



PHLEBOTOMY
TRAINING SPECIALISTS

Georgia 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 from 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.

Mission and Objectives

Phlebotomy Training Specialists mission and objectives are to provide up to date, state of the art, Phlebotomy Training to individuals interested in receiving this training. The objective for PTS is to turn out high quality, well trained, competent Phlebotomists who can use their skills to benefit patients and employers.

Faculty Members

Brian Treu- Owner
Christina Treu – COO
Heidi Gray Neilson – Train the Trainer
Kaaron Muir – Lead Content Expert
Adrienne Current - CFO
Monica Sanborn – State Licensing
Allie Proctor-Director

Contact Information

School Address:

3109 Clairmont Rd Unit B NE Atlanta, GA 30329

1001 Virginia Ave Suite 202 Hapeville, GA 30354

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

Tuition Registration Books/Supplies/Equipment Total Tuition/Fee National Exam (Optional)

\$745 \$100 (nonrefundable) \$150 \$995 \$115 (paid to third party)

Total for Phlebotomy Training & Exam = **\$1110.00**

Payment Policy

Tuition for class should be paid by phone through our finance department at 888-531-8378 or by logging onto your student account at students.phlebotomyusa.com. We accept all major credit cards. \$100 minimum should be paid at the time of registration. After the initial registration fee of \$100 has been made, students can make payments in any increment until full payment is received. Full tuition is due at the half-way mark (end of Class 6 for AM/PM students and end of Class 3 for Weekend Students). If a student fails to pay full tuition and fees by these deadlines, they will be dropped from the course and required to reschedule missed classes. Students should call Student Services to reschedule. Please note rescheduling will be based on class availability. Full tuition and fees will be required before students can reschedule.

Class Schedule

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

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

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

2021 Class Dates and Application Deadlines

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

Jun Day	7,8,9,10,14,15,16,17,21,22,23,24	Jun 1
Jun Eve	7,8,9,10,14,15,16,17,21,22,23,24	Jun 1
July Day	12,13,14,15,19,20,21,22,26,27,28,29	Jul 1
July Eve	12,13,14,15,19,20,21,22,26,27,28,29	Jul 1
July/Aug Weekend	10,17,24,31, Aug 7,14	Jul 1
Aug Day	9,10,11,12,16,17,18,19,23,24,25,26	Aug 1
Aug Eve	9,10,11,12,16,17,18,19,23,24,25,26	Aug 1
Aug/Sep/Oct Weekend	Aug 21,28, Sep 11,18,25, Oct 2	Aug 1
Sep Day	13,14,15,16,20,21,22,23,27,28,29,30	Sept 1
Sep Eve	13,14,15,16,20,21,22,23,27,28,29,30	Sept 1
Oct Day	4,5,6,7,12,13,14,18,19,20,21,25	Oct 1
Oct Eve	4,5,6,7,12,13,14,18,19,20,21,25	Oct 1
Oct/Nov Weekend	Oct 9,16,23, Nov 6,13	Oct 1
Nov Day	1,2,3,4,8,9,10,15,16,17,18,22	Oct 25
Nov Eve	1,2,3,4,8,9,10,15,16,17,18,22	Oct 25
Dec Day	Nov 29,30, Dec 1,2,6,7,8,9,13,14,15,16	Nov 25
Dec Eve	Nov 29,30, Dec 1,2,6,7,8,9,13,14,15,16	Nov 25

When an unexpected closure occurs due to extraordinary conditions, including 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.

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 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.

Uniform Requirement

Scrubs will be required for the duration of your class, along with close-toe shoes. The scrubs can be ANY solid color.

Enrollment

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

Postponement of Start Date

If the course is not commenced, or the student fails to attend by the new start date, 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, determined in accordance with the school's refund policy.

Placement Assistance

Placement in a job is not guaranteed or promised to persons who complete the program. Phlebotomy Training Specialists will provide assistance in career services for our graduates as required. We assist students in the following ways:

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 on staff professional resume writers. The writers will then assist the students with fine tuning their resume(s) by way of suggestion(s). The writers will also assist the students with putting their resume(s) 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.
 5. We track the student after graduation to collect employment data and answer questions. This is done by sending out emails and contacting them by phone.

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. Attendance is mandatory for all students regardless of their current level of knowledge. This course is not graded, it is a pass/fail course, and insufficient attendance can affect your ability to pass. Students must attend all 48 hours. If a student misses the first day of class, they will be removed from the course, and they will be required to enroll for another schedule. 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 the time. If a student misses a portion of class after commencement, they can make it up during the day, evening, or weekend schedule. There will not be a charge with make up or practice.

Rescheduling/Readmittance

If a student is dropped from the course due to non-payment of tuition and fees by the half-way mark of their scheduled cohort, they will need to contact Student Services at 888-531-8378 to pay in FULL and reschedule missed classes. Rescheduling will be based on class availability.

