

UMDNJ-SHRP  
Attn: Phlebotomy Director  
65 Bergen St. SSB G22  
Newark, NJ 07101-1709



## Certificate of Study in Phlebotomy & Specimen Accessioning

Are you...

- Looking for a career change
- Interested in helping others
- Motivated to be part of the health care team
- A health care 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 laboratory specimens
- Intended Audience: People who are interested in the phlebotomy profession, nurses and allied health professionals



University of Medicine and Dentistry of New Jersey  
School of Health Related Professions  
Department of Clinical Laboratory Sciences

Certificate of Study Phlebotomy & Specimen Accessioning Program  
Fall 2009

**Phlebotomy & Specimen Accessioning Certificate Application**

PLEASE PRINT CLEARLY

**About the program:**

The UMDNJ Phlebotomy Specimen and Accessioning Certificate Program consists of two courses: Part I-Theory and Part II Advanced Theory/Clinical Practice.

**How can I take this program?**

The program is offered as a traditional on-campus classroom setting. Students MUST have a clear understanding of written and spoken English.

**Part I- Theory Course:**

- Class meets Monday and Wednesday evenings for 9 weeks at the UMDNJ-Scotch Plains campus.

**Part II—Advanced Theory & Clinical Practice**

- Class meets at the UMDNJ-Scotch Plains campus, for 3 evenings, which include advanced theory class and lab sessions. After these sessions students are placed in affiliate sites for clinical rotation

**Course Description:**

**CEU's: 6.0**

The course consists of theory in specimen collection, processing and storage, laboratory safety, anatomy and physiology of body systems, and legal responsibilities of the phlebotomist. To successfully complete Part I, the student must have a minimum 75% overall course average, and a minimum grade of 75% on the proctored final exam.

Name:		
Home Address (Street):		
City:		
State:		Zip:
Phone Day :	Home:	Cell:
FAX:		
E-Mail (Required)		

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**DEADLINE DATE: Post Marked by June 1, 2009**  
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**Tuition Refund Policy:**

A tuition refund, less a \$50 cancellation fee will be issued if notice is received two weeks before the first day of class. No refund of tuition if cancellation is requested after that time. Applicant's must agree to refund policy terms

Applicant signature: \_\_\_\_\_

Submit the following:

	Application Form
	Non-refundable \$25 application fee (US Postal Money order made out to UMDNJ)
	Copy of H.S. diploma or GED or WES evaluation
	Official TOEFL score (if applicable)

**Mail:** UMDNJ-SHRP  
 Attn: Phlebotomy Director  
 65 Bergen St. SSB G22  
 Newark, NJ 07101-1709

ASCP-CMLE: 178-01-09  
 ASCLS-PACE: 334-01-09

<b>Fall 2009 Part I Course Information</b>	
<b>Tuition:</b>	\$550
<b>Date:</b>	<b>Monday &amp; Wednesday Evenings</b> October 5—December 9, 2009 (Thanksgiving week off)
<b>Time &amp; Location</b>	<b>6:00PM– 9:00 PM (Mon &amp; Wed)</b> <b>UMDNJ</b> <b>1776 Raritan Rd.</b> <b>Scotch Plains, NJ 07076</b>
<b>Faculty:</b>	Keith Bellinger, PBT(ASCP) Assistant Professor Department of Clinical Lab Sciences
<b>Textbook:</b>	Phlebotomy Essentials <b>4th Ed. (2008)</b> McCall RE & Tankersley; Lippincott Raven <b>ISBN : 978-0-7817-6138-3</b> <b>1-800-791-BOOK</b> <b>www.amazon.com</b>

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## Phlebotomy & Specimen Accessioning Part I: Theory

### Objectives:

Upon completion of the course, the student will be able to:

1. Explain the importance of specimen collection in the overall patient care system
2. Instruct patients and health care personnel on requirements for specimen collection
3. Follow safety, infection control and quality control regulations

### PREREQUISITES:

The following will be required to register for Part I Course:

- Proof of Active Health Insurance (copy of card)
- Criminal background check forms
- Criminal background check fee: \$85
- Physical Examination Form signed by a licensed healthcare provider
- Immunization form signed by a licensed healthcare provider

The student is responsible for any costs associated with providing the required documents listed above. All documentation must be complete. Acceptance into the program is conditional on meeting all prerequisites including UMDNJ Student Health Services deeming applicants compliance for all medical/immunization information.

Requirement	Patient Contact <u>With</u> Risk Of Exposure To Blood Or Potentially Infectious Body Fluids
Complete History and Physical Exam	REQUIRED
Hepatitis B*- 3 doses of vaccine (at least one dose prior to any activities with any risk of exposure) or serologic proof of immunity	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-1 dose 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
Tetanus-diphtheria-pertussis - primary series of vaccine plus Tdap booster dose after 2 years since last Td booster or since DPT primary series	REQUIRED
Polio - Primary 3-dose series of vaccine or booster dose(s)	RECOMMENDED

## Phlebotomy & Specimen Accessioning Part II: Clinical Practice

Students must successfully pass Part I to be eligible to register for Part II.

### Course Description:

CEU's: 10.0

- Phlebotomy Part II course consists of advanced theory, lab sessions and a Clinical rotation at an affiliate health care facility. Class/ lab sessions are held at the UMDNJ-Scotch Plains campus on 3 evenings for 3 hours and are designed to prepare you for your clinical rotation.

During the *three (3)* classroom/lab sessions students will:

- Read journal articles, and case studies for discussions and problem solving
- Review phlebotomy techniques
- Practice venipuncture on artificial arms/animatronic devices, and on fellow students
- The course instructor will discuss the arrangement of your clinical rotation during the lab sessions.

