



**PHLEBOTOMY**  
TRAINING SPECIALISTS

## **Pennsylvania Course Catalog**

601 S. Henderson Rd, Suite 251  
King of Prussia, PA 19406

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[info@phlebotomyusa.com](mailto:info@phlebotomyusa.com)

**701-404-9434**

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## **Introduction**

Phlebotomy Training Specialists (hereinafter referred to as PTS) offers Phlebotomy Training and Certification for students and is staffed with qualified, approved, instructors. Brian Treu is the Chief Executive Officer (hereinafter referred to as CEO) of PTS. Mr. Treu 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. His career in medicine includes completing 255 clinical research trials in Phases I-IV in all facets of medicine, specializing in Phase I clinical trials. Mr. Treu loves pressure and has an uncanny way of dealing with stressful situations. He has traveled the world performing venipuncture on patients on all 7 continents.

Alexis Treu is the Chief Operations Officer (hereinafter referred to as COO) of PTS. Ms. Treu has broad experience as the Chief Operating Officer level, having served in this capacity since 2017. Her extensive understanding of career school operational functions, as well as that of diverse and complicated state licensure requirements enables her to ensure full program compliance across the country.

David Roberts is the Chief Financial Officer (hereinafter referred to as CFO). Mr. Roberts's responsibilities are to ensure the company is operating in Generally Accepted Accounting Principles (GAAP) manner. He coordinates and manages all finance functions within the company; and, manages operational and investor relationships to ensure the company is operating in a legal and ethical manner. Mr. Roberts has an extensive background in supporting companies through post-sale transactions ensuring smooth and efficient operations. He has been a CFO for 10 years. Before his CFO duties, he has held numerous senior-level positions in both financial planning and analysis (FP&A) roles and in back office controllership roles. He has an undergraduate degree in finance and a Master's in Business Administration (Finance) from the University of Utah.

Dina Said Dwyer fills the role of Acting Chair of PTS and is the CEO and President of Eden PTS Holdco LLC. Ms. Dwyer has spent over 20 years in the private equity industry. Prior to founding Eden Capital, she has served as a Managing Director at Unifund SA, an Analyst at the Blackstone Group in New York, and trained at the Carlyle Group in London. She currently sits on the Board of Directors of Wall Street Prep, Edcetera and White Cup. Ms. Dwyer is a graduate of the Wharton School of the University of Pennsylvania and received her MBA at the Columbia Business.

## **School History**

Phlebotomy Training Specialists (hereinafter referred to as the School) offers Phlebotomy Training for students and is staffed with qualified instructors. Mr. Treu recognized a need in the phlebotomy industry for hands-on training, so he founded Phlebotomy Training Specialists and created a program to combine a system that consists of both practical and didactic learning. Students can leave the program feeling confident in their ability to enter the workforce as a phlebotomist. Since Phlebotomy Training Specialists inaugural class in 1993, the company has had over 87,000 graduates. Today Phlebotomy Training Specialists is one of the largest stand-alone phlebotomy training schools.

## **Mission and Objectives**

Our mission is to increase the quality of the patient experience in the laboratory setting by delivering & implementing standardized, and consistently updated, training methodologies to students before their entrance into the clinical setting through our network of training facilities, which use the latest training paradigms and state of the art equipment.

Our objective is to turn out high-quality, well-trained, competent phlebotomists who can use their skills to benefit patients and employers.

Our current program meets the stated purpose above through a rigorous academic curriculum and hands-on training. Our program equips students with the knowledge, technical proficiency, and foundation needed to excel. By preparing our students to provide safe, accurate, and compassionate blood collection draws, the program fulfills our mission.

## **Administration**

Brian Treu - CEO & Owner  
Alexis Treu - COO  
David Roberts – CFO  
Ebony Williams- Director  
Andria Downey- Acting Director  
Monica Sanborn - State Licensing Administrator

## **Contact Information**

**School Addresses: 601 S Henderson Rd, Suite 251 King of Prussia, PA 19406**

**Home Office- 1971 W. 700 N. Suite 102 Lindon, UT 84042**

Phone: **701-404-9434** Fax: **385-327-2084**

Email: [info@phlebotomyusa.com](mailto:info@phlebotomyusa.com) Website: [www.phlebotomyusa.com](http://www.phlebotomyusa.com)

## **Programs/Courses Offered**

Phlebotomy Training:

96 Hour Didactic Training, 40 Hour Clinical Externship = Total 136 Hours

## **Program/Course Cost**

Tuition	Registration	Supplies/ Equipment	Workbook	Total Tuition/Fees	National Exam
\$1065.00	\$150.00 (Non-Refundable after 5 business days)	\$105.00	\$45.00	\$1365.00	\$130.00 (Optional-Paid to a third party)

**Total for Phlebotomy Training Program & Exam = \$1495**

## **Payment Policy**

Tuition for class should be paid by logging onto the student account at [students.phlebotomyusa.com](http://students.phlebotomyusa.com). \$150 minimum should be paid at the time of registration. After the initial registration fee of \$150 has been made, students can make payments in any increment until full payment is received, no interest charged. We accept all major credit cards. **Full tuition and fees are due by the halfway point of class.**

If a student fails to pay full tuition and fees by these deadlines, the following options are available:

1. If a student wishes to remain in the class they originally registered for and are unable to meet the payment policy as written, they can request a payment extension. They will need to make a written request to [info@phlebotomyusa.com](mailto:info@phlebotomyusa.com). The Director will review all payment extensions. If an extension is approved, the student will remain in their scheduled course but will be required to pay in full before challenging the practical or national exam.
2. If a student does not contact the Director, the student will be required to reenroll in new class dates where they will attend the remaining classes in that cohort to complete their program. They will be required to be paid in full before joining their new cohort. Extensions past this point will not be permitted. Students should call Student Services to reschedule. Please note rescheduling will be based on class availability.

No student, regardless of circumstance, will be permitted to be certified without full payment. PTS does not hold regional, national or programmatic accreditation from a U.S. Department of Education approved accreditor. PTS does not participate in federal or state student aid programs.

## **Financing Options**

Students may apply for financing via the student portal. Students may apply for financing at any point throughout the course, and they may choose to finance up to 50% of their overall balance. Students may select terms in 12, 18, or 24 months at a rate of 17%. Should students withdraw from the course, the published refund policy would apply.

Payments are due according to the terms of the retail installment contract even if the borrower does not complete his or her education, cannot get a job after completion of the program, or is dissatisfied with the education.

## **Student Loans**

Phlebotomy Training Specialists does not qualify for Title IV student loans and does not provide student loans.

## **Class Schedule**

**Evening:** 6 pm to 10 pm – Monday – Thursday (24 Classes)

**Day:** 9am to 1:00pm – Monday – Thursday (24 Classes)

**Weekend: 8 am – 4:30 pm Saturdays (12 Classes)**

### **2024 Class Dates and Application Deadlines**

Month / Class	Dates of each Class	Application Deadline
<b>June/July Day</b>	10,11,12,13,14,17,18,20,21,24,25,26, 27,28, July 1,2,3,8,9,10,11,12,15,16	June 5 <sup>th</sup>
<b>July/August Day</b>	22,23,24,25,26,29,30,31, August 1,2,5,6,7,8,9,12,13,14,15,16,19,20, 21,22	July 17 <sup>th</sup>
<b>July/Aug/Sept Weekend</b>	6,13,30,2, August 3,10,17,27, Sept 7,14,21,28	July 1 <sup>st</sup>
<b>Aug/Sept Day</b>	26,27,28,29, Sept 3,4,5,6,9,10,11,12,13,16,17,18,19, 20,23,24,25,26,27,30	Aug 21 <sup>st</sup>
<b>Aug/Sept Eve</b>	26,27,28,29, Sept 3,4,5,6,9,10,11,12,13,16,17,18,19, 20,23,24,25,26,27,30	Aug 21 <sup>st</sup>
<b>Oct/Nov Day</b>	3,4,7,8,9,10,11,15,16,17,18,21,22,23, 24,25,28,29,30, Nov 4,5,6,7,8	Sept 28 <sup>th</sup>
<b>Oct/Nov Eve</b>	3,4,7,8,9,10,11,15,16,17,18,21,22,23, 24,25,28,29,30, Nov 4,5,6,7,8	Sept 28 <sup>th</sup>
<b>Oct/Nov/Dec Weekend</b>	Oct 5,12,19,26, Nov 2,9,16,23,30, Dec 7,14,21	Oct 1 <sup>st</sup>
<b>Nov/Dec Day</b>	Nov 13,14,15,18,19,20,21,22,25,26, Dec 2,3,4,5,6,9,10,11,12,13,16,17, 18,19	Nov 8 <sup>th</sup>
<b>Nov/Dec Eve</b>	Nov 13,14,15,18,19,20,21,22,25,26, Dec 2,3,4,5,6,9,10,11,12,13,16,17, 18,19	Nov 8 <sup>th</sup>

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



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

## **Entrance Requirements**

The school does not discriminate based on race, sexual orientation, gender identity, religion, ethnic origin, or disability.

Students are required to have a high school diploma or GED as a minimum entry requirement into the program. If this proof of education was issued outside of the United States, students must have their documents evaluated for equivalency by a recognized provider such as [naces.org](http://naces.org), [scholar.com](http://scholar.com), or [wes.org](http://wes.org). 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. Students must demonstrate fluency in English, including the ability to communicate, write, and read fluently, as this is essential for effective communication in the healthcare environment.

We do not require students to have previous medical experience or knowledge. Immunizations are not required to take the course but may be required for the clinical externship. An informal interview will be given to discuss student goals and expectations. Prospective students will need to enroll by the application deadline. The application can be accessed on our website at [www.PhlebotomyUSA.com](http://www.PhlebotomyUSA.com). The application for attendance will be processed within 5 business days of submission, and the student will be notified by email.

Once admitted into the program, a background check will be required for all students through the Pennsylvania State Police PATCH system. Additional possible requirements are listed in the Externship Requirement Information section below.

Although basic computer skills are not required for the program, it is highly encouraged for students to have a basic knowledge of computer skills before coming to class, to make them more competitive candidates for employment upon completion of the program.

