



INSTRUCTIONAL PACKAGE

AHS 143

PHLEBOTOMY SKILLS

2018 - 2019

INSTRUCTIONAL PACKAGE

PART I: COURSE INFORMATION

Effective Term: 201810

COURSE PREFIX: AHS 143

COURSE TITLE: Phlebotomy Skills

CONTACT HOURS: 2-12-6

CREDIT HOURS: 6

RATIONALE FOR THE COURSE:

AHS 143 is intended to build upon the principles and foundations encountered in AHS 141. This course allows the student to do clinical rotations at medical facilities, which prepares them for employment. This course also prepares the student for the national certification exam.

COURSE DESCRIPTION:

This course is a study of phlebotomy equipment, procedures, techniques and practical experience.

PREREQUISITES/CO-REQUISITES:

BIO 112 or BIO 210 or BIO 211, AHS 106, AHS 102, AHS 141

REQUIRED MATERIALS:

Please visit the Bookstore online site for most current textbook information. Use the direct link below to find textbooks.

[BOOKSTORE.](#)

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

All AHS 143 students will be required to purchase a practice exam from National HealthCareer Association (NHA) during their first week of classes. Instructions will be given on the first day of class.

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's student portal for course materials.

WaveNet and D2L email access.

CLASSROOM ETIQUETTE:

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

ACADEMIC MISCONDUCT

All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information, including time sheets, will call for discipline. Alleged violations will be handled according to the procedures presented in College Catalog/Handbook.

Refer to the College catalog & Student handbook (<http://www.hgtc.edu/documents/policys/Chapt9.pdf>). The student may be assigned a failing grade for the course, or may be required by the professor to withdraw from the course and/or the phlebotomy program.

HEALTH SCIENCE DIVISION DRUG POLICY

Consistent with the Federal Drug-Free Schools and Communities Act Amendments of 1989, it is the policy of Horry-Georgetown Technical College that all students and employees be committed to creating and maintaining a drug free environment. Use of substances which interfere with the judgment and/or motor coordination of students in the health field pose unacceptable risk for patients, health care agencies, and the faculty of the College. Student conduct should be in conformity with the high moral and ethical standards of a health professional, as well as within the legal constraints of any law-abiding community. Students are strictly prohibited from being under the influence of alcohol or any other drug while engaged in any portion of their formal educational experience.

Part II: Student Learning Outcomes

1. Perform phlebotomy procedures and tasks in accordance with CLSI guidelines, in an accurate, timely and professional manner.
2. Demonstrates communication skills that are necessary for working in the health care setting.
3. Demonstrates both safe and skillful use of all necessary phlebotomy equipment.
4. Demonstrates a basic understanding of quality assurance.
5. Demonstrates critical thinking skills and displays the capability to solve problems in a timely manner.
6. Emphasizes professionalism, including initiative, positive interpersonal skills, teamwork, and patient respect/caring.
7. Lists order of draw with correct tubes, additives and departments.
8. Lists tests associated with each tube for venipuncture.
9. Explain safe handling of specific specimens ordered.
10. List and explain the procedure for collecting Neonatal Screening and capillary collections.
11. List and explain the procedure for collecting geriatric patients.
12. List the steps and equipment used in blood culture collections.
13. List the types of urine specimen collections and differentiate the uses of the urine specimens obtained from these collections.
14. List the steps needed for urine collection for males and females.
15. List preanalytical complications that can occur on requisitions and patient identification.
16. Describe what hemolysis is, how it is caused and how to prevent it.
17. Describe what a hematoma is, how it is caused and how to prevent it.
18. List preexamination errors that can have an effect on specimen handling, transportation, and storage.
19. List the different blood-borne pathogens associated with Airborne, Droplet and Contact precautions.
20. Demonstrate the proper donning and removal of PPE's, according to Occupational Safety and Health Administrations (OSHA) and Centers for Disease Control (CDC).
21. Demonstrate the difference between the preexamination, examination, and post examination process.

