



Phlebotomy Technician (CPT) Clinical Handbook & Requirements



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Program Overview:

The Certified Phlebotomy Technician (CPT) certification, awarded by the National Healthcareer Association (NHA), requires the minimum clinical requirements set forth in this handbook. These clinical requirements ensure that all individuals who pass the CPT certification exam have received the necessary hands-on experience needed to be a successful practicing Phlebotomy Technician in the field.

Students are encouraged to begin seeking out clinical site opportunities in their area as soon as they begin their MedCerts' program. MedCerts does not place students with clinical sites nor guarantee that students will be able to locate a site within the required timeframe set forth in this handbook. If required by the site, MedCerts will sponsor students who successfully locate and secure a clinical site, although not all clinical sites require site sponsorship. Sponsorship guidelines and procedures can be found in the Site Sponsorship section of this handbook.

To show proof of fulfilled clinical requirements, the clinical log located within this handbook must be submitted to MedCerts with a clinical site manager's signature before or within 180 days (approximately 6 months) of passing the CPT certification exam.

Students who fail to fulfill the clinical requirement and submit proof by the deadline may have their certification revoked by NHA and will be required to take and pass the certification exam an additional time.

Exam Details:

Target Certification: Certified Phlebotomy Technician – Certified (CPT)

Hospitals, laboratories, and other employers have an increasing demand for phlebotomists. Most seek, and many require, a professional certification. With a CPT certification, you'll have the credentials you need to set yourself apart from other applicants as you embark on a rewarding healthcare career. As more

employers require phlebotomy certifications, a CPT will help improve your marketability in a growing and rewarding field.

Issuing Authority: NHA

Accreditation: Accredited by the National Healthcareer Association (NHA)

Exam Certification: CPT (Certified Phlebotomy Technician)

Exam Questions: 100 Questions, 10 Pretest Questions

Minimum Passing Score: 390/500

Exam Time: 2 Hours

Clinical Details and Clinical Case Documentation:

Clinical Competencies:

30 venipunctures

10 capillary sticks or finger pricks

These clinical requirements will be demonstrated in person at a clinical site in the presence of a site-approved individual (supervisor or manager). The site's approved manager or supervisor must sign the clinical log prior to the log being submitted to MedCerts.

Note: If you have completed one full year of supervised work experience in a phlebotomy technician field within the last three (3) years, you may submit documentation of this experience to fulfill this requirement.

MedCerts reviews all log submissions, ensuring the information provided is accurate and meets the minimum NHA clinical requirements. Logs submitted without a signature will be rejected and will need to be reviewed and signed by the clinical site's approved manager or supervisor.

Students who submit logs signed by any individual who is found not to be the

clinical site's approved manager or supervisor may be subject to disciplinary action to the severity of termination from the clinical site and dismissal from their MedCerts program. See additional details found in the MedCerts' Professional Standards & Policies section of this handbook.

If you are an employer-sponsored student, the following sections regarding securing a clinical site will not apply to you. Please skip down to [MedCerts' Professional Standards and Policies](#).

MedCerts Assistance:

The MedCerts Career Services team is here to help, but *students are responsible for securing their own clinical sites to complete their certification requirements.*

Step 1: Create a list of potential clinical sites in your area. Clinical requirements can be completed at one of many different medical locations, such as, but not limited to:

- *Dialysis Clinics*
- *Blood Bank Clinics*
- *Outpatient Clinics*
- *Hospitals*

Step 2: Contact potential sites and inquire about clinical opportunities. You may have the most success reaching the supervisor or manager if you call the site, but you can also try to send an email (see sample email language below).

Step 3: If the site is willing to host you, check to see if they require MedCerts sponsorship. Be sure to gather contact information for the site supervisor or manager (Name, email, phone number, address of site).

Step 4: Once you have secured a site, please complete the [Clinical Site Information Form](#).

