Application
Phlebotomy Education Program
Saint Luke’s Hospital of Kansas City

Name: __________________________  SS#: __________________

Address: _________________________

City, State: ______________________ Zip: __________________

Telephone: (_____)__________________  Cell: (_____)__________

E Mail Address: ____________________

*Please notify program of any changes in contact information prior to admission to avoid delays.

Are you at least 18 years old:     YES       NO
Have you ever been convicted of any misdemeanor or a felony:     YES       NO
If yes, what was the crime.

Class Preference 2020:          Jan/Feb  April/May  Aug/Sept  Oct/Nov
(Please circle one)             *NOTE: Dates subject to change. Apply early as classes may fill before application deadlines.*

Education Record: Please include High School and ANY additional training programs previously attended

<table>
<thead>
<tr>
<th>Name of High School or Program Address</th>
<th>Contact Name(s) (for verification) Telephone #</th>
<th>Dates of Attendance Diploma/Degree/Cert. Earned? Reason for Leaving</th>
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Attach another sheet if necessary.

Employment Record

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<th>Employer Name Address</th>
<th>Position &amp; Dates of Employment</th>
<th>Reason for Leaving</th>
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Activities and Honors
Please list organizations, offices, awards, honors and any other information regarding your leadership, scholarship and teamwork abilities and accomplishments.

Why have you chosen a career in Phlebotomy?
Please include below one handwritten paragraph in response to this question.
Table 1: Essential **Observational Requirements**

The student must be able to:
- observe laboratory demonstrations in which biologicals (i.e. body fluids, culture materials, tissue sections, and cellular specimens) are processed and handled.
- characterize the color, odor, clarity, and viscosity of biologicals.
- read and comprehend text, numbers, and graphic materials displayed in print and on a video monitor.

Table 2. Essential **Movement Requirements**

The student must be able to:
- move freely and safely about the SLH laboratory.
- reach laboratory bench tops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture.
- travel to selected sites for practical experience.
- perform moderately taxing continuous physical work, often requiring prolonged standing, over several hours.
- maneuver phlebotomy and culture acquisition equipment to safely collect valid laboratory specimens from patients.
- use an electronic keyboard (i.e. 101-key IBM computer keyboard) to operate laboratory instruments and to calculate, record, evaluate, and transmit laboratory information.

Table 3. Essential **Communication Requirements**

The student must be able to:
- read and comprehend technical and professional materials (i.e. textbooks, magazine and journal articles, handbooks, and instruction manuals.)
- follow verbal and written instructions in order to correctly and independently perform laboratory procedures.
- clearly instruct patients prior to specimen collection.
- effectively, confidently, and sensitively converse with patients.
- communicate with faculty members, fellow students, staff, and other health care professionals verbally and in a recorded format (writing, typing, graphics, or telecommunication).
- independently prepare papers, prepare laboratory reports, and take paper, computer, and laboratory practical examinations.

Table 4. Essential **Intellectual Requirements**

The Student must:
- possess these intellectual skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, self-expression, and criticism.
- be able to exercise sufficient judgment to recognize and correct performance deviations.
Table 5. Essential \textbf{Behavioral Requirements}

The Student must:
- be able to manage the use of time and be able to systematize actions in order to complete professional and technical tasks within realistic constraints.
- possess the emotional health necessary to effectively employ intellect and exercise appropriate judgment.
- be able to provide professional and technical services while experiencing the stresses of task-related uncertainty (i.e. ambiguous test ordering, ambivalent test interpretation), emergent demands (i.e. stat test orders), and a distracting environment (i.e. high noise levels, crowding, complex visual stimuli).
- be flexible and creative and adapt to professional and technical change.
- recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals.
- adapt to working with unpleasant biologicals.
- support and promote the activities of fellow students and of health care professionals. Promotion of peers helps furnish a team approach to learning, task completion, problem solving, and patient care.
- be honest, compassionate, ethical, and responsible. The student must be forthright about errors or uncertainty. The student must be able to critically evaluate her or his own performance, accept constructive criticism, and look for ways to improve (i.e. participate in enriched educational activities). The student must be able to evaluate the performance of fellow students and tactfully offer constructive comments.
Application Procedure
Phlebotomy Education Program
Saint Luke’s Hospital of Kansas City

Thank you for expressing interest in the Phlebotomy Education Program. Please refer to these specific instructions to ensure proper completion. Contact information has been included for specific questions concerning the application process.

The following items are required for all applicants to complete the application process:

1. **Website**
   - Please review if possible.

2. **Essential Functions**
   - Please review in the policy manual.

3. **Standards for Admission**
   - Please review.

4. **Statement of Understanding**
   - Please review and **Submit** signed document with application.

5. **Application**
   - Please complete the application in ink and **Submit**. The receipt of this form initiates consideration for a personal interview.

6. **Application Fee**
   - **Submit** $25.00 non-refundable application fee with application. (Payable to Saint Luke’s Hospital.)

7. **Education**
   - **Submit** proof of High School completion (diploma or GED/HiSET).

8. **References**
   - Reference names and email addresses provided for five non-family individuals who have supervised your education or work experience.

9. **Immunization Records**
   - **Submit records:** Chickenpox (2 vaccinations or + titer), MMR (2 vaccinations [1 after 1980] or + titer), TDaP (within last 10 years), and Hepatitis B vaccination status.

10. **Interview**
    - The Admissions Committee will review all COMPLETED packets (items 4 – 9 above), and use an objective scoring system for determining whether candidates qualify for interview. This process is selective, but non-discriminatory in accordance with all System and Hospital policy.

