



**PHLEBOTOMY**  
TRAINING SPECIALISTS

## **Florida Course Catalog**

7955 NW 12th St. Suite 115,  
Doral, FL 33126

[www.PhlebotomyUSA.com](http://www.PhlebotomyUSA.com)

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

(701) 404-9434

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**Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.**

## **Introduction**

Intelvio LLC is a foreign limited liability corporation originating from Utah doing business as Phlebotomy Training Specialists (hereinafter referred to as PTS).

Brian Treu is the founder and 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.

Kurt Brian is part owner of PTS and oversees all marketing which includes organic ranking, promotional videos and advertising. Kurt produces all training videos and video course training modules for students and instructors. Additionally, Kurt contributes to operational needs, company processes, and strategy, including goal setting.

Derik Brian is part owner and oversees the operations of the business side of PTS. Specifically, Derik is in charge of leasing, building maintenance, employee contracts, vehicles, transportation, supply chain management, supply acquisition and inventory tracking. Derik also oversees contract negotiations, tenant improvements, and lease extensions for all 30 plus current campuses. Additionally, Derik also handles all legal interaction with students / states and oversees both our professional, general liability, and E&O insurance policies.

Alexis Treu is the COO of PTS. Ms. Treu has broad experience at 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.

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. Before founding Eden Capital, she served as a Managing Director at Unifund SA, as 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, Etcetera, 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.

## **School History**

Phlebotomy Training Specialists offers both phlebotomy training for students and is staffed with qualified instructors. Phlebotomy Training Specialists was founded in 1993 by Brian Treu. Mr. Treu recognized a need in the phlebotomy industry for hands-on training, so he founded Phlebotomy Training Specialists to create a training program that combines a system that consists of both a didactic portion as well as a practical portion. Through the combination of didactic and practical learning, students are able to 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 20,000 graduates. Today Phlebotomy Training Specialists is one of the largest stand-alone phlebotomy training schools.

## **Program Mission/Purpose**

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

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

## **Executive Administration**

Brian Treu – CEO/Owner

Alexis Treu – COO

Dave Roberts – CFO

Dina Said Dwyer – Acting Chair

Ericha Dick – National Director of Training

Adrienne Current – Bookkeeping

Monica Sanborn – National Director of Licensing/Administrator

## **Faculty Members**

Name	Position	Qualifications
<u>Carina Hurtado</u>	<u>Instructor</u>	Instructor, Holds Certifications in Phlebotomy & Medical Assisting

## **Contact Information**

Our Student Services hours are Monday thru Friday 6:30am to 7:30pm MST and Saturdays from 5:30am to 12pm MST, closed Sundays.

**School Address:** 7955 NW 12<sup>th</sup> St., Suite 115, Doral, FL 33126

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

Admissions & Placement Officer	
<u>Alexis Treu</u>	<u>701-404-9434</u>
Bursar Office & Student Advisement	
<u>Student Services</u>	
<u>Phone: 701-404-9434</u> <u>Fax: 385-327-2084</u>	

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

## **Facilities and Equipment**

The classroom is spacious allowing ample room for students to move freely and practice phlebotomy techniques. The classroom is well-lit with natural light and the walls are adorned with informative charts and medical diagrams. There are laboratory stations, where students gain hands-on experience in venipuncture and blood collection procedures. Each station is equipped with medical-grade supplies, including needles, syringes, specimen collection tubes, and other necessary equipment. This ensures that students can practice under realistic conditions, preparing them for real-world scenarios. Our facility has large whiteboards, televisions, and videos that are used to enhance classroom activities. Instructors utilize these aids to deliver engaging lectures, display instructional videos, and demonstrate phlebotomy procedures.

During class, students are taught the proper technique of venipuncture along with some basic lab techniques by using centrifuges, BD vacutainer collection needles, BD winged infusion sets, BD vacutainers, BD vacutainer needle holders, 7-gallon sharps containers, alcohol swabs, cotton balls, vinyl/nitrile gloves, pipettes, aliquot tubes, frosted microscope slides, paper tape, infant heel warmers, and latex-free tourniquets. A usual class size has about 10 students, max capacity of 20 students.

## **Transferability of Credits**

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

The transferability of any credits earned with Phlebotomy Training Specialists is at the complete discretion of the institution to which the student may seek to transfer. Acceptance of the certificate a student earns with PTS is also at the complete discretion of the institution to which you may seek to transfer. If the certificate a student earns at this institution is not accepted at the institution to which they seek to transfer, they may be required to repeat some or all of their coursework at that institution. For this reason, students should make certain that their attendance at this institution will meet their educational goals. This may include contacting an institution to which they may seek to transfer after attending Phlebotomy Training Specialists to determine if their certificate will transfer.

Phlebotomy Training Specialists programs have not entered into any articulation agreements with other educational institutions in which they accept credits earned at other educational institutions.

