



**ADVANCED MEDICAL NC
TRAINING COLLEGE**

COURSE CATALOG

Academic Year 2024-2025
Volume 3, Issue 3

3409 West Wendover Avenue
Unit I
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COLLEGE INFORMATION

Mission:

Our mission at Advanced Medical NC Training College is to provide a high standard of teaching and learning opportunities to our students in a compassionate, respectful, and ethical manner. We provide our students with the relevant knowledge and/or skills they need to meet their personal or career goals. We will continuously improve our programs and processes including our teaching and learning environment.

Vision:

Our Vision is to be a premier career school in the state of North Carolina, distinctive and successful in what we do.

Values:

Our Priority is student success. We will define our program and services, communicate them clearly to our students, and exceed their expectations. We will support our students in improving their skills, treat them fairly and recognize their accomplishments, and motivate them in approaching their learning with commitment and compassion. We encourage high expectations, set ambitious goals for our students, and work hard to meet our commitments. We strive to exceed our students' experience.

School Ownership:

Advanced Medical NC Training College is a Limited Liability Company registered in the state of North Carolina. It is owned and operated by Kyle McGrath and Jeannine Brackett-Griffin.

Mr. McGrath has been in the medical field since 2012, started pre-med with a Biology and Chemistry double major at the University of North Carolina Chapel Hill and continued at University of North Carolina Greensboro, and has been teaching Phlebotomy since 2021.

Mrs. Griffin has been in the medical field since 1986 and has been teaching Phlebotomy since 2014. Mrs. Griffin was Mr. McGrath's instructor back in 2020, and together purchased the business from the previous owner Kim Bass to help continue to foster the education of new, qualified Phlebotomists in the state of North Carolina.

Approval/Governing Body:

Advanced Medical NC Training College is licensed by the State Board of Community Colleges. The State Board of Community Colleges is not an accrediting agency. We work with the accrediting agency National Healthcareer Association for certifying our phlebotomists.

Owners:

Kyle McGrath

Owner/CEO/Instructor

336-312-4955

advancedmedicalnc@gmail.com

Jeannine Brackett-Griffin

Owner/Director/Instructor

336-404-0475

advancedmedicalnc@gmail.com

Facility Location and Info:

Advanced Medical NC Training College

3409 West Wendover Ave

Suite I

Greensboro, NC 27407

(336) 715-4464

AdvancedMedicalNC@gmail.com

1300 Sq Ft building with Classroom, Clinical Lab, Breakroom, Restrooms, and Supply Storage

Equipment Used:

Mannequin Arms with Practice Veins, Full Venipuncture Equipment; Syringes, Multisample Needles, Butterfly Needles, Lancets, Evacuated Tubes, Capillary Microcollection Tubes, Tourniquets, Centrifuge, Glass Slides, Sphygmomanometer, Blood Pressure Cuff, O2 Sensor

COURSE OUTLINE & CALENDAR / HOLIDAYS

Advanced Medical Phlebotomy College will not hold class on the following holidays and will observe the following vacation days.

Holiday	Day 2024	Date 2024	Date 2025	Date 2025
New Years Day	Monday	1/1/2024	Wednesday	1/1/2025
Martin Luther King	Monday	1/15/2024	Monday	1/20/2025
Ramadan	Monday	3/11/2024	Saturday	3/1/2025
Easter	Sunday	3/31/2024	Sunday	4/20/2025
Memorial Day	Monday	5/27/2024	Monday	5/26/2025
Eid al-Adha	Monday	6/17/2024	Saturday	6/7/2025
Juneteenth	Wednesday	6/19/2024	Thursday	6/19/2025
Independence Day	Thursday	7/4/2024	Friday	7/4/2025
Labor Day	Monday	9/2/2024	Monday	9/1/2025
Thanksgiving	Thursday	11/28/2024	Thursday	11/27/2025
Christmas Eve	Tuesday	12/24/2024	Wednesday	12/24/2025
Christmas Day	Wednesday	12/24/2024	Thursday	12/25/2025
New Years Eve	Tuesday	12/31/2024	Wednesday	12/31/2025

