Welcome to Phlebotomy Information Session

For

Spring 2027

WAKE TECH
COMMUNITY COLLEGE

Wake Tech Phlebotomy Program

Department Head of MA & PBT Programs
Charmaine Parker, LPN, RMA, MSLM

Director, Health Science Non-Degree, Allied Health
Samantha Bray, M. Ed.

Coordinator/Lead instructor (Day Classes)
Ersula Sneed, MT(ASCP)

Phlebotomy Instructor (Evening Classes)
Carla Hooker, CPT, CCMA

Coordinator, Health Science Non-Degree, Allied Health
Tina Stewart

Phlebotomy Program - General

Purpose: To prepare and train competent phlebotomists having the knowledge, skills, and attitudes required to meet entry-level competencies for employment and who can successfully complete phlebotomy certification requirements of national credentialing exams.

General Requirements

- Computer with internet access
- Transportation to campus and clinical sites
- Professional attitude
- Student Policy Handbook (SP2027 pending): https://www.waketech.edu/programs-courses/non-credit/workforce-training/healthcare-wellness/phlebotomy
- A hardcopy is available from your instructor
- Cellphones are not allowed in the Lab (you may keep them in your pocket or bookbag)

Overview of program

12-week program

- 8-week accelerated on campus (Labs) and online (didactic)
- 3-week practicum – at clinical site
- 2-3 meetings on campus (week 11 – course final, certification exam review and, week 12 - employment workshops)
- PBT (ASCP) exam at the end of program

- Students must complete all clinical compliance documentation to be registered and be cleared for a clinical assignment **before the first Classes meeting** (BLS CPR must be obtain before week 4 of class).

Tentative Schedule

SPRING 2027	PBT #1 Evening	PBT #2 Day	PBT #3 Day
Online Assignments Start /End date Blackboard	Course Starts: 1/19/2027 Tuesday Course Ends: 4/15/2027 Blackboard End date: 4/29/2027 (11:59pm)	Starts: 2/16/2027 Tuesday Ends: 5/6/2027 Blackboard End date: 5/20/2027 (11:59pm)	Starts: 3/22/2027 Monday Ends: 6/10/2027 Blackboard End date: 6/24/2027 (11:59pm)
Instructor:	**Carla Hooker [T online & Th Lab]**	**Debra Mackin [T Lab & W online]**	**Ersula Sneed [M online & W Lab;**
Lab meetings in person on the Perry Health Sciences campus, B building 337 **Starts/Ends** **Day / Time / Location**	Day: Thursdays (8 days) Starts: 1/21/2027 [1/21, 1/28, 2/4, 2/11, 2/18, 2/25, 3 /4 & 3/11] **PHS Building room-337** Ends: 3/11/2027 Time: 6:00 p.m. – 9:30 p.m. (3.5 hrs.) /HB 337	Day: Tuesdays (8 days) *One Wednesdays Starts: 2/16/2027 [2/16, 2/23, 3/2, 3/9, *Wed. 3/10, 3/23, 3/30 & 4/6] **PHS Building room-337** Ends: 4/6/2027 Time: 10:00 a.m. – 1:30 p.m. (3.5 hrs.) /HB 337	Day: Wednesdays (8 days) Starts: 3/24/2027 [3/24, 3/31, 4/7, 4/14, 4/21, 4/28, 5/5 & 5/12] **PHS Building room-337** Ends: 5/12/2027 Time: 1:00 p.m.– 4:30 p.m. (3.5hrs.) /HB 337