Students are required to attend ALL 3 sessions before starting clinical rotation.

### Objectives:

Upon completion of this course students will be able to:

1. Correctly perform capillary and venipuncture procedures within safety and QA regulations.
2. Correctly perform specimen accessioning using institution protocol.
3. Instruct patients and health care personnel on requirements for specimen collection
4. Problem solve unique phlebotomy situations that may arise in practice

### Clinical Practice:

Clinical practice occurs Mon.-Fri. between 4:00 AM –9:00 AM for most sites.

Longer daily rotations (6-8 hrs a day) may be available. This can be discussed with the course instructor.

- 100 hours and a minimum of 100 successful documented venipunctures and or capillary punctures required .
- Clinical sites: Affiliate hospitals in Essex and surrounding counties
- Students are responsible for their own transportation to and from the clinical sites
- Clinical must be completed within 6 months from start of Part II

The UMDNJ-SHRP Phlebotomy Program is approved by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 8410 West Bryn Mawr Avenue, Suite 670, Chicago, Illinois 60631-3415; Phone: 773-714-8880, <http://www.naacls.org>

## APPLICATION SUMMARY AND ADMISSIONS CHECK LIST

### Admissions Pre-requisites:

- Must be 18 years of age or older
- 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 or Puerto Rico, a copy of the World Education Services evaluation must accompany the diploma. For evaluation information contact WES at: 1-800-937-3895 or <http://www.wes.org>
- If a High School diploma or higher degree is from a country other than the United States an official TOEFL score must be submitted. For more information [www.toefl.org](http://www.toefl.org), 1-609-921-9000.
- Minimum TOEFL scores: Web-based 79/80; computer-based 213; paper exam 550.

### Step #1: Program Application — submit the following:

- Completed Certificate of Study Application Form  
**Deadline Date: Post marked by June 1, 2009**
- **NON-REFUNDABLE** US Postal Money order in the amount of: \$25 (application fee) made payable to: UMDNJ
- Copy of H.S. diploma, GED, higher degree or WES evaluation
- Official TOEFL score (If Applicable)

### Step #2: Program Acceptance Notification

Applications will be reviewed by the admissions committee. You will receive a letter notifying you of your status (accepted or not accepted). If you are accepted into the program the letter will outline the program requirements. Upon acceptance, you must submit the course registration form, tuition, criminal background check form with fee, and any other documents required as indicated in your acceptance letter by: **June 15, 2009.**

### Step #3: Admissions Requirements & Part I Course Registration

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

- Phlebotomy & Accessioning Part I Registration Form
- Part I Tuition Fall 2009: \$550 (\$520 Tuition, \$30 Medical Record Review Fee); **US Postal Money order ONLY, payable to UMDNJ.**
- Student Authorization for Criminal Background Check Form and a separate US Postal Money order for \$85 (non-refundable) payable to UMDNJ
- All health, immunization records and proof of active health insurance.
- **Deadline Date for submissions: Post Marked by August 20, 2009**

### Step #4: Part II Course Registration

Upon successful completion of Part I, students will be eligible to register for Part II.

The following are required to continue in the program (Part II):

- Phlebotomy & Accessioning Part II Registration Form
- Part II Tuition Spring 2010: \$550
- **Deadline Date for submissions: Post Marked by January 11, 2010**

## Important Information

### Criminal Background Check:

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

Only the UMDNJ 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 refund.

### Course Tuition and Fees Refund Policy:

All fees are non-refundable. A tuition refund, less a \$50 administration fee will be issued if notice is received in writing, two weeks before the first day of class.

**No refund of tuition if cancellation is requested after that time.**

### Confirmation :

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

**Course Content Information:** Call 973-972-3107

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

Website:

<http://shrp.umdnj.edu/programs/cls/phlebotomy.html>

### Continuing Education Credit:

The American Society for Clinical Pathology recognizes this activity as meeting the criteria in category A1 of the ASCP Recognition Award for Continuing Medical Laboratory Education. ASCP, CMLE credit hours are acceptable to meet the continuing education requirements for the ASCP Board of Registry Continuing Competency Recognition Program. UMDNJ is approved as a provider of continuing education programs in Clinical Laboratory Science by the American Society for Clinical Laboratory Science P.A.C.E. program.

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

ASCP-CMLE: 178-01-09

ASCLS-PACE: 334-01-09

## Phlebotomy & Specimen Accessioning Part II: Clinical Practice

### Winter/Spring 2010 Part II Course Information

**Class/Lab Sessions:** January 20, January 25 & January 27, 2010

**Location:** 1776 Raritan Rd.  
Scotch Plains, NJ 07076

### Comprehensive Final Exam Part II:

**After completing Part II theory and clinical rotation, the Comprehensive Final Exam must be taken in a proctored live classroom setting.**

The course instructor will make individual arrangements with students to take the comprehensive exam.

### Clinical Rotation Affiliate Sites

Bayshore Community Hospital, Holmdel  
Liberty Health System, Jersey City  
Morristown Memorial Hospital, Morristown  
Newark Beth Israel Medical Center, Newark  
Saint Michael's Medical Center, Newark  
UMDNJ, University Hospital, Newark  
VA- NJ Health Care System

### Requirements for Completion of The Certificate Program

- Upon successful completion of Part I students will receive an official UMDNJ credit letter
- Upon successful completion of Part II students will receive an official UMDNJ credit letter.
- Upon successful completion of Part I & Part II students will be awarded an UMDNJ certificate
- Upon receiving the UMDNJ certificate, students will be eligible to take the National Certification Examination in the Phlebotomy Category to become a certified phlebotomist