



**PHLEBOTOMY**  
TRAINING SPECIALISTS

## **Ohio Course Catalog**

Volume No.6 January 2018

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## **Introduction**

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

The School is owned by Brian Treu, who owns schools in California, Idaho, Michigan, Oregon, Colorado, 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 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 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

Christina Treu - COO  
Heidi Gray - Train the Trainer, Director  
Kaaron Muir - Lead Content Expert  
Adrienne Current - Controller  
Shelley Hymas - Billing and Supplies  
Monica Sanborn - State Licensing  
Debbie Paravan - Student Services/Sales

## Programs/Courses Offered

1 Certificate Program:

32 Hour National Phlebotomy Training & Certification

**This Institution is not accredited.**

## Program/Course Cost

<u>Tuition</u>	<u>Registration</u>	<u>Total Tuition/Fee</u>	<u>Books/Supplies/Equipment</u>	<u>National Exam</u>
\$395.00	\$100	\$495.00	\$100	\$100

Total for the National Phlebotomy Training Program = **\$695.00**

## Class Schedule

### Full time Students:

**National Evening** - 6pm to 10pm – Mondays & Wednesdays

**National Day** - 9am to 1pm - Tuesdays & Thursdays

**National Weekend** - 8am to 4:30pm - 4 Saturdays

## 2018 Class Dates and Application Deadlines

Month / Class	Dates of each Class	Application Deadline
Jan Day	9, 11, 16, 18, 23, 25, 30, Feb 1	Jan 1 <sup>st</sup>
Jan Eve	3, 8, 10, 17, 22, 24, 29, 31	Jan 1 <sup>st</sup>
Jan Weekend	6, 13, 20, 27	Jan 1 <sup>st</sup>
Feb Day	13, 15, 20, 22, 27, Mar 1, 6, 8	Feb 1 <sup>st</sup>
Feb Eve	5, 7, 12, 21, 26, 28, Mar 5, 7	Feb 1 <sup>st</sup>
Feb Weekend	3, 10, 17, 24	Feb 1 <sup>st</sup>
Mar Day	13, 15, 20, 22, 27, 29, Apr 3, 5	Mar 1 <sup>st</sup>
Mar Eve	12, 14, 19, 21, 26, 28, Apr 2, 4	Mar 1 <sup>st</sup>
Mar Weekend	3, 10, 17, 27	Mar 1 <sup>st</sup>
Apr Day	10, 12, 17, 19, 24, 26, May 1, 3	Apr 1 <sup>st</sup>
Apr Eve	9, 11, 16, 18, 23, 25, 30, May 2	Apr 1 <sup>st</sup>
Apr Weekend	7, 14, 21, 28	Apr 1 <sup>st</sup>
May Day	8, 10, 15, 17, 22, 24, 29, 31	May 1 <sup>st</sup>
May Eve	7, 9, 14, 16, 21, 23, 30, Jun 4	May 1 <sup>st</sup>
May Weekend	5, 12, 19, Jun 2	May 1 <sup>st</sup>
Jun Day	5, 7, 12, 14, 19, 21, 26, 28	Jun 1 <sup>st</sup>
Jun Eve	6, 11, 13, 18, 20, 25, 27, Jul 2	Jun 1 <sup>st</sup>
Jun Weekend	9, 16, 23, 30	Jun 1 <sup>st</sup>
Jul Day	10, 12, 17, 19, 24, 26, 31, Aug 2	Jul 1 <sup>st</sup>
Jul Eve	9, 11, 16, 18, 23, 25, 30, Aug 1	Jul 1 <sup>st</sup>
Jul Weekend	7, 14, 21, 28	Jul 1 <sup>st</sup>
Aug Day	7, 9, 14, 16, 21, 23, 28, 30	Aug 1 <sup>st</sup>
Aug Eve	6, 8, 13, 15, 20, 22, 27, 29	Aug 1 <sup>st</sup>
Aug Weekend	4, 11, 18, 25	Aug 1 <sup>st</sup>
Sep Day	4, 6, 11, 13, 18, 20, 25, 27	Sept 1 <sup>st</sup>
Sep Eve	5, 10, 12, 17, 19, 24, 26, Oct 1	Sept 1 <sup>st</sup>
Sep Weekend	8, 15, 22, 29	Sept 1 <sup>st</sup>
Oct Day	2, 4, 9, 11, 16, 18, 23, 25	Oct 1 <sup>st</sup>
Oct Eve	3, 8, 10, 15, 17, 22, 24, 29	Oct 1 <sup>st</sup>
Oct Weekend	6, 13, 20, 27	Oct 1 <sup>st</sup>
Nov Day	5, 6, 7, 8, 12, 13, 14, 15	Nov 1 <sup>st</sup>
Nov Eve	5, 6, 7, 8, 12, 13, 14, 15	Nov 1 <sup>st</sup>
Dec Day	3, 4, 5, 6, 10, 11, 12, 13	Dec 1 <sup>st</sup>
Dec Eve	3, 4, 5, 6, 10, 11, 12, 13	Dec 1 <sup>st</sup>
Nov Weekend	Nov 3, 10 & Dec 1, 8	Nov 1 <sup>st</sup>

