

## Non-Credit Career Pathway Course

# PHLEBOTOMY TECHNICIAN



### What is Phlebotomy?

Phlebotomy is the "art of drawing blood."

### What does a Phlebotomist Do?

- Provides customer service to patients of all demographics.
- Enters physician lab orders, waived test results, and other data into a computerized Laboratory Information System.
- Utilizes many types of equipment and electronic devices routinely.
- Multi-tasks and prioritizes patient lab collection with efficiency.
- Works with a team of other Phlebotomists and Lab Scientists within the lab.
- Works with a team of system-wide providers, nurses, and other departments.
- May be employed in a variety of facility types.
- Experiences varying schedules often consisting of days, evenings, or nights and rotating holidays.
- Maintains a professional attitude and appearance every day.
- Follows strict adherence to safety, patient privacy, and quality patient services.
- Acclimates to demanding physical requirements including standing for long periods, lifting up to 30 pounds, and repetitive movements.
- Has a great opportunity for growth into many medical fields.

Phlebotomy Technicians have many career opportunities, including working at hospitals, medical labs, blood donor centers, physician offices, research institutions, and public health agencies. According to Job Service North Dakota, the average annual salary in 2023 for a Phlebotomy Technician was \$44,020.

### What is included in the Phlebotomy course?

*Motor Skills Portion, mandatory, 16 weeks on-campus, 40 hours*

- Instruction on a variety of manual phlebotomy techniques and practices.
- Sample handling and Point of Care Waived Testing (POCT) instruction and practice.
- A minimum of 40 blood draws completed by the end of 16 weeks.
- Ability to pass, at least, two of three mandatory competencies.
- Multiple blood draws completed each class session.
- Memorization of procedures.

- *Willing and professional attitude towards drawing blood on classmates and being drawn by classmates.*
- *Professional and safe actions during all sessions and internship.*

*Didactic Skills Portion, mandatory, 16 weeks online in Blackboard*

- Online lecture videos and notes to be reviewed weekly, independently by assigned due dates.
- Completion of workbook assignments and exams covering:
  - Circulatory system.
  - Specimen collection, handling, transport, and processing
  - Waived and Point of Care Testing (POCT).
  - Non-blood specimens.
  - Lab operations.
  - Safety, legal and ethical issues, quality assurance, and professionalism.
  - Computers and electronic devices.

*Internship Portion, mandatory, three weeks unpaid training, M-F days*

- Day-to-day experience beside practicing phlebotomist preceptor.
- Monday through Friday varying shifts practicing skills and using theory on live patients.
- 100 hours and 100 live, unassisted blood draws on real patients.
- Varying waived and POCT.
- Documentation of blood draws completed by student and verified by proctor.
- Professional medical environment so professionalism is maintained by student.

All components continue the full 16 weeks. Students are required to attend and submit assignments for them during the internship. This course follows the BSC academic calendar.

### 2025 Class Dates

Online Theory: January 20 to May 31

Lab (Saturdays): Begins January 25 to May 31; 10-12:30 PM  
(skip March 15, March 22, April 19)

Clinical/Internship: Three weeks, Begins May 12

Students may not enter clinical without adequate completion of all documentation and coursework as determined by the instructor.

## Course Outcomes

Successful completion of all three components provides a BSC Continuing Education and TrainND SW Certificate of Completion. Some job openings require certification – they are referring to National Certification described below.

Upon successful completion, students will then be eligible to register and complete the ASCP Phlebotomy Technician (PBT) National Board of Certification Exam via Route Two if the following requirements are met in total:

- High school graduate or equivalent.
- Certificate of Completion from an acceptable two-part formal structured phlebotomy program within the last five years, consisting of 40 clock hours of classroom training, including topics listed under “Didactic Skills Portion”.
- 100 clock hours of clinical training and orientation in an acceptable laboratory with a minimum performance of 100 successful unaided venipunctures.
- Applicants should not apply until after successful completion of the structured program.