## **Admission Requirements**

The school does not discriminate based on race, sexual orientation, gender identity, religion, ethnic origin, or disability. Students will not have to take an entrance exam for admission. Anyone can take this class but it is required that students who enroll in the program possess a minimum of a high school diploma, and General Education Development (GED) Certificate, and must be 18 years of age to enroll. Students may be allowed to enroll without meeting this requirement but will be pre-screened by the management of the company to ensure they can complete the program.

We do not require students to have previous medical experience or knowledge. Immunizations are not required to take the course. An informal interview will be given to discuss student goals and expectations. 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.

## **Enrollment Policy**

Prospective students will need to enroll by the application deadline listed above. 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.

## **Completion Date and Extension Policy**

Once admitted, students have 70 days (10 weeks) from the date of signing the enrollment agreement to complete their Phlebotomy Training program (166 hours); comprising both the residential and online portions of the program. If a student is unable to complete in this timeframe, they can consult with the Instructor and/or submit the extension request in writing. Students can submit the extension request to [info@phlebotomyusa.com](mailto:info@phlebotomyusa.com). Phlebotomy Training Specialists will grant one (1) additional extension of 70 days. All the tuition and fees that have been paid will be applied to this extension.

After one (1) extension is given and the student is unable to complete it, they will be dropped. If a student wishes to finish their course after being dropped, they will need to re-apply for admission and be required to pay the full tuition and fees.

## **Program Cost**

<b><u>Tuition</u></b>	<b><u>Registration</u></b>	<b><u>Books/Supplies/ Equipment/</u></b>	<b><u>Online Access</u></b>	<b><u>Total Tuition/Fee</u></b>	<b><u>National Exam</u></b>
\$910.00	\$150.00 (NON-REFUNDABLE AFTER 3 BUSINESS DAYS)	\$225.00	\$95.00	\$1380.00	\$115.00 (paid to a third party)

**Total for Phlebotomy Training & Exam = \$1495.00**

## **Payment Policy**

Tuition and fees for class can be paid by logging into your student account at [students.phlebotomyusa.com](http://students.phlebotomyusa.com). We accept all major credit cards. A \$150 minimum is required at the time of registration. After the initial registration fee of \$150 has been paid, students can make payments in any increment until full payment is received.

**Full tuition and fees are due by the halfway point of the 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 and national exams.



2. If a student does not contact the Director, the student will be required to re-enroll 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 by the halfway point of 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.

Phlebotomy Training Specialists (PTS) is not accredited through the U.S. Department of Education and therefore is not Pell Eligible. Phlebotomy Training Specialists does not offer financial aid or loans at this time.

**Exam Information** – ALL National Exam fees must be paid before the National Exam testing date to guarantee a spot on the exam roster.

Any questions or concerns regarding these policies should be directed to [info@phlebotomyusa.com](mailto:info@phlebotomyusa.com)

## **Financing Options**

Students may apply for financing through Monterey Financial via the student portal. Students may apply for financing at any point throughout the program, and they may choose any amount to finance (not to exceed their balance). Students may select terms in 12, 18, or 24 months at a rate of 18%. Should students withdraw from the program, the published refund policy would apply.

## **Cancellation and Refund Policy**

An applicant denied admission by the school is entitled to a refund of all monies. Students may cancel enrollment at any time by giving written notice to the school at [info@phlebotomyusa.com](mailto:info@phlebotomyusa.com). A student's last day of attendance will be their withdrawal/cancellation date.

**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 a 100% refund.

**Refund after the commencement of classes:**

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 or by sending an email to [info@phlebotomyusa.com](mailto:info@phlebotomyusa.com). The notice is to indicate the expected last date of attendance and be signed and dated by the student,
- b) Refunds will be issued after 30 days of the date the school determines that the student has withdrawn.

After the commencement of classes, the refund for unused tuition shall be determined as follows:

**PRO RATA REFUND CALCULATION** (used only when a student has attended less than 41% of class):

Amount Paid – (( $\$5.48 \times \#$  of total program hours attended [for tuition]) + \$150 Registration Fee + \$45 Textbook + \$95 Online Access Fee ( $\$2.50^* \times \#$  classroom hours attended [for lab equipment and supplies]))

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 the percentage attended. The \$115 National Exam Fee is not included in the formula above, as the exam fee is paid to a third party.

**\*Supplies:** \$180 - The amount refunded for supplies is based on \$2.50 per hour of total phlebotomy classroom hours attended at the time of withdrawal.

**Online Access:** \$95 - refundable if not used. If used, no refund.

**Textbook Fee:** \$45 - refundable if not used. If used, no refund.

**Exam fee:** \$115 refundable if not taken.

## **Employment/Placement Assistance**

**Placement in a job is not guaranteed or promised to persons who enroll in or 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, Physician's 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, 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 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.