Step 5: Complete any documents required by the clinical site and confirm your start date. You may be required to have a criminal background check and complete a drug screening assessment. Please see the section in this handbook below on “Criminal Background Check, Drug and Other Screenings.”

Step 6: Document your requirements within the NHA website. You may contact Jason Priest (jpriest@medcerts.com) Clinical Coordinator, for more details and/or to assist with sponsorship.

Identifying and Securing a Clinical Site: Clinical site opportunities can be either unpaid volunteer positions or paid employment positions, depending on the site and their needs. Some healthcare facilities may prefer to hire you and give you the supervision you need to complete your clinical requirements upon employment.

Sample Email for Contacting Employers:

Hello,

My name is (Student Full Name). I've recently completed the Phlebotomy Technician Program. I have successfully passed my National Certification Exam. To have my full certification released, I am required to gain hands-on experience completing the following requirements under the supervision of a certified professional: 30 venipunctures, 10 capillary sticks or finger pricks

I recognize that many healthcare facilities are understaffed and in need of additional support to accomplish a multitude of daily responsibilities. While I am seeking a site to fulfill my certification requirements, I am also offering assistance where needed to support the daily functions of your medical facility.

If you are able to assist me in fulfilling my clinical requirements, I will gladly provide more details. If required, my school, MedCerts (www.medcerts.com), can provide a signed Affiliation Agreement and a Certificate of Insurance.

You can reach me at (phone number) or by email (email address) to discuss the details of my requirements.

I am looking forward to hearing from you.

Sincerely,

(Full Name)

(Phone number)

(Email Address)

Recommendations:

The following are some recommendations from the MedCerts Career Services team that you can utilize as you begin the process of locating and securing your clinical site. Some strategies for identifying appropriate clinical sites include:

- Search online job websites (Ex: Indeed, ZipRecruiter, Linked In, NHA.com) to find sites that may offer paid positions that would allow you to complete your clinical requirements.
- Network with friends and family to see if they have any connections to healthcare facilities.
- Healthcare professionals have many connections to a variety of facilities, and they may be able to refer you to their colleagues.
- Utilize social networking platforms (social media, Twitter, Facebook) to let people know that you're looking for a clinical site to complete your hands-on certification requirements.
- Consider volunteering or job shadowing at a hospital or clinic while going through your program, to build relationships there and make some key connections. (Remember that job shadowing does not count towards completing your clinical log as the requirement is to be done by the student on live persons.)

Approaching Employers:

- Be well-prepared and treat this like you would a job search.
- Develop and polish your resume. Writing a resume may sound daunting, but these [Tips for Writing a Standout Resume](#) will help you to get started. You can also use this [Resume Rubric](#) (checklist) to make sure you've covered all the bases.

- Identify the appropriate department and person to approach, which may include the education department, volunteer department, or someone in human resources.
- Prepare customized cover letters for each site you approach. A cover letter is a way to briefly introduce yourself to the employer and share your goals. The letter is a chance to demonstrate your professionalism and clarify your clinical requirements.
- Email or hand deliver your resume and cover letter.
- Communicate promptly and professionally with the site.
- Dress professionally for the meeting or interview (Look your best!)

If the site requires a letter of enrollment, please utilize the letter attached to this handbook (below).

Dear Preceptor/Trainer:

Thank you for your willingness and consideration to serve as a preceptor/trainer for one of MedCerts Phlebotomy Technician students. The faculty appreciates your interest in being an integral part in the education of future Phlebotomy Technicians. We recognize and appreciate the time it takes from your already busy schedule to precept and train our students. The purpose of this letter and handbook is to provide you with information about the Phlebotomy Technician requirements. It includes guidelines for the preceptor's role regarding teaching, supervising and evaluating students. The expected clinical experiences for students, follow the recommendations and requirements of the NHA. If you have any questions or concerns, please contact us. Should you have any questions regarding requirements or for clinical placements please contact our clinical coordinator at Jpriet@MedCerts.com. We will get back to you right away.

Thank you for your time and consideration.