## **Admission Application and Deadline**

Prospective students will need to enroll by the application deadline. The application deadline is 5 days before the class starts. The application can be accessed on our website at [www.PhlebotomyUSA.com](http://www.PhlebotomyUSA.com). The application for attendance will be

processed within 5 business days of submission, and the student will be notified by email. Late enrollments are not accepted once the course has begun, and students will be notified and given dates of upcoming classes to choose from.

## **Postponement of Start Date**

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

- a. Reason for postponement request.
- b. A deadline for the new start date.

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 a refund of all tuition, fees, and other charges minus the registration fee of \$150.

## **Future Occupation**

Phlebotomy Training Specialist's program prepares individuals to work as a phlebotomist. Phlebotomists are responsible for working under the supervision of a physician or healthcare professional to draw blood specimens. Infection control and basic knowledge of the anatomy and physiology of the human body are required for success as a phlebotomist. Upon completion of the course, students will become Certified Phlebotomy Technicians.

## **Career Advisory Services**

Phlebotomy Training Specialists **do not** provide any formal placement into employment opportunities. **Placement in a job is not guaranteed or promised to persons who complete the program.** To that end, we do not leave the students on their own to find employment.

### **We do the following for students:**

Market Sectors – We provide each student with a list of local sectors of the economy that employ Phlebotomists consistently. We do not provide student referrals to prospective employers and we do not have direct contact with employers regarding current job openings.

This list includes but is not limited to, Plasma Centers, Blood Banks, Platelet Donation, Dialysis, Physicians' Offices, Medical Clinics, Laboratories, Hospitals, and

Paramedical examinations to name a few. This gives the student a head-start on where to look for employment.

Resume Writing – All students will be encouraged to send in their resumes to our Employment Specialists. The Employment Specialist will then assist the students with fine-tuning their resume(s) by way of suggestion(s). In addition, they will also assist the students with putting their resume(s) into a medical format called a Curriculum Vitae.

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, what to expect during the interview process and a list of tough questions they will be asked.

Continual Training – All students, once they have completely attended and have paid in full, are allowed to return 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**

This course is not graded, it is a pass/fail course. Because of this, lack of attendance can affect the student's ability to pass. This course is comprised of 24 four-hour modules. In order to complete the class and receive a certificate of completion, students must attend at least 21 out of 24 modules. If students miss more than 2 modules throughout the class, they will be required to make up the modules they missed in an alternate schedule. If students miss four *consecutive* modules, they will be deemed too far behind the class, and will be automatically removed from the class and required to enroll for another schedule.

Please note that modules 1, 2, and 23 are required to complete the course, as these modules contain foundational information (1 & 2) and the practical exam (23).

There is a 30-minute grace period at each class after which the student will be considered tardy and that time will have to be made up in 60-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 after commencement, they can make it up in an alternate schedule, assuming they comply with completion deadlines. Make up time is available by contacting Student Services at 701-404-9434.

Students are required to attend all hours of their 40-hour externship.

## **Make-up Time**

Students are strongly advised not to miss class unless necessary. If a student misses a portion of class after the initial 8 hours, the student can make it up at any of the other modules that are teaching the same class during days, evenings, or weekends. Make-up time is available by contacting student services at 701-404-9434 or by emailing [info@phlebotomyusa.com](mailto:info@phlebotomyusa.com). It is the student's responsibility to schedule and attend any make-up time. If the missed module cannot be made up during the scheduled month, the student can schedule a make-up time during the next month the module is being taught. There is no fee for make-up classes. **Please call Student Services at 701-404-9434 to reschedule.**

However, if the student is absent from three (3) or more class sessions without prior notice and authorization, enrollment will be dropped.

## **Rescheduling/Readmittance**

If a student is dropped from the course due to non-payment of tuition and fees by the halfway mark of their scheduled cohort, they will need to contact Student Services at (701) 404-9434 to pay in FULL and reschedule missed classes. Rescheduling will be based on class availability. If the student reschedules and pays the remaining fees, their account status will be in good standing. Additionally, if a student reschedules and pays the remaining fees within their completion time frame, they will not need to provide re-payment of tuition or course fees.

## **Scheduled Absence(s)**

If any student has extenuating circumstances and requires an absence, please directly notify and speak with your school director for authorization. Once authorized, the student will be allowed to make up the missed time during the next month when the class covers the missed content with no additional fees.

## **Completion Policy**

### **Completion Timeline for 96-hour Didactic Portion**

Students will have 120 days to complete the requirements of the Didactic Portion of class from the original course start date (decided at the time of registration). Students who do not complete the Didactic Portion within the following timeframe will be subject to the terms of Re-enrollment.

Students who do not complete their didactic requirements during this time will be subject to the Re-enrollment and Extension Policies as listed below.

### Completion Timeline for Exam and 40-hour Externship Portion

Following the completion of the Didactic portion of class, the Externship will be scheduled within 30 days. The externship must be **completed** within 60 days. If the Externship is not completed within 60 days, students will be required to pay a rescheduling fee of \$200.

Upon the completion of the Externship portion of the program, should they choose to do so, students have 30 days to create an account with the NHA for exam registration. **Students who fail to do so within 30 days will forfeit the \$130 exam fee and be required to pay the NHA directly.** The exam must be completed within 90 days after account creation. No extensions for this policy will be given. Should students choose to forego the NHA exam, they may opt out in their student portal and will not be charged the \$130 exam fee.

### Completion Timeline for Full Phlebotomy Program

Students have **9 months** to complete the program in its entirety. Students who fail to complete the 40-hour Didactic OR the 40-hour Externship within designated timelines (stated herein) will be required to re-enroll and pay new fees as outlined.

### Re-enrollment

Should students fail to meet any the deadlines described above, they will be required to re-enroll as a new student. No payments made, or attendance completed, will carry over to this new enrollment. Students may re-enroll and make payments via the student portal or by contacting Student Services at (701) 404-9434.

### Extension Policy

Students may request an extension for their didactic coursework or externship portion for extenuating circumstances by contacting Student Services at [info@phlebotomyusa.com](mailto:info@phlebotomyusa.com). All requests must be sent in writing. Requests for extensions must be submitted prior to the associated deadlines. Extensions will be granted for emergency situations such as severe medical issues, the death of relatives, natural disasters, and cases of assault. All balances must be paid in full before extensions will be granted. Students who have been allowed an extension will not need to re-pay the tuition and course fees. Payment of any remaining balance will ensure that the student's account is in good standing. Extensions are not to exceed more than 30 days of the original deadline. No more than one extension will

be granted per student. This enrollment agreement is valid for Extensions granted by the school.

Automatic Extensions will be granted for a) the school rescheduling course dates past the expiration date of this agreement, and b) the school rescheduling course dates past the expiration of the extension period.

## **Externship Requirement Information**

A background check will be required for all students through the Pennsylvania State Police PATCH system.

In addition, the following facility (externship site) requirements below may be required for student externship placement:

- FBI Fingerprint screening for those individuals identified on the background check who have NOT lived in Pennsylvania for the past ten (10) years.
- Immunization Records, including COVID-19 vaccination
- Attestation to externship facility rules, including HIPPA Rules
- Attestation that the student will not utilize the facility for healthcare during their arranged externship
- Possible substance abuse testing, given by the facility

## **National Exam Information- Optional**

Students who choose to test will register for the exam through the NHA. After completing the externship, payment requirements, and submitting all necessary documents, PTS will send an email with instructions for exam registration.

## **Progress Policy**

Phlebotomy Training Specialists and instructors are completely immersed in student success. Our instructor cadre is face-to-face with students every day they attend class. Our class sizes are kept small to ensure the student gets all the attention from the instructor and classmate interactions they need to become successful in Phlebotomy.

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.

## **Progress Report**

All students will be evaluated and receive a progress report throughout the course. Every student will be evaluated on the following practical skills during the Lab Skills Development classes:

- Venipuncture draws
- Butterfly draws
- Capillary sticks

If a student is not meeting the minimum course grade on the evaluations above, the remediation policy will be followed. A final Graduation Evaluation will be given on the second to last day of the course testing the knowledge and proficiency of the practical skills above. The results of these evaluations will be kept as part of the student's permanent record.

## **Graduation Evaluation**

A final Graduation Evaluation will be given on the second to last day of the course testing the knowledge and proficiency of the practical skills below:

- Venipuncture draws
- Butterfly draws
- Capillary sticks

The results of these evaluations will be kept as part of the student's permanent record.

## **Grading System Phlebotomy Training**

<b>Mod- 001</b>	<b>Intro to Phlebotomy</b>	<b>Pass / Fail</b>
<b>Mod- 002</b>	<b>Venipuncture Steps</b>	<b>Pass / Fail</b>
<b>Mod- 003</b>	<b>Lab Skills Development- First Blood Draws</b>	<b>Pass / Fail</b>
<b>Mod- 004</b>	<b>The Healthcare Setting</b>	<b>Pass / Fail</b>
<b>Mod- 005</b>	<b>Vital Signs Intro</b>	<b>Pass / Fail</b>
<b>Mod- 006</b>	<b>Lab Skills &amp; Development- Butterfly Needles</b>	<b>Pass / Fail</b>
<b>Mod- 007</b>	<b>Capillary Punctures</b>	<b>Pass / Fail</b>
<b>Mod- 008</b>	<b>Safety</b>	<b>Pass / Fail</b>
<b>Mod- 009</b>	<b>Lab Skills Development- Hands-Making Slides &amp; Centrifuge</b>	<b>Pass / Fail</b>

<b>Mod- 010</b>	<b>Medical Terminology</b>	<b>Pass / Fail</b>
<b>Mod- 011</b>	<b>Vital Signs Continued</b>	<b>Pass / Fail</b>
<b>Mod- 012</b>	<b>Lab Skills Development- Order of the Draw Practice</b>	<b>Pass / Fail</b>
<b>Mod- 013</b>	<b>Body Systems</b>	<b>Pass / Fail</b>
<b>Mod- 014</b>	<b>The Blood</b>	<b>Pass / Fail</b>
<b>Mod- 015</b>	<b>Open Lab Day</b>	<b>Pass / Fail</b>
<b>Mod- 016</b>	<b>Special Collections</b>	<b>Pass / Fail</b>
<b>Mod- 017</b>	<b>Specimen Collection</b>	<b>Pass / Fail</b>
<b>Mod- 018</b>	<b>Open Lab Time &amp; Activities</b>	<b>Pass / Fail</b>
<b>Mod- 019</b>	<b>Other Specimens</b>	<b>Pass / Fail</b>
<b>Mod- 020</b>	<b>GCP &amp; Shipping</b>	<b>Pass / Fail</b>
<b>Mod- 021</b>	<b>Friends and Family Live Blood Draw</b>	<b>Pass / Fail</b>
<b>Mod- 022</b>	<b>Career Seminar</b>	<b>Pass / Fail</b>
<b>Mod- 023</b>	<b>Practical Exam</b>	<b>Pass / Fail</b>
<b>Mod- 024</b>	<b>Lesson Review and Additional Lab Review</b>	<b>Pass / Fail</b>
<b>Mod- 025</b>	<b>Externship</b>	<b>Pass / Fail</b>

## **Graduation and Certificate of Training Requirements**

Certificates of Completion will ONLY be awarded to students at the last class who have accomplished the following:

- Passing Scores in Didactic Coursework
- Passing Scores in Lab Coursework
- Passing Scores in Venipuncture Hands-on skills
- Completed Student File / Paperwork
- No outstanding payment obligations
- Completed the 40 hr Clinical Externship
- Verification of a minimum of 30 or more blood draws. This is a combination of didactic hours and externship hours. If students are short the required blood draws, additional lab days can be scheduled at the training facility.

