

Santa Rosa Junior College

Program Resource Planning Process

Phlebotomy 2014

1.1a Mission

The mission of the Phlebotomy program is four fold:

- to promote quality patient care
- to enhance cognitive skills and best practices in the health care environment
- to provide entry-level skills for employment as a Phlebotomist
- to provide awareness of opportunities/choices in health care occupations.

To achieve this mission the Phlebotomy curriculum is based upon the following beliefs:

1. Individuals have the right to receive optimum health care delivered in a safe environment by a competent caregiver.
2. Learning occurs in an atmosphere of mutual respect, where questioning is welcomed, problem solving is encouraged, and opportunities for guided practice exist.
3. The Phlebotomist is an important member of the health care team. The phlebotomist is under the direct supervision of licensed laboratory personnel and Medical Director; provide direct care to patients; promotes comfort measures, best practices, collects, transports and process blood and other potentially infectious materials from the patients' bedsides and nursing units to the laboratory for analysis.
4. Individuals have the right to the fulfillment of their basic physical, psychological, and spiritual needs.

1.1b Mission Alignment

The Phlebotomy program mission aligns with the SRJC mission and strategic goals by offering vocational programs and encouraging community involvement.

1.1c Description

The Phlebotomy program is offered three times a year during the Fall, Spring and Summer semesters. Each course is 7.5 units for each semester. Each semester is approximately 10 weeks in duration. The Phlebotomy course has two sections which must be successfully completed. These sections include classroom instructional hours along with hospital inpatient, outpatient and community clinical hours. Classroom instructional meeting times are conducted four days a week: M-W for approximately 3.5 hours and Thursday for 5 hours. At the successful completion of the classroom didactics, students will be placed in their clinical rotations.

In order to obtain the Phlebotomy Certificate of Completion, students must have documented proof of successful completion of both didactic and clinical sections of the Phlebotomy program, certificate from National Phlebotomy examination board, and have documented proof of High school diploma or GED equivalent. The California State will not accept any missing or incomplete documents.

Due to the extensive hours and educational intensity of this course, it may be difficult to take other weekday classes along with this program.

All students are required to purchase uniforms such as scrubs, complete health requirements and immunizations, must possess a valid CPR for the Healthcare Provider, and complete a criminal background check and Department of Justice fingerprinting prior to admittance into the program and before clinical rotation. Students who have not cleared a criminal background check and fingerprinting will not be granted admittance into the program and therefore, will be unable to receive certification. These requirements must be completed before the first day of class.

At the completion of the program, graduates are eligible to take the written and practical examinations and be certified by the State of California as a Certified Phlebotomist I (CPT1). Certified Phlebotomists are generally employed in the laboratories of acute care facilities, skilled nursing facilities, community outreach, reference labs and medical insurance companies. Many graduates of this program can progress to more advanced education in Nursing and other allied health programs such as Medical assisting, Radiology Technician, Respiratory Therapy, Paramedics, Clinical Science, and Premedical.

1.1d Hours of Office Operation and Service by Location

The Phlebotomy program conducts classes from 5 - 8:15 pm three days and a skills practical lab for Summer are 10 – 5:00 pm and for Fall/Spring 1 - 7:30 pm, one day a week. Clinical rotations are conducted at affiliated hospitals and outpatient settings. These would allow for ample time and opportunity to engage in clinical practice within a variety of health care settings and with varying levels of patients' acuity and health complexities. Therefore, the clinical hours will vary with each student and with each semester with the minimum number of hours being successfully completed.

1.2 Program/Unit Context and Environmental Scan

The Certified Phlebotomist (CPTI) is an important member of the health-care team who assists the laboratory clinicians, physicians and nursing staff with the care of patients in skilled nursing facilities and hospitals. Experience is gained during this program at a skilled nursing facility, outreach facility, and/or community outreach programs. This requires an additional short course in acute care and/or training in the acute hospital where the CPTI will be hired.

The Phlebotomist (CPTI) works directly with varying patient population, nursing personnel and laboratory clinicians. The Phlebotomist (CPTI) is employed under the direct supervision and licensures of the Laboratory Clinicians such as Clinical Laboratory Scientists and Medical Directors.

