



## 2024-2025 Advising Guide

Clackamas Community College – Health Sciences Department  
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[Health Sciences Webpage](#)  
[Phlebotomy Program Webpage](#)

## Phlebotomy Certificate - Clackamas Community College Harmony Campus, Milwaukie, OR

The Phlebotomy Program accepts 16 students per cohort at the Harmony Campus (Cohort #1 is offered Fall-Winter and cohort #2 is offered Spring-Summer). The program provides students a combination of online learning with hands-on skills labs and an externship (e.g., clinical or hospital experience).

The purpose of the Advising Guide is to provide prospective students with the necessary information to make an informed decision prior to applying.

If you have questions regarding eligibility, application dates, and/or process below, please contact [healthsciences@clackamas.edu](mailto:healthsciences@clackamas.edu).

### Program Eligibility and Requirements

Students who have been formally accepted into the Phlebotomy Program must attend a mandatory orientation. During the orientation, students will start the process for completing all non-academic requirements. Please start collecting your vaccine records for the below list of immunizations and if accepted, be prepared to submit documentation during the orientation.

- High School Diploma or equivalent;
- Immunizations (MMR, Varicella, Tdap, Hep B, COVID-19, seasonal Flu);
- Criminal Background Check;
- Drug Screen;
- Tuberculosis test;
- Training (BLS/CPR certification through American Heart Association)

Note: Criminal background check requires a social security number. Students will start the criminal background check process during the orientation and upload vaccine records and BLS/CPR card.

### Student Success with Online Courses

The Phlebotomy Program is designed for online learning with face to face skills labs. The online courses require students to have strong computer skills (examples below):

- using Microsoft Word, Excel, and PowerPoint, and Google Docs;
- saving and uploading documents;
- using email, and avoiding phishing attempts;
- attaching documents to emails;
- navigating the Internet; recognizing credible, safe information;
- searching for career and job information;
- understanding the impact of your digital footprint;

Although not required, we encourage students to prepare for online course navigation by completing the following free preparatory courses:

- Computer and digital literacy - <https://libguides.clackamas.edu/northstar>
- Moodle 101 – [link to register](#)

**Recommended Courses (not required)** Note: although the following courses are not required to enter the Phlebotomy Program, they are highly recommended to help support student success.

- MA-110 Medical Terminology; or HP-110 Medical Terminology (4 credit)
- WR-121Z Composition I; or WR-101 Workplace Writing (4 credit)

## PHLEBOTOMY PROGRAM COURSES AND SCHEDULES

### Cohort #1: Fall-Winter

Fall	PHB-110	Fundamentals of Phlebotomy	5 credit (online)	
Fall	PHB-115	Professionalism for Phlebotomists	1 credit (online)	
Fall	PHB-112	Phlebotomy Techniques	2 credit (lab/campus) 66 hours	Wed/Fri
Winter	PHB-125	Professionalism in Healthcare	1 credit (online)	
Winter	PHB-130	Phlebotomy Practicum	5 credit (practicum) 160 hours	Wed/Th/Fri

### Cohort #2: Spring-Summer

Spring	PHB-110	Fundamentals of Phlebotomy	5 credit (online)	
Spring	PHB-115	Professionalism for Phlebotomists	1 credit (online)	
Spring	PHB-112	Phlebotomy Techniques	2 credit (lab/campus) 66 hours	Wed/Fri
Summer	PHB-125	Professionalism in Healthcare	1 credit (online)	
Summer	PHB-130	Phlebotomy Practicum	5 credit (practicum) 160 hours	Wed/Th/Fri

### APPLICATION DEADLINES AND DUE DATES

16 students will be accepted for each cohort

<b>Cohort #1 (Fall-Winter)</b>	<b>Application Due:</b>	August 16 <sup>th</sup>
	Notification of Application Status:	August 23 <sup>rd</sup>
	Mandatory Orientation for Conditionally Accepted Students:	September 5th (time TBA)
<b>Cohort #2 (Spring-Summer)</b>	<b>Application Due:</b>	February 21 <sup>st</sup>
	Notification of Application Status:	February 28 <sup>th</sup>
	Mandatory Orientation for Conditionally Accepted Students:	March 6 <sup>th</sup> (time TBA)

### Application Point Breakdown

The Phlebotomy Program application requires prospective students to answer one essay question. The applications are “de-identified” prior to reviewing and scoring essays to reduce bias. Please see page 3 for essay question and rubric.

**Essay 1** (see rubric) = **10 points possible**

### PROGRAM COST BREAKDOWN Y23-24 Academic Year

Tuition Rate: \$121 per credit hour

General Student Fee: \$6.50 per credit hour

Technical Fee: \$6.50 per credit hour

Course number and title:		Credits	Tuition and Fees	Course Fees	TOTAL COST	COST per TERM
PHB-110	Fundamentals of Phlebotomy	5	\$670.00	\$0.00	\$670.00	\$1,272.00
PHB-115	Professionalism for Phlebotomists	1	\$134.00	\$100.00*	\$234.00	
PHB-112	Phlebotomy Techniques	2	\$268.00	\$100.00 *	\$368.00	
PHB-125	Professionalism in Healthcare	1	\$134.00	\$100.00 *	\$234.00	\$1029.00
PHB-130	Phlebotomy Practicum	5	\$670.00	\$125.00*	\$795.00	

\*Note: Course fees included with tuition cover the following items: criminal background check, drug screen; disposable lab coat; NHA workbook and practice exam; NHA national credentialing exam.

