



Dear Phlebotomy Field Work Experience Students,

Thank you for enrolling in the Phlebotomy Field Work Experience class here at Cowley College. This class, when taken after the Principles of Phlebotomy course, is designed to provide students the clinical experience necessary to challenge the ASCP phlebotomy technician certification exam. Students may also take this course simply to get more field experience in the laboratory setting.

IT IS NOT A COURSE REQUIREMENT TO SEEK ANY KIND OF CERTIFICATION. This class simply provides the required clinical component for students wishing to challenge the ASCP phlebotomy technician certification exam. More details about that exam can be found at www.ascp.org. ASCP does charge a non-refundable application fee for certification (currently \$125), and the computer-based exam must be taken at a registered Pearson Vue test site.

COWLEY COLLEGE DOES NOT OFFER THE PHLEBOTOMY CERTIFICATION EXAMINATION, NOR DO WE OFFER SPECIFIC ADVICE ABOUT THE EXAM. THIS EXAM IS TOTALLY SEPARATE FROM THE COLLEGE. ALL QUESTIONS REGARDING PHLEBOTOMIST CERTIFICATION SHOULD BE DIRECTED TO www.ascp.org.

Please note that there is NO state certification or licensure for phlebotomy in Kansas. Many employers require the ASCP certification. In contrast, other employers may require no specific certification at all and simply provide on the job training. It would be highly advantageous to speak with your employer (or potential future employer) and find out their job requirements for phlebotomists. If national certification from ASCP is not required for your job, you may wish to drop this class.

This class is only offered in the spring semester. The class will meet at Cowley's Mulvane Center **ONLY** on the first and last scheduled day of class. (Check your schedule for specific times). Between those dates, you must complete at least 120 hours in an affiliated lab and complete 100 documented skin punctures (venous or capillary).

The required 120 hours will be self-scheduled. We will have a paper schedule for each of our affiliated labs at the first class meeting (class orientation) and you will need to schedule all 120 hours that night. **Please be sure to bring your personal calendar to the first class meeting so you can schedule the required laboratory time.**

You must provide proof of immunizations to participate in the lab setting. Please fully complete the immunization form, have it signed by your healthcare provider, and bring it and copies of your immunization records to the first night of class. You must provide proof of medical insurance by completing the required form. In addition, you will need to complete a one-time basic background check online within the first two days of class (The fee will be charged to your Cowley account). **FAILURE TO PROVIDE YOUR COMPLETED IMMUNIZATION, HEALTH INSURANCE FORM(S) AND/OR COMPLETE THE BACKGROUND CHECK WILL DELAY YOUR START IN THE LAB, WHICH MAY PREVENT YOU FROM FINISHING THE REQUIRED LAB HOURS.** (These forms are located on the Cowley College Phlebotomy webpage: (<http://www.cowley.edu/departments/allied/programs/phlebotomy.html>) or the student Forms Index – under Allied Health (<http://www.cowley.edu/forms/index.html>))

Available labs for this class include the following: Galichia Heart Hospital in Wichita, South Central Kansas Regional Medical Center in Arkansas City, Sumner Regional Medical Center in Wellington, and William Newton Hospital in Winfield. These are subject to change without notice. Appropriate dress for the clinical rotations will be clean, solid-color scrubs.

Thank you again for enrolling, and please contact me with any questions.

Regards,

Chris Cannon
Allied Health Department Chair

Phlebotomy Field Work Checksheet

Bring to first class meeting:

- PERSONAL CALENDAR FOR SEMESTER
- COMPLETED IMMUNIZATION FORM
- COMPLETED MEDICAL INSURANCE FORM

Complete during first class meeting / required prior to beginning lab hours:

- ONE-TIME BASIC BACKGROUND CHECK
(do not submit to another check if you have already completed one through Cowley College.)

