Thank you for your interest in the Phlebotomy (“PB”) Program for Spring 2016. Steps to be followed to successfully apply to the program include:

**STEP 1: ATTEND AN INFORMATION SESSION**
Please click on this link for upcoming Nursing and Allied Health Profession Programs Information Session Schedule

**STEP 2: SUBMIT A GENERAL ADMISSIONS APPLICATION TO MASSBAY**
If you’ve never enrolled at MassBay, please complete and submit MassBay General Health Studies Application, and select your target program to be Phlebotomy. You will then be automatically registered as a General Studies Health student with a concentration in your Phlebotomy program. This will be your MassBay student registration status until you have completed the college’s general education requirements for admission into the EMT program. At that time, you are eligible to submit your Phlebotomy program’s application for admission (see below pages).

**STEP 3: COMPLETE ALL PB ADMISSION CHECKLIST REQUIREMENTS**
The Admission Requirements Checklist in this packet details admission requirements and other important information. You must complete all checklist items for your application to be considered complete and ready for review. Please note that it is the applicant’s responsibility for assuring that the application is complete and received. If any of the required items are incomplete/missing when you submit your application material, your application will not be processed or reviewed. We will mail incomplete admission packages back to you.

**STEP 4: SUBMIT YOUR COMPLETED PB PROGRAM APPLICATION**
Applicants are encouraged to apply as soon as they have met all requirements on the Phlebotomy Admission Requirements Application form (see below). Applications will be accepted for enrollment into Spring 2016 class up until the final program orientation is held, anticipated to be in or around November. Admission to this program may close at any time without notice. Thus, the only guarantee of consideration is to have the completed application submitted as soon as possible. **Come to the Admissions Department and submit your completed application materials in person** so that we can review them with you to make sure that your application items are complete.

**Framingham Campus Admissions:**
19 Flagg Drive
Framingham, MA 01702-5928
Tel: 508.270.4059
Fax: 508.270.4110
Renee Cassidy, Senior Admissions Counselor
ADMISSION REQUIREMENTS CHECKLIST EMT PROGRAM

CHECKLIST INSTRUCTIONS: This checklist identifies the admission requirements for the program and must be initialed and included with the application submitted to the Admissions office.

<table>
<thead>
<tr>
<th>Checklist Item</th>
<th>Important Information</th>
<th>Applicant: initial below when complete (NOTE: Requirements are considered incomplete if in progress scheduled, or requested)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory Info</td>
<td>Applicants must have attended a Mandatory Information Session prior to submission of application. Upcoming dates can be found at <a href="#/">Nursing and Allied Health Profession Programs Information Session Schedule</a>.</td>
<td>Applicant Initial: ___________ Date Attended: ___________</td>
</tr>
<tr>
<td>Session Attendance Form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>High school transcript or GED score report</td>
<td>Submit an official copy of the high school transcript or GED score report or equivalent, or Associate Degree or higher. If you previously submitted the transcript or score report and attended classes within the past 5 years, then Enrollment likely has it on file.</td>
<td>Applicant Initial: ___________</td>
</tr>
<tr>
<td>Math &amp; English Placement Test</td>
<td>All associate degree or certificate seeking students are required to complete an application to MassBay and must be assessed in their reading, writing, and mathematics skills. MassBay offers placement testing throughout the year in multiple locations. Please refer to <a href="http://www.massbay.edu/placementtesting">www.massbay.edu/placementtesting</a> for more information and to schedule a placement test.</td>
<td>Applicant Initial: ___________</td>
</tr>
<tr>
<td>Contact Info</td>
<td>Enter name, mailing address, email address, mobile phone, &amp; MBay ID.</td>
<td>Applicant Initial: ___________</td>
</tr>
</tbody>
</table>

Phlebotomy Program Immunization and Related Health Requirements:

Although not an admissions requirement, failure to have completed this step as explained in below pages, by the due date shown, will result in the student being withdrawn from the program. Students who are withdrawn will be considered for readmission at a later date.  

| Applicant Initial: ___________                     |

Evaluation Information

Upon acceptance into the Phlebotomy program, students are expected to attend a program-specific orientation. Students in the program are required to obtain certain immunization and health records and submit documentation thereof by published deadlines which are program-specific and determined by clinical rotation start dates. Immunization requirements are in accordance with clinical site requirements and Massachusetts state law. If the student does not meet the initial published deadline, s/he will not attend the clinical rotation.
Confirmation Statement
When you have initialed every checklist item on this page and the previous page as complete, and you’ve read and understand the health and background check requirements/deadlines discussed in the below pages, then sign and submit your application to the Framingham Admissions Office.