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, completion of the clinical externship, and full payment of tuition for graduation. In addition, students must be able to communicate and demonstrate proficiency in the practice of phlebotomy without assistance. This includes the ability to perform blood draws safely and successfully.

We do not mail original copies of the Certificate of Training. If the student would like one sent to them, they can have one printed and mailed directly from our Corporate Offices for a fee of \$20.00. Please log on to the student portal to request and pay for the printed and mailed Certificate. If the student notices any mistakes on their Certificate, please email [documents@phlebotomyusa.com](mailto:documents@phlebotomyusa.com).

## **Student Performance, Remediation, and Academic Dismissal Policy**

### Student Performance

The Phlebotomy Program is a fast-paced, often stressful, learning environment that demands a high level of dedication and proficiency. Students are expected to meet all program requirements, including classroom attendance, participation, and the ability to demonstrate proficiency in blood draws.

If a student's performance falls below the expected standards, the institution will initiate a conversation with the student to discuss their challenges and provide guidance on improving their performance.

### Remediation

Remedial training is provided if it is found that a student is not progressing. The remediation period is limited to the length of the next class or classes depending on student needs. If the student achieves a pass of the following module/modules after remediation, the student will continue with the course. Second and final remediation is available if needed. The student must be able to attend the required classes in the next schedule or concurrent schedule to receive additional training and help.

Students are allowed to attend the weekend/evening/day classes, free of charge. If a student is unable to complete remediation in the scheduled time, they will consult with the Director regarding re-enrollment options.

### Dismissal

If, after reasonable efforts to support the student's success, they continue to fail to meet the program's requirements and remediation required, the institution may be required to dismiss the student from the Phlebotomy Program. Dismissal will be a last resort and will only occur after due consideration of the student's circumstances.

## **Records**

Student records are maintained digitally indefinitely and can be accessed at the school; transcripts are kept permanently. Students have a right to access their records anytime. A student can access records by logging on to their student portal [students.phlebotomyusa.com](https://students.phlebotomyusa.com). Only the student and the school administration have a right to review student records. No outside personnel will be allowed to view records, except for appropriate state regulatory representatives upon request. Student academic, financial, certificates, and transcripts are all electronically maintained.

For a copy of your transcripts, please email a written request to [info@phlebotomyusa.com](mailto:info@phlebotomyusa.com). There is no fee for a copy of your transcript. The school reserves the right to withhold an official transcript if the student's financial obligation to the school is in arrears.

## **Dress Code**

Scrubs are strongly suggested. Closed-toed shoes are mandatory, no sandals or open-toed shoes. Scrubs are required for the clinical externship.

## **Leave of Absence**

Due to the short period of time required to complete the program, Phlebotomy Training Specialists will not grant students a Leave of Absence. In the case of a prolonged illness or accident, death in the family, or other special circumstances that make attendance impossible or impractical, the student will be required to withdraw from the program. The school will process an appropriate refund in accordance with the Refund Policy.

## **Conduct & Dismissal Policy**

If a student is dismissed permanently, the refund policy will be in effect based on the percentage of class attended. The last session of attendance will be the date of dismissal. Students are expected to maintain professional conduct within the classroom. Phlebotomy Training Specialists reserve the right to enact disciplinary procedures (outlined below). The following is a list of enumerating behaviors that are unacceptable in the classroom setting. These examples of impermissible behavior described below are not intended to be an all-inclusive list. Phlebotomy Training Specialists managers have full discretion and any violation of the policies or conduct considered inappropriate or unsatisfactory will be subject to disciplinary action, up to and including dismissal from the program.

1. **Language / Interpersonal Conduct**

- a. Fighting (verbal, physical, electronic) with or assaulting another individual
- b. Threatening or intimidating any other individual by any method (verbal, written, electronic, etc.)
- c. Engaging in any form of harassment (sexual, emotional, etc.)
- d. Using vulgar language, explicit terms, or profanities
- e. Discussing sensitive topics such as religion, sexual orientation, gender, racial issues, political affiliation, etc.

2. **Conduct**

- a. Use of cell phone for non-emergencies while in class and/or lab
- b. Continually speaking out of turn or disrupting the flow of class with off-topic discussions
- c. Arriving late to class or leaving early more than twice without prior notification.

3. **Safety**

- a. Failing to abide by safety rules and policies
- b. Refusing to follow the instructor's directions or being insubordinate
- c. Failure to adhere to corrections or guidance given by the instructor
- d. Continued disregard for cleanliness and sanitation protocols

4. **Mental/Physical State**

- a. Showing up to class in improper attire, wearing inappropriate shoes, or generally unkempt
- b. Attending class while under the influence of alcohol, illicit drugs, or any other mind/body-altering substance. (This includes Prescription and/or recreational drugs).

5. **Automatic Dismissal**

- a. Possessing firearms or any other weapons in the classroom
- b. Illegal Activity of any kind
- c. Using, selling, dispensing, or possessing alcohol, illegal drugs, or narcotics on-premises. Recreational drugs are also not permitted on-premises.
- d. Theft
- e. Being absent for the first 8 hours of the program

## **Dismissal Procedures:**

Upon infraction of one of the above prohibitions, a Phlebotomy Training Specialists staff member will issue a verbal and written warning to the student. This is to be considered a corrective plan of action. If the prohibited action and/or behavior continues, Phlebotomy Training Specialists will dismiss the infracting student(s) from the program. Any student who has violated the prohibitions outlined in section 5, the "Automatic Dismissal" section, will be subject to automatic dismissal with no exception(s).

All dismissal procedures will be determined by at least three Phlebotomy Training Specialists management team members, including a consultation with the issuing staff member. Any student who wishes to appeal Phlebotomy Training Specialists' final decision, shall do so in writing. Any dismissed student may attain reentry into the program(s) by contacting PTS' founder, Brian Treu, and discussing with him on an individual basis, our expected classroom etiquette.

## **Warnings & Suspension**

Students will be given written warnings when it comes to their conduct in class. If they are disruptive, harass, or discriminate against another student or instructor, they will be written up by their instructor.

Three times being written up will result in suspension from the class. If the student chooses to withdraw from the class AFTER their suspension from the class, the student's tuition will be refunded based on the last day attended and will be based on the refund policy contained herein.

When suspended from a class, a student may not re-enter the class in which they were enrolled, until the start of the next month, they can however attend any other class, such as the evening or weekend class if they were in the day class. If they wish to re-enter at the same time of class as they were originally enrolled, they must wait until the start of the next class, the next month.

## **Re-entry / Readmission**

Upon infraction of one of the above expectations, a Phlebotomy Training Specialists staff member will issue a verbal and written warning to the student. This is to be considered a corrective plan of action. Students get three warnings, and on the fourth incident, they are suspended from class, as stated previously. Students who want to gain re-entry into the class after suspension will have to submit a request to the PTS corporate offices. PTS Corporate offices will take 48 hours to determine eligibility. This may result in a call to the student to discuss the issues at hand. A student that is suspended may only gain re-entry into the class one time. If the impermissible behavior continues, Phlebotomy Training Specialists will dismiss

students from the program. Students who have violated policies outlined in the “Automatic Dismissal” section will be subject to automatic dismissal.

## **Student Probation**

Phlebotomy Training Specialists do not put students on probation.

## **Voluntary Withdrawal from Class**

When a student voluntarily withdraws from the program, the school will process a refund in accordance with the refund policy outlined in this document. All requests to withdraw must be submitted in writing to [payments@phlebotomyusa.com](mailto:payments@phlebotomyusa.com).

## **Student Rights**

Phlebotomy Training Specialists affords its students the following rights:

- Access to instructors and management for any assistance
- Fair and impartial treatment
- Providing Privacy to Student Records

## **Facilities and Equipment**

Our school is located at: 601 S Henderson Rd, Suite 251 King of Prussia, PA 19406

Students will have hands-on training on modern medical equipment and informative lectures. Large whiteboards, televisions, diagrams, and videos will be provided to enhance classroom activities and didactic learning. The classroom is well-lit, air-conditioned, heated, ventilated, and appropriate for an educational site. Parking is sufficient and conveniently located nearby. Phlebotomy Training Specialists does not provide housing or transportation.

The facility and equipment used fully comply with all federal, state, and local ordinances and regulations, including the requirements for fire safety, building safety, handicaps, access, and health.

## **Learning Resource Information**

Phlebotomy Training Specialists uses a training system in which they provide students with all of the resources they need to complete class and attain the knowledge to prepare for and pass the certification exam. This is similar if not identical to how most Phlebotomy programs operate.

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.

To further add to our student's success, we have compiled a learning resource library that students can refer to that uses information directly from the source. This learning resource library is available to all students, current and graduated to keep up to date as the source material is updated.

