instructional needs of the program. Documentation of faculty qualifications, licensure, continuing education and evaluations will be maintained in accordance with existing institutional practice. The faculty organization will continue to function with written bylaws in place, which may be updated, revised, or edited as needed to ensure the effective functioning of the faculty and Program.

Minutes of faculty meetings and committee meetings will continue to be filed and available for review. Faculty will continue to implement evaluation methods and utilize tools in place to measure students'.

Cognitive and psychomotor achievement and progression in didactic and clinical instruction.

Program of Study

The program of study will continue to consist of didactic and clinical/simulation learning experiences. The program curriculum will remain current and available for review.

The program of study will continue to address laws and regulations pertaining to practice settings. The Program will follow existing institutional practices relating to the development and approval of memoranda of agreements that support clinical affiliations. Enough clinical affiliations will be maintained to provide clinical experiences. The Program will ensure that all memoranda of agreement remain current.

Qualified faculty will continue to supervise clinical learning experiences and the Program will ensure that required instructor to student ratios are followed and enforced.

The Program Director will continue to ensure that clinical facilities utilized for clinical experiences are appropriate for the level of student learning, achievement of course objectives and student safety.

The program will continue to utilize clinical facilities that maintain an adequate patient census to provide breadth and depth of experience needed for instruction.

Maintenance of Records and Reports

All current records will be maintained in a secure manner to prevent loss, destruction or unauthorized use. All records will be maintained for the required specified time and will remain accessible to those with a need for access (e.g., Program Director, Coordinator).

The Program will maintain currently enrolled student application and admission documents, clinical evaluations, and signed receipts of written student policies. The Program will also continue to maintain the records listed below in accordance with required Institutional/Phlebotomy education guidelines:

- a. Faculty records
 - b. Faculty meeting minutes
 - c. College catalogs, program of study, mission and goals, curriculum and course outlines
 - d. Memoranda of agreements with affiliating agencies
 - e. Strategic planning documents and program evaluation master plan

Nearby Phlebotomy Program

Renaissance Health Care

4.5 (4) · Nursing School

3063 W 28th Ave

Pine Bluff, Arkansas

· (870) 536-2300

Remington College - Little Rock Campus

3.0 (4) · College

10600 Colonel Glenn Rd #100

(501) 303-4385

Arkansas College of Health Careers

4.3 (4) · College

9714 W Markham St

(501) 319-7573

Total Program Evaluation

The Program will ensure compliance with the Rule through the following activities:

Periodic review and assessment of the current plan

Revision of the current plan considering changes in program outcomes.

Incorporation of the plan goals with the institutional planning and budgeting cycle

Incorporation of Divisional support staff to participate in the review process.

Employment of technological applications in improving the ability to assess program outcomes.

The plan for evaluation will continue to follow the areas specified which include:

- a. Organization and administration of the Program
 - b. Philosophy/mission and objectives/outcomes
 - c. Program of study, curriculum, and instructional technologies
 - d. Education facilities, resources, and services
 - e. Affiliating agencies and clinical learning activities
 - f. Students' achievement
 - g. Graduates' performance
 - h. Graduates' Phlebotomy competence
 - i. Faculty members' performance

PROGRESSIVE DISCIPLINE POLICY

Types of Positive Progressive Discipline

I. Verbal counseling - A documented discussion with the student that alerts the student that a problem exists. Documentation is entered into the student's school file as a result of the verbal discussion.

II. Written correction - Discussion with the student that the problem is continuing.

Corrections are documented and placed into the student's file with the student's signature a requirement at this time.

III. Suspension - A meeting with the student, instructor(s), and Division Vice President will be held to review the problem(s). Suspension from class or clinical may be implemented. Clinical instructors may suspend a student from clinical when it is determined that the student's behavior jeopardizes the safety and welfare of clients. The student may be terminated from the program depending on the seriousness of the problem(s). Written documentation

requiring the signatures of students and staff will be entered into the student file.

IV. Termination - The Vice President for Student Affairs is the only person who can terminate a student from a program. When behavior of the student warrants such severe action and following a recommendation from the program faculty the Dean may make a recommendation to the Vice President for Student Affairs that the student be terminated from the program.

Whether a student is eligible for readmission to a program after termination will be determined at the time of termination decision.

When a student is disciplined for cause— the student remains on probation until completion to the program.