Applicant Signature: ___________________________ Date: ________

Advisor Signature: ___________________________ Date: ________

Admissions Counselor Signature: ___________________________ Date: ________
Additional Important Admissions Information

1. If you are accepted you MUST attend a Mandatory Orientation in mid-November, or thereabouts, during which time you will receive program specific information.

2. The program anticipates accepting approximately 15 students for Spring 2016. The decision options in response to your completed application are: accepted to the program or denied admission to the program. Admission decisions are sent by U.S. Post to the address you state on this application.

3. Background Checks. All MassBay health sciences program students whose course-work or clinical placement requires direct access to children, elderly, patients, disabled or other at-risk populations, must submit to a Massachusetts criminal offender records inquiry (CORI) and Sexual Offender Records Inquiry (SORI) and National CORI / SORI inquiry through National County Records Search. The purpose of the background checks are to ensure public safety and avoid unacceptable risk to vulnerable populations. If a CORI and/or SORI Report is returned with a finding(s), it may or may not prohibit progression in a Health Sciences Program. A National County Criminal Background check will be conducted as a part of the student’s completion of the clinical requirements.

4. Disability Accommodation. Please contact MassBay's Office of Disability Services for review and approval.

5. Licensure. Acceptance or enrollment into the program does not guarantee a student will pass the National Healthcare Association Phlebotomy Technician Licensure Examination, or become a Phlebotomy Technician. It is the student's responsibility to work with the appropriate state licensing board to determine eligibility to sit for a licensing examination.

6. Malpractice Insurance – The student must obtain malpractice insurance. Information will be provided at the mandatory registration session.
MassBay PB Program Immunization and Related Health Requirements

Health Sciences students are required to keep their immunization and tuberculosis surveillance status up-to-date by following the guidelines set forth by the Centers for Disease Control and Prevention (CDC) for health care personnel.

BEFORE beginning the program, the following immunizations or documentation of immune status and tuberculosis (TB) screening are required for all Health Sciences students who have contact with clients, patients or blood/body fluids as part of their usual training responsibilities.

Definitions

Hepatitis B - One of the following is required to verify Hepatitis B immunity:

- A positive antibody titer* (physician verification of results required) if you've previously received the three vaccinations.
  OR
- 3 vaccinations (0, one month, and five months apart) AND a positive antibody titer* (physician verification of results required) taken 1 - 2 months after the 3rd vaccination.

It is acceptable to attend clinical IF you have verified three vaccinations and are waiting to receive the titer unless the clinical affiliating agency to which you are assigned specifically requires a Hepatitis B titer.*

Tuberculosis (“TB”) - One of the following is required to verify the initial requirement:

2-step TB Skin test (1 - 3 weeks apart) – Step I is PPD “implant” is injected into the forearm then, In 2 - 3 days, this must then be “read” as negative and documented by a clinician;  Step II occurs within 3 weeks of completing Step I when student returns to the clinician's office for a second “implant”, and then returns 2 - 3 days after to have this implant read and documented as negative by the clinician. Once student has completed both steps I and II with a negative result, only a single (1-step) TB implant is required annually.

OR
QuantiFERON or T-Spot (IGRA blood tests for use in diagnosing TB) lab report or physician verification of results.

OR
Chest X-ray - If you have a positive TB Skin test or IGRA blood test result, you must submit documentation of a clear (negative) chest x-ray (lab report or physician verification of results required) dated within past 5 years, PLUS a negative symptom review check from your health care provider dated within the past year (required annually thereafter).

Tetanus & Diphtheria (Td) or Tetanus/Diphtheria/acellular Pertussis (Tdap) - Documentation of a Tdap within the past 10 years or a Td booster within the past 2 years is required.

Measles, Mumps, Rubella (MMR) 2-Dose Vaccine or Titers* - There must be documentation of either a positive antibody titer for all 3 components OR documentation of each vaccination component. If titer is negative or equivocal, 1 booster plus a new titer is required.
Varicella 2-Dose Vaccine or Titer* - There must be documentation of either a positive antibody titer for Varicella OR documentation of vaccination. If titer is negative or equivocal, 1 booster plus a new titer is required.

Seasonal Influenza vaccine (when available) – Submit documentation of a flu shot administered during the current flu season OR a declination waiver. The waiver form can be found on your Certified Background account and through the Division of Health Sciences. Waiver criteria may vary according to the Health Sciences program and supporting documentation may be required. It is highly recommended to take the Flu vaccination as early as possible, but not later than October 15th. Students who cannot be immunized for the flu will be required to wear a mask in clinical settings. Programs will require students to submit documentation of vaccination (or meet the waiver requirements) each year because it is required by their practicum or clinical placement sites.

