



PHLEBOTOMY
TRAINING SPECIALISTS

Illinois Course Catalog

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Introduction

Phlebotomy Training Specialists (hereinafter referred to as the School) offers Phlebotomy Training for students training and is staffed with qualified instructors.

The School is owned by Brian Treu (CEO), who owns schools in California, Idaho and Utah. Brian has been drawing blood for 23 years, and has completed over 300,000 blood draws during his career. He serves as a subject matter expert for many certification agencies. Brian's career in medicine includes completing 255 clinical research trials in Phases I-IV in all facets of medicine, specializing in Phase I clinical trials. Brian loves pressure and has an uncanny way of dealing with stressful situations. Brian has traveled the world performing venipuncture on patients on all 7 continents.

Derik Brian (CFO) has been a business professional for 22+ years. He is the owner of Miramar Health and Solara Health, separate behavioral healthcare companies, headquartered in Laguna Beach and Newport Beach, CA, respectively. Derik has also been a licensed real estate broker since 1995 at Sotheby's International Realty. Upon graduating college in 1990, he obtained a California primary/secondary teaching credential and taught High School and Elementary School in the Los Unified and Riverside Unified School Districts.

Kurt Brian (President) studied English and graduated with a liberal arts degree from Brigham Young University. After graduating he served ten years as Vice President for Pride Transport, Inc., a company with over five hundred employees and gross revenues that exceed one billion dollars annually.

After leaving Pride Transportation Kurt was itching for something new, with his entrepreneurial / creative side bursting at the seams, he founded a film studio that produced and distributed over 20 full length feature motion pictures which were released in theatres around the world. In addition to film, he formed a record label that has over twenty artists to its name. If you ever get a chance to meet Kurt, you will quickly see his quick wit and creative mind are very infectious. Kurt has served as a creative advisor to many organizations in the last 20 years, and it is his creativity, hard work, and unparalleled work ethic that has helped so many organizations achieve great things.

Faculty Members

Brian Treu_ Director
Christina Treu – COO
Heidi Gray Neilson – Train the Trainer
Kaaron Muir – Lead Content Expert
Adrienne Current – Book keeping
Monica Sanborn –State Licensing

Contact Information

School Address: 166 W. Washington St. Chicago, IL 60602

Phone: 888-531-8378 Fax: 888-531-5800

Email: info@phlebotomyusa.com Website: www.phlebotomyusa.com

Programs/Courses Offered

1 Certificate Program: 48 Hours- Phlebotomy Training

Program/Course Cost

<u>Tuition</u>	<u>Registration</u>	<u>Books/Supplies/Equipment</u>	<u>Total Tuition/Fee</u>	<u>National Exam (Optional)</u>
\$695.00	\$200	\$100	\$995.00	\$100 (paid to third party)

Total for Phlebotomy Training & Exam = **\$1095.00**

Payment Policy

Tuition for class should be paid by phone through our finance department at 844-880-1103 or by logging onto your student account at students.phlebotomyusa.com we accept all major credit cards. After the initial registration fee of \$200 has been made, students can make payments in any increment until full payment is received. Full tuition is due by last week of class. You will not be eligible to graduate, receive your transcripts, certification or sit for the national exam until ALL tuition is paid in full. Any questions or concerns regarding these policies should be directed to info@phlebotomyusa.com

Class Schedule

Full-Time Evening - 6pm to 10pm – Monday-Thursday, 12 classes

Full-Time Day - 9am to 1:00pm - Monday-Thursday, 12 Classes

Part-Time Weekend - 8am to 4:30pm - 6 Saturdays

2019 Class Dates and Application Deadlines

Month / Class	Dates of each Class	Application Deadline
Jan Day	7,8,9,10,14,15,16,17,22,23,24,28	Jan 1
Jan Eve	7,8,9,10,14,15,16,17,22,23,24,28	Jan 1
Jan Weekend	5,12,19,26 Feb 2,9	Jan 1
Feb Day	4,5,6,7,11,12,13,19,20,21,25,26	Feb 1
Feb Eve	4,5,6,7,11,12,13,19,20,21,25,26	Feb 1
Feb/Mar Weekend	16,23, Mar 2,9,16,23	Feb 1
Mar Day	4,5,6,7,11,12,13,14,18,19,20,21	Mar 1
Mar Eve	4,5,6,7,11,12,13,14,18,19,20,21	Mar 1
Apr Day	1,2,3,4,8,9,10,11,15,16,17,18	Mar 30
Apr Eve	1,2,3,4,8,9,10,11,15,16,17,18	Mar 30
Apr/May Weekend	Mar 30, April 6,13,27 May 4, 11	Mar 25
May Day	6,7,8,9,13,14,15,16,20,21,22,23	May 1
May Eve	6,7,8,9,13,14,15,16,20,21,22,23	May 1
Jun Day	3,4,5,6,10,11,12,13,17,18,19,20	Jun 1
Jun Eve	3,4,5,6,10,11,12,13,17,18,19,20	Jun 1
Jun Weekend	May 18, June 1,8,15,22,29	May 16
Jul Day	8,9,10,11,15,16,17,18,22,23,24,25	Jul 1
Jul Eve	8,9,10,11,15,16,17,18,22,23,24,25	Jul 1
Jul/Aug Weekend	13,20,27 Aug 3,10,17	Jul 5
Aug Day	5,6,7,8,12,13,14,15,19,20,21,22	Aug 1
Aug Eve	5,6,7,8,12,13,14,15,19,20,21,22	Aug 1