STUDENT/FACULTY DISPUTES

If the student has a grievance concerning an instructor or a method of instruction, he/she is encouraged to first contact the instructor to resolve the matter. If unable to resolve the grievance with the instructor, he/she should contact the Program Coordinator or Division Dean, then the Vice President for Academic Affairs. The decision of the Vice President for Academic Affairs is final. The Vice President for Academic Affairs will notify the Equal Opportunity/Affirmative Action (EO/AA) Officer in writing, of and grievance involving alleged discrimination or sexual harassment. The EO/AA Officer will further investigate such claims and provide a written report to the President.

NON-ACADEMIC APPEALS

Except for matters of alleged discrimination or sexual harassment, non-academic grievances should be referred to the Vice President for Student Affairs & Registrar. The decision of the Vice President for Student Affairs & Registrar is final. The Vice President for Student Affairs & Registrar will notify the EO/AA Officer in writing of any grievance involving alleged discrimination or sexual harassment (Refer to the policy in the Southeast Arkansas College Catalog and Student Handbook). The EO/AA Officer will investigate such claims and provide a written report to the President.

POSITIVE PROGRESSIVE DISCIPLINE

For unacceptable theory and/or clinical performance that does not warrant immediate termination, positive progressive discipline may range from verbal counseling up to and including termination, depending upon the seriousness and/or frequency of the action.

Specific topics to be addressed may include--but are not limited to--the following:

I. Verbal counseling, written correction, suspension, up to and including termination:

1. Non-compliance with dress and/or uniforms policy.
2. Provoking or reacting to provocation.
3. Tardiness
4. Disturbing others at their work. Disruptive behavior
5. Creating or contributing to unsanitary conditions.
6. Excessive personal telephone calls or visitors during class time.
7. Any personal telephone call or visitor while in the clinical area.
8. Loitering or loafing during clinical assignment.
9. Neglect of duty.
10. Smoking, except in designated areas and/or designated time.
11. Unauthorized absence or tardiness.
12. Failing to have safety goggles/glasses on person in clinical areas when required.

II. Suspension, up to and including termination:

1. Disclosing confidential information
2. Jeopardizing the safety and welfare of a client.
3. Unauthorized access of confidential information.
4. Sleeping in the clinical area.
5. Threatening, intimidating, or coercing fellow students or staff at any time, for any purpose.
6. Use of abusive or obscene language in regard to, or in the presence of, patients, visitors, staff or fellow students.
7. Horseplay or throwing things.
8. Defacing, damage to, or destruction of school or clinical facility property.
9. Being away from your assigned clinical area without specific permission.

10. No call / No show
11. Failure to follow policies of the Agency, NAH Department and/or the Southeast Arkansas (SEARK) College Catalog and Student Handbook.

III.Immediate Termination

1. Willful violation of ANY Medication Rotation guideline.
2. Insubordination
3. Possession of or reporting to school or clinical area under the influence of, alcohol or other habit-forming drugs.
4. Refusal to submit to a random drug screen.
5. Possession of weapons on school or clinical facility property.
6. Theft
7. Falsification of information records, or documents (including presenting work of another as being your own).
8. Fighting
9. Physical or verbal abuse of a patient.
10. Habitual tardiness to the clinical area.
11. Absences in excess of two (2) days during a clinical rotation per semester.
12. Willful execution of procedures you have not been taught or given permission to do.
13. Unsafe performance of psychomotor skills.

SUBSTANCE ABUSE POLICY

INTRODUCTION

Southeast Arkansas College (SEARK) recognizes its responsibility to provide a healthy environment within which students may learn and prepare themselves to become members of the healthcare profession. The Nursing & Allied Health Technologies (NAH) Division is committed to protecting the safety, health and welfare of its faculty, staff, and students and people who encounter its faculty, staff and students during scheduled learning experiences. The NAH Division strictly prohibits the illicit use, possession, sale, conveyance, distribution and manufacture of illegal drugs, intoxicants or controlled substances in any amount or in any manner, and the abuse of *alcohol*, non-prescription and prescription drugs.

The intent of the Substance Abuse Policy is not just to identify those students chemically impaired, but also to assist students in the return to a competent and safe level of practice and to achieve their goal of becoming a NAH Professional. Emphasis is on deterrence, education and reintegration. All aspects of the policy are established in good faith with compassion, dignity and confidentiality.