Online virtual lecture/ Synchronous meeting on Microsoft Teams **Starts/Ends** **Day** **Time**	Day: Tuesdays (8 days) Starts: 1/19/2027 [1/19, 1/26, 2/2, 2/9, 2/16, 2/23, 3/2 & 3/9] **On Microsoft Teams** Ends: 3/9/2027 Time: 6:00 p.m. – 9:30 p.m. (3.5 hrs.) ONLINE - meetings	Day: Wednesdays (8 days) *Tuesdays Starts: 2/17/2027 [2/17, 2/24, 3/3, *Tues 3/16, Wed. 3/17, 3/24, 3/31 & 4/7] **On Microsoft Teams** Ends: 4/7/2027 Time: 10:00 a.m. – 1:30 p.m. (3.5 hrs.) ONLINE - meetings	Day: Mondays (8 days) Starts: 3/22/2027 [3/22, 3/29, 4/5, 4/12, 4/19, 4/26, 5/3 & 5/10] **On Microsoft Teams** Ends: 5/10/2027 Time: 1:00 p.m.– 4:30 p.m. (3.5hrs.) ONLINE - meetings
Clinical Days: 3 weeks (M/T/W/Th/F for 6 hours & 15 minutes = 78 hours) Week 9, 10 & 11	Starts: 3/22/2027 (Monday) Ends: 4/9/2026 (Friday) M/T/W/Th/F (times vary; daytime hours) 3/25/2027 Thursday Clinical must end by 5pm** No clinical on 3/26/27 **Day time hours**	Starts: 4/12/2027 (Monday) Ends: 4/30/2027 (Friday) M/T/W/Th/F (times vary; daytime hours)	Starts: 5/17/2027 (Monday) Ends: 6/4/2027 (Friday) M/T/W/Th/F (times vary; daytime hours) 5/31/27 Holiday
During week 12: Review for PBT Certification Exam and End of Course Workshops	Monday: 4/12/2027 - Review PBT (ASCP) Tuesday 4/13/2027 – Workshops Time: 9:00 a.m. – 12:30 p.m. (3.5 hrs.) Location: TBD	Tuesday: 5/4/2027 - Review PBT (ASCP) Wednesday: 5/5/2027 - Workshops Time: 10 a.m. – 1:30 p.m. (3.5 hrs.) Location: TBD	Monday: 6/7/2027 - Review PBT (ASCP) Wednesday: 6/9/2027 - Workshops Time: 1:00 p.m. -4:30 p.m. (3.5 hrs.) Location: TBD
The PBT (ASCP) exam will be administered at Wake Tech's RTP Testing Center in Morrisville, Raleigh, NC 27609. On the day and time indicated below			
During week 12 on Thursday: PBT (ASCP) Exam at Wake Tech's RTP Campus 10908 Chapel Hill Rd, Morrisville, NC 27560	Thursday: 4/15/2027 Time: 8:30 a.m. - 2:30 p.m. (2 hrs. exam) **Exam time to be determined**	Thursday: 5/6/2027 Time: 8:30 a.m. - 2:30 p.m. (2 hrs. exam) **Exam time to be determined**	Thursday: 6/10/27 Time: 8:30 a.m. - 2:30 p.m. (2 hrs. exam) **Exam time to be determined**
No class/notes	**3/15/2027-3/19/26 Break** **3/25/2027 College closes at 5:00 pm** **3/26/2027 Holiday No Clinical**		**5/31/2027 Holiday No Clinical**