Sep Day	9,10,11,12,16,17,18,19,23,24,25,26	Sept 2
Sep Eve	9,10,11,12,16,17,18,19,23,24,25,26	Sept 2
Sep Weekend	7,14,21,28, Oct 5,12	Sept 1
Oct Day	7,8,9,10,15,16,17,21,22,23,24,28	Oct 1
Oct Eve	7,8,9,10,15,16,17,21,22,23,24,28	Oct 1
Oct/Nov/Dec Weekend	Oct 19,26 Nov 2,9,16 Dec 7	Oct 4
Nov Day	4,5,6,7,12,13,14,18,19,20,21,25	Nov 1
Nov Eve	4,5,6,7,12,13,14,18,19,20,21,25	Nov 1
Dec Day	2,3,4,5,9,10,11,12,16,17,18,19	Dec 1
Dec Eve	2,3,4,5,9,10,11,12,16,17,18,19	Dec 1

When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone call and text message. Classes are not held on the following holidays:

- New Year's Eve
- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving & the Friday following
- Christmas Eve & Christmas Day

Entrance Requirements

The school does not discriminate based on race, sex, religion, ethnic origin, or disability. We do not require students to have previous medical experience or knowledge. Immunizations are not required to take the course.

Students are required to have a high school diploma or GED as a minimum entry requirement into the program. Some employers may also require proof of High School or GED completion for employment and it will be the student's responsibility to comply with employer requirements. We also require students to be beyond the age of compulsory high school attendance.

Enrollment

Prospective students will need enroll before commencement of class. Late enrollments are not accepted once the course has begun.

Postponement of Start Date

Postponement of a starting date, whether at the request of the school or the student,

requires a written agreement signed by the student and the school. The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or the student, and;
- b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules of the Illinois Board of Higher Education.

Placement Assistance

Phlebotomy Training Specialists **does not** provide any formal placement into employment opportunities. We do this for a number of reasons. The main reasons being if we place one student and not another student we are then discriminating against the latter. To that end we do not leave the students on their own in finding employment.

We do the following for students:

1. Market Sectors - We provide each student with a list of local sectors of the economy that employ Phlebotomists consistently. This list includes but is not limited to, Plasma Centers, Blood Banks, Platelet Donation, Dialysis, Physicians Offices, Medical Clinics, Laboratories, Hospitals and Paramedical Examination to name a few. This gives the student a head start on where to look for employment.
2. Resume Writing – All students will be encouraged to send in their resumes to our professional on staff resume writer and they will fine tune their resume with them by way of suggestions, and putting the resume with them into a medical format called a Curriculum Vitae.
3. Interview Preparation – We have a presentation done during class where we discuss interviewing. We also speak to the students regarding the application process for jobs, and what to expect during the interview process and a list of tough questions they will be asked.
4. Continual Training – All students once they have attended and paid in full are allowed to return back to the class free of charge to keep their skills sharp and to prepare for interviews.

Additionally, we have a Student helpline where students can call with questions regarding Phlebotomy Training, the application process, help with interviewing, job sources, and Phlebotomy related inquiries.

Attendance Requirements

Students are expected to arrive on time for class with proper materials. Students will not be able to sit for the National exam, and will not be eligible for graduation until they have completed the entire program. Students must attend all 48 hours. There is a 15-minute grace period at each class after which the student will be considered tardy and that time will have to be made up in 30-minute increments. Time will be quantified at the educational

facility electronically, and the student must attend all of the time. If a student misses a portion of class, they can make it up at any of the other modules that are teaching the same class during days evenings or weekends. There will not be a charge for make up or practice.