The ***Intoxicants and Drug policy*** of Southeast Arkansas College (SEARK) is found in the 2004-2005 SEARK College Catalog & Student Handbook – page 68 and in the NAH Division Policies.

As a condition of enrollment, each student will sign a Substance Abuse Policy Release Form agreeing to adhere to this Substance Abuse Policy.

TESTING PROCEDURES

When the Testing May Occur: Southeast Arkansas College may require students to submit to drug testing under any or all the following circumstances:

- Pre-admission testing
- Scheduled testing at unannounced designated times throughout the program
- Random testing as required by clinical agencies or the NAH Division
- For cause
- As part of a substance abuse recovery program

Cost: The approximate cost of each drug screen is \$41-45. Students will be required to pay all fees and related expenses.

Sample Collection: The collection techniques *utilized shall conform to the guidelines following chain of custody protocol*. Decisions regarding observed or unobserved specimen collection may be made by SEARK College NAH Division in collaboration with the lab utilized.

Substances: Substance-related disorders are listed in the Diagnostic and Statistical Manual of Mental Disorders, fourth edition, (DSM-IV). Substances of abuse are grouped into eleven classes: alcohol, amphetamines or similarly acting sympathomimetics, caffeine, cannabis, cocaine, hallucinogens, inhalants, nicotine, opioids, phencyclidine (PCP) or similarly acting arylcyclohexylamines and

sedatives, hypnotics or anxiolytics. Testing may include any of these drug categories. SEARK College NAH Division shall have the authority to change the panel of tests without notice to include other illegal substances as suggested by local and national reports or circumstances.

Positive Results: Test results will be considered positive if substance levels (excluding caffeine and nicotine) meet or exceed threshold values for both immuno assay screening and GC/MS confirmation studies, and the Medical Review Officer verification interview verifies unauthorized use of the substance. Positive tests are run twice to verify substances. Split samples are saved at the original lab and may be sent to another SAMHSA approved lab for additional testing at the student's expense.

CONFIDENTIALITY

All testing information, interviews, reports, statements and test results specifically related to the individual are confidential *to the extent allowed by law, and except for disclosure required by the Arkansas State Board of Nursing or appropriate criminal authorities*. Drug test results will be received from the lab by the SEARK College NAH, Dean or designer, and only authorized persons will be allowed to review this information. Records will be maintained in the student's record, which is kept in a file cabinet in the locked file room. The NAH/Division may be required by the Arkansas State Board of Nursing to *provide* information regarding the student's substance abuse history. This information, in writing, may be shared before the student *is* permitted to take the NCLEX examination for licensure.

TREATMENT, REFERRAL & REAPPLICATION

A positive drug screen will *result in* immediate dismissal from the program. The VP of NAH shall refer persons identified as having substance abuse problems for therapeutic counseling regarding substance withdrawal and rehabilitation to a reliable source.

A student who has received treatment will not be denied learning opportunities based on a history of substance abuse. The re-application process for a student who has previously tested positive for substance abuse will include:

Demonstrated attendance at AA, NA, or a treatment program of choice of an approved substance abuse counselor for a six (6) month period. Evidence of participation must be sent to the NAH Division. Acceptable evidence shall consist

of a written record of at least the date of each meeting, the name of each group attended, purpose of the meeting, and the signature or signed initials of the chairperson of each group attended.

Demonstrated (6) months of abstinence immediately prior to application. This will be evident through 4 successive negative drug screens.

Letters of reference from all employers within the last six (6) months.

Signing an agreement to participate in monitoring by random drug screens consistent with policy of the SEARK College and the Health Professions Division. The student will pay for testing.

Once readmitted, the student must always abstain from the use of controlled or abuse potential substances, including alcohol, except as prescribed by a licensed practitioner from whom medical attention is sought. The student shall inform all licensed practitioners who authorize prescriptions of controlled or abuse potential substances of the student's dependency on controlled or abuse potential substances, and the student shall cause all such licensed practitioners to submit a written report identifying the medication, dosage, and the date the medication was prescribed. The prescribing practitioners shall submit the report directly to the Dean of Nursing and Allied Health or designee within ten (10) days of the date of the prescription.

Once a student is re-admitted to the NAH program, and a positive test for substance abuse is found, the student will be dismissed from the program and will be ineligible for readmission.

