PHLEBOTOMY PROGRAM

SPRING 2017

<table>
<thead>
<tr>
<th>Spring 2017</th>
<th>Section #1: January 9, 2017-February 6, 2017</th>
<th>Clinical Practicum to follow</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two sections offered</td>
<td>Section #2: March 6, 2017-April 6, 2017</td>
<td>Clinical Practicum to follow</td>
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</tbody>
</table>

PROGRAM INFORMATION AND ELIGIBILITY SESSIONS FOR PROSPECTIVE STUDENTS

Attendance at one of the following sessions is mandatory for prospective students. Please read the section on Prerequisites, Eligibility, and Registration Procedures. No appointment is needed. Free parking is available on campus.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 27, 2016</td>
<td>Thursday</td>
<td>4:30pm-5:30pm</td>
<td>Kauila 109</td>
</tr>
<tr>
<td>November 10, 2016</td>
<td>Thursday</td>
<td>4:30pm-5:30pm</td>
<td>Kauila 109</td>
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<tr>
<td>December 15, 2016</td>
<td>Thursday</td>
<td>4:30pm-5:30pm</td>
<td>Kauila 109</td>
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<tr>
<td>January 12, 2017</td>
<td>Thursday</td>
<td>4:30pm-5:30pm</td>
<td>Kauila 109</td>
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<tr>
<td>February 16, 2017</td>
<td>Thursday</td>
<td>4:30pm-5:30pm</td>
<td>Kauila 109</td>
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PROGRAM OVERVIEW

This nationally approved program will prepare you to obtain specimens from healthcare clients for the purpose of laboratory testing. You will learn to collect and process blood samples and other body fluids in a safe and accurate manner. A certificate of competence will be awarded when you complete the program requirements with a minimum grade of 74%.

Participants who complete the program are eligible to take the national certification exam provided by the American Society for Clinical Pathology.

The program consists of two parts as follows:

**Part 1-Classroom: (64 hours evening)** This part will be taught on campus in the evenings from 5pm-9pm on Mondays, Tuesdays, Wednesdays, and Thursdays. Upon completion of Part 1 with a minimum score of 74%, the student will take the second portion, Part 2-Clinical Practicum.

**Part 2-Clinical Practicum: (100 hours daytime)** This part consists of 100-hours daytime clinical practicum in a clinic, hospital, or patient service center. Days and times for this clinical internship will
run from Monday through Friday either with an 8 hour schedule for 2.5 weeks or a 4 hour schedule (mornings only) for 5 weeks. No weekends or evenings are available for students to complete hours, unless clinical educator requires those training times.

Enrollment for the program is based on a First Qualified, First Accepted basis. Full tuition payment will be needed to secure a seat in the course. There is limited enrollment and students are highly encouraged to register early.

**CLINICAL PRACTICUM REQUIREMENTS**

In order to participate in the clinical practicum, you need to provide the following to the program director by the first evening of class or as soon as possible thereafter:

1. A copy of current and valid adult CPR and First Aid certification cards from American Heart Association
2. Required proof of immunizations:
   a. Mumps immunization (2) or titer (blood test)
   b. DPT immunization - within last 10 years
   c. Hepatitis B vaccines (at least 2). (3 is preferred) or titer (blood test)
   d. Measles immunization (2) or titer (blood test)
   e. Rubella immunization (2) or titer (blood test)
   f. Varicella immunization (2) or titer (blood test)
   g. Tetanus booster - within last 10 years
3. 2-step TB skin test results or negative chest x-ray results*
4. Criminal background check**

* Hawaii State Department of Health will provide the 2-step TB skin test at no charge but you must identify yourself as a Health Science student from KCC, and that you are required to take the 2-step TB skin test.

**Criminal Background Check: Registrants to the Phlebotomy Program are required to complete a background check. Please visit www.CastleBranch.com and pay $40 to complete a criminal background investigation. The package code is KB63bg. This must be accomplished before being assigned to a clinical site for the completion of the second part of the course.

**PREREQUISITES, ELIGIBILITY FOR ADMITTANCE, AND REGISTRATION PROCEDURES**

A grade of C or better in English 100 (Expository Writing) is required. If you do not have the college level English course, you may take a COMPASS placement test offered through our testing center at KCC. Minimum reading score is 74.

Please attend one of the following session dates listed below to determine your qualification and to receive approval for registering. No appointment is needed. A brief discussion on the pre-program requirements will also be presented. Please bring with you a picture I.D. and copies of college transcripts, other report cards or college diplomas, or COMPASS placement test results to prove your completion of English 100 or its equivalence. PLEASE BE PROMPT TO THE SESSION.
After you receive signed approval, you will need to present approval form with full tuition payment the following day (at the earliest) to the Continuing Education Registration Office in Manono 113 to register. Once full payment has been received, you are enrolled in the program. There is limited seating and students are accepted on a First Qualified, First Accepted basis.

### CANCELLATION and REFUND POLICY

A 100% refund is given if cancellation is made at least ten (10) business days before the start date of the course. A 50% refund is given if cancellation is made five to nine business days before the start of the program. No refunds will be given if cancellation is made less than five business days prior to the start of the program. Student Liability Insurance ($15) is non-refundable.

### PROGRAM QUESTIONS AND ADVISING

Please contact Martin Chong, Continuing Education Coordinator, at (808) 734-9540, or through email at martincs@hawaii.edu for any further questions that you may have. Additionally, you may contact the program director, Dr. Katrina Ghazanfar, by phone (808) 734-9231 or by email at ghazanfa@hawaii.edu.

### STUDENT TESTIMONIALS

“The instructors of the Phlebotomy course at KCC are very kind, tolerant and approachable. They have a wealth of practical on-the-job, as well as, academic knowledge that they are more than willing to share. I found this course to be rewarding and a solid first step on my way to a new career.” -- Mary M.

“The instructors work in the field and are very knowledgeable on the subject of Phlebotomy. The course is short with evening hours, which allows one to work full-time during the day.” –Daniel W.
### COURSE FEES AND SCHEDULE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Course Section Start Dates</th>
<th>Time</th>
<th>Room</th>
<th>Tuition and Student Liability Insurance</th>
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</table>
| HLTH3102    | Evening on-campus class meets: Mondays, Tuesdays, Wednesdays and Thursdays | January 9, 2017 (Section #1)  
Daytime clinical practicum to follow: Monday to Friday | 5:00-9:00pm (Classroom)  
Daytime clinical practicum to follow: Monday to Friday | Kauila 209  
Daytime clinical practicum to follow: Monday to Friday | $1,395 Tuition w/Textbook  
Daytime clinical practicum to follow: Monday to Friday | $15 Student Liability Insurance  
Daytime clinical practicum to follow: Monday to Friday | =$1,410 Total |

***We reserve the right to cancel the course due to insufficient enrollment or for other reasons. All dates, times, and other information may be subject to change with or without prior notice.***

This program is approved by the National Accrediting Agency for Clinical Laboratory Sciences.

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)  
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Rosemont, IL 60018-5119