Phlebotomist at SRJC:

The Phlebotomist (CPTI) has attended approximately 220 hours of lecture, skills lab, and clinical practice. The program is offered spring, summer, and fall for 10 weeks, 4 days a week. Clinic hours are held in an acute care hospital setting and/or outreach facility. The course is limited to 20-35 students. Upon successful completion of the course with a “C” grade or better, the student will receive a Certificate of Completion from Santa Rosa Junior College.

The Phlebotomy (CPT1) Program consists of 7.5 academic units. A 7.5 unit course mandates at *least* 7.5 hours per week of study time.

If a student needs 12 units to qualify for financial aid, online or self-paced classes may be needed, as the Phlebotomy (CPT1) course hours may prevent any regularly scheduled courses from being taken concurrently.

2.1a Budget Needs

Narrative:

Currently we have four (4) adjunct instructors performing instructional, skills and clinical hours. The instructors are currently working 32-40 hours per week when the program is in session. This also includes time needed for program coordination, externship placement and consistent monitoring of students after completion of program and during the students' clinical rotations within the two to three months thereafter.

We need two additional adjunct instructors and a fulltime classified instructor for assistance in program coordination and to maintain level of standards for students theoretical instruction and practical application in the health setting. We also need these instructors to assist in the accreditation process and legal paperwork auditing which occurs every two years.

We are requesting one (1) skills lab assistants who is certified in phlebotomy to assist instructors with monitoring of student skills and legal paperwork and documentation. This person will also be responsible for the inventory control and auditing and the skills lab setup and clean up. Skills lab assistant with CPT1 credentials wage range from \$20 - \$25.00 an hour.

Phlebotomy - FY 2012-13

2.1 Fiscal Year Expenditures

Santa Rosa Campus

Expenditure Category	Unrestricted Funds	Change from 2011-12	Restricted Funds	Change from 2011-12	Total	Change from 2011-12
Faculty payroll	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Adjunct payroll	\$161,336.61	23.78%	\$0.00	0.00%	\$161,336.61	23.78%
Classified payroll	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
STNC payroll	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Student payroll	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Management payroll (and Dept Chairs)	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Benefits (3000's)	\$12,223.95	15.26%	\$0.00	0.00%	\$12,223.95	15.26%
Supplies (4000's)	\$453.47	118.35%	\$0.00	0.00%	\$453.47	118.35%
Services (5000's)	\$28.31	8.63%	\$0.00	0.00%	\$28.31	8.63%
Equipment (6000's)	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Total Expenditures	\$174,042.34	23.28%	\$0.00	0.00%	\$174,042.34	23.28%

Petaluma Campus (Includes Rohnert Park and Sonoma)

Expenditure Category	Unrestricted Funds	Change from 2011-12	Restricted Funds	Change from 2011-12	Total	Change from 2011-12
Faculty payroll	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Adjunct payroll	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Classified payroll	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%

STNC payroll	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Student payroll	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Management payroll (and Dept Chairs)	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Benefits (3000's)	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Supplies (4000's)	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Services (5000's)	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Equipment (6000's)	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Total Expenditures	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%

Other Locations (Includes the PSTC, Windsor, and other locations)

Expenditure Category	Unrestricted Funds	Change from 2011-12	Restricted Funds	Change from 2011-12	Total	Change from 2011-12
Faculty payroll	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Adjunct payroll	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Classified payroll	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
STNC payroll	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Student payroll	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Management payroll (and Dept Chairs)	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Benefits (3000's)	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Supplies (4000's)	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Services (5000's)	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Equipment (6000's)	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Total Expenditures	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%

Expenditure Totals

Expenditure Category	Amount	Change from 2011-12	District Total	% of District Total
Total Expenditures	\$174,042.34	23.28%	\$109,755,801.72	0.16%
Total Faculty Payroll	\$161,336.61	23.78%	\$37,642,229.36	0.43%
Total Classified Payroll	\$0.00	0.00%	\$17,914,387.66	0.00%
Total Management Payroll	\$0.00	0.00%	\$9,033,594.60	0.00%
Total Salary/Benefits Costs	\$173,560.56	23.14%	\$83,300,149.56	0.21%
Total Non-Personnel Costs	\$481.78	106.12%	\$13,951,537.78	0.00%