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 Day & the Friday following  
 Christmas Eve/ Day

## **Entrance Requirements**

The school does not discriminate based on race, sex, religion, ethnic origin, or disability.

We do not require students who enroll in the program to possess proof of a High School or GED completion. Some employers may require proof for employment and it will be the students responsibility to comply with employer requirements.

We do require students to be beyond the age of compulsory high school attendance. Students may be allowed to enroll without meeting this requirement but will be pre-screened by the management of the company to ensure they have the capacity to complete the program.

## **Enrollment**

Prospective students may enroll anytime. Late enrollments will be accepted one day after the course commences, depending on length of the course. Time missed will have to be made up to qualify to sit for the National Exam.

## **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 concerning the Private Occupational Education Act of 1981.

## **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 forever to keep their skills sharp and to prepare for interviews.

Additionally we have a 24/7/365 help line where all of our students can call with questions regarding Phlebotomy Training, the application process, help with interviewing, and anything relating to Phlebotomy, including on the job support with questions regarding specimen procurement and processing.

## **Attendance Requirements**

Students are expected to arrive on time for class with proper materials. An overall attendance rate of at least 85% (percentage determined by individual school) is required. Instructors may request your withdrawal from a course or program if absences or tardiness exceed 50%

Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal.

## **Progress Policy**

Students must maintain an 80% grade point average. Those who do not will be placed on probation for 30 days. During the probation period students must raise their grade average to passing or higher. The student may be terminated if grades are not satisfactory at the end of the probationary period. Termination shall be at the school Director's discretion. The Director has final authority and shall notify the student of the final decision.

Throughout your four week class with Phlebotomy Training Specialists your instructor will let you know exactly where you stand based on your interim progress reports.

## **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. Students should not "court" each other until they are graduates of the program.

## **Dismissal**

We reserve the right to dismiss any student that continually disrupts the course work and training. Any dismissed student may regain re-entry into the course by contacting student services and discussing classroom etiquette with them on an individual basis. All students will eventually be allowed to finish, but their conduct must be above reproach. Theft will not be tolerated and dismissed students for theft will not be allowed back into class under any circumstances.

Phlebotomy Training Specialists reserves the right to dismiss students from class if the school determines through interaction with the student that said student does not have an "ability to benefit" from the class. This could be caused by a language barrier, mental instability, or other condition, mental or physical that staff determines will inhibit the student from completing the class and having a chance at a career. A full refund will be given in these scenarios, and more than one instructor, and executive staff will be involved in the decision to dismiss the student from class.

## **Facilities**

The school is located at 4700 Rockside Rd, Suite #140 Independence Ohio. 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.

National Phlebotomy Certification and Training. The objective of this class is to prepare students to collect blood samples by venisection, aka Phlebotomy.

The class is 32 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 once they have completed the class one time, and they can also finish at their own pace.