11. **Photo**
    - Required for applicants extended an interview. **Bring** a photo of yourself to interview. (For identification and security purposes.)

12. **Interview Status**
    - Following a personal interview, the applicant will be notified by mail of their status (Acceptance, Alternate, Non-Acceptance).

13. **Admission**
    - Offer for a position in an upcoming class based on recommendation without reservation by references and all members of the Phlebotomy Education Program admissions committee.

14. **Matriculation Fee**
    - $300.00 non-refundable matriculation fee is due at time of acceptance into the program. This fee is applied toward the tuition.

15. **Health Appraisal**
    - Accepted applicants instructed to contact Saint Luke’s Hospital Employee Health Service to arrange for a health screening. The screening must verify the applicant’s sound physical health.

16. **Tuition**
    - Tuition for the Phlebotomy Education Program is $1550.00. The tuition is due in full prior to the admission start date unless payment plan is utilized.

17. **Book Fee**
    - Book fee of $115.00 is due in full prior to the admission start date.

**Mail, fax or email** all application materials to:
Phlebotomy Education Program
Saint Luke’s Hospital – Laboratory
4401 Wornall Road
Kansas City, Missouri 64111
Phone (816) 932-2074 Fax (816) 251-5918
phlebotomyeducation@stlukes.org
Standards for Admission
Phlebotomy Education Program
Saint Luke’s Hospital of Kansas City

References
Please provide names and email addresses for five non-family individuals who have knowledge of your education and/or work experience. Applicant will receive an email from SLHS Reference Checking Process through which names and email addresses will be submitted. The Phlebotomy Education Program will only consider applicants with reference names and email addresses provided for admission.

Selection Standards
Students who meet established selection criteria and who have submitted ALL REQUIRED APPLICATION MATERIALS are considered for interview when openings exist. The most highly qualified applicants will be scheduled for interviews. Reminders that application materials are incomplete are not sent. It is the applicant’s responsibility to follow directions and ensure that materials requested are sent. Students who do NOT have complete application packets on file, or who do not meet minimum selection criteria, will not be considered for interview.

Students must be recommended for admission into the Phlebotomy Education Program by the PEP Admissions Committee after interview, based upon objective evaluation of these factors considered in assessing the applicant’s probability of success to career entry level:

- Course or other skill preparation
- Communication skills (written, oral, and computer)
- Attention to detail
- Motivation and career expectations
- Ability to work/interact with others
- Professional demeanor

English as a Second Language
Students must be able to demonstrate effective written and oral communication skills in the primary language of the sponsoring institution to the satisfaction of the PEP interviewer.

Refund Policies
Students who voluntarily withdraw must notify the Phlebotomy Education Program in writing (email preferred) by 0800 on the Wednesday preceding the first day of class in order to receive tuition reimbursement. The matriculation fee will not be refunded. No tuition will be reimbursed after that time. Book costs are not refundable, but will remain the property of the student.

Student Withdrawal
No student who leaves the program before completing it in its entirety will be eligible for a certificate of completion.

It is the policy of Saint Luke’s Hospital not to discriminate in admissions or access to, or treatment or employment in, its programs or activities, or in the granting, maintaining, upgrading and withdrawal of physician staff privileges for any unlawful reason, such as race, color, national origin, sex, age, or handicap, in violation of Section 504 of the Rehabilitation Act and applicable regulations. Responsible employee: Corporate Compliance, telephone (816) 932-3053.
Statement of Understanding
Phlebotomy Education Program
Saint Luke's Hospital of Kansas City

Instructions: Read information carefully and return signed page with Application.

I understand that this application will become inactive after one year.

I understand that I may be required to undergo a medical examination prior to enrollment, and further, that my enrollment in the program may be contingent upon the results of the medical examination. I also understand that a copy of my immunization record will be required upon application to be considered for acceptance into the program.

I have reviewed the Phlebotomy Essential Functions and understand that my ability to meet these requirements is necessary for successful completion of the Program and subsequent employability in the profession. My signature confirms my ability to meet these Essential Requirements.*

I hereby certify that the foregoing answers and information are correct to the best of my knowledge and belief. I understand that misrepresentation will be considered as just cause for rejection of the application or dismissal from the program.

I waive any action against any entity, including Saint Luke's Hospital and the Saint Luke's Health System, for providing information in connection with this student application or inquiries in processing this application.

I understand that as a part of Saint Luke's normal procedure for processing student applications, an inquiry may be made which will provide applicable information governing character, general reputation, personal characteristics and mode of living. Upon written request additional information to the nature and scope of this report, if one is made, will be provided as legally required.

Applicant Signature: ________________________________ Date: ________________

*Any student who has a disability or condition that compromised his/her ability to meet the Essential Functions of this program for which he/she wishes to seek accommodation, must notify the Program Director of such in writing.

Waiver of Access to Reference Statements

"I realize this waiver is not required condition for admission to or receipt of financial or other services or benefits from the Saint Luke's Hospital Phlebotomy Education Program, and that I do have the right under PL 93-380 (The Family Educational Rights and Privacy Act of 1974) to inspect my references as held by this program if I enroll. However, I do also realize that persons giving recommendations may prefer to give references that are NOT open to the candidate's inspection and may elect not to respond. Therefore, on this date, as indicated by my signature below, I acknowledge all of the above and in accordance with said act do:

Hereby voluntarily waive my right of access under the Family Educational Rights and Privacy Act of 1974 to all of the confidential reference statements contained in my file by the Saint Luke's Hospital Phlebotomy Education Program."

Applicant Signature: ________________________________ Date: ________________