2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0002	Santa Rosa	02	01	\$70.00	Requesting two (2) additional adjunct instructors to assist with skills training and in maintaining a student to instructor ratio of 5:1.
0003	Santa Rosa	02	01	\$20,000.00	Request computerized training videos and computer to used in skills lab to "capture" and record skills for students to review and fine tune. This will be used by students to accentuate didactic process.
0004	Santa Rosa	02	01	\$25.00	Requesting one (1) additional certified CPT1 skills lab assistants to assist adjunct instructors with skills training, inventory control and in maintaining the safety of students in skills lab. This person will also be responsible for setup/clean up of skills lab.

2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
None.	0.00	0.00	

2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
None.	0.00	0.00	

2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
None.	0.00	0.00	

2.2d Adequacy and Effectiveness of Staffing

Narrative:

Core Data is incomplete and incorrect

Phlebotomy - FY 2012-13

2.2 Fiscal Year Employee Data and Calculations

Employee Head Counts

Employee Category	Count	Change from 2011-12	District Total	% of District Total
Contract Faculty	0	0.00%	283	0.00%
Adjunct Faculty	4	0.00%	1276	0.31%
Classified Staff	0	0.00%	497	0.00%
STNC Workers	0	0.00%	420	0.00%
Student Workers	0	0.00%	597	0.00%
Mgmt/Admin/Dept Chair	0	0.00%	148	0.00%

Employee FTE Totals

FTE Category	FTE	Change from 2011-12	District Total	% of District Total
FTE-F - Faculty	0.0000	0.00%	642.6824	0.00%
FTE-CF - Contract Faculty	0.0000	0.00%	278.5000	0.00%
FTE-AF - Adjunct Faculty	0.0000	0.00%	364.1824	0.00%
FTE-C - Classified	0.0000	0.00%	400.6181	0.00%
FTE-ST - STNC	0.0000	0.00%	50.7970	0.00%
FTE-SS - Support Staff	0.0000	0.00%	627.9055	0.00%
FTE-SW - Student Workers	0.0000	0.00%	176.4904	0.00%
FTE-M - Management	0.0000	0.00%	118.9300	0.00%
FTE-DC - Department Chairs	0.0000	0.00%	50.0000	0.00%

Student Data

Data Element	Value	Change from 2011-12	District Total	% of District Total
FTES-CR - Credit	0.0000	0.00%	16141.1500	0.00%
FTES-NC - Non-Credit	0.0000	0.00%	2064.1447	0.00%
FTES - combined	0.0000	0.00%	18205.2947	0.00%
Students Enrolled/Served	0	0.00%	30000	0.00%

Calculations

Data Element	Value	Change from 2011-12	District Total	% of District Total
FTE-S : FTE-F	0.0000	0.00%	28.3270	0.00%
FTE-AF : FTE-CF	0.0000	0.00%	1.3077	0.00%
FTE-F : FTE-SS	0.0000	0.00%	1.0235	0.00%
FTE-F : FTE-M	0.0000	0.00%	5.4039	0.00%
FTE-SS : FTE-M	0.0000	0.00%	5.2796	0.00%
FTE-ST : FTE-C	0.0000	0.00%	0.1268	0.00%
Average Faculty Salary per FTE-F	\$0.00	0.00%	\$58,570.50	0.00%
Average Classified Salary per FTE-C	\$0.00	0.00%	\$44,716.87	0.00%
Average Management Salary per FTE-M	\$0.00	0.00%	\$75,957.24	0.00%
Salary/Benefit costs as a % of total budget	99.72%	-0.11%	75.90%	131.39%
Non-Personnel \$ as a % of total budget	0.28%	67.20%	12.71%	2.18%
Restricted Funds as a % of total budget	0.00%	0.00%	11.39%	0.00%

Total Unit Cost per FTE-F	\$0.00	0.00%	\$170,777.67	0.00%
Total Unit Cost per FTE-C	\$0.00	0.00%	\$273,966.16	0.00%
Total Unit Cost per FTE-M	\$0.00	0.00%	\$922,860.52	0.00%
Total Unit Cost per FTE-S	\$0.00	0.00%	\$6,028.78	0.00%
Total Unit Cost per student served/enrolled	\$0.00	0.00%	\$3,658.53	0.00%