Weekday Mornings 2024		Weekday Evenings 2024		Weekend Mornings 2024	
<u>Start Date</u>	<u>End Date</u>	<u>Start Date</u>	<u>End Date</u>	<u>Start Date</u>	<u>End Date</u>
1/8/24	2/8/24	3/19/24	5/16/24	1/6/24	3/10/24
2/12/24	3/14/24	8/12/24	10/3/24	3/24/24	5/26/24
3/25/24	4/25/24			6/9/24	8/18/24
5/6/24	6/6/24			8/24/24	10/27/24
6/17/24	7/18/24				
7/29/24	8/29/24				
9/9/24	10/10/24				
10/21/24	11/21/24				

Weekday Mornings 2025		Weekday Evenings 2025		Weekend Mornings 2025	
<u>Start Date</u>	<u>End Date</u>	<u>Start Date</u>	<u>End Date</u>	<u>Start Date</u>	<u>End Date</u>
1/6/2025	2/6/25	2/17/25	4/10/25	1/11/25	3/16/25
2/17/25	3/20/25	5/12/25	7/3/25	4/5/25	6/8/25
3/31/25	5/1/25	9/15/25	11/6/25	6/28/25	8/31/25
5/12/25	6/12/25			9/13/25	11/16/25
6/23/25	7/24/25				
7/4/25	9/4/25				
9/15/25	10/16/25				
10/27/25	11/26/25				

Weekday Mornings	Weekday Evenings	Weekend Mornings
<i>Monday - Thursday</i>	<i>Monday - Thursday</i>	<i>Saturday - Sunday</i>
9:00a - 2:00p	6:00p - 10:00p	9:00a - 2:00p

Phlebotomy Training Program:

Course Description:

The Phlebotomy Technician Training Program is a comprehensive course designed to teach students the fundamental skills needed to draw blood, obtain specimens, transport specimens, and observe infection prevention practices. Phlebotomy Technicians can work in a variety of patient care areas ranging from clinics, hospitals, emergency rooms, urgent care centers, doctor offices, laboratories, and much more. The Phlebotomy Technician Program includes a combination of classroom learning, laboratory practice with supervised hands-on clinical training. Graduates of this program will be able to communicate with patients effectively, observe infection prevention techniques, obtain urine, blood, throat, buccal, and stool specimens, perform high quality venipuncture and dermal punctures, and other point of care testing. Students will also learn how to perform basic first aid, CPR, use an AED, take vitals, and observing / reporting. Graduates of this program may find entry level employment as a Certified Phlebotomist 2 after successfully completing the course and passing the final exam. The national certification may be obtained after passing the NHA exam to become officially certified but is not required for employment as a non-certified Phlebotomist.

Successful completion of the program is dependent upon the students completing a minimum of 120 clock hours at the institution and/or at a designated location for clinicals in the day or evening, in addition to scoring a final passing grade of **70% or higher**.

Tuition Costs and Syllabus:

Non-Refundable Registration Fee: \$250.00 - This will deduct from your total balance

Basic Phlebotomy Tuition: \$1300.00

Includes 20 Day Course, Digital Study Guides, BLS AED and CPR Certification, Clinicals, Certificate of Completion, Certified Phlebotomy Pin.

Phlebotomy Package Deal: \$1550.00

Includes 20 Day Course, Study Guides, BLS AED and CPR Certification, Clinicals, Certificate of Completion, Certified Phlebotomy Pin, NHA Practice Exam Book, a pair of Scrubs, Free Proctor for National Exam Retake (If you did not pass on first attempt).

Course subjects are labeled from PH-100 - Ph105 and include the following:

PH-100: Introduction to Phlebotomy:

Contact Hours: 16

This subject includes an introduction to the field of phlebotomy, the history, and profession. Understanding the healthcare structure and how phlebotomy fits into the structure. Understanding safety concerns surrounding the phlebotomy profession. Understanding how to maintain infection control as a phlebotomist.

PH101: Phlebotomy Basics:

Contact Hours: 16

This subject explains medical terminologies phlebotomists should be familiar with while working in the healthcare setting. Understanding human anatomy and physiology in order to engage in duties. Understanding the circulatory system, lymphatic system, and immune system as it relates to the world of phlebotomy.

PH102: Specimen Collection:

Contact Hours: 16

This subject introduces students to venipuncture equipment and how to complete routine venipunctures and how to conduct capillary collections. Understanding pre-analytical variables to conduct blood draws and venipuncture complications that can occur in the workplace. Understanding blood collections in special populations and considerations. Understanding arterial blood collections and why they are needed. Engaging in special collections and procedures/techniques for certain tests. Understanding special non-blood collection procedures such as specimen collections of sputum, stool, and urine.