WAKE TECH
COMMUNITY COLLEGE

Perry Health Science Campus

HA

- First floor: **Student Services** , Food and Drink Vending Machines, Student Lounge, **Student ID and Parking decals**
- Ground floor: Bookstore and The Nest

HB

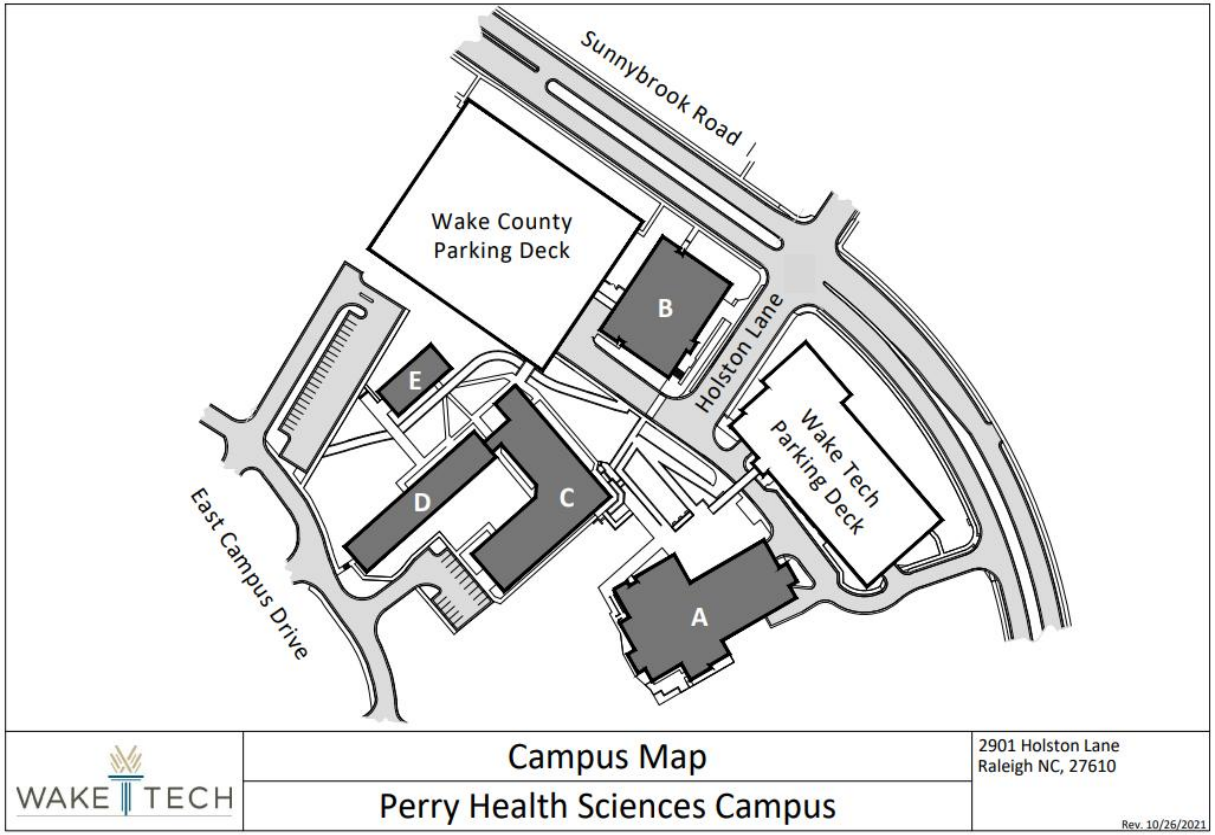
- Third floor: Phlebotomy lab

HC

- Health Sciences Campus Library

HE

- TLC building (Tutoring and Learning Center)



Parking

- Wake Tech has two parking decks: one in front of A building and one attached to B building
- Must have parking decal
- Parking deck attached to the B building can be used without a swipe card (if the gate bar is down, then you will need to park in the other parking deck). If you park on 3rd floor, can walk into the building on the 3rd floor where PBT lab is located.

HA Building

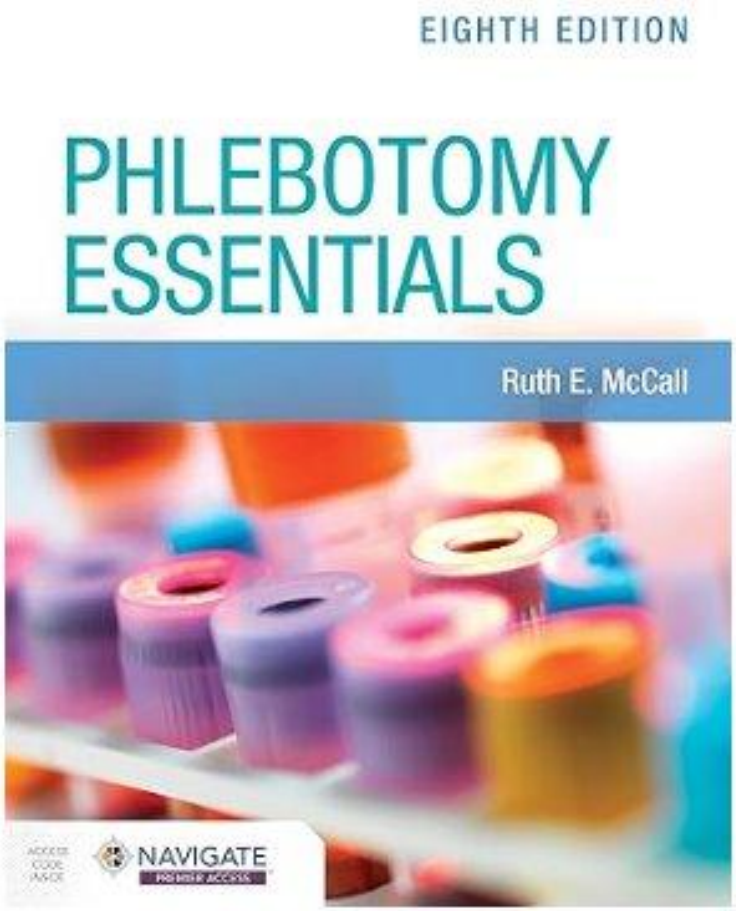
Student Services

- Financial Aid
- Connects students with variety of benefits and resources
- Disability Support Services
- Career Placement