## **In-House Class Schedule**

**Daytime:** Monday- Friday: 9:00 AM - 1:00 PM (19 days)

**Evening:** Monday- Friday: 6:00 AM - 10:00 PM (19 days)

**Weekends:** Saturdays (*only*): 8:00 AM - 4:30 PM (10 days)

**\*\*Lunch Break 12:00 PM – 12:30 PM**

## **2024 Projected In-House Class Dates and Application Deadlines**

<b><u>Month/Class</u></b>	<b><u>Class Dates</u></b>	<b><u>Application Deadline</u></b>
<b>Jan/Feb/Mar Weekend</b>	Jan. 6, 13, 20, 27, Feb. 3, 10, 17, 24, Mar. 2, 9	<b>Jan 5</b>
<b>January Day</b>	Jan. 8, 9, 10, 11, 12, 16, 17, 18, 19, 22, 23, 24, 25, 26, 29, 30, 31, Feb. 1, 2	<b>Jan 5</b>
<b>January Evening</b>	Jan. 8, 9, 10, 11, 12, 16, 17, 18, 19, 22, 23, 24, 25, 26, 29, 30, 31, Feb. 1, 2	<b>Jan 5</b>
<b>February Day</b>	Feb. 14, 15, 16, 20, 21, 22, 23, 26, 27, 28, 29, Mar. 1, 4, 5, 6, 7, 8, 11, 12	<b>Feb 13</b>
<b>February Evening</b>	Feb. 14, 15, 16, 20, 21, 22, 23, 26, 27, 28, 29, Mar. 1, 4, 5, 6, 7, 8, 11, 12	<b>Feb 13</b>
<b>March Day</b>	Mar. 25, 26, 27, 28, 29, Apr. 1, 2, 3, 4, 5, 8, 9, 10, 11, 12, 15, 16, 17, 18	<b>Mar 22</b>
<b>March Evening</b>	Mar. 25, 26, 27, 28, 29, Apr. 1, 2, 3, 4, 5, 8, 9, 10, 11, 12, 15, 16, 17, 18	<b>Mar 22</b>
<b>April Weekend</b>	Apr. 6, 13, 20, 27, May 4, 11, 18, Jun. 1, 8, 15	<b>Apr 5</b>
<b>May Day</b>	May 1, 2, 3, 6, 7, 8, 9, 10, 13, 14, 15, 16, 17, 20, 21, 22, 23, 28, 29	<b>Apr 30</b>
<b>May Evening</b>	May 1, 2, 3, 6, 7, 8, 9, 10, 13, 14, 15, 16, 17, 20, 21, 22, 23, 28, 29	<b>Apr 30</b>
<b>June Day</b>	June 10, 11, 12, 13, 14, 17, 18, 20, 21, 24, 25, 26, 27, 28, July 1, 2, 3, 8, 9	<b>Jun. 7</b>
<b>June Evening</b>	June 10, 11, 12, 13, 14, 17, 18, 20, 21, 24, 25, 26, 27, 28, July 1, 2, 3, 8, 9	<b>Jun. 7</b>
<b>July Weekend</b>	Jul. 6, 13, 20, 27, Aug. 3, 10, 17, 24, Sept. 7, 14	<b>Jul. 5</b>
<b>July Day</b>	July 22, 23, 24, 25, 26, 29, 30, 31, August 1, 2, 5, 6, 7, 8, 9, 12, 13, 14, 15	<b>Jul. 19</b>

<b>July Evening</b>	July 22, 23, 24, 25, 26, 29, 30, 31, August 1, 2, 5, 6, 7, 8, 9, 12, 13, 14, 15	<b>Jul. 19</b>
<b>August Day</b>	Aug. 26, 27, 28, 29, Sept. 3, 4, 5, 6, 9, 10, 11, 12, 13, 16, 17, 18, 19, 20, 23	<b>Aug. 23</b>
<b>August Evening</b>	Aug. 26, 27, 28, 29, Sept. 3, 4, 5, 6, 9, 10, 11, 12, 13, 16, 17, 18, 19, 20, 23	<b>Aug. 23</b>
<b>October Day</b>	Oct. 3, 4, 7, 8, 9, 10, 11, 15, 16, 17, 18, 21, 22, 23, 24, 25, 28, 29, 30	<b>Oct. 2</b>
<b>October Evening</b>	Oct. 3, 4, 7, 8, 9, 10, 11, 15, 16, 17, 18, 21, 22, 23, 24, 25, 28, 29, 30	<b>Oct. 2</b>
<b>October Weekend</b>	Oct. 5, 12, 19, 26, Nov. 2, 9, 16, 23, 30, Dec. 7	<b>Oct. 4</b>
<b>November Day</b>	Nov. 13, 14, 15, 18, 19, 20, 21, 22, 25, 26, Dec 2, 3, 4, 5, 6, 9, 10, 11, 12	<b>Nov. 12</b>
<b>November Evening</b>	Nov. 13, 14, 15, 18, 19, 20, 21, 22, 25, 26, Dec 2, 3, 4, 5, 6, 9, 10, 11, 12	<b>Nov. 12</b>

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

## **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 program is not graded, it is a pass/fail program, and insufficient attendance can affect your ability to pass. Students must attend all 76 clock hours of in-person classes and complete all 90 clock hours' worth of online content. If a student misses the first day of class, they will be removed from the program, 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 for makeup or practice.

## **Rescheduling/Readmittance**

If a student is dropped from the program 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.

## **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](http://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 their transcript, students will have to 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.