2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
0001	ALL	01	01	STNC	Admin I	Classified

2.3a Current Contract Faculty Positions

Position	Description
None.	We are requesting a fulltime contract faculty to assist with accreditation process every two years and to coordinate program and curriculum.
None.	We are requesting two (2) adjunct faculty to assist in the phlebotomy skills lab for 5:1 students to instructor ratio. This is to maintain quality of student learning outcome and to assist with the legal auditing and documentation paperwork.
None.	We are requesting one (1) skills lab assistant, CPT1 to assist with lab setup/cleanup, inventory control and to monitor student safety within the skills lab.

2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
Phlebotomy	0.0000	0.0000	2.5000	100.0000	This Fall 2010 FTEF data is from SIS. The Fall 2010 "Contract vs. Houly Load Percentage: All Locations" report did not even include Phlebotomy.

2.3c Faculty Within Retirement Range

Health Sciences Dept. Faculty within retirement range
Under 50 = 2, 50-54 = 2, 55+ = 12, Total = 16

Phlebotomy Faculty within retirement range: None

2.3d Analysis of Faculty Staffing Needs and Rationale to Support Requests

Narrative:

Requesting fulltime faculty hire for Clinical Instructor to manage program SLOs, accreditation and clinical placements and monitoring of students.

Currently, there are only 4 adjunct instructors to conduct instructional and skills lab, equipment inventory monitoring, manage students' clinical rotations and any skills deficiencies, and to submit legal state and national paperwork for students to gain phlebotomy certification.

We are requesting a one skills lab assistant (CPT1) who can assist with setting up skills lab and monitoring of phlebotomy equipment, inventory and clean up. Year round, including summer session.

Due to student to teacher ratio of 9:1 currently, we are seeking two (2) additional adjunct instructors of diversity to assist with skills lab. To maintain safety within the skills lab, we should be effective with a student to teacher ratio of 5:1. This will allow students ample time to learn new medical knowledge and acquire new skills within the course time frame.

Phlebotomy - FY 2012-13

2.3b Adjunct Faculty Positions Employees paid from an Adjunct Faculty OBJECT code

Name Last	First	Position	Hours	FTE
Meehl	Scott		154.25	0.0000
O'Brien	Tara		752.25	0.0000
Okada	Sharon		672.50	0.0000
Shelley	Janet		676.75	0.0000
Totals			2255.75	0.0000

2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
0001	ALL	02	01	Phlebotomy	

2.4b Rational for Instructional and Non-Instructional Equipment, Technology, and Software

At the initial class start date, approximately seventy (70) students are either registered, on the wait list or attempting to enroll in this course. Due to limited availability of instructors and skills lab space, we can only accept thirty (30) students into the program.

Due to the increasing popularity of this phlebotomy course, we are requesting an interactive simulation program that will record and assess the skills of students on video. The benefit to this program will assist those experiencing difficulties in their practical training.

With the new age of simulation learning in the health sciences, several companies have been on the forefront of creating skills video which can be utilized in a skills lab setting. These computerized simulation videos will enhance skills development, create refined cognitive thinking, and broadening training among students.

The following items are as follows:

Computer/laptop - \$5,000

Licensed Training module - \$4,000 every 2 years.

Simulation program - \$16,000

Advanced simulation training with simulation dummies: \$100,000. To increase student skills' competency and practical knowledge. To enhance the learning environment via hands on instruction. To provide further assistance for students overcoming challenges with skills and training.

2.4c Instructional Equipment and Software Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	Santa Rosa	02	01	Phlebotomy Skills Simulation Program	1	\$25,000.00	\$25,000.00	Sharon Okada	4079	Sharon Okada
0003	Santa Rosa	02	01	Phlebotomy Draw Chair Bariatric	1	\$1,000.00	\$1,000.00	Sharon Okada	RACE room 4060	Sharon Okada
0004	Santa Rosa	02	01	Reclining Phlebotomy Draw Chair	1	\$1,800.00	\$1,800.00	Sharon Okada	RACE room 4060	Sharon Okada
0005	Santa Rosa	02	01	Lockable Wall Mount Sharps Containers	8	\$135.00	\$1,080.00	Sharon Okada	RACE room 4060	Sharon Okada

