

## 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 accelerated nine week BSC

#### Phlebotomy Technician course?

*Motor Skills Portion, mandatory, six weeks on-campus, 45 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 nine weeks.
- Ability to pass, at least, two of three mandatory competencies.
- Multiple blood draws completed each class session.
- Memorization of procedures.
- A minimum of 40 in-person class contact hours is required.



- 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, nine 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 nine weeks. Students are required to attend and submit assignments for them during the internship. This course follows the BSC academic calendar.

### 2026 Class Dates

Online Theory: June 15 to August 15

Lab (on campus): Tuesdays, Wednesdays, and Fridays starting June 15 through July 24 (skip July 3; class will meet July 2 at 9 AM) Tuesdays and Fridays: 9 AM to 12 PM Wednesdays: 10 AM to 11:30 AM

Clinical/Internship: Three weeks, Begins July 27

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 at least 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.

**Note:** Students ages 16–18 who have not yet earned a high school diploma or GED are still eligible for employment in North Dakota upon program completion, but they cannot sit for the ASCP PBT National Board of Certification Exam until they turn 18 and complete their high school diploma or GED.

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.
- Required books to be obtained by students from the BSC Bookstore or other 3rd party book retailers (approx. \$164).
- CastleBranch fee payable to CastleBranch for background check, drug test, and immunization tracking (approx. \$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.
- 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.