## **Progress Policy**

Each course in the program is not graded, it is a pass/fail program. As the program progresses, the instructors determine through formative assessments in each section and the hands-on skills of the students if they are keeping up with the rest of the class. Remedial training is provided if it is found that a student is not progressing. Students are given the opportunity to attend the weekend/evening/day classes free of charge with additional training. They can also attend month after month if they feel they need additional training. Students must pass 70% of courses to continue and stay on track for graduation. Progress records are stored and maintained electronically, and can be accessed at the school indefinitely.

### **In-House Course Grading System**

<b>PHL100.1</b>	<b>Intro to Phlebotomy</b>	<b>Pass / Fail</b>
<b>PHL100.2</b>	<b>Blood Collection &amp; Venipuncture</b>	<b>Pass / Fail</b>
<b>PHL100.3</b>	<b>First Blood Draws</b>	<b>Pass / Fail</b>
<b>PHL100.4</b>	<b>QA in Healthcare</b>	<b>Pass / Fail</b>
<b>PHL100.5</b>	<b>Capillary Punctures</b>	<b>Pass / Fail</b>
<b>PHL100.6</b>	<b>Hand Draws &amp; Dermal Sticks</b>	<b>Pass / Fail</b>
<b>PHL100.7</b>	<b>Infection Control &amp; Safety</b>	<b>Pass / Fail</b>
<b>PHL100.8</b>	<b>The Human Body &amp; Anatomy</b>	<b>Pass / Fail</b>

<b>PHL100.9</b>	<b>Centrifuge, Dermal Sticks</b>	<b>Pass / Fail</b>
<b>PHL100.10</b>	<b>The Circulatory System</b>	<b>Pass / Fail</b>
<b>PHL100.11</b>	<b>Preexamination Considerations</b>	<b>Pass / Fail</b>
<b>PHL100.12</b>	<b>Hands-On Practice</b>	<b>Pass / Fail</b>
<b>PHL100.13</b>	<b>Special Collections</b>	<b>Pass / Fail</b>
<b>PHL100.14</b>	<b>Hands-On Practice / PRP</b>	<b>Pass / Fail</b>
<b>PHL100.15</b>	<b>Nonblood Specimens</b>	<b>Pass / Fail</b>
<b>PHL100.16</b>	<b>Friends &amp; Family</b>	<b>Pass / Fail</b>
<b>PHL100.17</b>	<b>Career Development</b>	<b>Pass / Fail</b>
<b>PHL100.18</b>	<b>Practical Exam</b>	<b>Pass / Fail</b>
<b>PHL100.19</b>	<b>National Exam</b>	<b>Pass / Fail</b>

### **Online Course Grading System**

<b>PHL100.20</b>	<b>Healthcare Delivery System and Health Occupations</b>	<b>Pass / Fail</b>
<b>PHL100.21</b>	<b>Communications and Interpersonal Skills</b>	<b>Pass / Fail</b>
<b>PHL100.22</b>	<b>Legal and Ethical Responsibilities</b>	<b>Pass / Fail</b>
<b>PHL100.23</b>	<b>Wellness and Disease Concepts</b>	<b>Pass / Fail</b>
<b>PHL100.24</b>	<b>Responding to Emergency Situations</b>	<b>Pass / Fail</b>
<b>PHL100.25</b>	<b>Infection Control Procedures</b>	<b>Pass / Fail</b>
<b>PHL100.26</b>	<b>Information Technology Applications in Healthcare</b>	<b>Pass / Fail</b>
<b>PHL100.27</b>	<b>Employability Skills</b>	<b>Pass / Fail</b>
<b>PHL100.28</b>	<b>Bloodborne Diseases</b>	<b>Pass / Fail</b>
<b>PHL100.29</b>	<b>Math and Science Skills</b>	<b>Pass / Fail</b>

### **Graduation Requirements**

Students will 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 procedural step in order and without correction. Completion of 4 successful draws; 2 arms and 2 hands are mandatory, along with full attendance of the in-class courses, completion of the online courses, 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 National Healthcare Certification Organization (NHCO), and an authorized proctor administers the exam. The NHCO can be contacted at 866-856-6082.

If the entire program is completed satisfactorily in addition to passing the national exam, a Phlebotomy Technician certificate will be awarded to the student from the National Healthcare Certification Organization. If a student opts out of the written exam but meets the requirements for graduation, a certificate of completion will be awarded from the institute, Phlebotomy Training Specialists.

## **Student Resources**

### **Library Resources**

- The learning resource library is available from the student account and can be accessed at anytime from anywhere. This learning resource library is available to all students, current and graduated to keep up to date as the source material is updated. PTS periodically checks and updates all resources to ensure the content's accuracy and relevance are to PTS's standards.

### **Live Instructor Resource**

- Phlebotomy Training Specialists go the extra mile to assist students with questions related to any of our offerings. We have a live instructor helpline - the student can schedule a time to meet virtually with our instructor to get assistance when necessary. Our student resource instructor is Ms. Ericha Dick. She is available for live help and reachable at [ericha@phlebotomyusa.com](mailto:ericha@phlebotomyusa.com) to schedule an appointment that is most convenient for them.