2.4d Non-Instructional Equipment, Software, and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	ALL	08	07	Additional locking storage cabinet	1	\$500.00	\$500.00	Sharon Okada	RACE 4079	Sharon Okada

2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
0001	ALL	02	01	Urgent	Emeritus or Race	UNK	\$106,000.00	Skills lab for use by all health science programs, approx. 2500 sq ft (50x50). We are unable to add to Allied Health enrollment because of lack of dedicated lab space. We are also having days where safety is an issue because we exceed fire regulations in the lab.
0002	ALL	02	01	1 Year	Emeritus or Race		\$20,000.00	Lecture room (technology enhanced) for 60 students

2.5b Analysis of Existing Facilities

Currently, due to huge demand by programs such as Nursing, LVNs, MAs, and CNAs, Phlebotomy is last on the priority to secure a skills lab for phlebotomy training. It has been extremely difficult in obtaining a large room to conduct skills lab within the time frame stated on the Course listing.

The Phlebotomy program needs additional skills lab space as all health science programs continue to expand and it is difficult to effectively teach students in crowded spaces. Space needed is a minimum of 2,500 sq ft (50x50)

As our programs grow, lecture space is becoming more difficult to schedule as well. Projecting that the trend will continue for health sciences, we also need to plan for more lecture space. Ideally, another auditorium lecture room that holds over 60 will be needed.

Moreover, phlebotomy is currently being used in the RN, MA and Rad Tech program. We are projecting that in the future, our programs may intertwine to standardize phlebotomy skills that can be later utilized in the clinicals and in the medical profession.

Finally, the computer lab in the Health Sciences building needs to expand from 30 computers to 62. There is no room space available for this conversion in the RACE building. It is important to be able to offer online testing because this prepares our students for online testing and to use technology in healthcare like electronic health records.

3.1 Develop Financial Resources

We are currently researching grants that will involve more cultural ethnicities into this particular profession.

We are also researching grants where our phlebotomy students will be able to utilize their skills in numerous community and nonprofit settings. We will also be collaborating and working with other health nonprofit sectors or associations to provide free medical and clinical healthcare in developing countries. Currently, we have charitable organizations through the St. Joseph Health system in which clinicians (physicians, RNs, & MAs) dedicate their time in other countries by promoting health and awareness as well as providing free lab testings. We would like to work closely with these organizations and provide students a broader perspective of how they can give back to the community and to others.

3.2 Serve our Diverse Communities

Two females of mixed Asian ethnicity and three caucasian females

We are requesting an additional two (2) adjunct instructors of diversity.

3.3 Cultivate a Healthy Organization

Professional development exists with all clinicians. We must stay abreast of the latest development in medicine as well as how chosen health profession. Our consistent learning and development would enable us to become better instructors to our current students and future students.

3.4 Safety and Emergency Preparedness

Linda Dunnivant and Pearle Stjern.

3.5 Establish a Culture of Sustainability

We have been receiving donated materials from local hospitals.

We have been attempting to utilize less paper in the classroom to the best of our ability. It is challenging when our accrediting agencies such as NCCT (National Center for Competency Testing) and CA state dictates certain training to be documented on paper and submitted to them at the end of each class session.

4.1a Course Student Learning Outcomes Assessment

SLO assessment has not been completed for HLC111 (new course) but was completed for the previous version HLC 110. The SLO assessment will be completed in the fall of 2014 and on the 6 year cycle again in by 2020.

4.1b Program Student Learning Outcomes Assessment

The program SLO assessment has not been completed. It will be completed in the fall of 2014 and next by 2020 on the 6 year cycle.

4.1c Student Learning Outcomes Reporting

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
Course	HLC 110	Fall 2012	Spring 2013	N/A
Certificate/Major	HLC 110	Spring 2013	Spring 2013	Spring 2013

4.2a Key Courses or Services that address Institutional Outcomes

Course/Service	1a	1b	1c	2a	2b	2c	2d	3a	3b	4a	4b	5	6a	6b	6c	7
HLC 110 Phlebotomy Program/Clinicals	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
HLC 110 Phlebotomy Program/Clinicals	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

4.2b Narrative (Optional)

The basic fundamentals of phlebotomy has not changed much in the last decade. On the other hand, the roles of Phlebotomists/Clinical Lab Assistants have been changing rapidly to sustain how Health Care Organizations have been influenced through government regulations, changing patient populations, medical technology and medical reimbursements. We are constantly researching how the roles of phlebotomists will be influenced by the expectations of the health organizations, job market profitability and emerging job categories.