COURSE LEARNING OUTCOMES and ASSESSMENTS

Module #1 Test #1

Material Covered

Chapters 4, 8, 9, 15

1. Explain the infection control policies and procedures that must be followed in specimen collection and transportation
 2. Define the terms *health care-associated*, *health care-acquired*, and *nosocomial infections*.
 3. Identify the basic programs for infection control and isolation procedures.
 4. Explain the proper techniques for handwashing, gowning, gloving, masking, double bagging, and entering and exiting the various isolation areas.
 5. Identify steps to avoid transmission of blood-borne pathogens.
 6. Identify ways to reduce risks for infections and accidental needlesticks.
 7. Describe measures that can break each link in the chain of infection.
 8. Identify the steps to take in the case of blood-borne pathogen exposure

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9. Describe the latest phlebotomy safety supplies and equipment and evaluate their effectiveness in blood collection.
10. List the various types of anticoagulants and additives used in blood collection, their mechanisms of action on collected blood, examples of tests performed on these tubes, and the vacuum-collection-tube color codes for these anticoagulants and additives.
11. Identify the various supplies that should be carried on a specimen collection tray when collecting blood by venipuncture or skin puncture.
12. Identify the types of safety equipment needed to collect blood by venipuncture and skin puncture.
13. Describe preanalytical (preexamination) complications related to phlebotomy procedures and impacting patient safety.
14. Explain how to prevent and/or handle complications in blood collection.
15. List at least five factors about a patient's physical disposition (i.e., makeup) that can affect blood collection.
16. List examples of substances that can interfere in clinical analysis of blood constituents, and describe methods used to prevent these interferences.
17. Describe how allergies, a mastectomy, edema, and thrombosis can affect blood collection.
18. List preanalytical complications that can arise with test requests and identification.
19. Describe complications associated with tourniquet pressure and fist pumping.
20. Identify how the preanalytical factors of syncope, petechiae, neurological complications, hemoconcentration, hemolysis, and intravenous therapy affect blood collection.
21. Describe methods used to prevent these interferences.
22. List the steps and equipment in blood culture collections.
23. Discuss the requirements for the glucose and lactose tolerance tests.
24. Explain the special precautions and types of equipment needed to collect arterial blood gases.
25. Differentiate cannulas from fistulas.
26. List the special requirements for collecting blood through intravenous (IV) catheters.
27. Differentiate therapeutic phlebotomy from autologous transfusion.
28. Describe the special precautions needed to collect blood in therapeutic drug monitoring (TDM) procedures.
29. List the types of patient specimens that are needed for trace metal analyses.

Module #2 Test #2

Materials Covered

Chapters 10, 11, 13, 14

1. Describe the steps a health care worker should take in preparing him- or herself for a venipuncture procedure.
2. List supplies and equipment used in a typical venipuncture procedure.
3. Describe detailed steps in the patient identification process and what to do if information is missing.
4. Describe methods for hand hygiene.
5. Identify the most appropriate sites for venipuncture and situations when these sites might not be acceptable.
6. Identify alternative sites for the venipuncture procedure.
7. Describe the process and time limits for applying a tourniquet to a patient's arm.
8. Describe the decontamination process and the agents used to decontaminate skin for routine blood tests and blood cultures.
9. Describe the steps of a venipuncture procedure using the evacuated tube method, syringe method, and butterfly method according to the CLSI Approved Standard.
10. Describe the "order of draw" for collection tubes.
11. Describe how to react when the patient has fainted or experiences nausea, vomiting, or convulsions.
12. Define and explain the clinical reason for the terms *fasting*, *STAT*, and *timed specimens*.
13. Describe the steps a health care worker should take in preparing him- or herself for a venipuncture procedure.
14. List supplies and equipment used in a typical venipuncture procedure.
15. Describe detailed steps in the patient identification process and what to do if information is missing.
16. Describe methods for hand hygiene.
17. Identify the most appropriate sites for venipuncture and situations when these sites might not be acceptable.