The learning resource library is available from the student account and can be accessed at anytime from anywhere, and better yet does not require multiple people to handle the learning resource like a hard copy book library, requiring decontamination between readers.

With the resources available in an electronic format, the same resource is available to all students, and no one is left waiting for a return of the resource, nor waiting until the next classroom visit to use the resource.

## **Educational and Student Services**

The Phlebotomy Training Course objectives are to prepare students to collect blood samples by venesection. The objective of this class is to prepare students to collect blood samples by phlebotomy to be equipped for an occupation in the medical field.

The didactic portion of the program is 96 hours in length, either during the day, evening or on weekends. There is no 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 once they have completed the class one time.

To successfully complete this course, each student will be required to satisfactorily perform the tasks correlated to the function in which they are training. One watch and critique test will be given. If the entire course is completed satisfactorily, a certificate of completion will be awarded to the student after the course ends.

Our fully staffed and trained student center can assist and answer questions for students Monday - Saturday during business hours. Students can email [info@phlebotomyusa.com](mailto:info@phlebotomyusa.com) or call the toll-free number 701-404-9434.

## **Previous Credits**

Phlebotomy Training Specialists does 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.

## **Transfer of Credits**

The transferability of credit and credentials earned is at the sole discretion of the

receiving school. Acceptance of the certificate students earn in Phlebotomy is also at the complete discretion of the institution to which they may transfer. If the certificate is not accepted at the institution to which students may transfer, they may be required to repeat some or all of their coursework at that institution. For this reason, students should make certain that the program with Phlebotomy Training Specialists will meet their educational goals.

## **Student Grievance Procedure**

Should a student have a complaint with Phlebotomy Training Specialists, then the following steps shall be taken by him/her. Students will not be subject to unfair actions as a result of filing a complaint.

1. The 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 or designee. Please submit the written request within **60 days** of the occurrence to the COO, Alexis Treu [info@phlebotomyusa.com](mailto:info@phlebotomyusa.com) or 701-404-9434, she will assist you in resolving your concerns. She will investigate the grievance within 5 business days of receiving the complaint by contacting the student via email or phone to set up a meeting. In the meeting, Ms. Treu will discuss the complaint, allow the student to be heard, and discuss an amicable resolution to the complaint. Written notification of the resolution will be sent via email to the student within 10 days after the student meeting.
3. In her absence, you can contact the Student Service Manager at [info@phlebotomyusa.com](mailto:info@phlebotomyusa.com) or **801-669-2056**. They will contact the student within 5 days or receive the complaint via email or phone to set up a meeting. In the meeting, they will discuss the complaint, allow the student to be heard, and discuss an amicable resolution to the complaint. The Student Services Manager will consult with the School/Company President and written notification via email of the resolution will be sent to the student within 10 days after the meeting.
4. Phlebotomy Training Specialists is licensed by the Board and questions or concerns that are not satisfactorily resolved by the COO, may be brought to the attention of the State Board of Private Licensed Schools, Pennsylvania Department of Education, 607 South Drive, Floor 3E, Harrisburg, PA 17120.

## **Cancellation Policy**

The registration fee of \$150 is fully refundable if the student requests cancellation within 5 calendar days after signing the enrollment agreement if no classes have

been attended, lessons completed or materials used.

An applicant rejected by the school is entitled to a refund of all monies paid. All refunds will be made within 30 calendar days.

Refund Policy

1. For a student canceling after the fifth (5) calendar day following the date of enrollment, but prior to the beginning of classes, monies paid to the school shall be refunded except the nonrefundable registration fee.

For the purposes of this section:

(a) The termination date for refund computation purposes is the last date of recorded attendance.

(b) The period of time for a training program is the period set forth in the enrollment agreement.

Refunds will be calculated pro rata as follows:

Completion percentage for refund	Refunded Amount
Withdrawing during the first 7 calendar days of the course	75% full tuition/fees amount less the \$150 registration fee
Withdrawing after first 7 calendar days, but within 25% of the course	55% full tuition/fees amount less the \$150 registration fee
Withdrawing after 25% but within 50% of the course	30% full tuition/fees amount less the \$150 registration fee
Withdrawing after 50% of the course	No refund

The calculations above 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 \$130 National Exam Fee is not included in these calculations, as the exam fee is fully refundable for students who withdraw and/or choose to opt out of testing with the NHA.

Refunds will only be issued back to the original card used in the transaction. If the card is no longer active, we can send a check which will require a 3% processing fee, and can only be issued to the original cardholder.

Student Workbook: \$45 - Once textbooks are issued and received by students, these become the property of students and refunds may be made only at the discretion of the private school.



### Postponement of the starting 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.

\*\*All requests to withdraw must be submitted in writing to: [info@phlebotomyusa.com](mailto:info@phlebotomyusa.com)

## **Student Eligibility, Accommodations, and Performance Policy**

Phlebotomy Training Specialists is committed to providing equal educational opportunities to all students, including those with disabilities, in compliance with the Americans with Disabilities Act (ADA). This policy outlines our commitment to inclusivity while maintaining the necessary standards for students participating in the Phlebotomy Program.

Phlebotomy Training Specialists does not discriminate on the basis of disability and is committed to providing reasonable accommodations to qualified students with disabilities to ensure equal access to educational programs and activities.

### Accommodations

Phlebotomy Training Specialists is committed to providing reasonable accommodations to students with disabilities to facilitate their participation in the Phlebotomy Program. Accommodations will be determined on a case-by-case basis in consultation with the student and the institution's Student Services.

### Chaperones

Chaperones or personal assistants are not allowed in the Phlebotomy Program classroom to assist students during the course. All students are expected to participate independently and demonstrate proficiency.

### Assessment and Reasonable Modification

Students' abilities to successfully participate in the Phlebotomy Program will be assessed based on their performance in the classroom and if applicable, the clinical settings. This includes their ability to perform blood draws safely and effectively. Phlebotomy Training Specialists may consider reasonable modifications to accommodate students with disabilities, provided that such modifications do not fundamentally alter the essential requirements of the Phlebotomy Program or compromise patient safety.

## **2024 PHLEBOTOMY TRAINING DIDACTIC OUTLINE**

### **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 healthcare personnel, clients, and the general public. The presentation includes equipment and additives, basic anatomy, and safe and effective

venipuncture techniques. Emphasis will be placed on collection techniques, specimen processing, workflow practices, referrals, and utilizing laboratory information systems.

Our average faculty-to-student ratio is 1:16. Our maximum class capacity is 20, so during those times, the ratio is 1:20.

**B. METHOD OF INSTRUCTION:**

The student is trained through the modules during class, obtaining that knowledge through books and hands-on training each class period. The book knowledge obtained is then applied in the hands-on training portion of the 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:

- a. Demonstrate knowledge, entry-level skills, and tasks associated with blood collecting and other specimen collection processes.
- b. Assist the health care team in the accurate, safe, and reliable collection and transportation of specimens for clinical laboratory analyses.
- c. Apply knowledge to basic and special laboratory procedures.
- d. Demonstrate proper infection control techniques used in specimen collection.
- e. Select appropriate equipment, methods, and reagents for the collection of laboratory specimens.
- f. Prepare patients and equipment for the collection of laboratory specimens.
- g. Apply ethical, legal, and regulatory issues to the collection of laboratory specimens.
- h. Evaluate quality control procedures and possible sources of error or inconsistencies in specimen collection.
- i. Work cooperatively with staff members, patients, and community resource people.
- j. Apply knowledge to create and maintain a safe working environment.

Respect patient confidentiality and maintain professional conduct in a culturally diverse environment.

## Training Syllabus

	<u>Pages Video</u>	<u>Hours</u>		<u>Competencies</u>	<u>Assessment</u>
		<u>Didactic</u>	<u>Lab</u>		
<b><u>Mod 001</u></b> <b><u>Intro to Phlebotomy</u></b> <b>Chapter 1:</b> pg. 3-5, 6-18, 19-41, 42 <b>Chapter 7:</b> pg. 219-239		<b>Total Hours 4</b>	<b>n/a</b>		Self-Evaluate with review questions at home
<b>Welcome &amp; Attendance</b>	n/a	45 min	n/a	Electronic Paperwork, Classroom Rules, Introductions	Introduction
<b>Textbook Assignment &amp; Checkout</b>	n/a	10 min	n/a	The instructor will assign and check out the textbook.	Participation
<b>Chapter 1</b> Phlebotomy: The Past	Pages 3-5	15 min	n/a	Students will learn a summarized history of Phlebotomy.	Visual
<b>Chapter 1</b> Phlebotomy: The Present	Pages 6-18	35 min	n/a	Students will learn current Phlebotomy practices.	Visual
<b>Workbook Exercises</b>	n/a	15 min	n/a	Students will review exercises in the workbook.	Review
<b>Break</b>	n/a	15 min	n/a	n/a	n/a
<b>Chapter 1</b> Phlebotomy: The Healthcare Setting	Pages 19-41	40 min	n/a	Students will learn what phlebotomy looks like in the current healthcare setting.	Visual
<b>Chapter 1 Quiz</b>	Pages 42	25 min	n/a	Students will answer questions presented in the textbook and correct quizzes.	Quiz
<b>Chapter 7</b> Blood Collection Equipment	Pages 219-239	30 min	n/a	Students will learn the use of blood-drawing stations, phlebotomy carts, antiseptics, etc.	Visual
<b>Clean-up &amp; Dismiss</b>	n/a	10 min	n/a	Clean Up & Dismiss	n/a

	<u>Pages Video</u>	<u>Hours</u>		<u>Competencies</u>	<u>Assessment</u>
		<u>Didactic</u>	<u>Lab</u>		
<b><u>Mod 002</u></b> <b><u>Venipuncture Steps</u></b> <b>Chapter 7:</b> pg. 239-245, 245-248, 248 <b>Chapter 8:</b> pg. 252-254, 254-286, 286-302		<b>Total Hours 4</b>	<b>n/a</b>		Self-Evaluate with review questions at home
<b>Welcome and Attendance</b>	n/a	10 min	n/a	n/a	n/a
<b>Chapter 7</b> Blood Collection Additives	Pages 239-245	30 min	n/a	Students will review blood collection terms by matching terms with definitions.	Visual

