

Phlebotomy 101: Checklist

*Below are a list of items that must be sent to gcr@emory.edu **one week** prior, or earlier, to starting the course. Failure to do so will result in being dropped from the course.*

- 1) Registration Form (see attached)
- 2) Phlebotomy Self-Evaluation Form (see attached)
- 3) Copy of CPR Certification (**must** be certified prior to assigned clinical practice)
- 4) Recommendation letter from supervisor or PI (must state why this course is needed)
- 5) Updated Resume
- 6) HLC Venipuncture Reminders Certificate (Instructions attached)

Phlebotomy 101: Registration Form

Please complete this form and send to gcrc@emory.edu one week prior, or earlier, to the start of the course. Failure to do so will result in being dropped from course.

Personal Information

Date of Course: _____

Name: _____

Email: _____

Phone Number: _____

Work Information

Affiliation: Emory University | Emory Healthcare | Morehouse | UGA | GA Tech

Department: _____

Department Speedtype (Course is \$580.00. Speedtype **MUST** be provided): _____

Current Position: _____

Currently CPR Certified? (**MUST** be certified prior to assigned clinical practice): Yes | No

How did you hear about us? _____

Signature: _____ Date: _____

Phlebotomy Training 101

Self-Evaluation Form

1. What is your highest degree or level of school completed?

- High School Degree or Equivalent
- Bachelor's Degree
- Master's Degree
- Doctorate Degree
- Other: _____

2. What is your current job title?

- Clinical Research Coordinator I
- Clinical Research Coordinator II
- Clinical Research Coordinator III
- Clinical Research Coordinator IV
- Clinical Research Nurse
- Nurse Technician/Medical Assistant
- Other: _____

3. Do you have any previous phlebotomy training?

- No
- Yes
 - If yes, when was the training completed? _____
 - Did you receive a certificate?
 - Yes
 - No

4. Do you have previous experience performing phlebotomy?

- None
- < 6 months
- 6 months – 1 year
- 1 – 2 years
- 2 – 3 years
- > 3 years

5. How often will/do you perform phlebotomy?

- < 3 participants daily
- 3 – 5 participants daily
- 5 – 8 participants daily
- > 8 participants daily

6. When do you anticipate to start performing phlebotomy on participants?

- < 1 month
- 1 – 2 months
- 2 – 4 months
- 4 – 6 months
- > 6 months

HLC Express Site Instructions

Access the HLC Express Site

1. Open your internet browser. (HealthStream supports Internet Explorer.)
2. Enter this web address: www.healthstream.com/hlc/emoryhc
3. The system will do a browser check to let you know if your computer meets the minimum requirements to successfully launch a course in HealthStream.

Create or Access an Account

1. **First Time Users**
 - a. You will need to create an account.
 - b. If you have access to the EHC network, use your EHC network login ID as your user ID and password.
 - c. If you do not have access to the EHC network, create your own unique ID and use it as both your user ID and password.
2. **Returning Users**
 - a. If you have not accessed the site in the past calendar year, your account will have been deactivated.
 - b. Please do not create another account. You will want all your course completions in one account.
 - c. Send a request to reactivate your account to odls@emoryhealthcare.org or call Organizational Development during business hours, M-F, 7:30a-4:00p, at 404-712-7167.
3. Enter your User ID and Password to log in. After a successful log in, you may be prompted to change your password. If prompted, use the word express as your new password.

EMORY HEALTHCARE HealthStream Learning Center (HLC Express Site)

Sign In

User ID

Password

Login

[Password reminder](#) [Forgot your password?](#)

[First time students click here to register.](#)

Questions: For clarification as to which site to use, account reactivation, password assistance, etc., contact Organizational Development via email at: odls@emoryhealthcare.org or call us at 404.712.7167 (M-F, 7:30am-4pm)

Login Instructions

This **HLC Express Site** is for non-EHC staff (e.g., community physicians, agency/contractors, Emory Univ staff, residents & fellows.) EHC employees & providers must log into the **EHC HLC**.

First Time Users

Click the [First time students](#) link. If you have access to the EHC network, use your EHC network login ID as your user ID and as your password. If you do not have access to the EHC network, create your own ID and use it as both your login ID and password.