18. Identify alternative sites for the venipuncture procedure.
19. Describe the process and time limits for applying a tourniquet to a patient's arm.
20. Describe the decontamination process and the agents used to decontaminate skin for routine blood tests and blood cultures.
21. Describe the steps of a venipuncture procedure using the evacuated tube method, syringe method, and butterfly method according to the CLSI Approved Standard.
22. Describe the "order of draw" for collection tubes.
23. Describe how to react when the patient has fainted or experiences nausea, vomiting, or convulsions.
24. Define and explain the clinical reason for the terms *fasting*, *STAT*, and *timed specimens*

Module #3 Test #3

Materials Covered

Chapters 5, 6, 7, 16, 17

1. Discuss safety awareness for health care workers.
2. Explain the measures that should be taken for fire, electrical, radiation, mechanical, and chemical safety in a health care facility.
3. Describe the essential elements of a disaster emergency plan for a health care facility.
4. Explain the safety policies and procedures that must be followed in specimen collection and transportation.
5. Describe the safe use of equipment in health care facilities.
6. List three precautions that can reduce the risk of injury to patients
7. Define medical terminology using word elements such as roots, prefixes, and suffixes.
8. Define words commonly used in the clinical laboratory.
9. Describe how laboratory testing is used to assess body functions and disease.
10. Define the differences among the terms *anatomy*, *physiology*, and *pathology*.
11. Describe the directional terms, anatomic surface regions, and cavities of the body.
12. Describe the role of homeostasis in normal body functioning.
13. Describe the purpose, function, and structural components of the major body systems.
14. Identify examples of pathologic conditions associated with each organ system.
15. Describe the types of specimens that are analyzed in the clinical laboratory.
16. List common diagnostic tests associated with each organ system.
17. Define the functions of the cardiovascular and lymphatic systems.
18. Identify and describe the structures and functions of the heart.
19. List pathologic conditions and common laboratory tests associated with the cardiovascular and lymphatic systems.
20. Trace the flow of blood through the cardiovascular system.
21. Describe different types of blood vessels, the properties of arterial blood, venous blood, and capillary blood.
22. Identify and describe the cellular and noncellular components of blood.
23. Describe the differences and similarities between whole blood, serum, and plasma.
24. Locate and name the veins most commonly used for phlebotomy procedures.
25. Define hemostasis and describe the basic process of coagulation and fibrinolysis.
26. Identify body fluid specimens, other than blood, that are analyzed in the clinical laboratory, and identify the correct procedures for collecting and/or transporting these specimens to the laboratory.
27. Describe the correct methodology for labeling urine specimens.
28. Identify specimens collected for microbiological, throat, sputum, and nasopharyngeal cultures and the protocol that must be followed when transporting these specimens.
29. List the types of patient specimens that are needed for gastric and sweat chloride analyses.
30. List three types of urine specimen collections, and differentiate the uses of the urine specimens obtained from these collections.
31. Instruct a patient in the correct procedure for collecting a timed urine specimen and a midstream clean-catch specimen.
32. Define toxicology and forensic toxicology.
33. Give five examples of forensic specimens and the role of the health care worker in handling or processing them.

34. Describe why drug testing is valuable and explain the role of the health care worker, or “collector,” in federal drug-testing programs.
35. Define and describe the function of a chain of custody.
36. Describe how to detect adulteration of urine specimens.
37. List Two methods of measuring blood alcohol content and at least three factors that affect testing.