5.0 Performance Measures

Students' performance are measured didactically and clinically:

1. The didactic portion of this course measures students' cognitive ability.
 - a. Students must comprehend medical concepts via classroom instruction.
 - b. Students cognitive ability is based on case studies, quizzes and exams.
 - c. Students must be and be able to apply all cognitive and phlebotomy skills during clinical rotations.
 - b. Students who have not successfully completed this portion will not be placed in a clinical rotation.

2. The skills lab portion of this course measures the students' practical knowledge and skills competency.
 - a. Students' skills are assessed based on a competency checklist.
 - b. Students' cognitive ability is assessed based on case studies and lab practicum
 - c. Students who have not successfully completed this portion will not be placed in a clinical rotation.

3. In the Clinical rotations, students must apply both didactic and practical knowledge acquired during the course of this program.
 - a. Students who fail their clinical rotations will not obtain a Phlebotomy Certificate of Completion for this course.

Students who fail this Phlebotomy Course will allow to repeat this course one time .

5.1 Effective Class Schedule: Course Offerings, Times, Locations, and Delivery Modes (annual)

The phlebotomy course is offered three (3) times a year: Spring, Summer and Fall.

The didactic portion of the class is M-W 5:00-8:15pm

The lab portion of the class is Thursdays with 1 hr lunch

- a. 10-5:30pm (Summer)
- b. 1-7:30pm (Spring and Fall)

Location: RACE building room 4077 for Didactic
RACE building room 4060 for Lab

Delivery of class didactics are via Powerpoint and pedagogical classroom instruction. We are researching if some of the didactic can be delivered via online. This is subject to approval by our CA state accrediting boards. CA currently expects the Phlebotomy course to be pedagogical class instruction.

5.2a Enrollment Efficiency

Narrative: The Academic Data is incomplete and incorrect.

Phlebotomy - FY 2012-13 (plus current FY Summer and Fall)

5.1 Student Headcounts The number of students enrolled in each Discipline at first census (duplicated headcount).

Santa Rosa Campus

Discipline	X2010	F2010	S2011	X2011	F2011	S2012	X2012	F2012	S2013
Phlebotomy	0	0	0	0	0	0	0	0	0

Petaluma Campus (Includes Rohnert Park and Sonoma)

Discipline	X2010	F2010	S2011	X2011	F2011	S2012	X2012	F2012	S2013
Phlebotomy	0	0	0	0	0	0	0	0	0

Other Locations (Includes the PSTC, Windsor, and other locations)

Discipline	X2010	F2010	S2011	X2011	F2011	S2012	X2012	F2012	S2013
Phlebotomy	0	0	0	0	0	0	0	0	0

ALL Locations (Combined totals from ALL locations in the District)

Discipline	X2010	F2010	S2011	X2011	F2011	S2012	X2012	F2012	S2013
Phlebotomy	0	0	0	0	0	0	0	0	0

5.2a Enrollment Efficiency The percentage of seats filled in each Discipline at first census based on class limit (not room size).

Santa Rosa Campus

Discipline	X2010	F2010	S2011	X2011	F2011	S2012	X2012	F2012	S2013
Phlebotomy	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Petaluma Campus (Includes Rohnert Park and Sonoma)

Discipline	X2010	F2010	S2011	X2011	F2011	S2012	X2012	F2012	S2013
Phlebotomy	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Other Locations (Includes the PSTC, Windsor, and other locations)

Discipline	X2010	F2010	S2011	X2011	F2011	S2012	X2012	F2012	S2013
Phlebotomy	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

ALL Locations (Combined totals from ALL locations in the District)

Discipline	X2010	F2010	S2011	X2011	F2011	S2012	X2012	F2012	S2013
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Phlebotomy	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
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ALL Locations (Combined totals from ALL locations in the District)

Discipline	X2010	F2010	S2011	X2011	F2011	S2012	X2012	F2012	S2013
Phlebotomy	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

5.6c Grade Point Average The average GPA in each Discipline (UnitsTotal / GradePoints).