### **Call Center Resource**

- Our fully staffed and trained call 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.

## **Conduct & Dismissal Policy**

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 and actions deemed unacceptable and prohibited in the classroom setting. These examples of impermissible items described below are not intended to be an all-inclusive list. The Phlebotomy Training Specialists management team has full discretion and any violation of the policies or conduct considered inappropriate and/or unsatisfactory will be subject to disciplinary action, up to and including dismissal from the program.

### **Conduct Prohibited:**

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. Disruptive 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 Disregard
  - 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
- 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
  - d. Partaking in recreational drugs on school premises
  - e. Theft
  - f. 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 (3) 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' COO, Alexis Treu, and discussing with her on an individual basis, our expected classroom etiquette.



## **Student Grievance Procedure**

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

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. We ask students to please submit the written request within 60 days of the occurrence and PTS COO, Alexis Treu, [alexis@phlebotomyusa.com](mailto:alexis@phlebotomyusa.com) at 888-745-3268 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, Alexis will discuss the complaint, allow the student to be heard, and discuss an amicable resolution to the complaint. Written notification via email of the resolution will be sent to the student within 10 days after the student meeting.
3. In his 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 of receiving 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. They will consult with the President and a written notification via email of the resolution will be sent to the student within 10 days after the meeting.
4. If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a written complaint with the Commission of Independent Education, Florida Department of Education at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll free telephone number (888) 224-6684, email address [CIEINFO@fldoe.org](mailto:CIEINFO@fldoe.org). If the student is not satisfied with the outcome, he/she may appeal the complaint to the Council by sending an email to [CIEINFO@fldoe.org](mailto:CIEINFO@fldoe.org). Please visit this website link to read the requirements for the Council Complaint Process: <https://www.fldoe.org/policy/cie/student-concerns.shtml>

## **Accreditation**

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.

PTS students are eligible to sit for certification examinations from the relevant phlebotomy training oversight organizations (National Healthcareer Association, National Centers for Competency Testing, and National Healthcare Certification Organization) and PTS training complies with the standards of all relevant phlebotomy trade associations (Clinical Laboratory Standards Institute, National Association of Phlebotomy Technicians, National Phlebotomy Certification Association).

## **Holder in Due Course Statement**

*Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds, hereof Recovery hereunder by the debtor shall not exceed amounts paid by the debtor.  
(FTC Rule effective 5-14-76)*



## **PHL100: PHLEBOTOMY TRAINING SYLLABUS**

### **A. PROGRAM DESCRIPTION:**

This program 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.

PHL100: Phlebotomy Training contains a portion of direct contact instruction (referred to as In-House) courses composed of nineteen modules, that provide a comprehensive balance of in-class, instructor lead, lectures, worksheets, and quizzes with hands-on practice adding up to 76 clock hours which can be taken either during the day, evening or on weekends.

This program contains a set of online courses made up of 90 clock hours of media and computer-assisted learning covering Florida's standard of Basic Healthcare Worker courses which the student is to independently complete at their own pace.

This program includes equipment and additives, basic anatomy, and techniques for safe and effective venipuncture. Emphasis will be placed on collection techniques, specimen processing, workflow practices, referrals, and utilizing laboratory information systems. This program will prepare individuals to take the National Phlebotomist Certification examination.

### **B. MODULE LAYOUT**

PTS's training program is titled, PHL100: Phlebotomy Training, is composed of twenty-nine different modules listed numerically from PHL100.1 to PHL100.29.

PHL is an abbreviation of Phlebotomy. The number after PHL categorizes the pace the training program will be taught with 100 being used for the beginner's course. The number following the decimal tells which module is being referred. The PHL100: Phlebotomy Training program is the only course being offered by PTS at this time.

## **In-House Courses**

### **C. METHOD OF INSTRUCTION**

For the on-campus portion of the course, students are trained through 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 the actual application of the theory follows shortly thereafter. This portion of the course covers modules PHL100.1 – PHL100.19.

### **D. COURSE EXPECTATIONS / COMPETENCIES/OBJECTIVES**

Upon completion of the Phlebotomy Training program's in-house courses, 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 patients 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.

## **In-House Course Curriculum**

<b><u>Course Numbers</u></b>	<b><u>Course Titles</u></b>	<b><u>Lecture Hours</u></b>	<b><u>Lab Hours</u></b>	<b><u>Total Hours</u></b>
PHL100.1	Intro to Phlebotomy	4.0	0.0	4.0
PHL100.2	Blood Collection & Venipuncture Procedures	4.0	0.0	4.0
PHL100.3	First Blood Draws	0.0	4.0	4.0