Module #4 Test #4

Materials Covered

Chapters 1, 2, 3, 12

1. Define phlebotomy and identify health professionals who perform phlebotomy procedures.
2. Identify the importance of phlebotomy procedures to the overall care of the patient.
3. List professional competencies for phlebotomists and key elements of a performance assessment.
4. List members of a health care team who interact with phlebotomists.
5. Describe the roles of clinical laboratory personnel and common laboratory departments/sections.
6. Describe health care settings in which phlebotomy services are routinely performed.
7. Explain components of professionalism and desired character traits for phlebotomists.
8. Describe healthy behaviors, fitness, and coping skills to reduce stress in the workplace.
9. List the basic tools used in quality improvement activities and give examples of how a phlebotomist can participate in quality improvement activities
10. Outline the basic communication loop.
11. Describe methods for effective verbal and nonverbal communication, active listening, and written communication.
12. List examples of positive and negative body language.
13. Describe methods to achieve cultural competence and sensitivity in the workplace.
14. Describe the basic components of the medical record and provide examples of how to maintain confidentiality and privacy related to patient information.
15. Describe essential elements of laboratory test requisitions, specimen labels, and test results.
16. Identify potential clerical or technical errors that may occur during labeling or documentation of phlebotomy procedures.
17. Identify essential components and functions of computers in health care and list ways that health care workers use them to accomplish job functions.
18. Define basic ethical and legal terms and explain how they differ.
19. Describe types of consent used in health care settings, including *informed consent* and *implied consent*.
20. Describe how to avoid litigation as it relates to blood collection.
21. Define *standard of care* from a legal and a health care provider’s perspective.
22. Identify key elements of the Health Insurance Portability and Accountability Act (HIPAA).
23. List key factors common to health professional liability insurance policies.
24. List common issues in lawsuits against health care providers and prevention tips.
25. Describe at least three sources of preexamination error that can occur during blood specimen handling.
26. Describe at least three sources of preexamination error that can occur during blood specimen transportation.
27. Describe at least three sources of preexamination error that can occur during specimen processing or storage.
28. Name three methods commonly used to transport specimens

****Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*

Students' performance will be assessed and the weight associated with the various measures/artifacts are listed below.

EVALUATION*

Tests	30%
Clinical Rotations	30%
Quizzes/Projects	15%
Final Exam	25%
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	100%

**Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet*

GRADING SYSTEM:

The following scale will be used to assign final letter grades.

A	=	90 – 100
B	=	80 – 89
C	=	70 – 79
D	=	60 – 69

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the academic calendar for deadlines for add/drop ([ACADEMIC CALENDAR](#)). You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of eighty percent (80%) of his or her classes in order to be eligible to receive credit for any course. However, due to the varied nature of courses taught at the College, a more rigid attendance policy may be required by individual instructors. At a minimum, a student may be withdrawn from a course(s) after he or she has been absent in excess of ten percent (10%) of the total contact hours for a course. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

Students are responsible for all course work and class assignments; therefore, they are expected to regularly and promptly attend each meeting of classes for which they are enrolled. Students should limit absences to those that are unavoidable and, with the professor's consent, should make up all work missed. Unannounced quizzes will *not* be made up and late homework will *not* be accepted. If a student is absent on test day, they are responsible for contacting the professor and making that test up within one week of original date taken. If they do not take the test within one week, they will receive a 0 grade for that test. Any test not taken with the class on test day will need to be made up at the testing center. A one-day notice is needed for the testing center to administer a test. If a student is late on a test day, they will not be able to enter the classroom. No disruptions will be allowed. The student will have to make an appointment with the testing center and make up the test there. The test will have to be made up within one week of being administered.

A student may miss 10% of the total lecture classroom hours in the Phlebotomy program for any reason. The student should also understand that arriving to class late or leaving class early counts towards the allotted hours of time missed. Once the student misses 10% of the hours of absences in lecture, the student will be terminated from the course and will not be eligible to attempt the NHA certification examination. Three tardies count as one absence. If tardy more than 30 minutes, it will count as an absence. If the student leaves within one hour of class starting, it will count as an absence.

Attendance records begin on the first day of class for both new and returning students, regardless when he/she registers during the five-day registration and add/drop period at the beginning of each term.

All Clinical Classroom hours will be on the Grand Strand Campus

If a student has an unexcused absence for one clinical rotation, their grade will be decreased by 15 points for the clinical rotation grade. If a student has two unexcused absences for clinical rotations, their grade will then be decreased by 30 points for the clinical rotation grade. If a student has three unexcused absences for clinical rotations, they will be withdrawn from the phlebotomy program with a "WF".

If a student leaves early from their site during clinical rotations, it will count as an absence and their clinical rotation grade will be decreased by 15 points.

If the clinical coordinator for the program goes to a site to do an evaluation, and the student is not there, they will be counted absent for the day and will incur the penalty for unexcused absences.