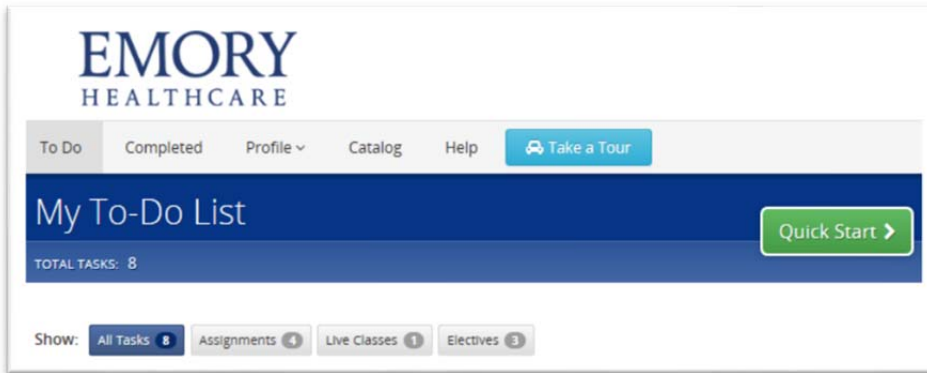
Returning Users (Effective 1/4/2016)

If you have previously created an HLC Express account, log in with your User ID and password. After logging in, you may be prompted to change your password. If prompted, we suggest you use the word **express** as your new password.

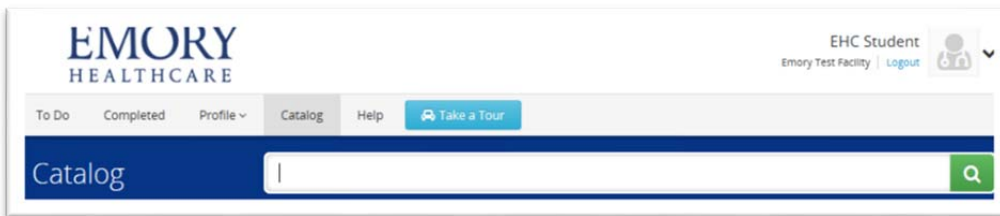
If you have previously created an account and have not used it within the past year, your account has been deactivated. Email us to reactivate.

Find a Course

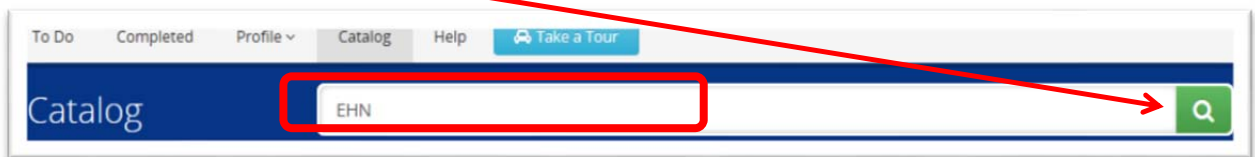
1. After you login to the HLC, the default view is the To Do page



2. To self-enroll in a course, click the Catalog tab.



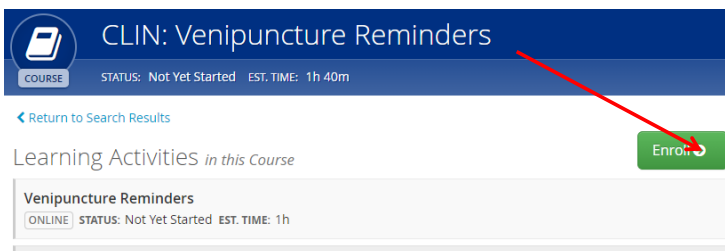
3. Type part of the course title or course number (if applicable) in the search field and click Search.
(for example: Phlebotomy or 40039)



4. When the search results are displayed, click the course title:

[CLIN: Venipuncture Reminders - 40039](#)

5. When the course opens, click Enroll in this Course.



6. To begin click the first learning activity link in the course.

Where is my "In-Progress" Course...? (I was interrupted and unable to finish)

- After you log into the HLC, the default view/tab is now called the To Do page – My To Do List. To view a Course still "In Progress", **Click** on the Course Title and click on Resume [Resume](#).

What happens to my Course...? (Completed)

- After you log into the HLC, the default view is now called the To Do page – My To Do List., this is where your "In-Progress" Courses will remain, until they are COMPLETE.
- To view a Course after completion, **Click** on COMPLETED tab to find and open the completed Course.