



School of Health Professions

**Continuing Education**  
**Certificate of Study in**  
**Phlebotomy**  
**and**  
**Specimen Accessioning**  
**Spring 2018**



**Are you...**

- Looking for a career change?
- Interested in helping others?
- Motivated to be part of the health care team?
- Health professional seeking phlebotomy skills?

**If you answered YES to any of these questions.....**

**This exciting Certificate Program is for you!**

- Phlebotomy is the science and art of obtaining blood specimens from patients for laboratory analysis
- Specimen accessioning is the multi-tasked steps for processing these blood specimens

**Rutgers University**  
**School of Health Professions**  
**Department of Clinical Laboratory Sciences**  
<http://shp.rutgers.edu/dept/CLS/phlebotomy/index.html>

**PHLEBOTOMY & SPECIMEN ACCESSIONING PROGRAM**

**SPRING 2018 PROGRAM INFORMATION**

**TUITION:**      **\$1,100.00**

**PART I:**      **Lecture On-Campus (Newark)**  
**January 16, 2018 to March 8, 2018**  
Tuesdays & Thursdays  
6:00-9:00 PM EST

**Location:**  
Rutgers-School of Health Professions  
Stanley S. Bergen Building—Room 926  
65 Bergen St.  
Newark, NJ 07107

**PART II:**      **Blood Collection Practice**

**Student Laboratory (12 hrs)**  
**March 13, 2018 to March 22, 2018**  
Tuesdays & Thursdays  
6:00-9:00 PM EST  
**Location:** Rutgers-SHP, Bergen Bldg, Newark  
Room 926

**Clinical Rotation**  
**100 hours, 15 days, approximately 7 hours a day**  
**Clinical rotations begin in April 2018**  
*Rotations will be scheduled on an individual basis  
and start dates will vary for each student*  
**Location:** Off-campus affiliated clinical sites

**TEXTBOOK:** Phlebotomy Essentials, 6<sup>th</sup> Edition,  
McCall & Tankersley, Wolters Kluwer, 2016  
ISBN: 978-1451194524

**PROGRAM DIRECTOR:** **Carolina Vilchez, MS, MLS (ASCP)**  
Assistant Professor  
Phlebotomy Program Director  
Department of Clinical Laboratory Sciences

## PHLEBOTOMY & SPECIMEN ACCESSIONING PROGRAM

### COURSE DESCRIPTION:

- ◆ Part I consists of lectures on campus on blood specimen collection by venipuncture and skin puncture. Additional topics include anatomy and physiology of body systems with emphasis on the circulatory system; infection control, safety, and quality assurance; specimen processing and storage including other types of lab specimens; and legal responsibilities of the phlebotomist. Students must achieve a minimum overall course average of 70% and a minimum grade of 70% on the final comprehensive exam to successfully complete Part I and be able to continue to Part II.
  
- ◆ Part II consists of practice in venipuncture and skin puncture with 12 hours of student laboratory on campus and a mandatory, 100-hour clinical rotation at an affiliated hospital clinical site. Failure to complete the clinical rotation will result in an incomplete and failure of the course.
  - Students must complete 100 hours AND a minimum of 100 successful venipunctures and skin punctures at an affiliated hospital clinical site.
  - The clinical sites are located in Essex, Hudson, Middlesex, Passaic, and Bergen counties.
  - Students are responsible for their own transportation to and from the clinical sites
  - The clinical rotation must be completed within 6 months from start of the program
  - Clinical rotations are scheduled in 4 cycles. Students are scheduled for one of the cycles depending on clinical site availability. Tentative rotation cycles are:
    - Cycle I: 4/2-4/20
    - Cycle II: 4/23-5/11
    - Cycle III: 5/14-6/1
    - Cycle IV: 6/4-6/22

Upon successful completion of Part I and Part II students will be awarded a School certificate, and will be eligible to take the American Society of Clinical Pathology certification exam in the Phlebotomist category, PBT(ASCP).

## IMMUNIZATION REQUIREMENTS

Requirement	Patient Contact <u>With</u> Risk of Exposure To Blood or Potentially In- fectious Body Fluids
Hepatitis B*- 3 doses of vaccine (at least one dose prior to any activities with any risk of exposure) or serologic proof of immunity. Hepatitis B quantitative surface antibodies (1 month after last dose)	REQUIRED Post-vaccination serology REQUIRED Hepatitis B Record
TB testing* – PPD Mantoux 2 STEP or an FDA approved blood assay for TB	REQUIRED
Measles–2 doses of vaccine or serologic proof of immunity	REQUIRED
Mumps– 2 doses of vaccine or serologic proof of immunity	REQUIRED
Rubella–1 dose of vaccine or serologic proof of immunity	REQUIRED
Influenza- annual dose of vaccine in the fall	REQUIRED
Varicella–2 doses of vaccine or serologic proof of immunity	REQUIRED
Adult Tdap	REQUIRED
Polio – Primary 3-dose series of vaccine or booster dose(s)	RECOMMENDED

- ◆ The student is responsible for any costs associated with providing the required documents listed above.
- ◆ All documentation must be complete. Partial information/ submissions will not be accepted, and will be returned to the student.
- ◆ Students will not be permitted to begin the program unless all medical/immunization information has been deemed compliant by Rutgers Student Health Services.
- ◆ **All information/immunizations must be complete and sent to Student Health Services by November 1, 2017.**
- ◆ Rutgers reserved the right to alter the requirements.