If it brought to the attention of the professor that the student is not in uniform, they will be sent home for the day and it will be counted as an absence.

If a student knows they are going to be absent for a clinical rotation, they must email me and also call their site to let them know. If the site is not open when they call and they leave a message, they must call back during business hours and talk to the supervisor of the site. If prior approval is not given, it will count as an unexcused absence and the above penalty will incur.

Clinical Rotations end at the end of the semester, not after sticks and hours are met. Rotations will continue until the week before finals.

If the student has any infraction that results in an absence, they will incur the penalty as explained above of a decrease of 15 points for the clinical rotation, for the first offense, 30 for the second and dismissal from the program for the third infraction.

If the student is removed from a site for any reason, they will also be removed from the program with a grade of WF.

DRESS CODE POLICY

PHLEBOTOMY DRESS CODE POLICY:

The personal appearance and demeanor of Phlebotomy students at HGTC reflects both the College and Program standards and are indicative of the student's interest and pride in the profession. There is no place for fashion trends in Phlebotomy, especially with the fairly conservative area our patient population will come from. Appearance of the phlebotomist is the first impression of your skills that your patients will have. Use it to your advantage. Each student is expected to following these general guidelines:

- 1) Male and female students will purchase a program-approved uniform

- 2) Uniforms should be clean, properly fitted, have the appearance of being pressed, and **display proper identification**.
- 3) Shoes must be clean and polished at all times. Low-top, athletic shoe-type, all-white, all-leather uniform shoes are allowed. They must not display stripes or prominent brand-name labels. Clogs or sandal-type shoes without a back are not allowed for safety reasons.
- 4) A white or navy long sleeve shirt may be worn under the uniform top if needed. It should not be of thin "tee shirt" type material and should be the type of shirt that could be worn alone without the top. Thermal underwear type shirts are not allowed.
- 5) Scrub-style uniforms will be worn during clinical rotations. Navy scrubs must be worn.
- 6) Hair will be neat, clean, and dry at all times. Long hair must be kept tied back and out of the face. Mustaches and/or beards must be kept neatly trimmed. Scarves and other hair ornaments are unacceptable, except for discreet clasps or barrettes. Make-up should be discrete and well applied. Perfumes, scented (perfumed) lotions, scented (perfumed) powders, or after-shaves are not allowed. Hair coloring and styling should be of a conservative nature. Only natural color hair will be allowed. No unnatural colorings.
- 7) Students may wear wedding, class, or other small rings, but for reasons of practicality, rings with a set may not be worn. Rings will be limited to one per hand. No necklaces, bracelets, or medallions are allowed for reasons of personal safety
- 8) **Only one pair of small, stud-type earrings that do not extend below the earlobe may be worn.** No other visible type of body piercing is acceptable. No tongue piercing is acceptable. All visible tattoos must be adequately concealed while performing clinical rotations.
- 9) Fingernails must be kept short, clean, and neat for reasons of proper hand washing and patient safety. Fingernails must not extend beyond the tip of the finger. No tips and their equivalent, as well as nail polish are allowed.
- 10) Gum chewing is NOT allowed during clinical rotations.
- 11) **Cell phones will not be allowed on site. If anyone is caught with their cell phone at any time, they will be sent home and that day will be counted as an absence.**
- 12) **The smell of alcohol is reason for immediate dismissal!**
- 13) **If anyone is out of uniform when the clinical coordinator for the program visits for an evaluation, or if I get a call from the site supervisor, the student will be sent home, and that day will count as an absence and will incur the penalty for absences.**

ACCIDENT AND/OR ILLNESS OCCURRING ON OR OFF CAMPUS

Accidents involving Faculty, Staff and Student Workers (work-study, clinical student or students on a required internship): An accident/illness involving faculty, staff or student worker must be reported immediately to the Human Resources Department before seeking medical treatment, if possible, so an accident/incident report can be completed and Worker's Compensation can be notified. In the event someone in Human Resources cannot be notified, the injured party may contact the College's Worker's Compensation insurance carrier, CompEndium Services, to complete an accident/incident report and to receive clearance for treatment at 877.709.2667. If the incident is an emergency, please notify Human Resources as soon as the proper medical attention has been rendered for verification of workers' compensation coverage.