<b>Chapter 7</b> Order of the Draw	Pages 245-248	40 min	n/a	Students will understand the sequence of collecting tubes during multi-tube draws to prevent contamination.	Visual
<b>Chapter 7 Quiz</b>	Pages 248	25 min	n/a	Students will answer questions presented in the textbook and correct quizzes.	Quiz
<b>Break</b>	n/a	15 min	n/a	n/a	n/a
<b>Chapter 8</b> Intro to Venipuncture Procedures	Pages 252-254	30 min	n/a	Students will start to learn the procedures needed to perform blood specimen collections by venipuncture.	Visual
<b>Chapter 8</b> Venipuncture Steps	Pages 254-286	50 min	n/a	Students will learn each step when collecting blood specimens by venipuncture.	Visual
<b>Chapter 8</b> Venipuncture Cont.	Pages 286-302	30 min	n/a	Students will continue to review the individual steps in the venipuncture procedure.	Visual
<b>Clean-up &amp; Dismiss</b>	n/a	10 min	n/a	Clean Up & Dismiss	n/a

	<u>Pages Video</u>	<u>Hours</u>		<u>Competencies</u>	<u>Assessment</u>
		<u>Didactic</u>	<u>Lab</u>		
<b>Mod 003</b> <u>Lab Skills Development - First Blood Draws</u>		n/a	<b>Total Hours 4</b>		Self-Evaluate with review questions at home
<b>Welcome and Attendance</b>	n/a	n/a	10 min	n/a	n/a
<b>Demonstration</b> Tourniquet Tying	n/a	n/a	30 min	Demonstration of Tourniquet Tying. Students will practice with one another.	Demonstration
<b>Activity</b> Vein Viewer & Vein Palpation	n/a	n/a	30 min	Students will feel for veins and check with a vein viewer.	Activity
<b>Demonstration</b> Counterpressure	n/a	n/a	30 min	Students will watch the live counterpressure demo, then practice with live equipment without sticking the skin.	Demonstration
<b>Break</b>	n/a	n/a	15 min	n/a	n/a
<b>Demonstration</b> First Blood Draw	n/a	n/a	20 min	The instructor will slowly walk through a blood draw step by step while students observe.	Demonstration

<b>Demonstration</b> Proper Needle Techniques	n/a	n/a	15 min	Students will watch the instructor demonstrate proper needle techniques.	Demonstration
<b>Hands-On Time</b> First Blood Draw Attempts	n/a	n/a	75 min	Students will attempt their first blood draw. Attempts are completed in pairs and supervised by the instructor.	Practical
<b>Clean-up &amp; Dismiss</b>	n/a	n/a	15 min	n/a	n/a

	<u>Pages</u> <u>Video</u>	<u>Hours</u>		<u>Competencies</u>	<u>Assessment</u>
		<u>Didactic</u>	<u>Lab</u>		
<b>Mod 004</b> <b>The Healthcare Setting</b> Chapter 2: pg. 47-51, 56-63, 63-69 Chapter 8: pg. 302-309, 309-310, 311		<b>Total Hours</b> 4	n/a		Self-Evaluate with review questions at home
<b>Welcome &amp; Attendance</b>	n/a	10 min	n/a	n/a	n/a
<b>Workbook Activities</b>	n/a	15 min	n/a	Students will complete activities found in the workbook covering topics from Chapter 8.	Review
<b>Chapter 8</b> Pediatrics & Geriatrics	Pages 302-309	25 min	n/a	Students will learn how to attend to older and younger patients.	Visual
<b>Chapter 8</b> Misc. Patients	Pages 309-310	30 min	n/a	Students will learn how to attend to patients in various circumstances.	Visual
<b>Workbook Activities</b>	n/a	15 min	n/a	Students will complete activities in the workbook covering topics from the chapter.	Review
<b>Chapter 8 Quiz</b>	Page 311	25 min	n/a	Students will answer questions presented in the textbook and correct quizzes.	Quiz
<b>BREAK</b>	n/a	15 min	n/a	n/a	n/a
<b>Chapter 2</b> QA in Healthcare	Pages 47-51	25 min	n/a	Students will learn how to maintain quality in the healthcare field.	Visual
<b>Chapter 2</b> Phlebotomy Documentation	Pages 56-63	25 min	n/a	Students will learn the different forms of documentation needed for specimen collection and how to prepare them properly.	Visual
<b>Workbook Activities</b>	n/a	15 min	n/a	Students will complete activities in the workbook covering topics from the chapter.	Review
<b>Chapter 2</b> Legal Issues in Healthcare	Pages 63-69	30 min	n/a	Students will identify legal issues found in healthcare.	Visual

Clean-up & Dismiss	n/a	10 min	n/a	n/a	n/a
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	<u>Pages Video</u>	<u>Hours</u>		<u>Competencies</u>	<u>Assessment</u>
		<u>Didactic</u>	<u>Lab</u>		
<b>Mod 005</b> <u>Vital Signs Intro</u>		n/a	<b>Total Hours</b> 4		Self-Evaluate with review questions at home
<b>Welcome and Attendance</b>	n/a	n/a	10 min	n/a	n/a
<b>Pass out Vital Sign Kits</b>	n/a	n/a	10 min	The instructor will hand each student their vital sign kit.	Participation
<b>Presentation</b> Vitals Introduction	n/a	n/a	20 min	Students will learn the importance of vital signs.	Visual
<b>Presentation</b> Blood Pressure	n/a	n/a	25 min	Students will learn how to take a patient's blood pressure.	Visual
<b>Hands-On Time</b> Blood Pressure	n/a	n/a	25 min	Students will practice taking a patient's blood pressure.	Practical
<b>Presentation</b> Pulse Rate	n/a	n/a	25 min	Students will learn how to take a patient's pulse rate.	Visual
<b>Hands-On Time</b> Pulse Rate	n/a	n/a	20 min	Students will practice taking a patient's pulse rate.	Practical
<b>BREAK</b>	n/a	n/a	15 min	n/a	n/a
<b>Presentation</b> Breath & Respiration	n/a	n/a	20 min	Students will learn how to check the patient's breathing rate.	Visual
<b>Hands-On Time</b> Breath & Respiration	n/a	n/a	20 min	Students will practice taking the patient's breathing rate.	Practical
<b>Presentation</b> Pulse Oximetry	n/a	n/a	25 min	Students will learn how to check a patient's oxygen saturation in their blood.	Review
<b>Hands-On Time</b> Pulse Oximetry	n/a	n/a	20 min	Students will learn how to check for a patient's oxygen saturation in their blood.	Practical
<b>Clean-up &amp; Dismiss</b>	n/a	n/a	5 min	n/a	n/a

	<u>Pages Video</u>	<u>Hours</u>		<u>Competencies</u>	<u>Assessment</u>
		<u>Didactic</u>	<u>Lab</u>		
<b>Mod 006</b> <u>Lab Skills Development - Butterfly Needles</u>		n/a	<b>Total Hours</b> 4		Self-Evaluate with review questions at home
<b>Welcome and Attendance</b>	n/a	n/a	10 min	n/a	n/a
<b>Demonstration</b> Butterfly Needles Explanation	n/a	n/a	10 min	Students will observe techniques used when using a	Demonstration

				butterfly needle for collecting samples.	
<b>Demonstration</b> Hand Anatomy & Patient Hand Holding Procedure	n/a	n/a	10 min	The instructor will talk about hand anatomy. Go over how to hold the patient's hand for a successful draw.	Demonstration
<b>Demonstration</b> Butterfly Set Mock Draw	n/a	n/a	25 min	Students will observe the instructor's demonstration and then practice	Demonstration
<b>Hands-On Time</b> Butterfly Needles Open Practice	n/a	n/a	60 min	Students will practice collecting blood samples with butterfly needles.	Practical
BREAK	n/a	n/a	15 min	n/a	n/a
<b>Review</b> Refresher and Reminders: Straight Sticks	n/a	n/a	20 min	Students will observe and ask any questions regarding straight sticks.	Review
<b>Hands-On Time</b> Straight stick Practice	n/a	n/a	75 min	Practice taking blood draws with straight sticks.	Practical
<b>Clean-up &amp; Dismiss</b>	n/a	n/a	15 min	n/a	n/a

	<u>Pages Video</u>	<u>Hours</u>		<u>Competencies</u>	<u>Assessment</u>
		<u>Didactic</u>	<u>Lab</u>		
<b><u>Mod 007</u></b> <b><u>Capillary Punctures</u></b>  Chapter 2: pg. 69 Chapter 3: pg. 74-83 Chapter 10: pg. 353-358, 359-366 366-386, 387		<b>Total Hours 4</b>	n/a		Self-Evaluate with review questions at home
<b>Welcome and Attendance</b>	n/a	10 min	n/a	n/a	n/a
<b>Workbook Activities</b>	n/a	30 min	n/a	Students will complete activities found in the workbook covering topics from Chapter 2.	Review
<b>Chapter 2 Quiz</b>	Page 69	25 min	n/a	Students will answer questions presented in the textbook and correct quizzes.	Quiz
<b>Chapter 10</b> Intro to Capillary Puncture	Pages 353-358	25 min	n/a	Students will begin to learn how to perform a capillary puncture and how it differs from a venipuncture.	Visual
<b>Chapter 10</b> General Capillary Puncture Steps	Pages 359-366	25 min	n/a	Students will learn the steps to perform capillary puncture steps	Visual
BREAK	n/a	15 min	n/a	n/a	n/a

<b>Chapter 10</b> Capillary Puncture Procedures	Pages 366-386	35 min	n/a	Students will learn the proper procedure to perform a capillary puncture.	Visual
<b>Workbook Activities</b>	n/a	30 min	n/a	Students will complete activities in the workbook covering topics from the lesson.	Review
<b>Chapter 10 Quiz</b>	Page 387	30 min	n/a	Students will answer questions presented in the textbook and correct quizzes.	Quiz
<b>Chapter 3</b> Infection Control	Pages 74-83	35 min	n/a	Students will review case study and module questions with the instructor.	Participation
<b>Clean-up &amp; Dismiss</b>	n/a	10 min	n/a	n/a	n/a