Student ID and Parking Decal – **Must have!**

- Necessary for library use, safety, practicum

Textbook



- Phlebotomy Essentials, 8 ed. Enhanced, Ruth E. McCall, MT(ASCP)
- ISBN-13: 978-1-284-26348-0
- Publisher: Jones and Bartlett Learning
- MUST BE NEW WITH AN ACCESS CODE

Course – 12-week term

Part One- 8 weeks

- Phlebotomy experience: didactic/lab & completion of Compliance material (Castle Branch)

Students must achieve a 78% or better in the Phlebotomy experience (didactic/lab) and all Castlebranch documentation approved to advance to Phlebotomy experience clinical rotation. Once Clinical assignments are made, students *must* complete required compliance documentation for specific site they are assigned and return to Ms. Sneed ASAP!

Part Two- 3 weeks

- Phlebotomy experience: clinical rotation

Last Week – certification exam review & workshops

Phlebotomy Experience: didactic/lab

- **Part One- 8 weeks: Online Lectures/Synchronous online component each week for class and Labs are ON CAMPUS lab.**

See Course Schedule/Syllabus for detailed information (Instructor will provide on first day of class)

You will learn how to perform venipunctures (hand and arms), and capillary sticks (fingers). In addition to patient venipunctures, phlebotomists also receive and process patient specimens for laboratory testing (urines & other body fluids)

You will be performing live venipunctures on classmates (Acknowledgement form will be distributed)!

Phlebotomy Experience: Clinical Rotation

PART TWO: 3 weeks - Overall

- ALL Clinical Rotations will be on a **DAYSHIFT SCHEDULE EVEN IF YOU ARE TAKING A NIGHT CLASS**
- Typically 8a start time, **but could be earlier**. Please be willing to adjust!
- Primarily spent in clinical training at a hospital/clinic site.
- Clinical schedules **vary (we yield to the clinical sites with start times!)** but could involve **very early** start times for inpatient experiences.
- Average of 24 hours a week at a clinical site –a total of 50 **hours must be completed** during the 2-week period. **Hours and days may vary based on the clinical site.**
- **Student CANNOT refuse a clinical site placement (may result in dismissal from program)**

Phlebotomy Experience: Clinical Rotation

Clinical Rotation

The faculty/clinical coordinator assigns each student to a clinical site for their clinical experience. Students may be placed at different clinical sites, but all students should have comparable clinical experiences.

Students must have transportation! Clinical sites include Wake County, Durham County, Chatham County, Orange County, Granville County, Vance, and Harnett County. As stated on the website, you may need to drive up to ONE HOUR for your clinical rotation.

Students must check Wake Tech email.

Students perform venipunctures on various types of patients, as well as perform or observe specimen processing, bedside testing and other special procedures.

Clinical Rotation, cont'd

- To complete the program, the student **must obtain 78 clinical hours and complete 50 successful venipunctures.**
- Most sites we use are busy and student should not have a problem obtaining 50 venipunctures.
  - Evaluation of work behaviors such as professionalism, initiative, and punctuality by your trainers in the lab
  - Students in clinical training are expected to perform as if they were an employee
  - The longest job interview you will ever have!

Dress Code for Phlebotomy Program

- **Navy Blue Scrubs** must be worn for lab and clinical.
- Wear black or white closed-toe and heels. The shoes must be impermeable to liquids (no holes or mesh).
- Long hair must be pulled back and secured
- Must have your Wake Tech ID badge

Dress Code, cont'd

- No False fingernails, gel fingernails, or long fingernails >1/4 inch in clinical training
- No visible piercing (except ears). No nose, lip, tongue, or eyebrow piercing
- No perfume, cologne, or strongly scented lotions may be worn.
- No visible tattoos, must be covered with clothing (at discretion of clinical site).

Attendance

- **First lab day attendance is required to continue in the class.**
- Absence of **10% or more in labs and clinical rotations** will result in disciplinary action that could include the student being dismissed from the course.
- For example:
  - In the first 8 weeks, you have lab once per week = 8 labs. 10% of 8 is 0.8, rounded up to **one day that can be missed**
- **Clinical Rotations: 4 days per week x 2 weeks = 16 days, 10% of 16 = 1.6 (round to 1 day that can be missed)**
- **MISSED TIME SHOULD ONLY BE DUE TO ILLNESS AND/OR EMERGENCIES**
- **Three** late arrivals/early departures equate to **one absence.**
- For asynchronous online components, all work must be completed in each module to be counted as “present”.
- **All missed clinical time (due to illness or emergencies only) must be made up**.