Best Regards,

Jason Priest
Clinical Externship Coordinator
P 734-469-5196
F 734-655-9445
jpriest@medcerts.com

MedCerts' Professional Standards & Policies

Students are expected to adhere to MedCerts' professional standards as set forth in this section, as well as the standards set forth by the clinical site, at all times throughout the duration of a student's time at the clinical site. Students found violating these standards may be subject to disciplinary action to the severity of termination from the clinical site and dismissal from their MedCerts program.

MedCerts has established the following Professional Standards to ensure the success of the student and the continued professional relationship between MedCerts and the clinical site. Students receiving MedCerts sponsorship will be required to sign the MedCerts' Sponsorship Agreement, indicating the student understands and agrees to meet all Professional Standards set forth below.

Attendance: Take every precaution to avoid any absences from your Clinical Site position, since dependability is a professional expectation of all healthcare facilities. If you are unable to attend all scheduled shifts due to illness or emergency, please notify your clinical site's manager or supervisor as soon as possible. Clinical site leave must be approved based on the policies set forth by the clinical site.

Confidentiality: Students are required to maintain confidentiality of patient information in accordance with HIPAA (Health Insurance Portability and Accountability).

Professional Dress Code: Appropriate dress standards have been established to present and maintain a professional appearance to patients, visitors, and the

healthcare team. The standards allow comfortable performance of duties and promotion of safety and infection control.

- ID badge if required, must be worn at all times as required by the clinical site (i.e., above the waist with name visible).
- Hair must have a clean and neat appearance with shoulder-length hair pulled back. Facial hair must be clean, neat, and well groomed.
- Headgear, religious or culture in nature, may be worn.
- Jewelry must be appropriate and professional, and not present a safety hazard when working with patients or equipment. Students must be prepared to remove jewelry and/or piercings as required by the clinical site.
- Tattoos must be covered as required by the clinical site.
- Attire as required by the clinical site, i.e. clean and ironed scrubs or uniforms and OSHA-compliant shoes. No denim, short skirts, sweatshirts, low necklines, tank tops, halter tops or T-shirts with advertising or offensive graphics, sweatpants, jogging pants, leggings, or shorts (or any other attire deemed inappropriate by site).
- Fragrances, such as perfume or cologne, may cause allergic reactions in others and may not be worn.
- Fingernails must be neat, clean, and trimmed as not to extend beyond the tips of the fingers; no artificial nails are allowed.

Criminal Background Checks, Drug & Other Screenings Policy

Some clinical sites may require screening prior to placement. **Students are responsible for all required screening(s) and applicable fee(s).** The requirements and types of screening are dependent on the requirements of the site. Potential fees, which vary per state, include but are not limited to, a background check, drug screening, Basic Life Support (BLS) for Healthcare Providers, (CPR) certification, TB tests, and required immunizations. Students should speak with their clinical site for more information about potential screening(s) and applicable fee(s).

MedCerts does not perform criminal background checks, nor do we test students for illicit drug use. Please be advised that the student's drug, criminal, or immunization status may prevent future employment as a healthcare or IT (Information Technology) professional. Clinical sites, employers, and State Boards, or other regulatory boards have regulations about drug use and criminal backgrounds. Regulatory boards, clinical sites, employers, and other organizations that may require these screenings for placement, and adverse results may prohibit you from completing the clinical requirements.

The student understands that MedCerts does not hold any control over the drug, immunization, criminal, or background screening processes or policies held by any organization outside of MedCerts.

Clinical Logs

Below is a link to a blank clinical documentation log associated with your certification. Please provide the blank log to your clinical site's designated manager/supervisor for them to complete, sign and email to the MedCerts Clinical Coordinator at jpriest@medcerts.com

- [**Certified Phlebotomy Technician \(CPT\) Clinical Documentation Log**](#)

Student: Please return all forms (via email) to MedCerts within **three days** of completion. Keep the original copy for your records.

Email: jpriest@medcerts.com **Fax:** 734-655-9445