Santa Rosa Campus

Discipline	X2010	F2010	S2011	X2011	F2011	S2012	X2012	F2012	S2013
Phlebotomy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Petaluma Campus (Includes Rohnert Park and Sonoma)

Discipline	X2010	F2010	S2011	X2011	F2011	S2012	X2012	F2012	S2013
Phlebotomy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Other Locations (Includes the PSTC, Windsor, and other locations)

Discipline	X2010	F2010	S2011	X2011	F2011	S2012	X2012	F2012	S2013
Phlebotomy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

ALL Locations (Combined totals from ALL locations in the District)

Discipline	X2010	F2010	S2011	X2011	F2011	S2012	X2012	F2012	S2013
Phlebotomy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

5.7 Student Access

Narrative: Datamining academic data information is incomplete and incorrect.

Phlebotomy - FY 2012-13 (plus current FY Summer and Fall)

5.7a Students Served - by Ethnicity The number of students in each Discipline at first census broken down by ethnicity (duplicated headcount).

ALL Locations (Combined totals from ALL locations in the District)

Phlebotomy	Ethnicity	2010-11	Percent	2011-12	Percent	2012-13	Percent	2013
	White	0	0.0%	0	0.0%	0	0.0%	
	Asian	0	0.0%	0	0.0%	0	0.0%	
	Black	0	0.0%	0	0.0%	0	0.0%	
	Hispanic	0	0.0%	0	0.0%	0	0.0%	
	Native American	0	0.0%	0	0.0%	0	0.0%	
	Pacific Islander	0	0.0%	0	0.0%	0	0.0%	
	Filipino	0	0.0%	0	0.0%	0	0.0%	
	Other Non-White	0	0.0%	0	0.0%	0	0.0%	
	Decline to state	0	0.0%	0	0.0%	0	0.0%	
	ALL Ethnicities	0	100.0%	0	100.0%	0	100.0%	

5.7b Students Served - by Gender The number of students in each Discipline at first census broken down by gender (duplicated headcount).

ALL Locations (Combined totals from ALL locations in the District)

Phlebotomy	Gender	2010-11	Percent	2011-12	Percent	2012-13	Percent	2013
	Male	0	0.0%	0	0.0%	0	0.0%	
	Female	0	0.0%	0	0.0%	0	0.0%	
	Unknown	0	0.0%	0	0.0%	0	0.0%	
	ALL Genders	0	100.0%	0	100.0%	0	100.0%	

5.7c Students Served - by Age The number of students in each Discipline at first census broken down by age (duplicated headcount).

ALL Locations (Combined totals from ALL locations in the District)

Phlebotomy	Age Range	2010-11	Percent	2011-12	Percent	2012-13	Percent	2013
	0 thru 18	0	0.0%	0	0.0%	0	0.0%	
	19 and 20	0	0.0%	0	0.0%	0	0.0%	
	21 thru 25	0	0.0%	0	0.0%	0	0.0%	
	26 thru 30	0	0.0%	0	0.0%	0	0.0%	
	31 thru 35	0	0.0%	0	0.0%	0	0.0%	
	36 thru 40	0	0.0%	0	0.0%	0	0.0%	
	41 thru 45	0	0.0%	0	0.0%	0	0.0%	
	46 thru 50	0	0.0%	0	0.0%	0	0.0%	
	51 thru 60	0	0.0%	0	0.0%	0	0.0%	
	61 plus	0	0.0%	0	0.0%	0	0.0%	
	ALL Ages	0	100.0%	0	100.0%	0	100.0%	

5.8 Curriculum Offered Within Reasonable Time Frame

– 5.9a Curriculum Responsiveness

– 5.9b Alignment with High Schools (Tech-Prep ONLY)

– 5.10 Alignment with Transfer Institutions (Transfer Majors ONLY)

– 5.11a Labor Market Demand (Occupational Programs ONLY)