TESTING FOR CAUSE

Any Nursing and Allied Health student who demonstrates behavioral changes suspected to be related to the use of drugs, including but not limited to alcohol, may be subjected to testing. The decision to drug test will be drawn from existing facts considering the experience of the observers and may be based on:

Observable phenomena such as direct observation of drug use and or physical symptoms of manifestation of being under the influence of a drug.

Erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, and deterioration of work performance.

Information that a student has caused or contributed to an accident that resulted in injury requiring treatment by a licensed health care professional.

Formal charges of, or conviction by a court of a drug, alcohol or controlled substance violation.

Testing will be conducted using the following policy/procedure:

The faculty member will have another faculty member or staff RN confirm any suspicious behavior. The student will be asked to leave the area and go with a faculty member and a witness to discuss the situation in a location ensuring privacy and confidentiality. The discussion will be documented and any decision to drug test will be made at that time.

If warranted, the student will submit appropriate laboratory specimens in accordance with the Substance Abuse Policy and clinical agency policies, if appropriate.

The student will be suspended from all clinical activities until the case has been reviewed by the appropriate personnel, as designated by the Nursing and Allied Health Division, and/or requirements of the clinical agency.

If the laboratory test is negative for substances classified in the Diagnostic and/or Clinical Statistical Manual of Mental Disorders (DSM-IV), the student will be allowed to return to class or clinical assignment without penalty. Arrangements to make up missed work must be initiated by the student on the first day back to class or clinical (whichever comes first). If any laboratory test is positive for substances classified in the Diagnostic and/or Clinical Statistical Manual of Mental Disorders (DSM-IV), the result will be immediate suspension or dismissal from the program.

Confidentiality will be maintained to the extent allowed by law, recognizing that test results may be disclosed upon request to the Arkansas State Board of Nursing or appropriate criminal authorities.

Approved 12/01

Amended 4/22/2002, 06/07

SOUTHEAST ARKANSAS COLLEGE
Health Professions

SUBSTANCE ABUSE POLICY RELEASE FORM

I, _____, have read the Substance Abuse Policy of Southeast Arkansas College Nursing and Allied Health Division and agree as a student in the Nursing and Allied Health Division to comply with all aspects of the policy as written.

I agree that Healthcare Plus or other drug testing facilities designated by SEARK College is authorized by me to provide the results of appropriate test(s) to Southeast Arkansas College NAH Division. I agree to indemnify and hold the Southeast Arkansas College and Healthcare Plus harmless from and against all claims; causes of action, demands, liabilities or judgments arising out of any claim related to compliance and confidentiality of the test results.

I further understand that failure to adhere to the conditions specified in this policy will result in my dismissal from the program. Furthermore, I agree to abide by the provisions for determining suspension and to follow the conditions of re-application as outlined.

I further understand that failure to adhere to the conditions specified in this policy will result in my dismissal from the program. Furthermore, I agree to abide by the provisions for determining suspension and to follow the conditions of re-application as outlined.

Student Printed Name

Student Signature

Date

Student SS#

SOUTHEAST ARKANSAS COLLEGE
Phlebotomy Technology
HEAL 1216 Introduction to Phlebotomy Technology

ADDENDUM
HEALTH AND SAFETY

COMMUNICABLE DISEASES:

Communicable disease means an illness that occurs through the transmission of infectious agent toxic products from a reservoir to a susceptible host. Communicable diseases include, but not limited to, human immunodeficiency virus (HIV), AIDS, AIDS related complex (ARC), Influenza, hepatitis A (HAV), hepatitis B (HBV), meningitis, meningococcal infection, and tuberculosis. **Medical Judgment:**

Any decision that SEARK College makes concerning a person who has a communicable disease shall be based on current medical information, which includes the nature of the disease. The risk of transmission to others, symptoms, and special circumstances of the person will be considered before recommending for medical consultation.

Clinical and Laboratory Supervision:

SEARK College requires college faculty and students participating in clinical and laboratory programs to follow precautions and safety guidelines suggested by the Occupation Safety and Health Administration (OSHA). College faculty will supervise students in clinical and laboratory experiences and monitor compliance through guidelines outlined by OSHA.

Educational materials about infection diseases are available through Nursing and Allied Health.

Drug, Alcohol and Smoke Free Campus:

SEARK College and state law prohibit the possession of illicit drugs and drug paraphernalia on college property. The use of tobacco products is also prohibited on campus property. Persons who violate SEARK or STATE law will be subject to disciplinary action.

Confidentiality:

The medical history or records of any employee or student are considered confidential information and may not be released without the individual's consent, except as otherwise provided by law.