PH103: Specimen Handling:

Contact Hours: 16

This subject introduces students to how to handle specimens during transport processing and other special considerations related to specimens. Understanding point of care testing (POCT), when testing should occur, the importance of POCT and consideration when conducting POCT.

PH104: Professional Issues:**Contact Hours 16**

This subject discusses quality matters such as procedure manual quality controls, delta checks, preanalytical variables, etc. Understanding legal issues surrounding phlebotomy such as loss scope of practice, liability malpractice, and confidentiality.

PH105: Phlebotomy Clinical / Lab Experience Contact Hours: 40

In this course students will practice hands-on venipuncture and capillary collection procedures, patient interaction, and learning what will occur in the lab setting to satisfy requirements needed for certification.

Certifications:

Upon completion, all students will be given the opportunity to sit for the Certification Exam with National Healthcareer Association (NHA). Students will also be certified with Basic Life Support (BLS) which includes CPR and AED certifications.

Program Objectives:

This training program will provide the resources and enhanced learning opportunities for students to develop appropriate skills to be an excellent phlebotomist. This will be accomplished through structured, comprehensive, supervised classroom, lab, and clinical experiences, consistent with current standards of practice.

Program Outcome:

Upon successful completion, students will possess the ability to demonstrate skills necessary to sit for the NHA Certified Phlebotomy Technician (CPT) exam. This is a certificate-level course.

Enrollment Requirements:Government Issued ID

- Current, non-expired driver's license
- U.S. government-issued Military ID
- State issued identification card
- Passport (U.S. or foreign, current and non-expired)
- Current, non-expired, federal-issued employment authorization document (EAD) photo identification card

- Alien registration card
- Current, non-expired NC Learner's Permit

Highschool or College Transcripts

Criminal Background Check (Provided by school)

Negative Drug Screen 7 days before or after the first day (Provided by school)

Supplemental Teaching Methods:

In addition to classroom lectures, the instructors will utilize the following supplemental teaching methodologies in Phlebotomy Technician Training Program: Interactive lectures, power points, handouts, group activities, role play, video instruction, and instructor demonstration.

Student to instructor ratio:

10:1

ATTENDANCE

Absences:

Advanced Medical NC Training College believes that accountability and punctuality is imperative for students to receive the maximum benefit from their educational experience. Therefore, students must attend class every scheduled day and be on time to successfully complete the program. Due to the critical nature of our programs, students who miss more than the allowed class or lab/clinic time will have to attend a make-up day which will be assigned at the instructor's discretion. There will be no additional fees for this make-up day. If a student is absent or late from more than allowed classes or clinical days (4 times), they will surrender their registration and be dropped from the course with no refund as an option. Students must be on time for all classes, labs, and clinicals and stay in class until the instructor dismisses.

If an emergency, family death, weather, or unavoidable situation was to occur, please inform the instructor prior to class to avoid penalties. If these occurrences happen repeatedly it will then be the instructor's discretion to count said absence or tardy as a derogatory mark.

Late Arrivals / Early Departures:

Excessive tardiness and/or leaving class early will be grounds for dismissal. If a student is more than 10 minutes late to class or leaves 10 minutes or more before class is dismissed is counted as a tardy or early departure. Two (2) late arrivals or early departures equates to one (1) absence. Students must take breaks as scheduled. Students are allotted a 5-minute grace period to return from any break or lunch. A student that is more than 5 minutes late from a break or lunch is considered late and will be counted as a tardy. Two (2) tardy occurrences from a break or lunch will be counted as one (1) absence. After two (2) or more days of absences the student will be up for termination from the program. Students must be on time for clinical, there is no grace period. If a student is 1 minute late to clinical, they will be counted absent and sent home for the day.

Students who have three (3) late arrivals or early departures will be advised to meet with the Director to evaluate the student's continuation in the program.

Class Cancellation:

Advanced Medical NC Training College reserves the right to completely cancel classes due to insufficient number of students enrolled in class or absence of an instructor.

Students will be informed and offered a different class date to attend.

The instructor reserves the right to cancel a class day due to weather, illness, or emergency.