	<u>Pages</u> <u>Video</u>	<u>Hours</u>		<u>Competencies</u>	<u>Assessment</u>
		<u>Didactic</u>	<u>Lab</u>		
<b>Mod 008</b> <u>Safety</u>  Chapter 3: pg. 83-97, 97-99, 99-104, 104-115, 116-119		<b>Total Hours</b> <b>4</b>	<b>n/a</b>		Self-Evaluate with review questions at home
<b>Welcome and Attendance</b>	n/a	10 min	n/a	n/a	n/a
<b>Chapter 3</b> Infection Control Cont.	Pages 83-97	35 min	n/a	Students will learn practices to help avoid contamination.	Visual
<b>Workbook Activities</b>	n/a	15 min	n/a	Students will complete activities in the workbook covering topics from the lesson.	Review
<b>Chapter 3</b> Safety	Pages 97-99	35 min	n/a	Students will learn standard, airborne, droplet, and contact precautions	Visual
<b>Workbook Activities</b>	n/a	15 min	n/a	Students will complete activities in the workbook covering topics from the lesson.	Review
<b>BREAK</b>	n/a	15 min	n/a	n/a	n/a
<b>Chapter 3</b> Safety Cont.	Pages 99-104	30 min	n/a	Students will learn about bloodborne pathogens (BBP) and how to avoid contamination.	Visual
<b>Chapter 3</b> Chemical, Electrical, Fire, & Radiation Safety / First Aid	Pages 104–115	35 min	n/a	Students will learn about chemical, electrical, fire, and radiation safety.	Visual
<b>BREAK</b>	n/a	15 min	n/a	n/a	n/a



<b>Chapter 3</b> Personal Wellness	Pages 116-119	25 min	n/a	Students will learn the importance of personal care.	Visual
<b>Clean-up &amp; Dismiss</b>	n/a	10 min	n/a	n/a	n/a

<u>Phlebotomy</u>		<u>Pages</u> <u>Video</u>	<u>Hours</u>		<u>Competencies</u>	<u>Assessment</u>
			<u>Didactic</u>	<u>Lab</u>		
<b><u>Mod 009</u></b> <b><u>Lab Skills Development - Making Slides &amp; Centrifuge</u></b>			n/a	<b>Total Hours 4</b>		Self-Evaluate with review questions at home
<b>Welcome and Attendance</b>		n/a	n/a	10 min	n/a	n/a
<b>Presentation:</b> Intro to Capillary Punctures		n/a	n/a	10 min	The instructor will introduce the topic of the special populations and specific lab testing requirements resulting in Dermal Sticks.	Presentation
<b>Instructional Video:</b> Making Slides		Making Slides Video	n/a	5 min	Students will watch a video demonstrating how to make slides for specimen collecting.	Participation
<b>Hands-On Time</b> Dermal Sticks		n/a	n/a	60 min	Students will practice making slides through dermal sticks.	Practical
<b>Hands-On Time</b> Additional Practice for Butterfly and Straight Needles		n/a	n/a	35 min	Students will use this time to keep practicing their draws with butterflies and straight needles.	Practical
BREAK		n/a	n/a	15 min	n/a	n/a
<b>Hands-On Time</b> Draw for Centrifuge / Centrifuge and Transfer of Sample		n/a	n/a	40 min	Students will demonstrate proper procedure when transferring samples.	Practical
<b>Hands-On Time</b> Additional Practice for Butterfly and Straight Needles		n/a	n/a	50 min	Students watch an ABG draw Start to Finish	Practical
<b>Clean-up &amp; Dismiss</b>		n/a	n/a	15 min	n/a	n/a

<u>Phlebotomy</u>		<u>Pages Video</u>	<u>Hours</u>		<u>Competencies</u>	<u>Assessment</u>
			<u>Didactic</u>	<u>Lab</u>		
<b>Mod 010</b> <b><u>Medical Terminology</u></b>			<b>Total Hours 4</b>	<b>n/a</b>		Self-Evaluate with review questions at home
<b>Chapter 3:</b> pg. 120 <b>Chapter 4:</b> pg. 127-128, 129-131, 132-139, 139-140, 140 <b>Chapter 5:</b> pg. 144-149						
<b>Welcome and Attendance</b>		n/a	10 min	n/a	n/a	n/a
<b>Workbook Activities</b>		n/a	20 min	n/a	Students will complete activities in the workbook covering topics in Chapter 3.	Review
<b>Chapter 3 Quiz</b>		Page 120	25 min	n/a	Students will answer questions presented in the textbook and correct quizzes.	Quiz
<b>Chapter 4</b> Medical Root Words		Pages 127-128	20 min	n/a	Students will go through & identify root words pertaining to Phlebotomy.	Visual
<b>Chapter 4</b> Medical Suffixes		Pages 129-131	20 min	n/a	Students will go through & identify suffixes pertaining to Phlebotomy.	Visual
<b>Chapter 4</b> Medical Abbreviations		Pages 132-139	20 min	n/a	Students will go through & identify medical abbreviations pertaining to Phlebotomy.	Visual
BREAK		n/a	15 min	n/a	n/a	n/a
<b>Chapter 4</b> Do Not Use List		Pages 139-140	15 min	n/a	Students will learn a list of medical terms not to use with patients.	Visual
<b>Workbook Activities</b>		n/a	15 min	n/a	Students will complete activities in the workbook covering topics in Chapter 4.	Review
<b>Chapter 4 Quiz</b>		Page 140	25 min	n/a	Students will answer questions presented in the textbook and correct quizzes.	Quiz
<b>Chapter 5</b> Intro to Anatomy		Pages 144-149	30 min	n/a	Students will learn body positions, planes, cavities, etc.	Visual
<b>Workbook Activities</b>		n/a	15 min	n/a	Students will complete activities in the workbook covering topics in Chapter 4.	Review
<b>Clean-up &amp; Dismiss</b>		n/a	10 min	n/a	n/a	n/a

<u>Phlebotomy</u>		<u>Pages Video</u>	<u>Hours</u>		<u>Competencies</u>	<u>Assessment</u>
			<u>Didactic</u>	<u>Lab</u>		
<b>Mod 011</b> <b><u>Vital Signs Continued</u></b>			<b>n/a</b>	<b>Total Hours 4</b>		Self-Evaluate with review questions at home
<b>Welcome and Attendance</b>		n/a	n/a	10 min	n/a	n/a

<b>Presentation</b> Blood Glucose	n/a	n/a	25 min	Students will learn how to take a patient's blood sugar.	Visual
<b>Hands-On Time</b> Blood Glucose	n/a	n/a	25 min	Students will practice measuring a patient's blood sugar.	Practical
<b>Presentation</b> Pupils	n/a	n/a	25 min	Students will learn how to check the patient's pupils.	Visual
<b>Hands-On Time</b> Pupils	n/a	n/a	25 min	Students will practice checking the patient's pupils	Practical
<b>Presentation</b> Height & Weight	n/a	n/a	20 min	Students will learn how to take a patient's height and weight.	Visual
BREAK	n/a	n/a	15 min	n/a	n/a
<b>Presentation</b> Intake Interview	n/a	n/a	20 min	Students will learn how to fill out an Intake Interview.	Visual
<b>Hands-On Time</b> Intake Interview	n/a	n/a	20 min	Students will practice filling out an Intake Interview.	Practical
<b>Presentation</b> Bedside Manner	n/a	n/a	20 min	Students will learn how to administer bedside manner.	Visual
<b>Hands-On Time</b> Bedside Manner	n/a	n/a	20 min	Students will practice administering bedside manner.	Practical
Clean-up & Dismiss	n/a	n/a	15 min	n/a	n/a

<u>Phlebotomy</u>	<u>Pages</u> <u>Video</u>	<u>Hours</u>		<u>Competencies</u>	<u>Assessment</u>
		<u>Didactic</u>	<u>Lab</u>		
<b><u>Mod 012</u></b> <b><u>Lab Skills Development - Order of the Draw Practice</u></b>		n/a	<b>Total Hours</b> <b>4</b>		Self-Evaluate with review questions at home
Welcome and Attendance	n/a	n/a	10 min	n/a	n/a
<b>Presentation:</b> PRP/PRF	n/a	n/a	25 min	Students will learn how to collect PRP and PRF from tubes.	Visual
<b>Hands-On Time</b> Draw for PRP/PRF & Spin Down in the Centrifuge	n/a	n/a	45 min	Students will press the PRF clots in supplied trays and collect specimens used for implantation.	Practical
<b>Hands-On Time</b> Open Lab Time	n/a	n/a	45 min	Students are given open lab time to practice any procedure of their choosing in preparation for the practical exam.	Practical
BREAK	n/a	n/a	15 min	n/a	n/a
<b>Activity</b> Order of the Draw Practice	n/a	n/a	50 min	Students will participate in an activity to solidify their comprehension in the Order of the Draw.	Activity

<b>Hands-On Time</b> Open Lab Time	n/a	n/a	35 min	Students are given open lab time to practice any procedure of their choosing in preparation for the practical exam.	Practical
<b>Clean-up &amp; Dismiss</b>	n/a	n/a	15 min	n/a	n/a

<u>Phlebotomy</u>	<u>Pages</u> <u>Video</u>	<u>Hours</u>		<u>Competencies</u>	<u>Assessment</u>
		<u>Didactic</u>	<u>Lab</u>		
<b>Mod 013</b> <b>Body Systems</b>  <b>Chapter 5:</b> pg. 150-160, 160-170, <b>Chapter 6:</b> pg. 176-183, 184-196		<b>Total Hours</b> <b>4</b>	<b>n/a</b>		Self-Evaluate with review questions at home
<b>Welcome and Attendance</b>	n/a	10 min	n/a	n/a	n/a
<b>Chapter 5</b> Body Systems (through Endocrine) *Emphasize Phlebotomy systems	Pages 150-160	40 min	n/a	Students will begin to learn function of each system in the body starting from integumentary through endocrine.	Visual
<b>Chapter 5</b> Body Systems (Starting with Digestive)	Pages 160-170	40 min	n/a	Students will learn the function of other systems in the body from the digestive through respiratory.	Visual
<b>Workbook Activities</b>	n/a	20 min	n/a	Students will complete activities in the workbook covering topics in Chapter 5.	Review
<b>Chapter 5 Quiz</b>	Page 171	25 min	n/a	Students will answer questions presented in the textbook and direct quizzes.	Quiz
<b>BREAK</b>	n/a	15 min	n/a	n/a	n/a
<b>Chapter 6</b> Heart Structure & Heart Function	Pages 176-183	30 min	n/a	Students will learn about the heart including its structure and function.	Visual
<b>Chapter 6</b> The Vascular System	Pages 184-196	30 min	n/a	Students will learn the composition of the vascular system including the flow of blood.	Visual
<b>Workbook Activities</b>	n/a	20 min	n/a	Students will complete activities in the workbook covering topics from this course.	Review
<b>Clean-up &amp; Dismiss</b>	n/a	10 min	n/a	n/a	n/a