Progress Policy

The course is not graded, it is a pass/fail course. As the course progresses the instructors determine through quizzes in each section and the hands-on skills of the students if they are keeping up with the rest of the class. Remedial training is provided if it is found that a student is not progressing. Students are given the opportunity to attend the weekend/evening/day classes free of charge for additional training for the life of the school. They can also attend month after month if they feel they need additional training. Students must pass 70% of modules in order to continue and stay on track for graduation.

Grading System

Module # 1 – Phlebotomy overview, tourniquet tying	Pass/Fail
Module # 2 – Venipuncture, supplies, procedure	Pass/Fail
Module # 3 – Venipuncture – problems associated with venipuncture	Pass/Fail
Module # 4 – Circulatory system – venipuncture butterfly needles	Pass/Fail
Module # 5 – Components of whole blood and blood vessels	Pass/Fail
Module # 6 – Infection control, OSHA	Pass/Fail
Module # 7 – Safety, dermal punctures, slides, centrifuge	Pass/Fail
Module # 8 – Special specimen handling and procurement	Pass/Fail
Module # 9 – Test tubes, additives & order of the draw	Pass/Fail
Module # 10 – Sections of the laboratory – review Q&A	Pass/Fail

Graduation Requirements

Students complete a final practical evaluation during the last hands-on day of the program. The test will include knowledge of tubes, additives, order of draw and ability to complete each step in order and without correction. Completion of 4 successful draws; 2 arm and 2 hand are mandatory along with full attendance and full payment of tuition for graduation.

To practice as a licensed phlebotomist, student must pass the course and pass the national exam. The testing entity is the NAPT and the exam is administered by an authorized proctor. The NAPT can be contacted at 866-856-6082.

Dress Code

Scrubs are not required, only suggested. Casual attire will suffice. Closed toed shoes are mandatory, no sandals or open toed shoes.

Leave of Absence

Phlebotomy Training Specialists does not have a leave of absence; if the students who have extenuating circumstances and require absence will be allowed to make up that time

either the next month when the class covers the content they missed with no additional fees.

Conduct Policy

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property. Any violation of school policies may result in permanent dismissal from school. In addition, there is to be no sexual contact between students including sexual harassment.

Dismissal

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, makes unsatisfactory progress based on quizzes, classroom participation, or the instructor's practical assessment. The director, after consultation with all parties involved, makes the final decision.

The Director of Education may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The director will review each case and decide upon re-admittance. If a student is dismissed permanently, the refund policy will be in affect based on percentage of class attended.

Facilities

Our classrooms are furnished with modern equipment. Large whiteboards, televisions, diagrams and videos to enhance classroom activities will be given.

Educational Services

Phlebotomy Training Specialists only offers one course, Phlebotomy Training. The objective of this class is to prepare students to collect blood samples by venesection, aka Phlebotomy.

The class is 48 hours in length, either during the day, evening or weekend. There is not distance education for this class. All of the instruction is classroom instruction, and there are no additional fees to make up classes because we allow all students to return back to the class free of charge for the life of the school once they have completed the class one time. Phlebotomy Training Specialists continually changes its curriculum to meet industry standards and safety/equipment updates.

Previous Credits

We do not grant credit to students for other courses taken in the field of Phlebotomy or Nursing Assistant Training or any other field. This course is a stand-alone course and no reduced tuition, nor will reduced hours of participation will be given.

Student Grievance Procedure

Should a student have a complaint with Phlebotomy Training Specialists, then the following steps shall be taken by him/her.

1. Student shall first attempt to address the grievance informally with the instructor or applicable staff member and try to resolve it. If unsuccessful, proceed to the written grievance procedure.
2. Students may state the grievance in writing to the Administrator, Campus President, Brian Treu, brian@phlebotomyusa.com and he will assist you in resolving your concerns. In his absence you can contact Monica Sanborn, monica@phlebotomyusa.com 801-702-9348. Brian will investigate and address the grievance within 5 business days.
3. Should Administrator or designee fail to or unacceptable address the grievance, the Student may register a complaint with the Board of Higher Education in writing at 1 N. Old State Capitol Plaza, Suite 333 Springfield, Illinois 62701-1377, or by phone at (217) 557-7359 and <http://complaints.ibhe.org/>

Cancellation and Refund Policy

An applicant denied admission by the school is entitled to a refund of all monies paid.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

Other Cancellations: An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid (*less the \$100 cancellation charge*).

Refund after the commencement of classes:

1. Procedure for withdrawal/withdrawal date:
 - A. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Director of the school. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
 - B. A student will be determined to be withdrawn from the institution if the student has not attended any class for 7 consecutive class days. Refunds will be issued within 30 days based on classes attended per the schedule below or student can reschedule the class.
 - C. All refunds will be issued within 30 days of the determination of the withdrawal date.
2. Tuition charges/refunds:
 - A. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition and additional fees paid.