Progress Policy

The course is not graded. It is a **pass/fail course**. As the course progresses, the instructor(s) will give quizzes in each section and will observe the hands-on skills of the students to determine whether each student is keeping up with the rest of the class. Remedial training is provided if it is found a student is not progressing. Likewise, students are given the opportunity to attend the weekend / evening / day classes, free of charge, for

additional training. Furthermore, students can also attend month after month, if they feel they need subsequent training. Students must pass 70% of modules, to continue to progress, and to 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 the ability to complete each step in order and without correction. Completion of 4 successful draws; 2 arm and 2 hand is mandatory, along with full attendance and full payment of tuition for graduation.

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

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, or makes unsatisfactory progress. 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-admission. If a student is dismissed permanently, the refund policy will be in effect based on the percentage of class attended.

Facilities

Our classrooms are furnished with modern equipment. Large whiteboards, televisions, diagrams, and videos are used to enhance classroom instruction and didactic learning.

Library/Learning Resource System

Phlebotomy Training Specialists uses a training system in which they provide students with all the resources they need to complete class, and attain the knowledge to prepare for and pass the National Phlebotomy Certification Examination. This is similar, if not identical, to how most Phlebotomy programs are run. Our system, coupled with our practiced exams and quizzes have proven to be sufficient in their entirety for students to be successful in their Phlebotomy Training.

Phlebotomy Essentials textbooks will be available for students to use outside of class. Students may check out the Phlebotomy Essentials textbook with their instructor. Students may not write in books, turn down page corners, or rip out pages. Students will be required to return the textbook in good condition before the end of their class. If the textbook is not returned by the end of class, returned damaged, reported stolen or lost, the student will be charged an additional \$100 for replacement.

The Learning Resource area will be the classroom itself. There are ample tables and chairs separate from the lab area that can be utilized.

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 the instruction is classroom instruction, and there are no additional fees to make up classes, because we allow all students to return to the class free of charge with 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, Nursing Assistant Training, or any other field. This course is a stand-alone course, and no reduced tuition, nor will reduced hours of participation 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 through his Administrative Assistant at alexis@phlebotomyusa.com and they will assist you in resolving your concerns. In his absence you can contact the Director of Student Services at info@phlebotomyusa.com. They 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 file a complaint with the GNPEC. Their address is: 2082 East Exchange Place Suite 200 Tucker, Georgia 30084-5305 Phone number (770)-414- 3300. GNPEC website <https://gnpec.georgia.gov/student-resources/student-complaints>

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 after 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 application fee*).

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 15 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 registration fee, shall be determined as follows:

Attended 1 or 2 AM/PM Classes or 1 Weekend Class (Up to 8 hours)	75% full tuition/fees amount less registration fee
Attended 3 or 4 AM/PM Classes or 2 Weekend Classes (Up to 16 hours)	50% full tuition/fees amount less registration fee
Attended 5 or 6 AM/PM Classes or 3 Weekend Classes (Up to 24 hours)	25% full tuition/fees amount less registration fee
Attended 7 or more AM/PM Classes or 4 or more Weekend Classes	NO Refund

These calculations are based on full tuition being paid. If a student is not paid in full, the amount refunded will be proportional to tuition paid and classes attended. The \$100 National Exam Fee is not included in these calculations, as the exam fee is fully refundable, as long as the National Exam is not attempted. The percentage of the clock hours attempted is determined by dividing numbers of clock hours elapsed from the student's start date to the student's last day of attendance, by numbers of clock hours in the program.

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

Exam fee: \$115 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).



2021 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. 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.

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	4.0	.00	4.0
Module #2- Venipuncture-supplies, equipment/procedure	2.5	1.5	4.0
Module #3- Hands On	.00	4.00	4.0
Module #4- Test Tubes, Panels/Profiles, Special Handling/Collection & Lab Procedures	4.00	.00	4.0
-Module #5- Hands On	4.00	.00	4.0
Module #6-Anatomy and Physiology, Infection Control, Pathogens, Hemodialysis, AV Fistula and Grafts	4.00	.00	4.0
-Module #7- Hands On	.00	4.00	4.0
Module #8- Protections & Precautions, Employment, Glossary, Study Guide	4.00	.00	4.0

-Module #9- Hands On	.00	4.00	4.0
Module #10-Study Guide Review and Q&A, Additional Lab	3.00	1.00	4.0
Module #11- Hands On	.00	4.00	4.0
Module #12- Review and Exam	4.00	.00	4.0
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.

TEXTBOOK(S) AND OTHER LEARNING RESOURCES

Phlebotomy Training Specialists-CPT Certified Phlebotomy Technician Training Manual (2021)