PHL100.4	QA in Healthcare	4.0	0.0	4.0
PHL100.5	Capillary Punctures	4.0	0.0	4.0
PHL100.6	Hand Draws & Dermal Sticks	0.0	4.0	4.0
PHL100.7	Infection Control & Safety	4.0	0.0	4.0
PHL100.8	The Human Body & Anatomy	4.0	0.0	4.0
PHL100.9	Centrifuge, Dermal Sticks	0.0	4.0	4.0
PHL100.10	The Circulatory System	4.0	0.0	4.0
PHL100.11	Preexamination Considerations	4.0	0.0	4.0
PHL100.12	Hands-On Practice	0.0	4.0	4.0
PHL100.13	Special Collections	4.0	0.0	4.0
PHL100.14	Hands-On Practice / PRP	0.0	4.0	4.0
PHL100.15	Nonblood Specimens	4.0	0.0	4.0
PHL100.16	Friends & Family	0.0	4.0	4.0
PHL100.17	Career Development	4.0	0.0	4.0
PHL100.18	Practical Exam	0.0	4.0	4.0
PHL100.19	National Exam	4.0	0.0	4.0
<b>Total Hours</b>		<b>48.0</b>	<b>28.0</b>	<b>76.0</b>

### 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.

## **Course Descriptions**

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

### **PHL100.1 Intro to Phlebotomy**

**4.0 Clock Hours**

This course introduces the concept of phlebotomy and teaches students the correct steps and procedures of a blood draw. This course also demonstrates proper disposal of medical waste and the ability to successfully sterilize equipment, tools, and surfaces. Students will also be able to understand and have a knowledge of ethical behavior and standard of care as well as understand OSHA requirements and patients' rights. This course will require students to complete assignments out of the workbook as well as quizzes given by the instructor.

### **PHL100.2 Blood Collection & Venipuncture Procedures**

**4.0 Clock Hours**

This course is to help students understand the proper procedures for collecting a sample while avoiding cross-contamination in the lab setting through the Order of the Draw. Students by the end of this course will identify the functions of blood cultures and list the proper supplies for a venipuncture. This course will require students to complete assignments out of the workbook as well as quizzes given by the instructor.

### **PHL100.3 First Blood Draws**

**4.0 Clock Hours**

This interactive course allows students to learn and demonstrate the correct procedure for straight needle venipunctures and how to apply counter pressure when performing a blood draw and tube change. Students will have to successfully demonstrate knowledge and ability to overcome complications with a venipuncture.

### **PHL100.4 QA in Healthcare**

**4.0 Clock Hours**

In this course, students will learn the importance of quality assurance in the healthcare field like the types of documentation used in a professional setting. This course also teaches the types of potential legal issues one might come across. Students will also learn more about patient care like the challenges of collecting samples from pediatric and geriatric patients. This course will require students to complete assignments out of the workbook as well as quizzes given by the instructor.

### **PHL100.5 Capillary Punctures**

**4.0 Clock Hours**

This course is designed to teach students how to perform a capillary puncture when a venipuncture procedure is not advised. Students will be able to identify the different areas on the body where a capillary puncture can be performed safely, as well as understand the capillary order of the draw. This course will require students to complete assignments out of the workbook as well as quizzes given by the instructor.

**PHL100.6 Hand Draws & Dermal Sticks****4.0 Clock Hours**

This interactive course is for students to demonstrate different forms of sample collections such as continued improvement on their straight needle venipuncture procedure and successfully performing hand venipuncture procedure with a butterfly needle. Students will also show knowledge of how to hold the patient's hand.

**PHL100.7 Infection Control & Safety****4.0 Clock Hours**

This course is to train students on proper infection control practices such as good hand hygiene and the use of personal protective equipment. Students will also learn how to apply different types of precautions to avoid the spread of significant pathogens. This course will require students to complete assignments out of the workbook as well as quizzes given by the instructor.

**PHL100.8 The Human Body & Anatomy****4.0 Clock Hours**

In this course, students will increase their knowledge of medical vocabulary by learning how common root words, prefixes, suffixes, and abbreviations related to the medical field. Students will then learn basic knowledge of the terminology, functions, and organizations of the human body. This course will require students to complete assignments out of the workbook as well as quizzes given by the instructor.

**PHL100.9 Centrifuge, Dermal Sticks****4.0 Clock Hours**

This interactive course allows students to demonstrate the proper use of a centrifuge. Students will learn and practice making slides by performing the blood smear technique. This course also lets students continue mastery of straight and butterfly needle venipuncture.

**PHL100.10 The Circulatory System****4.0 Clock Hours**

In this course students will get the chance to learn the structure of the heart including; the layers, chambers, and valves. Students are also introduced to the vascular system and will be able to identify the different veins in the body. This course covers the elements that compile the blood. This course will require students to complete assignments out of the workbook as well as quizzes given by the instructor.

**PHL100.11 Preexamination Considerations****4.0 Clock Hours**

This course will first, define and explain the body's natural processes to stop bleeding. Then students will learn about preexamination/preanalytical variables that influence a laboratory's test results. This course will require students to complete assignments out of the workbook as well as quizzes given by the instructor.

**PHL100.12 Hands-On Practice****4.0 Clock Hours**

This is an interactive course that focuses on giving the students ample opportunity to keep practicing their blood draws in preparation for the practical exam. This course also provides plenty of role-play and hands-on activities that refresh students on the previous courses taken like the Order of the Draw.