<u>Phlebotomy</u>		<u>Pages Video</u>	<u>Hours</u>		<u>Competencies</u>	<u>Assessment</u>
			<u>Didactic</u>	<u>Lab</u>		
<b><u>Mod 014</u></b> <b><u>The Blood</u></b>			<b>Total Hours 4</b>	<b>n/a</b>		Self-Evaluate with review questions at home
<b>Chapter 6:</b> pg. 197, 197-204, 205-210, 213 <b>Chapter 9:</b> pg. 317-324						
<b>Welcome and Attendance</b>		n/a	10 min	n/a	n/a	n/a
<b>Chapter 6</b> Vascular System Disorders & Diagnostic Tests		Pages 197-204	30 min	n/a	Students will learn about the major disorders and diagnostic tests of the circulatory system.	Visual
<b>Chapter 6</b> The Blood		Pages 164-171	30 min	n/a	Students will learn about blood including its composition, types, specimens, and disorder.	Visual
<b>Workbook Activities</b>		n/a	15 min	n/a	Students will complete activities in the workbook covering topics from the course.	Review
<b>Chapter 6</b> Hemostasis & Coagulation		Pages 205-210	30 min	n/a	Students will learn how the body's process for stopping itself from bleeding works.	Visual
BREAK		n/a	15 min	n/a	n/a	n/a
<b>Workbook Activities</b>		n/a	15 min	n/a	Students will complete activities in the workbook covering topics in Chapter 6.	Review
<b>Chapter 6 Quiz</b>		Page 213	25 min	n/a	Students will answer questions presented in the textbook and correct quizzes.	Quiz
<b>Chapter 9</b> Preexamination Intro		Pages 317-324	45 min	n/a	Students will start to learn about the preanalytical variables that influence laboratory test results.	Visual
<b>Workbook Activities</b>		n/a	15 min	n/a	Students will complete activities in the workbook covering topics from the course.	Review
<b>Clean-up &amp; Dismiss</b>		n/a	10 min	n/a	n/a	n/a

<u>Phlebotomy</u>		<u>Pages Video</u>	<u>Hours</u>		<u>Competencies</u>	<u>Assessment</u>
			<u>Didactic</u>	<u>Lab</u>		
<b><u>Mod 015</u></b> <b><u>Open Lab Day</u></b>			n/a	<b>Total Hours 4</b>		Self-Evaluate with review questions at home
<b>Welcome and Attendance</b>		n/a	n/a	10 min	n/a	n/a
<b>Hands-On Time</b> Open Lab Time		n/a	n/a	100 min	Students are given open lab time to practice any procedure of their choosing in preparation for the practical exam.	Practical
BREAK		n/a	n/a	15 min	n/a	n/a
<b>Hands-On Time</b> Open Practice for Vitals		n/a	n/a	100 min	Students are given open lab time to practice taking any or all Vital Signs.	Practical
<b>Clean-up &amp; Dismiss</b>		n/a	n/a	15 min	n/a	n/a

<u>Phlebotomy</u>		<u>Pages Video</u>	<u>Hours</u>		<u>Competencies</u>	<u>Assessment</u>
			<u>Didactic</u>	<u>Lab</u>		
<b><u>Mod 016</u></b> <b><u>Special Collections</u></b>						
<b>Chapter 9:</b> pg. 324-338, 342-346, 347 <b>Chapter 11:</b> pg. 393-396, 397-401			<b>Total Hours 4</b>	<b>n/a</b>		Self-Evaluate with review questions at home
<b>Welcome and Attendance</b>		n/a	10 min	n/a	n/a	n/a
<b>Chapter 9</b> Preexamination Cont.		Pages 324-338	50 min	n/a	Students will continue to learn about problem sites and patient conditions.	Visual
<b>Workbook Activities</b>		n/a	15 min	n/a	Students will complete activities in the workbook covering topics in Chapter 9.	Review
<b>Chapter 9</b> Troubleshooting Failed Venipuncture		Pages 342-346	30 min	n/a	Students will learn what to do in case a venipuncture fails.	Visual
BREAK		n/a	15 min	n/a	n/a	n/a
<b>Workbook Activities</b>		n/a	15 min	n/a	Students will continue to complete activities in the	Review

				workbook covering topics in Chapter 9.	
<b>Chapter 9 Quiz</b>	Page 347	25 min	n/a	Students will answer questions presented in the textbook and correct quizzes.	Quiz
<b>Chapter 11</b> Special Collections/Blood Donors	Pages 393-396	35 min	n/a	Students will learn about the specific ID and labeling requirements for special collections.	Visual
<b>Chapter 11</b> Blood Cultures	Pages 397-401	20 min	n/a	Students will learn the functions of blood cultures.	Visual
<b>Workbook Activities</b>	n/a	15 min	n/a	Students will complete activities in the workbook covering topics from the course.	Review
<b>Clean-up &amp; Dismiss</b>	n/a	10 min	n/a	n/a	n/a

<u>Phlebotomy</u>	<u>Pages</u> <u>Video</u>	<u>Hours</u>		<u>Competencies</u>	<u>Assessment</u>
		<u>Didactic</u>	<u>Lab</u>		
<b>Mod 017</b> <b><u>Specimen Collection</u></b> Chapter 11: pg. 401-406, 407-416, 417-427, 427 Chapter 12: pg. 439-457		<b>Total Hours</b> <b>4</b>	<b>n/a</b>		Self-Evaluate with review questions at home
<b>Welcome and Attendance</b>	n/a	10 min	n/a	n/a	n/a
<b>Chapter 11</b> Blood Cultures Cont.	Pages 401-406	25 min	n/a	Students will learn the proper Blood Culture collection procedure.	Visual
<b>Chapter 11</b> Other Special Collections	Pages 407-416	35 min	n/a	Students will learn different kinds of collections like; Oral Glucose Challenge Test, Lactose Tolerance Test, etc.	Visual
<b>Workbook Activities</b>	n/a	15 min	n/a	Students will complete activities in the workbook covering topics in Chapter 11.	Review
<b>Chapter 11</b> Point of Care Testing	Pages 417-427	35 min	n/a	Students will learn a form of testing that provides convenience and a quick turnaround time.	Visual
BREAK	n/a	15 min	n/a	n/a	n/a
<b>Workbook Activities</b>	n/a	15 min	n/a	Students will continue to complete activities in the workbook covering topics in Chapter 11.	Review
<b>Chapter 11 Quiz</b>	Page 427	25 min	n/a	Students will answer questions presented in the textbook and correct quizzes.	Quiz

<b>Chapter 12</b> Specimen Handling & Processing	Pages 439-457	45 min	n/a	Students will learn how to properly handle specimens and how to differentiate the type of processing each specimen needs.	Visual
<b>Workbook Activities</b>	n/a	15 min	n/a	Students will complete activities in the workbook covering topics in Chapter 12.	Review
<b>Clean-up</b>	n/a	10 min	n/a	n/a	n/a

<u>Phlebotomy</u>		<u>Pages</u> <u>Video</u>	<u>Hours</u>		<u>Competencies</u>	<u>Assessment</u>
			<u>Didactic</u>	<u>Lab</u>		
<b><u>Mod 018</u></b> <b><u>Open Lab Time &amp; Activities</u></b>			n/a	<b>Total Hours 4</b>		Self-Evaluate with review questions at home
<b>Welcome and Attendance</b>		n/a	n/a	10 min	n/a	n/a
<b>Hands-On Time</b> Open Lab Time		n/a	n/a	50 min	Students are given open lab time to practice any procedure of their choosing in preparation for the practical exam.	Practical
<b>Instructional Videos</b> What Went Wrong		What Went Wrong Videos	n/a	50 min	Students will watch video demonstrations of improperly performed blood draws and discuss the mistakes made.	Participation
<b>BREAK</b>		n/a	n/a	15 min	n/a	n/a
<b>Hands-On Time</b> Practice with Role-play cards		n/a	n/a	50 min	Students will review general information learned so far with role-play cards.	Participation
<b>Hands-On Time</b> Open Lab Time		n/a	n/a	50 min	Students are given open lab time to practice any procedure of their choosing in preparation for the practical exam.	Practical
<b>Clean-up &amp; Dismiss</b>		n/a	n/a	15 min	n/a	n/a



<u>Phlebotomy</u>		<u>Pages Videos</u>	<u>Hours</u>		<u>Competencies</u>	<u>Assessment</u>
			<u>Didactic</u>	<u>Lab</u>		
<b>Mod 019</b> <b>Other Specimens</b>			<b>Total Hours 4</b>	<b>n/a</b>		Self-Evaluate with review questions at home
<b>Chapter 12: pg. 457</b> <b>Chapter 13: pg. 462-476, 476-484, 484-493, 494</b>						
<b>Welcome and Attendance</b>		n/a	10 min	n/a	n/a	n/a
<b>Workbook Activities</b>		n/a	15 min	n/a	Students will complete activities in the workbook covering topics in Chapter 12.	Review
<b>Chapter 12 Quiz</b>		Page 457	20 min	n/a	Students will answer questions presented in the textbook and correct quizzes.	Quiz
<b>Chapter 13</b> Other Nonblood Specimen Collection & Tests		Pages 462-476	35 min	n/a	Students will learn different types of urine specimens and testing.	Visual
<b>Instructional Video</b> Arterial Blood Gas (ABG)		ABG Video	15 min	n/a	Students will watch an Arterial Blood Gas (ABG) Test from start to finish.	Participation
<b>Chapter 13</b> Nonblood fluids		Pages 476-484	35 min	n/a	Students will learn different types of fluids (not blood) that can be used for testing.	Visual
BREAK		n/a	15 min	n/a	n/a	n/a
<b>Instructional Videos</b> Stool & Urinalysis		Stool & Urinalysis Videos	10 min	n/a	Students will watch videos of stool and urine analysis.	Participation
<b>Chapter 13</b> Nonblood Specimens		Pages 484-493	30 min	n/a	Students will learn the other body substances that can be examined to diagnose disease.	Visual
<b>Workbook Activities</b>		n/a	20 min	n/a	Students will complete activities in the workbook covering topics in Chapter 13.	Review
<b>Chapter 13 Quiz</b>		Page 494	25 min	n/a	Students will answer questions presented in the textbook and correct quizzes.	Quiz
<b>Cleanup</b>		n/a	10 min	n/a	n/a	n/a

