

## **PHLEBOTOMY ADMISSION REQUIREMENTS**

For admission to one of the Los Angeles Career College's Phlebotomy Technician Program, a potential student must complete all of the following:

1. Submit an original high school diploma or original transcript indicating that the student graduated from an accredited high school noting graduation date, or an official equivalency exam transcript with date and ID#. All non-English transcripts must be translated into English and be officially certified.
2. Proof of good health: A report which includes a medical history, physical examination, and PPD test or CXR signed by a healthcare provider performing the physical examination shall be provided to the institution indicating that the student does not have any health condition that would create a hazard to him/her and patients or visitors. Due before clinical training begins.
3. Must be free from conviction by any court (other than minor traffic convictions) or have clearance from the California Department of Health Services. If convicted by any court, the applicant will be asked for a statement about the event and will have a background check through the Department of Justice. This does not preclude the applicant from becoming certified as a phlebotomist but does take 2 – 3 weeks longer as each case is investigated individually. Students are responsible in communicating their background status with their respected program coordinator, to avoid rejection from state licensure. If after a criminal background check has been conducted through a Live Scan and the state rejects the phlebotomy licensure, Los Angeles Career College is not responsible for the outcome. Students are not eligible for any refund at this point of their enrollment. If you believe that you have a background status that may interfere with your career program completion, please contact CDPH-Background Check Department before beginning your program.
4. Must be able to exert 20-50 lbs. of force occasionally, 10-25 lbs. of force frequently, and/or up-to 10 lbs. of force constantly to move objects.
5. Must attend the Los Angeles Career College program orientation prior to their session start date.

## **PHLEBOTOMY ATTENDANCE**

Los Angeles Career College regularly maintains attendance records. Absences should occur only for urgent reasons such as ill-health or other extenuating circumstances. Whenever possible, students should notify the faculty member in advance of any anticipated absences. Prior arrangements must be made with each faculty member for make-up work.

Attendance is considered an essential part of the learning experience, and individual instructors may implement specific policies regarding attendance for a specific course, which may be more restrictive than the general institutional policies of Los Angeles Career College.

### Tardiness

Students are expected to attend class on time by arriving to class no later than 15 minutes from the class starting time. Early departure for more than 15 minutes would adversely affect the student's grades. If a student misses a class or a portion thereof, the instructor is not required to repeat such material for the student. Therefore, it is highly recommended that students make every effort to attend all classes.

### Absences

If a student misses a class or a portion thereof, the instructor is not required to repeat such material for the student. Therefore, it is highly recommended that students make every effort to attend all classes. Attendance will be documented on a daily basis; student absences will be documented from the date of the first meeting of the class day, regardless of when the student registers for the class. Once a student has missed one class, the faculty member shall immediately contact the student (via e-mail or phone) to remind him/her of the institution's attendance policy, and the faculty member will submit the requisite reports to the Department Directors. Any student who does not attend at least 75% of the scheduled class time will be placed on academic probation for the quarter/term.

Any student who misses three or more class meetings for any individual course shall be automatically dropped from that class

### Leave of Absence

Students may request a leave of absence (LOA) for medical reasons, financial difficulties, military duty, personal difficulties, and jury duty. Students may also request an administrative leave when a course that is needed is not available. An LOA shall be reasonable in duration, usually not to exceed 60 calendar days. One LOA may be granted during a 12-month period.

Students must adhere to the following procedures when requesting an LOA.

- a) Students in need of an LOA must contact the Department Directors. LOA requests must be supported by the appropriate documentation.
- b) Students cannot be granted an LOA to avoid being dismissed because of lack of satisfactory academic progress or failure to fulfill the requirements of attendance.
- c) The Chief Academic Officer will approve or deny LOA requests.
- d) If the student is not in attendance on their scheduled return date, the student will be withdrawn.

### **PHLEBOTOMY REFUND POLICY**

A student has the right to receive a full refund when cancelling the enrollment agreement they signed for a course of instructions, including any equipment such as books, material, and

supplies, or any other goods and services included in the agreement any time before the first day of instruction.

**The \$75 deposit to reserve the student’s seat is non-refundable.**

If the student attends the first day of instruction and decides to cancel, the student will be refunded according to the enrollment agreement.