In any event, if an accident occurs, proper documentation needs to be completed. An accident report needs to be filled out stating the name of the injured party, the location of the accident, his/her identification number (social or H number), his/her address & phone number, the date & time of the accident, whether there were witnesses, and a brief description of what occurred. Attached is a copy of the Accident/Incident Report form. A copy of the report needs to be distributed to the following departments: Human Resources, the respective Supervisor, and the Dean/Provost of the specific campus. **If an accident happens while you are at your clinical site, please call me immediately (cell phone is best).** You will also have to call CompEndium and report the accident. I will fill out the accident report for the college, and your site will fill out an accident report as well. I will need the accident report from the site. If it is a Needle stick accident, the patient's blood will be drawn, as well as yours. The patient's blood report will need to be faxed to me so I can then fax it to CompEndium. When the patient's report is faxed, their name will be crossed out, so no HIPAA violations will occur. A copy of your blood work should also be faxed to me. My fax number is 843-839-1128.

If you need to go to the doctor's office, the following locations work in conjunction with our Worker's Compensation:

Convenient for the Grand Strand Campus:

Doctors Care - Carolina Forest	200 Middleburg Dr. Myrtle Beach, SC 29579	Mon-Fri 8am-8pm Sat/Sun 9am-5pm	843-903-6650
Doctors Care - North Myrtle Beach	1714 Hwy 17 Myrtle Beach, SC 29582	Every day 8am-8pm	843-361-0705
Doctors Care - Strand Medical	1220 21st Ave. Myrtle Beach, SC	Every day 8am-8pm	843-626-9379

Convenient for the Conway Campus:

Doctors Care - Church Street (Hwy 501)	1113 Church St Conway, SC	Every day 8am-8pm	843-248-6269
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Convenient for the Georgetown Campus:

Doctors Care - Georgetown	1068 North Frazier St Georgetown, SC 29440	Mon-Fri 8am-8pm Sat/Sun 9am-5pm	843-545-7200
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Part V: Student Resources

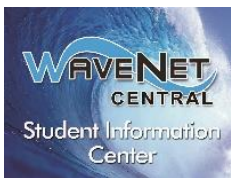


The Student Success and Tutoring Center (SSTC)

The SSTC offers to all students the following **free** resources:

1. **Academic coaches** for most subject areas, **Writing Center Support**, and **college success skills**.
2. **On-line student success and academic support resources**.

Visit the SSTC website: [Student Success & Tutoring Center](#) and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455. Room locations and Live Chat is available on the SSTC website.



Student Information Center: WaveNet Central (WNC)

WNC offers to all students the following **free** resources:

1. **Getting around HGTC:** General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) for COMPASS support, technology education, and online tools.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.

Visit the WNC website: [Wavenet Central](#). Live Chat and Center locations are posted on the website. Or please call one of the following locations: WNC Conway, 349-5182; WNC Grand Strand, 477-2076; and WNC Georgetown, 520-1473.

Student Testing: (If course is offered in multiple format include this section, delete if only F2F sections are offered.)

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through RPNOW, our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

Disability Services

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Jocelyn Williams, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

Statement of Equal Opportunity/Non-Discrimination Statement

Horry Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and/or activities.

Title IX Requirements

Horry Georgetown Technical College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Any student who believe he or she has experienced or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault or stalking is encouraged to report such incidents to one of the College's Title IX Coordinators.

*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

Inquiries regarding the non-discrimination policies:	
Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Associate Vice President for Student Affairs.	Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Associate Vice President for Human Resources.
Dr. Melissa Batten, AVP Student Affairs <i>Title IX Coordinator</i> Building 1100, Room 107A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5228 Melissa.Batten@hgtc.edu	Jacquelyne Snyder, AVP Human Resources <i>Section 504, Title II, and Title IX Coordinator</i> Building 200, Room 212A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5212 Jacquelyne.Snyder@hgtc.edu