Report of Physical Examination & Immunization Record - This form (available for download under your CertifiedBackground account and found on the Division of Health Sciences’ pages of the MassBay website) requires the student’s signature authorizing the release of immunization information to clinical affiliating agencies. It also requires your physician to fill in confirmation of immunizations you’ve received and your physical exam results within the past year.

* Titers are laboratory blood tests to determine immunity to specific diseases. They are not immunizations.

Certified Background/Profile - To track the health requirements of our students, we use an online document tracking system from CertifiedBackground/Profile, a third party company that facilitates both the storage and review of all health records associated with MassBay’s health program students. Certified Background/Profile will send you email “alerts” when documentation is missing, incomplete, overdue or in need of updating. Authorized Division of Health Sciences staff refer to Certified Background/Profile data to determine whether a student is in compliance with all requirements to attend clinical. MassBay’s Division of Health Sciences does not accept, review, or maintain student health records. Additionally, submission of medical records to MassBay’s Office of Student Development as a student in General Health Studies does not fulfill requirements for Health Sciences students. If you are accepted into the program, you will be required to create a CertifiedBackground/Profile account which is where you will maintain all of your health and immunization records.

Other Related Requirements

CPR Certification – The CPR certification that is acceptable for health students is the “Basic Life Support for Healthcare Providers” from the American Heart Association (AHA), the American Red Cross, or the equivalent from the Military Training Network or the National Safety Council. Students are responsible for taking a class to complete this certification, with the exception of Emergency Medical Technician (EMT) and Central Processing Technology (CPT) students. Student provides a front & back signed copy of the card the American Heart Association wallet-sized card that identifies him/her as CPR certified. Certificate of American Red Cross course completion is acceptable in lieu of wallet-sized card.

Technical Standards - Students must meet certain physical demands of performance so that they can successfully progress in their coursework and ultimately graduate. This form (available for download under your Certified Background account) is completed & signed by the student.

Acknowledgement of Student Handbook Form – This form (available for download under your Certified Background account) is completed by the student and signed. The MassBay Health Sciences program Handbooks are updated each academic year and the final version will be available for review in the fall. Students are responsible for reviewing and understanding any changes made to their respective program Handbook during the entire time student is enrolled.

Background Check – A national county records search is also conducted through Certified Background. All MassBay health sciences program students whose course-work or clinical placement requires direct access to children, elderly, patients, disabled or other at-risk populations, must submit to a Massachusetts criminal offender records inquiry (CORI) and Sexual Offender Records Inquiry (SORI) and National CORI / SORI inquiry through National County Records Search. The purpose of the background checks are to ensure public safety and avoid unacceptable risk to vulnerable populations. The student must complete the CORI and SORI forms (provided at orientation) to authorize a search of records for past criminal or sexual offenses.

Additional Notes: Students who refuse to be vaccinated due to religious or medical reasons should discuss their particular
circumstances with the program Chairperson BEFORE applying.

**Program Due Dates for Uploading Documents to Certified Background**

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Semester Start</th>
<th>Health Document Due Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program</strong></td>
<td>Day</td>
<td>Evening (or Afternoon)</td>
</tr>
<tr>
<td>Nursing - ADN Day</td>
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<td>X</td>
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<tr>
<td>Nursing - PN Day</td>
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<tr>
<td>Surgical Technology - Day</td>
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<tr>
<td>Surgical Technology - Eve</td>
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<tr>
<td>Central Processing Technology</td>
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<tr>
<td>Rad Technology - Flex</td>
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<td>Rad Technology - Day</td>
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<tr>
<td>Paramedicine - Day</td>
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<td>X</td>
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<tr>
<td>Paramedicine - Eve</td>
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<td>X</td>
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<tr>
<td>EMT - Day</td>
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<td>X</td>
</tr>
<tr>
<td>EMT - Afternoon</td>
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<tr>
<td>EMT - Eve</td>
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<td>X</td>
</tr>
<tr>
<td>Phlebotomy</td>
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<td>X</td>
</tr>
<tr>
<td>Nurse Assistant</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

All MassBay Division of Health Sciences students enrolled in a program that includes a clinical component must be fully compliant with all health and background check requirements by the designated program/semester due dates. **You will receive your CertifiedBackground login information at your program’s orientation.**