## IMPORTANT INFORMATION

### COURSE CONTENT INFORMATION:

Phone 973-972-5578

E-mail : [phlebotomy@shp.rutgers.edu](mailto:phlebotomy@shp.rutgers.edu)

Website: <http://shp.rutgers.edu/dept/CLS/phlebotomy/index.html>

### CRIMINAL BACKGROUND CHECK:

In order to complete your educational program at Rutgers, a criminal background check is required. Rutgers engages the services of a consumer reporting agency to conduct this background check. Authorization to conduct this background check and results deemed favorable by **Rutgers and clinical facilities** are conditions for admission and continued enrollment. **Only the Rutgers approved agency can perform this background check.**

### CANCELLATION OF COURSE:

The courses require minimum enrollment and may be cancelled because of insufficient enrollment. If a course is cancelled, the student will be notified and given a full tuition refund.

### COURSE TUITION AND FEES REFUND POLICY:

All fees are non-refundable. A tuition refund, less a \$100 administration fee will be issued if notice is received in writing, **one month** before the first day of class. **No refund of tuition will be given if cancellation is requested after that time.**

### CONFIRMATION:

A confirmation letter will be sent to the student prior to the start of class.

**Rutgers reserves the right to modify the program content, faculty and activities, and the right to cancel the course, if necessary.**

Program graduates from 2015 through 2017 have a 100% pass rate on the National Certification Examination administered by the American Society for Clinical Pathology - Board of Certification.

## APPLICATION SUMMARY AND ADMISSIONS CHECKLIST

**PLEASE PAY CLOSE ATTENTION TO ALL DEADLINES. THERE WILL BE NO EXCEPTIONS.**

### ADMISSIONS PRE-REQUISITES:

- Minimum 18 years of age
- Copy of High School Diploma, GED, or higher degree must be sent with the application form and fee.
- If a High School diploma or higher degree is from a country other than the United States, a copy of the World Education Services evaluation must accompany the diploma. For information contact WES at: 1-800-937-3895 or [www.wes.org](http://www.wes.org)
- If a High School diploma or higher degree is from a country other than the United States a **TOEFL is required**. Contact: [www.toefl.org](http://www.toefl.org) or 1-609-921-9000; Minimum TOEFL score: Web-based 79/80; computer-based 213; paper exam 550.

### STEP #1: PROGRAM APPLICATION— SUBMIT THE FOLLOWING:

- Certificate of Study Application Form: provide all information requested  
**Deadline Date: September 22, 2017.**
- **Application Fee: \$ 25 (Non-refundable )**
- **ONLINE PAYMENTS ONLY (SEE NEXT PAGE FOR INSTRUCTIONS)**
- Copy of H.S. diploma, GED, higher degree or WES evaluation (via email)
- Official TOEFL score (If applicable) - via email

### STEP #2: PROGRAM ACCEPTANCE NOTIFICATION:

Applications will be reviewed by the admissions committee. You will receive a letter notifying you of your admissions status (accepted or not accepted).

### STEP #3: ADMISSIONS REQUIREMENTS:

Upon receipt of your acceptance letter, you are required to submit the following by the deadline dates indicated in the acceptance letter:

- **Phlebotomy & Accessioning Registration Form—Due on or before Oct 9, 2017.**
- **Student Authorization for Criminal Background Check- Due on or before Oct. 9, 2017.**
  - \$75—ONLINE PAYMENTS ONLY—INSTRUCTION WILL FOLLOW AFTER APPLICATION FEE IS RECEIVED.
- **Tuition—Due on or before Oct 16, 2017.**
  - **ONLINE PAYMENTS ONLY—INSTRUCTION WILL FOLLOW AFTER BACKGROUND CHECK FEES ARE PAID.**
  - **\$1100.00**
  - **NOTE: NO REFUND OF TUITION IF THE STUDENT WITH-DRAWS FROM THE PROGRAM AFTER JANUARY 10, 2018.**

PHLEBOTOMY & SPECIMEN ACCESSIONING CERTIFICATE

**APPLICATION DEADLINE DATE**  
**Due on or before September 22, 2017**

PLEASE USE LINK BELOW FOR APPLICATION AND APPLICATION FEE PROCESS

[http://apps.shrp.rutgers.edu/projects/onlinepayment/CLS/CLS\\_app\\_form.cfm](http://apps.shrp.rutgers.edu/projects/onlinepayment/CLS/CLS_app_form.cfm)

AFTER THE APPLICATION AND APPLICATION FEE HAS BEEN RECEIVED AN EMAIL WILL BE SENT TO YOU. PLEASE FOLLOW INSTRUCTIONS ON ALL EMAILS.

**Submit the following by September 22, 2017**

**APPLICATIONS WILL NOT BE ACCEPTED AFTER THIS DATE.**

- ⇒ Online Application Form (provide all required information)
- ⇒ Non-refundable \$25 application fee (Online payments only—see link above)
- ⇒ Copy of H.S. Diploma or Higher degree, GED or WES evaluation—send via email to address below.
- ⇒ Official TOEFL score (If applicable) - send via email to address below.
- ⇒ NOTE: All of the above documents are required for a complete a complete application packet to be processed.

**PLEASE PAY CLOSE ATTENTION TO ALL DEADLINES. THERE WILL BE NO EXCEPTIONS.**

**Email all documents to the attention of Kesha Jenkins at [phlebotomy@shp.rutgers.edu](mailto:phlebotomy@shp.rutgers.edu)**

**All questions will be answered BY EMAIL.**

**Tuition Refund Policy:**

A tuition refund, less a \$100 administration fee will be issued if notice is received in writing one month before the first day of class. No refund of tuition if cancellation is requested after that time. **Applicant must agree to refund policy terms.**

**Follow the Rutgers-SHP Phlebotomy Program on  
Facebook:**

**<https://www.facebook.com/RutgersPhlebotomy/>**

**Phlebotomy & Specimen Accessioning Certificate  
Program Spring 2018**