**PHL100.13 Special Collections****4.0 Clock Hours**

This course offers students a look at the different types of collections taken in the medical field like a blood bank. The course also covers the topics of blood cultures, special collections, and point-of-care testing (POCT). This course will require students to complete assignments out of the workbook as well as quizzes given by the instructor.

**PHL100.14 Hands-On Practice / PRP****4.0 Clock Hours**

This interactive course offers students time to hone practical skills they have been developing throughout the entire program. This course also contains a “what went wrong” activity to develop students' problem-solving skills. Students will also be given a brief presentation of Platelet-Rich Plasma (PRP) and Platelet-Rich Fibrin.

**PHL100.15 Nonblood Specimens****4.0 Clock Hours**

This course is designed to teach students how to properly handle and process specimens. This course will also cover subjects such as the possible sources of errors found during the laboratory process. Students will also explain specimen transportation, as well as other types of specimens that can be collected like urine and stool. This course will require students to complete assignments out of the workbook as well as quizzes given by the instructor.

**PHL100.16 Friends & Family****4.0 Clock Hours**

This interactive course is to prepare students for the upcoming exams and eventually the workforce by letting them perform actual live draws. Students will invite their friends and families to visit and perform live draws on them. This will allow each student to demonstrate mastery of straight needle venipuncture and then perform butterfly needle venipuncture.

**PHL100.17 Career Development****4.0 Clock Hours**

This course prepares students to enter the workforce. They will practice filling out a mock application, as well as create a resume using a template in class that they can retain for future use. This course also prepares students for phone, video, informal, and formal interviews. There will also be a video presentation of HR professionals explaining many different subjects in interviewing practices.

**PHL 100.18 Practical Exam****4.0 Clock Hours**

The entirety of this course is for students to pass off two arm draws and then two hand draws completely unassisted in front of the instructor. These live draws may be performed on friends or family.

**PHL100.19 National Exam****4.0 Clock Hours**

The beginning of this course gives students one last opportunity to review for the written exam. The instructor will be able to answer any questions at this time but after the students return from a brief 15-minute break the rest of the course time will be for students to complete the written exam which will be proctored.

**IN-HOUSE TEXTBOOK(S) AND OTHER LEARNING RESOURCES**

Phlebotomy Essentials, 7th Edition by Ruth McCall 2019  
ISBN: 978-1496387073

## **Online Courses**

### **E. ONLINE COURSE DESCRIPTION:**

As a part of our phlebotomy training program (PHL100), we offer a set of media and computer-assisted courses made up of 90 credit hours' worth of material that covers Florida's standard for Basic Healthcare Workers. The courses within this program will help prepare students to enter the medical field once they graduate. These courses are completed independently by the student at their own pace.

To access the online courses, students will need to follow the information provided below:

**User Registration:** Initially, students are required to register for an account using their unique identification information included in the student's Welcome Email upon acceptance into the program. This could include their student ID number, email address, or other identifying details.

**Account Creation:** After registration, students are prompted to create a username and password for their account. They should choose a strong password that is unique and not easily guessable to ensure the security of their personal information.

**Login Process:** Once the account is created, students can log into their online accounts using their chosen username and password. This login process and online portal can be accessed through their student account.

### **F. METHOD OF INSTRUCTION**

For the online portion of the courses, students will go through each topic of each course at their own pace. Each course will have a set of activities that includes relevant text, instructional videos, visual diagrams, links, flashcards, and formative assessments. At the end of each course, the student will demonstrate their understanding of the material by completing a summative assessment. This portion of the course covers modules PHL100.20 – PHL100.29.

### **G. COURSE EXPECTATIONS / COMPETENCIES/OBJECTIVES**

Upon completion of the online portion of the PHL100: Phlebotomy Training program, students will have an opportunity to learn how to:

1. Identify the basic components of the healthcare delivery system including public, private, government, and non-profit.
2. Describe the process to obtain certifications in CPR, AED, FBAO, and First Aid.
3. Describe technology applications in healthcare.
4. Recognize appropriate affective/professional behavior
5. Evaluate quality control procedures and possible sources of error or inconsistencies in specimen collection.
6. Work cooperatively with staff members, patients, and community resource people.
7. Apply knowledge to create and maintain a safe working environment.



8. Recognize emerging diseases and disorders.
9. Explain medical asepsis and practice procedures such as hand-washing and isolation.
10. Explain personal safety procedures based on Occupational Safety and Health Administration (OSHA) and Centers for Disease Control (CDC) regulations including standard precautions.
11. Identify the basic components of the healthcare delivery system including public, private, government, and non-profit.

