

Phlebotomy Orientation

STUDENT NAME _____

DATE _____

The Didactic

1. Complete the 24 hour Basic and the 24 hour Advanced didactic training. (48 hours in the classroom = 7 Saturdays) from _____

My Didactic class begins on _____ and ends _____

Students are strongly urged to attend all classes. Any absence significantly reduces the student's chances of passing the National Exam.

Students must notify the instructor of any planned absences. Make-up quizzes, homework, or other activities must be discussed with the instructor.

Weekday students are allowed a maximum of two didactic absences. (Student Handbook, Page 4)

All absence beyond those mentioned above must be made up before the student is allowed to take the National Exam.

All students must pass the didactic class with a cumulative score of 75% or higher before they can take the National Exam. (Student Handbook, Page 3) ***National exam will have to be rescheduled if a student fails the didactic class***

Students are allowed to attend additional didactic classes (when and if there are vacancies), at no charge, until the student passes the National Exam. However the student must complete the course within 24 weeks of their official start date or they may be dismissed.

My initial demonstrate that I have reviewed and understand all policies above _____.

The National Exam

2. Take the certification exam by the NHA. **Note that the total tuition fee is due on or before the NHA.**

Students must pay exam fee of \$115.00 and register online www.nhanow.com at least 8 days prior to taking the exam.

Our certification exam will be on _____

The National exam will be given at _____ monitored by a Proctor.

Only students who have passed the didactic part of the class will be allowed to take the National Exam.

Only students who have paid all tuition and fees will be allowed to take the National Exam.

My initials demonstrate that I have reviewed and understand all policies above _____.

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The Externship

3. Complete an externship.
 - a. 40 hours of attendance at the site
 - b. 50 supervised venipunctures
 - c. 10 supervised capillary punctures
 - d. Observation of 2 arterial punctures

All questions regarding externship must be directed to the Externship Coordinator at AUMT Institute at (310)532-5133 or _____

Externships begin approximately 4 - 8 weeks or more after the didactic section has been completed. Clinical externships are scheduled during regular weekday hours (Usually 8:00 am to 5:00pm or 9:00am to 6:00pm (Mon-Fri)). Any restrictions on the student availability will result in delays in placement. Students who cannot meet the above clinical externship hours will be dismissed from the program. (Student Handbook, Page 5)

The Externship Coordinator will contact you by email within 48 hours after you have passed the National Exam. If contact is not made, you should contact the Externship Coordinator by email at _____

When student has been placed in an externship, their attendance is mandatory. They will be required to stay at the externship for at least one week. Students will be required to stay more than one week if they do not complete all venipuncture and capillary sticks within one week. Students are required to perform 50 venipuncture and 10 capillary punctures, no matter how long it takes.

Externship Probation

While at the externship, students will be immediately removed from the site and put on probation for any of the following reasons:

- Absences, coming late, or leaving early without prior notification
- Walking out on externship site without permission
- Any complaints from the externship site Supervisor
- Any act that endangers patients safety, privacy, or other rights
- Canceling their assigned externship within 48 hours of the time they are required to begin

A student on probation will be put at the end of the externship waiting list. They will be placed when all other students from their class and previous classes have been placed.

If an occurrence of the above situation takes place a second time, or while the student is on probation for any other reason, the student will be immediately dismissed from the school.

My initial demonstrate that I have reviewed and understand all policies above _____.

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Certificate of Completion

4. Submit your externship paperworks to your Externship Coordinator by fax. Allow approximately 1 -2 weeks to receive your Certificate of Completion: Fax: (310)532-5062

Students must make arrangements to pick up their Certificate of Completion in person at LA Harbor College.

Phlebotomy License (Online Application)

5. Apply online to the State of California, Department of Health Services, Laboratory Field Section (DHS/LFS) for Certified Phlebotomy Technician 1 (CPT1) license. The application is filled out and fee of \$100 must be paid online by credit card (Visa or Master only).

The process to receive your license from the state can take 4-10 weeks. CPT1 license needs to be renewed every two years. This will require renewal fees and continuing education documentations. AUMT is not responsible for CPT1 License renewal process. Students must contact LFS/DHS for further instructions.

Dress Code

I have read, understand, and will comply with the dress code as outlined in the *Student Handbook, Page 4*
_____ (initial)

Safety and Infection Control

I have read, understand, and will comply with safety and infection control requirements as outlined in the *Student Handbook, Page 7* _____ (initial)

I, _____ have received all the information about *Phlebotomy Orientation* and I have read the *Student Handbook* and that all my initials above indicate that I have understood this information, asked all necessary questions, and assume all the responsibilities as indicated above.

Student's Signature

Date