Phlebotomy Training Specialists continually changes the curriculum to meet industry standards and safety/equipment updates.

## **Previous Credits**

Credits from another institution will be evaluated on a case-by-case basis. Phlebotomy Training Specialists does not guarantee transferability of our credits to another institution unless there is a written agreement with another institution. Transferability of credits is at the discretion of the accepting institution; it is the student's responsibility to confirm whether or not credits will be accepted by another institution.

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**

For complaints about the school we advise you to contact the owner Brian Treu at [brian@phlebotomyusa.com](mailto:brian@phlebotomyusa.com) and he will assist you in resolving your concerns. Brian has an open door policy, please contact him, he will keep your identity with class concerns confidential. If your concerns are not something he can resolve, he will direct you to the state of Ohio to file a complaint at the state level. See below.

## **Student Complaints**

Attempting to resolve any issue with the School first is strongly encouraged. Student complaints against this school may be registered with the Board of Higher Education in writing at 30 East Broad Street, Suite 2481, Columbus, OH 43215. Or by phone at 877-275-4219.

## **Refund Policy**

If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. There is one (1) academic term for this program that is 32 clock hours in length. Refunds for tuition and refundable fees shall be made in accordance with following provisions as established by Ohio Administrative Code section 3332-1-10:

A five-calendar-day cooling-off period, during which time the student may rescind the contract and receive a refund of all money paid. The cooling-off period may not end prior to midnight of the fifth calendar day after the latest of the following days:

- (i) The day the student signs an enrollment agreement
- (ii) The day the student pays the institution an initial deposit or first payment toward tuition and fees

In the case that a student quits attending class OR requests a refund after the “five-calendar-day-cooling-off-period” but within 30 days we will refund based on the following attendance schedule (Amount to be refunded is based on FULL tuition being paid, if full tuition was not paid in full the amount to be refunded will be based on total paid over percentage of amount to be refunded).

After 30 days NO REFUNDS will be given. **\*\*All requests to withdraw must be submitted in writing to info@phlebotomyusa.com** PTS will issue ALL warranted refunds within 30 days of the written request.

Attended class 1 weekend or class 1 &/or 2 AM or PM	75% full tuition amount less registration fee
Attended class 2 weekend or class 3 &/or 4 AM or PM	50 % full tuition amount less registration fee
Attended class 3 weekend or class 5 &/or 6 AM or PM	25% full tuition amount less registration fee
Attended class 4 weekend or class 7 &/or 8 AM or PM	NO Refund

## **PROGRAM**

### **Programs/Courses Offered**

1 Certificate Program:

32 Hour National Phlebotomy Training

### **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, workflow 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

Certified Phlebotomy Technician Program Modules	Hrs. of Theory	Hrs. of Lab	Total Contact Hrs.
Class 1 - Module #1 – Phlebotomy, an Overview. Tourniquet Tying.	1.50	.50	2.00
Class 1 - Module #2 – Venipuncture – supplies, equipment / procedure.	2.00	.00	2.00
Class 2 - Module #3 – Venipuncture: Problems associated with Venipuncture	1.00	3.00	4.00
Class 3 - Module #4 – The Circulatory System	1.00	1.00	2.00
Class 3 - Module #5 – Components of Whole Blood and the Blood vessels.	1.50	.50	2.00
Class 4 - Module #6 – Infection Control	1.00	1.00	2.00
Class 4 - Module #7 – Safety & OSHA	1.00	1.00	2.00
Class 5 - Module #8 – Specimen handling and special specimen procurement	.50	.00	.50
Class 5 - Module #9 – Test tubes, additives, and the Order of The Draw	1.00	.00	1.00
Class 5 - Module #10 – Sections of the Laboratory	.50	.00	.50
Class 5 - Jeopardy / Group Review	2.00	.00	2.00
Class 6 - Hands on Training	0.00	4.00	4.00
Class 7 - Hands on Training	0.00	4.00	4.00
Class 8 - Hands on Training / National Exam	1.5	2.5	4.00
Subtotal	14.50	17.50	
Total Lab & Theory			32.00

## **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.