SAFETY

Southeast Arkansas College strives to provide a safe and secure environment for students, faculty, staff and guests. Campus security and safety are dependent on everyone on campus to protect people and property. Students are encouraged to report a crime, suspicious person, or suspicious activity to the Information Center so that the proper Administrator and the proper Security/Building & Grounds personnel can be notified. Employees of the College will be responsible for calling for outside assistance, if deemed necessary.

A College employee is on duty in the information Center during the day and evening. Security/Buildings & Grounds personnel are on duty during class hours. Additionally, the College employs a security service to provide security 24 hours a day, seven days a week.

Basic Biohazard and Safety

Bloodborne Pathogens

This policy has been developed regarding responsibilities for adherence to the Centers for Disease Control (CDC) and Occupational Safety and Health Administration (OSHA) guidelines for prevention of transmission of blood borne pathogens. This policy recognized individual rights, confidentiality of test results and health records for students. The policies and procedures outlined here are to protect students, staff, faculty, and patients from the spread of disease and to maintain a safe learning and work environment.

Below are definitions to support this policy/procedure.

Bloodborne Pathogens: pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include but are not limited to: Hepatitis B virus, Hepatitis C virus, and Human Immunodeficiency Virus (HIV).

Contaminated: the presence of blood or to the potentially infectious materials on an item or surface

Engineering Controls: controls that isolate or remove the bloodborne pathogens / hazard from the environment. An annual review of appropriate engineering controls will be performed by instructors in the program.

Exposure: skin, eye, mucus membrane, non-intake skin, or other parenteral contact with blood or other potentially infectious materials. Exposure may occur because of a percutaneous injury or contact with mucous membranes or non-intact skin.

Potential Infectious Material: blood as well as cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, semen, and vaginal fluids are considered to be contaminated. Standard precautions do not apply to feces, emesis, urine, nasal secretions, sputum, sweat, or tears unless they are visibly contaminated with blood.

Standard Precautions: an approach that treats blood and body fluids. These are a set of precautions designed to prevent transmission of bloodborne pathogens. They involve the use of appropriate hand washing combined with the use of appropriate protective barriers, such as gloves, gowns, masks, and goggles which can reduce

the risk of exposure. Standard precautions also include the concept whereby health care workers take all necessary precautions to prevent injuries caused by sharp devices.

Needle Stick and Sharps Injury

This policy provides procedures in the event of a needle stick or sharp injury. The procedure outlined below is used for an event on-campus. All program faculty have access to the reports listed in this procedure. Students may request reports as needed.

During the clinical rotations, students are to follow the policy of the affiliate site AND report the incident to the Clinical Coordinator or Program Director. The Program Director will follow up with clinical internship student within one week to ensure all protocol has been completed and no additional care or documentation is needed.

1. Injured or exposed students must immediately remove all soiled clothing and/or PPE. Wash wounds and skin with soap and water. Flush mucous membranes copiously with water for at least 15 minutes.
2. Exposed student reports exposure incident to the clinical lab instructor immediately. The lab instructor and Program Director will assist in filling out a written report using the Incident Form.
3. The Exposure incident letter to healthcare professional report must be completed and photocopied. Once copy is to be kept in the student file. A second copy shall be sent with the exposed student for the medical professional to complete. This form should be returned to the Program Director after completion by a medical professional.

While a student at Southeast Arkansas College Phlebotomy Program, I have acknowledged, received, understood, and agreed to follow basic biohazard and safety training.



Student Signature

Date

Witness

Date

SIGNATURE SHEET

I have been given a copy of the Health Professions Department Policies and a SEARK College Catalog and Student Handbook. My signature below signifies that I have read and understand the following **policies and/or rules:**

Changes

Address Changes

Student Conduct

Attendance

Classroom Guidelines

Breaks

Dress Code

HIPAA Statement

Student Accidents

Computer/Audio Visual Usage

Messages

Parking

Advisors

Grades

Academic Dishonesty

Academic Appeals

Withdrawal Policy

Academic Progression

Testing policy

Graduation

Returning Student Policy

Progressive Discipline Policy

Student/Faculty Disputes

Non-Academic Appeals

Positive Progressive Discipline

Substance Abuse Policy

Basic Biohazard and Safety

Other Policies as addressed in the SEARK College Catalog & Student Handbook

Student Signature

Date