### ADDITIONAL PROGRAM COSTS not included with tuition

Textbook	Phlebotomy Worktext and Procedures Manual 5 <sup>th</sup> edition	ISBN 9780323642668	\$88.99
Uniform	Black scrub top and bottoms	N/A	~\$30-\$60
BLS/CPR Card	American Heart Association	N/A	~\$99-\$150

## PHLEBOTOMY PROGRAM APPLICATION ESSAYS

The Phlebotomy Program application requires prospective students to answer one essay question. The applications are “de-identified” prior to reviewing and scoring essays to reduce bias.

Prior to submitting your essays, we recommend you utilize the free [Grammarly](#) online software to check your spelling and grammar.

**Essay 1: (250 words or less)** The admissions team would like to know more about what makes you a well-rounded applicant. Share what experiences led you to the medical field and phlebotomy specifically. Share with us what makes you a unique and strong candidate for this program.

**Note:** We are asking this question because we recognize that candidates have additional skills and experience they have gained that make them a strong candidate for the Phlebotomy Program.

	CRITERION	RESPONSE EXCEEDS EXPECTATIONS  (5 POINTS)	RESPONSE MEETS EXPECTATIONS  (4 POINTS)	RESPONSE INDICATES AN OPPORTUNITY FOR GROWTH AND REFLECTION  (3 POINTS)
<b>Essay 1</b>	The candidate describes what experiences lead you to the medical field and phlebotomy specifically.	Response provides a clear and detailed statement about what experiences lead you to the medical field and phlebotomy specifically.	Response provides a clear statement about what experiences lead you to the medical field and phlebotomy specifically.	Response shows an opportunity for the candidate to reflect more on what experiences lead you to the medical field and phlebotomy specifically.
	The candidate describes what makes you a unique and strong candidate for this program.	Response provides a clear and detailed statement about what makes them a unique and strong candidate for this program.	Response provides a clear statement about what makes them a unique and strong candidate for this program.	Response shows and opportunity for the candidate to reflect more about what makes them a unique and strong candidate for this program.

## PHLEBOTOMY ESSENTIAL FUNCTIONS

To be successful in the Phlebotomy program and become employable, the student must be able to perform essential functions expected of the PHB (see list below). Please contact the PHB program regarding questions or concerns about these requirements.

Students must have the physical, intellectual and emotional abilities to provide safe patient care; visual acuity, hearing, speech, manual dexterity, physical strength, and endurance must be maintained as well. The practice of medical assisting requires the following functional abilities with or without reasonable accommodations:

Essential Function	Example
<b>Visual acuity</b> (clearness of vision)	With or without corrective lenses sufficient to assess patients and their own environments. Detect changes in skin color or condition; collect data from recording equipment and measurement devices used in patient care; detect a fire in a patient area and initiate emergency action; reading and following instructions pertaining to phlebotomy materials; ability to perform procedures involving fine detail, including the use of indirect field of vision.
<b>Hearing ability</b>	With or without hearing aids to hear a patient's call for help, to auscultate a patient's vital signs, and their own environment. Detect audible alarms; hear clearly during telephone conversations; effectively hear to communicate with patients and other healthcare team members.
<b>Olfactory ability</b> (smells)	Detect smoke from burning materials; detect odors from hazardous material spills.
<b>Tactile ability</b> (sense of touch)	Read and record patient vital signs; detect unsafe temperature levels in heat-producing devices used in patient care; perform patient care procedures; detect anatomical abnormalities.
<b>Strength and Mobility</b>	Ability to lift 25lbs; prolonged time sitting and/or standing on feet (8-12 hours); repetitive bending and twisting.
<b>Ability to speak, comprehend, read, and write in English</b>	Able to question the patient about his/her condition; accurately relay information about the patient both verbally and in written communication to others.
<b>Fine motor skills</b> (ability to make movements using the small muscles in your hands or wrists)	Demonstrate eye/hand coordination; safely dispose of needles in sharps containers; safely perform venipuncture and intramuscular, subcutaneous, and intradermal injections.
<b>Emotional stability</b> to function effectively under stress	Ability to adapt to changing situations and to follow through on assigned patient care responsibilities.
<b>Cognitive ability</b> (reasoning and/or thinking)	Ability to collect, analyze, apply information. Ability to make clinical judgments and manage decisions that promote positive patient outcomes.

ADA Accommodations: The Americans with Disabilities Act of 1991 (ADA) mandates that reasonable accommodations must be made for individuals with disabilities. Any student who may need an accommodation for a disability should make an appointment with the Program Director and the [Disability Resource Center](#).

## APPLICATION PROCESS AND REQUIREMENTS

In order to be consider for formal program admittance, please complete the following:

**Step 1:** Review all information provided on the website\* before completing this form. Website information link: [Phlebotomy Program](#)

\*Website information includes: Advising Guide, FAQ, Schedule, Costs, Supplies, Advising Information

**Step 2:** Submit program application

The Phlebotomy Program application requires prospective students to answer one essay question (question and rubric available below).

Application Link: [Phlebotomy Certificate Program](#)

**Step 3:** Collect your vaccine records (see Advising Guide for detailed list). If accepted, you will bring your vaccine records to the mandatory orientation.

Students who do not have proof of immunization at the time of orientation, will be deferred to the following cohort.

## Program Contacts

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