<b>Proportion of Total Program Taught by Date of Withdrawal</b>	<b>Tuition Refund</b>
Less than 9%	90%
10% up to but not including 19%	80%
20% up to but not including 29%	60%
30% up to but not including 39%	40%
40% up to 49%	20%
More than 50%	No Refund

Cancellation shall occur when the student gives written notice of cancellation via email. If Los Angeles Career College has given them any equipment, including books or other material, they shall return them in new condition to the center within 30 days following the date of their notice of cancellation. The refund amount will be processed within 30 days of their written cancellation.

\* Business day – defined as Monday through Friday 8:00am – 5:00pm, excluding weekends and national holidays. Cancellation notice after 5:00pm shall be considered as next business day.

\*\* Los Angeles Career College Credit cannot be used in conjunction with any other offer and is redeemable at the location of Los Angeles Career College towards any classes and equipment, including books and other material, offered at Los Angeles Career College. The Credit cannot be used to pay for taxes, shipping and handling or other charges. Taxes, shipping, handling and other charges will apply to total charges prior to your current promotion. The Credit on a student’s file will expire in 6 months after the date of issuance and cannot be replaced afterwards.

**CLINICAL FACILITY POLICY**

Los Angeles Career College is responsible for providing each student the opportunity to experience all that modern medicine has to offer at a clinical setting. The program has many excellent clinical affiliates for placement. Each facility has a complete array of state-of-the art

equipment. During clinical rotations, students will gain different experiences. Students are assigned to clinical internships at various clinical laboratories. The clinical internship helps students gain experience that prepares them for a phlebotomist position.

### Process for Assigning Students to Externship Sites

The MANDATORY REQUIREMENTS are as follows:

- The student MUST pass the final examination with 70% or better on a 100-point competency scale.
- The student MUST have a competent skill level based upon the written clinical evaluation by your Instructor(s).
- The student must be FLEXIBLE. Los Angeles Career College is responsible for finding student placement, but clinical training sites set schedules for students to train. Students are NOT able to dictate their own schedule.
- The student that scores the highest grade on the final examination is given the first opportunity to schedule with the Externship Coordinator.
- If that student is not available to train at an available site, the student will be placed at the bottom of the list and the student with the next highest final exam score will be contacted.
- The shifts and schedules available will be discussed with the student. Please remember if you are not available for any of the openings, your name will be placed at the bottom of the list.
- At the time you speak with the Externship Coordinator, complete instructions on where to report along with your schedule will be given at that time. DO NOT contact the site directly.

The student understands the following:

- Our externship sites have the right to refuse any student (i.e. a student with substandard skills or does not present themselves in a professional manner).
- The student must be cooperative when being assigned a certain work schedule.
- The student must meet the requirements of the externship site in which they are assigned.
- The externship site has the right to extend the student's externship hours if they feel that the student needs additional training.

### **Requirement for ALL Externships**

- A medical clearance from a licensed healthcare provider stating that the student is in good physical health.
- A PPD (TB Test) within the last 12 months
- If the student has had a positive PPD in the past, the student MUST have a chest X-ray within the last 12 months that is negative.
- \*\*\*A negative covid test (rapid or PCR) prior to their clinical start date.\*\*\*

## **CELL PHONE POLICY**

Students must turn off cellular devices during class. They may be used during any breaks that are given by the instructor. Students who are participating in an externship must comply with their site's cell phone use policy.

Failure to comply can result in academic probation and even termination from the program.

Students are prohibited from taping/video recording on any capable device while on-campus without consent from the school and/or the instructor.

## **DRESS CODE**

Students are required to wear their designated uniforms while attending their program. Students must maintain a neat/clean appearance while on-campus and during their externship/clinical sites.

For safety reasons, open-toed shoes, shorts, and other clothing materials that expose skin are not permitted.

## **NON-DISCRIMINATION**

The school fosters equal employment opportunity for all applicants and employees, without regard to race, color, sex, religion, national origin, age, handicap or veteran status, except when, with reasonable accommodations, age or handicap substantially limits ability to meet or perform legitimate service standards or poses a safety hazard.