Successful completion outcomes defined:

- Entry-level proficiency in many Phlebotomy techniques, POCT, and quality customer service and items listed within “Motor Skills Portion” of this course to successfully pass the ASCP PBT National BOC Exam.
- Adequate knowledge in theories listed within “Didactic Skills Portion” of this course to successfully pass the ASCP PBT National BOC Exam.
- Adherence and completion of all items listed within “Internship Portion” of this course.
- Professional, safe, ethical, and quality behaviors required of medical professionals utilized consistently across entire course.

## Course Investment

- The course fee of \$750 plus \$135.25 for the mandatory book/workbook is payable to BSC Continuing Education and TrainND SW.
- CastleBranch fee payable to CastleBranch for background check, drug test, and immunization tracking is approximately \$166.
- Scrubs/school supplies (computer access required) is the responsibility of the student.

Students may qualify for funding from state and federal agencies. Go to [bismarckstate.edu/phlebotomy](http://bismarckstate.edu/phlebotomy) to learn more.

## Refund Policy

To be eligible for a refund of the course fee, students must request the refund at least 10 business days prior to the start of the course. A \$50.00 processing fee will be deducted from the amount refunded. Cancellation requests received after 10 business days will incur a \$150.00 processing fee. No refunds will be issued on or after the start of the course.

## Clinical Requirements

All students are required to meet the following requirements four weeks prior to the start of the clinical experience. These are not BSC requirements, but clinical affiliation requirements. Clinical affiliation policies will be shared with you by your instructor and should be referred to for additional details and exemption allowances. BSC cannot guarantee an exemption request will be granted.

- Pass a background check and drug test.
- Provide documentation of the following immunizations:
  - Varicella (Chickenpox)
    - Immunity via childhood disease must be medically documented.
    - Positive titer results may be accepted.
  - Measles, Mumps, Rubella
    - If born before 1957, one MMR dose.
    - If born in 1957 or later, two MMR doses.
    - Positive titer results may be accepted.
  - Tuberculosis
    - May be required to have a two-step TB test within three months of the start of the clinical experience.
  - Hepatitis B (optional with a signed waiver)
  - Influenza (for classes held during influenza season)
  - COVID-19 vaccination status must be disclosed due to federal reporting requirements of clinical facilities. Vaccination is optional, however, it MAY be required based on clinical facility placement. If required:
    - Both doses must be submitted at the same time for approval, if applicable.
    - Documentation must include the vaccine manufacturer.

## Registration Requirements

Registration closes 10 business days prior to the course start.

- Before registering, please understand the Clinical Requirements. If the Clinical Requirements are not met the course will be incomplete and a refund will not be available.
- Due to the need for understanding medical terminology, a solid foundation of the English language is a must.
- Register online at [bismarckstate.edu/phlebotomy](http://bismarckstate.edu/phlebotomy) or in person at Bismarck State College, National Energy Center of Excellence, 1200 Schafer St, 1st Floor, Room 107. Payment must be remitted at the time of registration.
- Our primary method of communication is by email. Monitor email for communication from [bsc.training@bismarckstate.edu](mailto:bsc.training@bismarckstate.edu) detailing how to access course content.
- Purchase scrubs and school supplies (must have a computer and access to the internet).

## Course Size

Enrollment is based on a first-come, first-served basis. Waiting lists are established once classes have met maximum enrollment.

# PHLEBOTOMY TECHNICIAN REGISTRATION



## 2025 Class Dates *(Registration closes January 6, 2025)*

Online Theory: January 20 to May 31  
Lab (Saturdays): January 25 to May 31 ; 10-12:30 PM  
*(skip March 15, March 22, April 19)*  
Clinical: Three weeks, Begins May 12

**REGISTRATION** All fields are required unless otherwise indicated; please fill out this registration form completely.

Date of Registration \_\_\_\_\_

First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Would you like to receive class notifications via text message to the cell phone number provided above?  Yes  No

E-Mail Address \_\_\_\_\_ *Your confirmation and other correspondence will be sent to this address.*

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

Have you previously taken a course through a ND University System institution (BSC, NDSU, UND, etc)?  Yes  No

If so, please indicate your Student ID or Blackboard Username (if known): \_\_\_\_\_