Interruptions for Unsatisfactory Attendance:

Students who have an unsatisfactory attendance record will be dropped from the program. Unsatisfactory attendance includes missing more than one (1) late arrival or early departure from clinical and four (4) late arrivals or early departures from class or lab.

Enrollment and Admission

Admission:

Admission to Advanced Medical NC Training College is open to all on a first come, first serve basis. No person shall on the basis of race, color, creed, religion, age, sex, national origin, payment source, or physical disability status, except where age or physical disabilities are found to be a bona fide occupational qualification, be excluded from employment or participation in, be denied the benefits of, or be subject to discrimination under any program or activity of this institution. It is the policy of this institution not to discriminate on any basis mentioned. Advanced Medical will not discriminate against students, employees, or applicants for admission or employment because of physical disabilities. Any student or prospective student who believes that discrimination has limited any educational opportunity, or any institution employee who believes employment rights have been violated or denied on the basis of discrimination, or any individual who desires information concerning this policy should contact the school administrator, the designated responsible employee.

Admission Requirements:

All prospective students must be 18 years or older before graduating or completion of the program and must show proof of Highschool or College Transcripts. Any student under the age of 18 MUST have parental permission to enroll.

Advanced Medical NC Training College will provide students with the Background Check and Drug Screening.

Admission Procedure:

1. Contact the school via phone, in person, or email
2. Non-refundable registration fee and initial deposit if applicable
3. Government issued ID with picture and signature
4. Clean Criminal Background Check
5. Negative Drug Screen

The students identity will be verified and documented by observing two forms of identification – one of which must be a current, government issued signature-bearing,

picture identification card, such as a Driver's License, Passport, DMV ID card, Military ID, or a signed non-laminated US government-issued Social Security card. Copies of identification documents will be maintained in the student record.

The institution is not responsible for students who apply, receive notice of class availability, but fail to pay the non-refundable registration fee and/or initial payments in a timely manner with regards to receipt of class availability on a first-come first-served basis.

Students who apply, receive notice of availability, and pay the non-refundable registration fee, deposit, and/or payment after a course has closed its registration due to a lapse of time, will be offered the next available class. Refunds will not be offered in this case.

Advanced Medical NC Training College reserves the right to evaluate special cases and to refuse admission to an applicant when it is in the best interest of the individual and/or program.

Acceptance:

Each student will be notified via email of their registration confirmation and acceptance.

Student Responsibilities:

Each student is responsible for the completion of the academic program in which the student is enrolled. The student must understand all of the requirements for the program, including unacceptable behaviors and the minimum knowledge from the program required to graduate.

The students must complete all required aspects of the course in order to successfully complete the program, graduate, and take the certifying exams.

Course Withdraw:

Should a student feel the need to withdraw from a course, it is the student's responsibility to obtain a withdrawal form, complete it and submit the completed form to the program director. The official last date for withdrawal is seven (7) days after the first day of class, after which a refund will no longer be available.

Students who do not complete the withdrawal form, notify the school of departure, or fail to inform the school of absences after the allowed missed time, will be considered dropped from the selected program and all other rules regarding the tuition policy will apply. Any student that withdraws must wait 30 days to enroll in future classes. A pattern of course withdrawals may prevent future enrollment.

Dismissal:

Students will be counseled on behavior issues and code of conduct violations twice prior to dismissal from the program. All counseling sessions will be conducted by the program coordinator in person and will be documented via progress report in the students file.

In case of course dismissal by school for inappropriate behavior, unsafe practices, or consistently violating school policy, the student will not receive any form of refund. Students will be contacted by the Program Coordinator and made aware of the violated policy / code of conduct and removed from the program immediately.

Procedures and Examination of Records:

A student requesting an inspection of educational records must do so in writing. The school will contact the student within 7 days to set up a date and time for a meeting to occur. The inspection must be done within 30 days of the receipt of the request for inspection of educational records from the student.

Challenge of Student Record:

A student may challenge an educational record which the student considers to be inaccurate, misleading, or in violation of his/her privacy or other rights. Such challenge shall be in writing and shall include the reason for the fault data in question. Within 30 days of the outcome of the investigation and the possible altering the records to reflect the correct data.

Privacy Act:

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law designed to protect the privacy of a student's educational records. The rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond high school level. Students and former students whom the rights have transferred are called eligible students.