Attendance, cont.

- If a student is to be late, absent, or leave early from their clinical site, **they must notify their instructor/clinical coordinator and clinical site preceptor**.
- Failure to notify both the instructor and preceptor is **grounds for dismissal from the program.**

Expenses for the Phlebotomy Program

- Tuition and books
- Transportation/parking fees for clinical rotation
- Scrubs: depending on where scrubs are purchased
- Textbook
- Computer with internet access
- Physical exams and any vaccinations needed
- CastleBranch/DISA Package

Other Expenses

ASCP Board of Certification Examination:

You will be encouraged to complete a national certification exam after program completion. The cost is approximately $155.00.

*All expenses are subject to change.

Certification: Your Goal

- Certification is a formal designation earned by a person to show that he has met some standard of knowledge or education required to practice profession.

- You will be eligible to become certified after you graduate. The certificate you receive from Wake Tech will mean you are eligible to take any of the national phlebotomy certification exams that you choose.

- You do not have to be certified to practice phlebotomy (NC), but most employers do prefer to hire certified phlebotomists, and some do require certification.

Inclement Weather

- Phlebotomy: didactic/lab
  - Instructor will notify the class via blackboard on how missed time will be made up
- Phlebotomy: clinical rotation
  - Students must follow WTCC policy
    - If WTCC has a delayed opening (ie: 10 am), the student may not report to site until 10 am
    - If WTCC if closed, the student may not report to the site on that day
  - It is the student's responsibility to work with the site to make up the hours lost.

Advice from PBT Graduates!

- It is fast paced, but fun!
- Manage your time, Set your priorities
- Study every day, don’t wait
- Learn how to take notes
- Know how you study, and get help to study well
- The content builds – LEARN as you go

WE WANT YOU TO BE SUCCESSFUL!

It will be challenging…

- Set good study habits from the beginning



Your responsibility…

- How to resolve problems – follow college policy
    1. Speak to your instructor
    2. Speak to the department head
    3. Speak to the dean

Our responsibility is to provide…

- Qualified Phlebotomy faculty
- TLC and Care Centers on this campus
- Library

YOU CAN DO IT!

PBT course registration

1. Complete Castlebranch documentation and email scbray@waketech.edu with your full name, student ID (if you have one) and that you have completed the documentation for Phlebotomy Experience course.
2. Verify which section you would like to register for.
3. Sign a registration form if needed.
4. Register and pay online.
5. Activate Wake Tech email. If you do not know your Wake Tech email, please email wcemedicalcertifications@waketech.edu.

After registration-Please read, sign & return documentation ASAP!

These items will be sent to you **via DocuSign** and must be signed & returned **BEFORE** class begins

1. Student Information Sheet
2. Acknowledgement Form (policy manual)
3. Publicity Release
4. Blood Collection Consent Form
5. Technical Standards Form
6. Dress Code Form

Clinical Site Requirements for Phlebotomy

Samantha Bray

scbray@waketech.edu

HA 016

Major Requirements

- CastleBranch package must be completed asap
- Criminal Background check must be completed asap
- Drug Screening must be completed asap
- CastleBranch Medical Document Manager Account - Upload Immunizations and TB Testing
- Physical Exam
- Health Insurance Coverage
- American Heart Association BLS for Healthcare Providers card (obtain no later then the 4th week of class.)

CRIMINAL BACKGROUND CHECK

- **Read** your completed background check report to **verify accuracy**
- Contact **Samantha Bray** at **scbray@waketech.edu** for the following:
  - Any **pending**, **dismissed**, **guilty**, or **not guilty** charges
  - Any **new charges**
- After this initial background check has been ordered, **If you receive any new charges** you are required to contact Samantha Bray within 3 business days
- Refer to **Background Check Consent & Hold Harmless Form**

Drug Screening

- Once ordered, within **24 hours** you should receive a message in your CastleBranch Messages & To-Do List folders with:
  - Instructions to download the lab form
  - Information on choosing a lab site
- **Positive drug tests are not accepted**
- **Diluted Samples will need to be redone.**
- If you have valid prescriptions for medications, it will be verified and approved by the Medical Review Officer (MRO) at the processing lab after they call you
- Report returned as negative **after** prescriptions are verified