<u>Phlebotomy</u>		<u>Pages Video</u>	<u>Hours</u>		<u>Competencies</u>	<u>Assessment</u>
			<u>Didactic</u>	<u>Lab</u>		
<b><u>Mod 020</u> <u>GCP &amp; Shipping</u></b>			<b>Total Hours 4</b>	n/a		Self-Evaluate with review questions at home
Welcome and Attendance		n/a	10 min	n/a	n/a	n/a
Introduction to Good Clinical Practices for Clinical Trials		n/a	20 min	n/a	Students will be introduced to the components and methodologies inherent in conducting clinical trials.	Visual
Quality Assurance & Trial Participants		n/a	25 min	n/a	Students will review the importance of maintaining integrity, reliability, ethical standards, and the role of participants in clinical trials.	Visual
Data Management & Phlebotomy		n/a	25 min	n/a	Students will learn how critical data management is and the role phlebotomists play in clinical trials.	Visual
GCP Assessment		n/a	30 min	n/a	Comprehensive assessment of students understanding of Good Clinical Practice standards	Written
Break		n/a	15 min	n/a	n/a	n/a
Introduction to Shipping of Biologicals and Hazardous Materials		n/a	25 min	n/a	Students will be introduced to the process of transporting laboratory samples from collection points to testing facilities	Visual
Biological and Hazardous Materials Shipping Regulations & Papers		n/a	25 min	n/a	Students will learn the regulations in logistics, transportation, and documentation relative to sample's degree of danger designations	Visual
Marking & Labeling Biological and Hazardous Materials		n/a	25 min	n/a	Students will learn why labeling is crucial in mitigating risk by identifying primary and subsidiary hazards	Visual
Shipping Assessment		n/a	30 min	n/a	Comprehensive assessment of students understanding of Shipping of Biologicals and Hazardous Materials	Written
Clean Up & Dismiss		n/a	10 min	n/a	n/a	n/a
<u>Phlebotomy</u>		<u>Pages Video</u>	<u>Hours</u>		<u>Competencies</u>	<u>Assessment</u>
<b><u>Mod 021</u> <u>Friends &amp; Family</u></b>			n/a	<b>Total Hours 4</b>		Self-Evaluate with review questions at home
Welcome and Attendance		n/a	n/a	10 min	n/a	n/a

<b>Hands-On Time</b> Friends and Family	n/a	n/a	105 min	Students will bring family and friends to perform live blood draws.	Participation
BREAK	n/a	n/a	15 min	n/a	n/a
<b>Hands-On Time</b> Friends and Family	n/a	n/a	95 min	Students will bring family and friends to perform live blood draws.	Participation
<b>Clean-up &amp; Dismiss</b>	n/a	n/a	15 min	n/a	n/a

<u>Phlebotomy</u>		<u>Pages</u> <u>Video</u>	<u>Hours</u>		<u>Competencies</u>	<u>Assessment</u>
			<u>Didactic</u>	<u>Lab</u>		
<b><u>Mod 022</u></b> <b><u>Career Seminar</u></b>			<b>Total Hours 4</b>	<b>n/a</b>		Self-Evaluate with review questions at home
<b>Welcome and Attendance</b>	n/a		10 min	n/a	n/a	n/a
<b>Instructional Video</b> Intro to Career Development	Intro to Career Development Video		45 min	n/a	Students will watch a video to explain what goes into career development.	Participation
<b>Instructional Video</b> Accomplishment Bank	Accomplishment Bank Video		10 min	n/a	Students will watch a video to learn how to build an accomplishment bank to use for job applications.	Participation
<b>Activity</b> Accomplishment Bank Handout	n/a		15 min	n/a	Students will use the handout to build an accomplishment bank to use for job applications.	Practical
<b>Instructional Video</b> Resume Building	Resume Building Video		15 min	n/a	Students will watch a video to learn how to create a resume.	Participation
<b>Activity</b> Resume Building Handout	n/a		20 min	n/a	Students will use a handout to help build a resume.	Practical
<b>Instructional Video</b> Job Application	Job Application Video		20 min	n/a	Students will watch a video explaining how to fill out a job application.	Participation
BREAK	n/a		15 min	n/a	n/a	n/a
<b>Activity</b> Employment Application Practice Handout	n/a		20 min	n/a	Students will practice filling out a mock application, and retain their information assembled.	Practical
<b>Instructional Video</b> Interviewing Skills	Interviewing Skills Video		25 min	n/a	Students will watch a video to develop their interviewing skills.	Participation

<b>Activity</b> Practice Interview Skills with Partners	n/a	10 min	n/a	Students will learn the importance of proper interviewing: Phone, Video, Informal and Formal will be covered.	Practical
<b>Instructional Video</b> Workplace Emotional Intelligence	Workplace Emotional Intelligence Video	10 min	n/a	Students will watch a video to learn what proper emotional intelligence in the workplace looks like.	Participation
<b>Instructional Video</b> Workplace Conflict & Resolution	Workplace Conflict & Resolution Video	10 min	n/a	Students will watch a video to develop conflict resolution skills for the workplace.	Participation
<b>Clean-up &amp; Dismiss</b>	n/a	15 min	n/a	n/a	n/a

<u>Phlebotomy</u>		<u>Pages Video</u>	<u>Hours</u>		<u>Competencies</u>	<u>Assessment</u>
			<u>Didactic</u>	<u>Lab</u>		
<b><u>Mod 023</u></b> <b><u>Practical Exam</u></b>			n/a	<b>Total Hours 4</b>		
<b>Welcome &amp; Explain Test</b>		n/a	n/a	15 min	n/a	n/a
<b>Practical Exam</b> Hands-on Skills Pass-off		n/a	n/a	105 min	Students will perform two arm draws, two hand draws, completely unassisted.	EXAM
BREAK		n/a	n/a	15 min	n/a	n/a
<b>Practical Exam</b> Hands-on Skills Pass-off cont.		n/a	n/a	90 min	Students will continue to pass off two arm draws, and two hand draws, completely unassisted.	EXAM
<b>Clean-up &amp; Dismiss</b>		n/a	n/a	15 min	n/a	n/a

		<u>Pages Video</u>	<u>Hours</u>		<u>Competencies</u>	<u>Assessment</u>
			<u>Didactic</u>	<u>Lab</u>		
<b><u>Mod-024</u></b> <b><u>Lesson Review and Additional Lab Review</u></b>			<b>Total Hours 4</b>	n/a		
<b>Welcome and Attendance</b>		n/a	10 min	n/a	n/a	n/a
<b>Review</b>		n/a	60 min	n/a	The instructor will go over key themes from previous units.	Review

Didactic Lessons				Students are encouraged to ask questions throughout the review.	
<b>Practice Exam</b>	n/a	60 min	n/a	Students should take the practice exam handed out with supplemental materials.	Practice Exam
BREAK	n/a	15 min	n/a	n/a	n/a
<b>Review</b> Lab Skills Development Lessons	n/a	n/a	80 min	Students will practice performing procedures from each previously completed Lab Skills Development unit.	Review
<b>Clean-up &amp; Dismiss</b>	n/a	15 min	n/a	n/a	n/a

		<u>Pages Video</u>	<u>Hours</u>		<u>Competencies</u>
			<u>Didactic</u>	<u>Lab</u>	
<b><u>Mod-025</u></b> <b><u>Externship</u></b>			n/a	<b>Total Hours 40</b>	
<b>Externship</b>	n/a	n/a	n/a	40 hrs	<p>Venipuncture Techniques: Externs learn and practice proper techniques for drawing blood from patients, including locating veins, using different types of needles, and ensuring aseptic procedures.</p> <p>Patient Interaction: Developing effective communication and interpersonal skills with patients to help them feel at ease and informed during the blood collection process.</p> <p>Specimen Handling: Proper collection, labeling, and handling of blood specimens to ensure accuracy and prevent contamination.</p> <p>Infection Control: Understanding and implementing infection control protocols to maintain a safe and sterile environment for both the phlebotomist and the patient.</p> <p>Medical Ethics and Confidentiality: Adhering to ethical standards and maintaining patient confidentiality is crucial in healthcare settings.</p> <p>Equipment Operation: Proficiency in using and maintaining phlebotomy equipment, such as needles, vacuum tubes, and blood collection devices.</p> <p>Documentation: Accurate and timely recording of patient information, specimen details, and other relevant data to maintain organized and complete records.</p>

				<p>Team Collaboration: Working effectively within a healthcare team, coordinating with nurses, lab technicians, and other healthcare professionals to ensure seamless patient care.</p> <p>Adaptability: Being able to adapt to different healthcare settings and handle diverse patient populations with varying needs and challenges.</p> <p>Safety Compliance: Understanding and following safety protocols to prevent accidents, injuries, and exposure to bloodborne pathogens.</p> <p>Quality Assurance: Participating in quality control measures to ensure the accuracy and reliability of laboratory results.</p>
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**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; Heel stick 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**

Phlebotomy Textbook  
 Phlebotomy Essentials, 8th Edition by Ruth McCall 2024  
 ISBN- 9781284263480

**Accreditation Status**

Intelvio, LLC d/b/a Phlebotomy Training Specialists does not hold regional, national or programmatic accreditation from a U.S. Department of Education approved accreditor. The school does not participate in federal or state student aid programs.

PTS students are eligible to sit for certification examinations from the relevant phlebotomy training oversight organizations (National Healthcareer Association (NHA)).