– 5.11b Academic Standards

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6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0001	Santa Rosa	00	00	Increase students' learning outcome	<ol style="list-style-type: none"> 1. Fine tune skills via computerized simulation program. 2. To provide a different learning perspective. 	2013-2014	Simulation program with computer/desktop
0001	Santa Rosa	00	00	Hire Full time faculty member	Coordinate and deveop curriculum to provide support for student success	2014	faculty member \$73,814
0002	Santa Rosa	00	00	Increase students' learning outcome	<ol style="list-style-type: none"> 1. To assist with fine tuning students skills via computerized simulation program.1 2. To provide students to instructor ratio 5:1. 3. To reduce the attrition rate. 	2013-2014	Two (2) additional instructors to analyze students' skills via computerized skills.
0003	Santa Rosa	00	00	Continuing Education Provider	Provide Continuing Education Units (CEUs)	2013-2014	Two (2) additional instructors to monitor CEUs for Certified Phlebotomy Technicians (CPT1).
0004	Santa Rosa	00	00	Increase students' learning outcome	1. Provide lab support for the instructors by assisiing with inventory control, student safety, and setup/cleanup of skills lab.	2013-2014	Additional lab assistant to aid student in learning new skills
0004	Santa Rosa	00	00	1. Provide an advance phlebotomy course - Certified Phlebtomy Technician 2 (CPT2)	<ol style="list-style-type: none"> 1. Provide staff retention within the hospital setting. 2. Provide multidisciplinary skills in phlebotomy and blood gas collection. 	2013-2014	<ol style="list-style-type: none"> 1. Additional adjunct instructors in Clinical science or Respiratory therapy 2. Additional skills simulation module

6.2a Program/Unit Conclusions

Location	Program/Unit Conclusions
Santa Rosa	Students are doing as well as expected, since this course is the entry level to the health care pipeline. Extra space is still needed.

6.2b PRPP Editor Feedback - Optional

The phlebotomy program is an entry level profession for students interested in health careers. It is vital that as a community college we provide this type of opportunity. To support a full time faculty member this program would need to be expanded by increasing the current number of students in the course or adding additional sections. It would increase and support the program to have a fulltime faculty member to coordinate the program, externships, and state approval process.

One solution to the space constraints is sharing space in a skills laboratory separate from the nursing skills laboratory with programs that have similar needs such as Medical Assisting. For example, there is not adequate space in the nursing skills laboratory to house phlebotomy chairs and in specially designed space the phlebotomy student's experience would be enhanced.

Qualified faculty are difficult to recruit for phlebotomy and adjunct interviews are conducted at least once per year. The coordinator of the phlebotomy program must be a Laboratory Scientist per CA State regulations.

6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0001	Santa Rosa	00	00	Increase students' learning outcome	<ol style="list-style-type: none"> 1. Fine tune skills via computerized simulation program. 2. To provide a different learning perspective. 	2013-2014	Simulation program with computer/desktop
0001	Santa Rosa	00	00	Hire Full time faculty member	Coordinate and deveop curriculum to provide support for student success	2014	faculty member \$73,814
0002	Santa Rosa	00	00	Increase students' learning outcome	<ol style="list-style-type: none"> 1. To assist with fine tuning students skills via computerized simulation program.1 2. To provide students to instructor ratio 5:1. 3. To reduce the attrition rate. 	2013-2014	Two (2) additional instructors to analyze students' skills via computerized skills.
0003	Santa Rosa	00	00	Continuing Education Provider	Provide Continuing Education Units (CEUs)	2013-2014	Two (2) additional instructors to monitor CEUs for Certified Phlebotomy Technicians (CPT1).
0004	Santa Rosa	00	00	Increase students' learning outcome	1. Provide lab support for the instructors by assisiing with inventory control, student safety, and setup/cleanup of skills lab.	2013-2014	Additional lab assistant to aid student in learning new skills
0004	Santa Rosa	00	00	1. Provide an advance phlebotomy course - Certified Phlebotomy Technician 2 (CPT2)	<ol style="list-style-type: none"> 1. Provide staff retention within the hospital setting. 2. Provide multidisciplinary skills in phlebotomy and blood gas collection. 	2013-2014	<ol style="list-style-type: none"> 1. Additional adjunct instructors in Clinical science or Respiratory therapy 2. Additional skills simulation module