## **CODE OF ETHICS AND CONFIDENTIALITY**

Confidentiality of Resident/Patient information is one of the most important concepts in the health care code of ethics. As students, you are to preserve the privacy, dignity and confidentiality of information related to the Resident/Patient.

Many Residents /Patients do not want it known that they are ill or hospitalized. Some may wish to keep their diagnosis confidential. Breach of confidentiality is a violation of residents/patients' rights. Residents/patients may lose trust in their healthcare team and will not disclose necessary information that can be essential to their care.

Appropriate communication is to be directed privately among health care workers involved in the residents/patients care. Conversations about residents/patients must never be held in public (break room, hallways, elevators, cafeteria, outside the facility etc.)

## **CONFIDENTIALITY STANDARD**

Students will not discuss personal information about residents/patients that they come in contact with within the clinical observations and or clinical experiences, except with authorized medical and or clinical personnel.

Students will not put Resident/Patients' names, initials or identifiable information specific to any residents/patients on papers handed in class. Items used for clinical purposes containing residents/patients' names or identifiable information will remain or be shredded at the clinical site.

## **GROUNDS FOR DISMISSAL**

Students in the classroom or in clinical practice are expected to perform in a manner that ensures safety. If a student demonstrates unsafe behavior related to the course, or behavior that is unacceptable as defined by the school, the student will be dropped.

Examples of unsafe behavior/practice:

- Error not reported immediately to Instructor or Charge Nurse. Failure to perform clinical skills appropriate to their level of training.
- A student behavior that presents a threat to patient safety and well-being. Attempting to administer patient care beyond their level of training.
- Untruthfulness, either in word or writing, concerning patient care.

Dismissal for Drug Use

- Giving medications to patient
- Failure to inform Instructor/director of use of prescribed medications that could alter student's behavior.
- Unauthorized drug use

General Grounds:

- Failure to meet course requirements as previously stated.
- Cheating or allowing another student to copy an exam answer during a test.
- Exhibiting anger in rage or curse words or gestures, or disrespectful behavior.
- Violation of any of the rules and regulations or violating the California Codes.

## **PLAGIARISM AND CHEATING POLICY**

Plagiarism and cheating are unacceptable conduct and considered serious breaches of academic discipline. Students graduating for the Nursing Assistant program are prepared to enter the health care communities and assume positions that require the utmost in integrity and honesty. Therefore, instructors are obligated to report instances of suspected plagiarism and cheating to the RN Program Director.

Examples of plagiarism and cheating will include, but is not limited to:

- Presenting another student's work as his/her own.
- Using prepared materials not specifically allowed by the instructors during an examination.
- Use of crib notes (cheat sheets).
- Collaborating during an examination.
- Stealing, using or transmitting verbally or otherwise actual test or test questions before the time of the examination.
- Aiding or abetting any act of cheating.
- The punishment for any offense may result in dismissal of the student from the program.

### **REPORTING ABUSE, INCIDENTS AND UNUSUAL OCCURRENCE**

Students and instructors are to report any incident or unusual occurrences they may observe at the clinical site. If the student is the observer, the initial report is made to the Clinical Instructor, who will then report to the Charge Nurse, who will contact the Director of Nursing and /or the administrator.

All reported occurrences will be followed up by the facility immediately, in accordance with established facility policies and in accordance with State and Federal Regulations. The student is a mandated reporter, as designated by the California Department of Justice and the California Attorney General.

### **ANTI-HARASSMENT POLICY**

If a student believes that she or he has been subjected to illegal harassment, the student must bring the matter to the immediate attention of the instructor. All reports of harassment will be promptly investigated and, if appropriate, remedial action will be taken.

### **NO WEAPON POLICY**

Los Angeles Career College is committed to creating a safe and secure environment for every individual on our campus. Our policy prohibits any individual who enters our college from possessing, manufacturing, distributing, or selling any type of weapon which includes any firearm, knives, explosives, tasers and any other item that is capable of harming another individual.

Anyone who is in violation of this policy shall be subject to disciplinary action and/or criminal prosecution.

Individuals should immediately report those violating the policy to administrative staff, complex security (by dialing 562-370-0528) or by calling 911 if they feel they are in an immediate threat.