### **Online Course Curriculum**

<u>Course Numbers</u>	<u>Course Titles</u>	<u>Clock Hours</u>	<u>Total Hours</u>
PHL100.20	Healthcare delivery system and health occupations	15.0	15.0
PHL100.21	Communications and Interpersonal Skills	10.0	25.0
PHL100.22	Legal and Ethical Responsibilities	13.0	38.0
PHL100.23	Wellness and Disease Concepts	19.0	57.0
PHL100.24	Responding to Emergency Situations	5.0	62.0
PHL100.25	Infection Control Procedures	4.0	66.0
PHL100.26	Info. Technology Applications in Healthcare	4.0	70.0
PHL100.27	Employability Skills	6.0	76.0
PHL100.28	Bloodborne Diseases	4.0	80.0
PHL100.29	Math and Science Skills	10.0	90.0

### **Course Descriptions**

Each course is not graded; these are pass/fail courses. After a student completes a topic in a course, they take a formative assessment that covers what they just learned. Before moving to the next course, a student will have to complete a summative assessment. They can take the assessment as many times as they would like.

**PHL100.20 Healthcare Delivery System & Health Occupations 15.0 Clock Hours**

This course is designed to prepare the student for the healthcare career field. Students will identify the basic components of the healthcare delivery system including public, private, government, and non-profit. Students will also review the basic components of the healthcare delivery system including public, private, government, and non-profit. This course requires students to complete all assignments as well as the summative assessment before proceeding to the next course.

**PHL100.21 Communications and Interpersonal Skills 10.0 Clock Hours**

This course is designed to help students develop communication skills that they will need to apply in the medical field. Students will develop basic speaking and active listening skills as well as identify communication styles. This course will explain how to adapt communication skills to varied levels of understanding and cultural orientation including diverse age, cultural, economic, ethnic, and religious groups. This course requires students to complete all assignments as well as the summative assessment before proceeding to the next course.

**PHL100.22 Legal and Ethical Responsibilities 13.0 Clock Hours**

In this course, students will learn about the legal framework of healthcare occupations including scope of practice legislation. Throughout this course, students will learn about the possible practices that could result in malpractice, liability, negligence, abandonment, false imprisonment, and fraud. This course requires students to complete all assignments as well as the summative assessment before proceeding to the next course.

**PHL100.23 Wellness and Disease Concepts 19.0 Clock Hours**

During this course, students will discuss strategies for disease prevention such as health screenings and examinations. Students will start to identify personal health practices and environmental factors that affect the optimal function of each of the major body systems. This course also is designed to teach students the proper procedures for identifying patients, patient transport, and emergency evacuations. This course requires students to complete all assignments as well as the summative assessment before proceeding to the next course.

**PHL100.24 Responding to Emergency Situations 5.0 Clock Hours**

In this course, students will learn how to respond to medical emergencies. To prepare for the event of an emergency in the field, students will also learn basic first aid, CPR, and foreign body airway obstruction, and describe the value of quality chest compressions and early advanced life support in sudden cardiac arrest. This course requires students to complete all assignments as well as the summative assessment before proceeding to the next course.

**PHL100.25 Infection Control Procedures 4.0 Clock Hours**

By the end of this course, students will obtain an understanding of infection control procedures by reviewing the principles of infection control including standard and transmission-based precautions. This course also teaches preventative measures and practices such as hand-washing and isolation. This course requires students to complete all assignments as well as the summative assessment before proceeding to the next course.

**PHL100.26 Info. Technology Applications in Healthcare****4.0 Clock Hours**

This course is meant to help students further develop their basic knowledge of computer skills as well as teach technology applications in healthcare. This includes how to interpret information from electronic medical documents. Students will also learn to identify methods of communication to access and distribute data. This course requires students to complete all assignments as well as the summative assessment before proceeding to the next course.

**PHL100.27 Employability Skills****6.0 Clock Hours**

Throughout this course, students will prepare to enter the workforce after graduation by identifying personal traits or attitudes desirable in a member of the healthcare team. This course also exemplifies the basic professional standards of healthcare workers as they apply to hygiene, dress, language, confidentiality, and behavior. Students will conduct a job search as well as complete a job application form correctly. This course requires students to complete all assignments as well as the summative assessment before proceeding to the next course.

**PHL100.28 Bloodborne Diseases****4.0 Clock Hours**

This course has been developed to teach students about bloodborne diseases. This includes identifying community resources and services available to individuals with diseases caused by bloodborne pathogens. Students will learn to identify “at risk” behaviors that promote the spread of diseases caused by bloodborne pathogens and the public education necessary to combat the spread of these diseases. Students will learn the legal aspects of HIV/AIDS, including testing. This course requires students to complete all assignments as well as the summative assessment before proceeding to the next course.

**PHL100.29 Math and Science Skills****10.0 Clock Hours**

For the duration of this course, students will develop their math skills including how to draw, read, and report on graphs, charts, and tables. This course will explain how to measure time, temperature, distance, capacity, and mass/weight. Students will learn how to use and convert units of measurement using both the traditional and the metric systems. Students will learn how to draw conclusions using organized data. This course requires students to complete all assignments as well as the summative assessment before proceeding to the next course.

**ONLINE TEXTBOOK(S) AND OTHER LEARNING RESOURCES**

Each course comes with a digital set of learning resources including the assigned reading from Florida’s Basic Healthcare Worker manual, instructional videos, visual diagrams, links to other informational websites, flashcards, and formative assessments.