

## **Phlebotomy Technician Program**

01/26/10

### **Program Summary**

[Marshfield Labs](#) ([St. Joseph's Hospital](#) / [Marshfield Clinic](#) Joint Venture Lab) provides a four-week clinical phlebotomy practicum for students seeking a technical diploma as a Phlebotomy Technician. The Laboratory is affiliated with:

- [Mid-State Technical College](#) (MSTC)

Students enroll in the Phlebotomy Technician program at their college and complete their classroom studies on campus. Students then spend four weeks at Marshfield Labs (or other laboratory affiliated with the college) in a practicum program. The practicum is designed to expose students to the everyday workings of a laboratory and teach them the knowledge and skills necessary to work as Phlebotomy Technicians. On completion of the practicum, students receive a Technical Diploma from their college. They are then eligible to take a national Board of Certification exam to become certified as a Phlebotomy Technician.

The Phlebotomy Technician practicum program was established at Marshfield Labs in 1982. The Mid-State Technical College program is approved by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). Information regarding program approval status may be obtained from NAACLS at 5600 N. River Rd., Suite 720, Rosemont, Illinois, 60018-5119, Ph. 773-714-8880, or at [www.naacls.org](http://www.naacls.org).

### **General Information**

#### **Student Placement**

Students are placed at a Phlebotomy practicum site through their college.

#### **Phlebotomy Laboratory/Practicum (MSTC Course 10513117)**

Students spend four full-time weeks at Marshfield Labs/St. Joseph's Hospital/Marshfield Clinic (or other laboratory affiliated with the college). The practicum experience prepares the learner to function as a staff member in a medical laboratory setting performing venipuncture and other specimen collection procedures, processing and handling laboratory specimens, and performing related duties.

#### **Tuition and Fees**

Students pay tuition and fees directly to their college. In the event of withdrawal, students are subject to the refund and withdrawal policies of their college.

The cost of textbooks varies and is the responsibility of the student.

The cost of national certification examinations is the responsibility of the student.

The cost of all housing, meals, and travel during the practicum is the responsibility of the student.

Students who need financial assistance are encouraged to visit their college's Office of Financial Aid and apply for scholarships, grants, and/or student loans.

### **Policies**

During orientation, students will receive information on the safety, security, and confidentiality policies of Marshfield Labs/St. Joseph's Hospital/Marshfield Clinic. Students will be expected to adhere to these policies during the practicum.

### **Health Requirements**

Students admitted to the practicum are required to complete a Health Information Report documenting their current immunization status prior to beginning the practicum. A caregiver background check will be conducted by the student's university or the program.

### **Insurance**

Students are responsible for their own medical care needs and their own health care costs. They are fully responsible for all costs related to general medical or emergency care including, but not limited to, immunizations, tests, procedures, office visits, and hospitalizations. Students may use the services of the Urgent Care Department, Emergency Department, or may seek care from a provider of their choice at their own expense. St. Joseph's Hospital / Marshfield Clinic does not provide health insurance for students.

### **Housing**

Students are responsible for obtaining their own housing and are responsible for their own housing costs.

### **Meals**

Meals may be purchased in the Hospital or Clinic cafeterias. Students receive a discount when wearing their student nametag. Lunches carried in must be eaten in the cafeterias or break rooms. Food and beverages are not allowed in the laboratories.

### **Dress Code**

Students are required to follow a dress code appropriate to the professional work involved and within the guidelines required for employees. Clothing should be clean, free from holes and tears, and not wrinkled or tattered. Scrubs or dress slacks and neat, clean blouses/shirts or turtlenecks are acceptable attire. Stockings must be worn; legs must be covered below pant/skirt hemlines. Open-backed shoes are acceptable, but open-toed shoes are not allowed. Tennis shoes are acceptable. Blue jeans are not allowed.

Laboratory coats are provided by Marshfield Labs.

**Hours**

Students are to be in attendance Monday through Friday, 40hr/wk.

**Holidays / Vacations**

Students are not expected to be in the laboratory on national holidays.

**Absences**

Students who will be unavoidably late or absent for any reason must notify their practicum instructor as soon as possible. All work missed due to tardiness or absence must be made up by the student.

**Part-Time Employment**

Students are strongly encouraged not to be employed (work in a paid position) during the practicum. Practicum hours will not be shortened or altered to accommodate a student's work schedule. If a job is held, it is advised that the position be part-time and the student scheduled for a limited number of hours.

**Computer Access**

PCs are available for student use in the Marshfield Medical Library and in other locations throughout the facility. A generic login may be used. Students will be expected to use their college or personal e-mail; access to the Marshfield Clinic e-mail system will not be provided.

**Graduation**

The program awards a certificate of completion to students completing the program. The awarding of the certificate is not contingent upon passing any external licensure or certification examination. Students receive a technical diploma from their college.