CASTLEBRANCH MEDICAL DOCUMENT MANAGER ACCOUNT

- **Medical Document Manager**
  - All **immunization documentation, TB testing, AHA BLS for Healthcare Providers card,** and **program forms** will be uploaded here
  - Located under your **To Do List** section
  - Forms can be downloaded and printed from CastleBranch
  - Forms will need to have your name, DOB, the facility name, date, doctor's name, and facility address.
  - **Scan multipage documents together in one PDF**
- **It is the student's responsibility to complete and upload the required documentation in order to register for the course.**
- Failure to meet the required due dates may result in the student not being able to start the program.
- Please remember that any fees paid are **non-refundable**.

Immunizations

- **MMR (measles, mumps and rubella)**
  - Two doses or positive titer (proof of immunity in values) **NOTE:** CDC requires at least 28 days between doses, and vaccines must be completed and approved in CastleBranch by the first class.
- **Varicella**
  - Two doses or positive titer (proof of immunity in values) **NOTE:** CDC requires at least 28 days between doses, and vaccines must be completed and approved in CastleBranch by first class.
- **TDAP (tetanus and diphtheria)**
  - One-dose TDAP and TDAP booster within the last 10 years. TDAP cannot expire before class ends, or student will be exited.
- **HBV (hepatitis B series)**
  - Three doses or positive titer (proof of immunity in values)
    If an incomplete series, then two doses four weeks apart **or** a signed declination waiver. The waiver can be downloaded from CastleBranch and printed.

Immunizations

- **COVID-19**
  - Full vaccination **or** a signed declination waiver. The waiver can be downloaded from CastleBranch and printed.
  - Manufacturer and lot # must be visible on uploaded version.
- **Influenza**
  - Flu shot for all classes with clinical dates between October 1 and April 30.
- **TB (tuberculosis)**
  - Two-step TB skin test, given at least one and not more than three weeks apart.
    NOTE: The one-week period begins after the first test is placed.

    All TB test results **must** be valid through the last day of the course. Example: If you placed your test February 6, 2022, and your class ends February 7, 2022, you will need to retest.
    Wake Tech accepts the QuantiFERON Gold TB Blood Test.
    Chest X-rays are **required** for past positive evaluations.

MEDICAL DOCUMENT CHECKLIST

- Please use **the provided Immunization Checklist as** reference when gathering your required immunization documentation
- **All** immunization documentation **must** include**:**
  - **Your name**
  - **DOB**
  - **Medical facility or healthcare provider's name**
  - **Complete mailing address of provider/facility**
- You will provide vaccination ***or*** titer records to prove immunity
  - If obtaining titers, please note the **specific blood titers** required such as IgG titers
- CPR certification MUST be The American Heart Association BLS for HealthCare Providers CPR
  - Red Cross certification and fully on-line courses are **NOT** accepted

CASTLEBRANCH

- **CastleBranch (CB)** is our third-party background screening and compliance management company

- You will order your package that includes payment for your **Background Check, Drug Screen, and Medical Document Manager account** through CastleBranch using the **website below**

https://portal.castlebranch.com/WL15/spif/WL26/WL26

Questions ?

Contact Samantha Bray for clinical requirement questions

scbray@waketech.edu

HA 016



Contacts and Resources

FOR STUDENT POLICIES & CLINICAL ROTATIONS/COMPLIANCE (not handled by instructor): Charmaine Parker, Department Head, MA and PBT caparker@waketech.edu HB 524 (PHSC) 919-747-0153	**FOR REGISTRATION AND CASTLEBRANCH QUESTIONS:** Samantha Bray, Director, Health Science Non-Degree, Allied Health scbray@waketech.edu 919-532-5844 Office: HA 016 PHBC
CLINICAL ROTATION QUESTIONS/Day class: Ersula Sneed, Instructor esneed1@waketech.edu Office: HB346 (PHSC) **FOR Evening class COURSEWORK QUESTIONS:** Carla Hooker, Instructor cdhooker@waketech.edu Office: HB346 (PHSC)	Tina Stewart, Coordinator tsstewart@waketech.edu 919-747-0140 Office: HA 522 PHSC Ebony Terry eterry1@waketech.edu 919-747-0140 Office: HA 522 PHSC
BOOKSTORE: BibliU, Perry Health Science Campus 919-341-6848 Building A	**Disability Support Services** https://disabilityservices.waketech.edu 919-747-0045 Office HB424

Questions