

WISCONSIN INDIANHEAD TECHNICAL COLLEGE
PHLEBOTOMY
STUDENT HANDBOOK

PROFESSIONALISM REQUIREMENTS

Phlebotomy students are expected to practice good personal hygiene and dress appropriately at all times. For **Basic Lab Skills, Phlebotomy and Phlebotomy Clinical**, hair is to be styled/secured/controlled so that it remains out of the eyes and off the collar or tied back with a band or clip. Nails must be clean, short (1/4 inch or less) and unpolished. No artificial nails, facial jewelry or tongue jewelry are allowed. Strong perfumes, lotions, and the smell of smoke on clothes must be avoided. Rings with stones/settings and bracelets should be left at home. No hats or caps. Appropriate dress for healthcare also includes no visible breast cleavage, no exposure of skin at the waistline, and no clothing with holes that expose skin. Tattoos must be completely covered. Protective footwear that completely covers the foot is also required. Appropriate dress expectations will be emphasized in all Phlebotomy courses. These expectations are in compliance with most health care work environments.

1. The expense of scrubs to meet the dress code during clinical is the responsibility of the student. The instructor or training agency has the right to dismiss a student who fails to appear in full uniform with appropriate grooming. The dress code includes:
 - Scrubs for students as determined by the clinical facility.
 - Clean clinical shoes. If athletic shoes are worn, they should be mostly white and non-porous. Canvas athletic shoes, clogs, and sandals are unacceptable.
 - Neutral or white hosiery.
 - Official WITC name tag.
 - Appropriate jewelry which is limited to plain watches, wedding bands, small post earrings.
 - Clean short nails without polish.
 - Clean hair styled modestly and off the collar or tied back with a band or clasp.
 - All other dress code policies as required by the clinical site.
2. Eating, drinking, smoking, and gum chewing are not permitted in health classrooms without instructor approval or at the training agency, and may result in dismissal from the class.
3. Use of unprofessional (including terms such as: dear, honey, darling or any other terms a clinical site may choose to avoid), vulgar language or swearing is unacceptable in the classroom and at the training agency; this may result in dismissal from the program.
4. Behavior that is considered too familiar or personal. This includes but is not limited to touch that is not required for patient care (hugging, back rubbing, hand-holding), comments to patients about appearance (even in a positive way can be considered unprofessional), or sharing of the student's personal information (students are to listen to the patient, not vice versa).
5. Cell phones must be turned off and kept out of sight during class and work time.
6. All official communication from the college, Phlebotomy program, and the Phlebotomy instructors will utilize the students' WITC email accounts. Therefore, students are required to use their WITC account for all Phlebotomy program and instructor communications.

7. Assignments may be submitted electronically to the instructor. Any training or computer based assignment required by the clinical site must also be completed and turned in as required by the facility. Failure to do so will result in dismissal from the clinical site. A new site will not be assigned. The student must file an academic appeal to retake the clinical class.
8. Anytime the student emails assignments to an instructor, they **MUST** utilize their WITC student account. The student is REQUIRED to check WITC email account at least once per week. More often, to verify assignments or coordinate missing work, tardiness or absence issues.