**Please check one:** *All checks should be made payable to Bismarck State College.*

Course Fee \$750 + \$130.25 Book Fee (\$880.25 total due at time of registration)

Sponsored Student (Third party authorization letter is required as well as the name and address of the sponsoring business below)

Sponsoring Business/Agency \_\_\_\_\_

### Clinical Requirements and Acknowledgement:

Students must pass a background check, drug test and submit a current immunization record directly to CastleBranch. The CastleBranch fee is the responsibility of the student (approximately \$166.00) and paid directly to CastleBranch. This is a clinical affiliation requirement and must be completed four weeks before the first day of clinical. Required immunizations include: the disclosure of COVID-19 vaccination status, the COVID-19 vaccination (optional, may be required based on clinical facility placement), Varicella, MMR, Tuberculosis, Influenza, and Hepatitis B (optional with a signed waiver). Clinical affiliation policies and instructions on how to upload records will be shared with you by your instructor. Students must consult the instructor for additional details and exemption allowances. BSC cannot guarantee an exemption request will be granted.

Before registering and paying for the course, students must understand the Clinical Requirements. Students who begin the course and fail to meet any of the Clinical Requirements will not be eligible for a refund. Students who have a prior record that could show up as a result on the background check must contact BSC at [bsc.training@bismarckstate.edu](mailto:bsc.training@bismarckstate.edu) or (701) 224-5600 prior to registering.

COVID-19 Disclosure:  I have been vaccinated for COVID-19; I can provide documentation  I have not been vaccinated for COVID-19

\_\_\_\_\_ My initials indicate that I have read and understand the above requirements and that the vaccination disclosure is true. Further, I understand I may not enter clinical without adequate completion of all documentation and coursework as determined by my instructor.

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**Student Expectations:**

Because quality and commitment is of utmost importance, the instructor has the authority to dismiss a student who does not meet the expected standards of the class for a number of reasons, including, but not limited to: lack of responsibility, safety, respect for instructors and others students, or any other negative issue related to the student completing the program. In any of the above cases, the instructor or BSC Continuing Education and TrainND SW will notify the student’s employer and/or program sponsor of the first offense. Continued offenses or behavior could result in unsuccessful completion of the program. Additional student expectations are outlined below:

- Students must attend in clean and neat attire.
- Students must be prepared and have proper clothing.
- Students must respect other students and instructors.
- Students must operate the equipment in a safe and responsible manner.
- No discrimination of any kind will be tolerated.
- No use of cell phone during classroom lab or clinical instruction. Limit use to breaks or emergency-related situations only.

\_\_\_\_\_ My initials indicate that I understand this requirement.

**Refund Policy:**

To be eligible for a refund of the course fee, students must request the refund at least 10 business days prior to the start of the course. A \$50.00 processing fee will be deducted from the amount refunded. Cancellation requests received after 10 business days will incur a \$150.00 processing fee. No refunds will be issued on or after the start of the course. Full refunds are guaranteed if BSC Continuing Education and TrainND SW cancels a course. All approved refunds are made by mail unless paid with a credit card or electronic check in which case the card or account is credited. Please allow three weeks to process refunds.

\_\_\_\_\_ My initials indicate that I understand this requirement.

Signing below verifies that all information provided to BSC Continuing Education & TrainND SW is true and accurate and verifies that you are physically able to fulfill the student requirements of the course or that any temporary or permanent condition limiting your ability to fulfill the student requirements will be addressed with the program manager and further, that you understand attendance is an essential part of the educational process of this training and that it is mandatory.

Student's Name (please print) \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian Signature (if you are under 18) \_\_\_\_\_

Please return this completed form to BSC Continuing Education and TrainND SW either:

- In-Person: BSC National Energy Center of Excellence Building, 1200 Schafer Street, 1st Floor, Room 107
- By Email: <https://sendfiles.ndus.edu/filedrop/BSC-ContinuingEducation>

**OFFICE USE ONLY**

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3rd Party Company\_\_\_\_\_ Invoice #\_\_\_\_\_ Date\_\_\_\_\_ Invoice Amount\_\_\_\_\_

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