B. After the commencement of classes, the tuition refund, minus \$100 cancellation charge, shall be determined as follows:

% of the clock hours attempted:	Tuition refund amount:
10% or less	90%
More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	No Refund

The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program.

Books and supplies: \$100 refundable if not used. If used, no refund.

Exam fee: \$100 refundable if not taken.

Refunds will be issued within 30 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the school catalog).



2018 PHLEBOTOMY TRAINING SYLLABUS

A. COURSE DESCRIPTION:

The Phlebotomy course is designed to train individuals to properly collect and process blood and other clinical specimens for laboratory testing and to interact with health care personnel, clients, and the general public.

Presentation includes equipment and additives, basic anatomy, and techniques for safe and effective venipuncture. The phlebotomy clinical will be a supervised practicum within the clinical setting that provides laboratory practice in phlebotomy. Emphasis will be placed on collection techniques, specimen processing, work flow practices, referrals, and utilizing laboratory information systems. This course will prepare individuals to write the Phlebotomist Certification examination.

B. METHOD OF INSTRUCTION

The student is trained through the modules during class, obtaining that knowledge through book and hands on training each class period.

The book knowledge obtained is then applied in the hands-on training portion of class. Theory first, and actual application of the theory follows shortly thereafter.

C. COURSE EXPECTATIONS / COMPETENCIES/OBJECTIVES

Upon completion of the Phlebotomy course, students will have an opportunity to learn how to:

1. Demonstrate knowledge, entry-level skills, and tasks associated with blood collecting and other specimen collection processes.
2. Assist the health care team in the accurate, safe, and reliable collection and transportation of specimens for clinical laboratory analyses.
3. Apply knowledge to basic and special laboratory procedures.
4. Demonstrate proper infection control techniques used in specimen collection.
5. Select appropriate equipment, methods, and reagents for collection of laboratory specimens.
6. Prepare patient and equipment for collection of laboratory specimens.
7. Apply ethical, legal, and regulatory issues to the collection of laboratory specimens.

8. Evaluate quality control procedures and possible sources of error or inconsistencies in specimen collection.
9. Work cooperatively with staff members, patients, and community resource people.
10. Apply knowledge to create and maintain a safe working environment.
11. Respect patient confidentiality and maintain professional conduct in a culturally diverse environment.

D. TOPICS /UNITS

<u>Course Titles</u>	<u>Classroom Hours/Credits</u>	<u>Lab/Independent Study Hours/Credits</u>	<u>Total Hours/Credits</u>
Module #1- Phlebotomy, an Overview, Tourniquet Tying	3.50	.50	4.0
Module #2- Venipuncture-supplies, equipment/procedure	6.00	.00	6.0
Module #3- Venipuncture: Problems associated with Venipuncture	3.00	3.00	6.0
Module #4- The Circulatory System	2.00	2.00	4.0
-Module #5- Components of Whole Blood and the Blood vessels	3.34	.66	4.0
Module #6-Infection Control	2.00	2.00	4.0
-Module #7- Safety & OSHA	1.00	1.00	2.0
Module #8- Specimen handling and special specimen procurement	1.75	.00	1.75
-Module #9- Test tubes, additives, and the Order of the Draw	2.00	.00	2.0

Module #10-Sections of the Laboratory	.25	.00	.25
Jeopardy/Group Review	2.00	.00	2.0
Hands on Training	0.00	4.00	4.00
Hands on Training	0.00	4.00	4.00
Hands on Training/National Exam	1.50	2.50	4.00
Total Hours			48

Procedures List:

Proper Handwashing Technique; Gowning, Masking, and Gloving; Removal of Isolation Gown, Mask, and Gloves; Disposing of Contaminated Items; Gloving Technique; The Basics of Patient Identification; Use of a Tourniquet; Performing a Venipuncture; Skin Puncture Using a Retractable Device; Heelstick Procedure; Dorsal Hand Vein Procedure; Surgicutt Bleeding Time Test; Syringe Blood Culture Collection; Safety Butterfly Assemble Blood Culture collection; Obtaining a Blood Specimen for Glucose Testing; Collecting a 24-Hour Urine Specimen; Proper Specimen Handling.

E. TEXTBOOK(S) AND OTHER LEARNING RESOURCES

McCall, Ruth E. & Cathee M. Tankersley, (2012) Phlebotomy Essentials, Sixth Edition. Lippincott, Williams & Wilkins
 Phlebotomy Training Specialists-CPT Certified Phlebotomy Technician Training Manual (2018)