- A. Parents or eligible students have the right to inspect and review all of the student's educational records maintained by the College. We are not required to provide copies of material in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records personally. Requests must be made in writing and the College charges a fee of \$15 for copies per document.

- B. Generally, the College must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows colleges to disclose the records without consent, the following parties or under the following conditions:
 - School employees who work with the students and have a need to know
 - Other schools to which a student is transferring
 - Parties who are assisting the student with financial aid
 - Certain government officials in order to carry out lawful function
 - Organizations doing certain studies for the college
 - Accrediting organizations
 - Officials who have obtained court orders or subpoenas
 - Persons who need to know in case of health and safety emergencies
 - State and local authorities that are within a juvenile justice system, to whom disclosure is required by state law

**For additional information or to read the Family Education Rights and Privacy Act (FERPA) in its entirety, please refer to <http://studentprivacy.ed.gov>*

Previous Educational Training and Transfers:

Advanced Medical NC Training College does not accept transfer credit from other institutions nor can we guarantee our educational programs will transfer to other institutions. Credit for our courses to other institutions will be at the discrepancy of that institution.

Advanced Medical NC Training College is a non-accredited school, and does not grant credit for previous educational training or experience.

STUDENT CONDUCT

The code of conduct is the professional standards for conduct, attitude, performance, and ethics while enrolled in any program offered by Advanced Medical NC Training College. This shall be observed during class, lab, clinical rotation, and testing for the national competency examination. Students must display professionalism and self-control in order to meet the demands of the duties as future health care professionals. Disruptive behavior and inappropriate language will not be tolerated. Inappropriate discussion of personal problems during any phase of training and testing is not permitted.

Advanced Medical NC Training College will not tolerate any behavior considered inappropriate, disruptive, and unacceptable. Failure to follow the code of conduct is an immediate basis for dismissal from the program.

Students are expected to exhibit acceptable behaviors at all times while on school grounds or in clinical settings for the following reasons:

- To maintain an appropriate environment that is conducive to learning
- To enable the students to enter the healthcare profession
- To maintain the safety of the school and clinical premises, students, patients, visitors, and staff

Conditions for Dismissal:

The following behaviors are considered unacceptable, but this list is not all inclusive:

- Inappropriate interaction with instructors, peers, colleagues, residents, etc.
- Insubordination to instructor or any other staff members of the school
- Personal cell phone usage during class, lab, or clinical rotation. Phones are limited to emergencies or with the approval of the instructor only. All phones should be on silent and all calls must be made and answered during breaks. The student may never leave the classroom to take or make a call, with the exception of emergencies, and phones should never be carried during external clinicals.
- Disruptive behavior, inappropriate language such as profanity, inappropriate discussions, threats, discussion of personal problems, during any phase of training and testing is prohibited
- Being loud and disorderly
- Interrupting the instructor during in the middle of a lesson
- Performing a task for which the student has not received training
- Failure to adhere to safety precautions taught for each lab skill
- Failure to adhere to safety standard protective of self and others
- Failure to report appropriate information; such as incidents or illegal activities done on site
- Not adhering to HIPAA Guidelines / Breach of confidentiality
- Breach of any Federal, State, or Local laws
- Failure to respond to emergencies in the clinical areas
- Sleeping or distracting behavior during class
- Cheating on examination, plagiarism, buying, selling, or stealing items / information
- Abuse or threatening abuse to others
- Falsification of school or client records
- Fighting or instigating arguments with fellow students or staff
- Possession of firearm or other weapons in school or clinical premises
- Possession of use of alcohol beverages, illegal narcotic or drugs on school or clinical premises

Refund Policy

No refunds will be granted *except* under the following circumstances:

- The student fails to enter the course and communicates the reason *in writing*. Non-refundable fees will not be refunded
- The student officially withdraws from the course in writing (See withdrawal policy). If a refund is permitted based on the policy, the appropriate amounts of funds will be refunded *except* non-refundable fees.
- If a class is canceled due to insufficient enrollment, the student has the option to receive a 100% refund or apply funds to the next available class scheduled, this includes the non-refundable registration fee.

Schedule a Refund:

- A 100% refund will be issued if a student withdraws in writing before the first day of class or the school cancels the class, not including non-refundable fees.
- A 75% refund shall be made if the student withdraws in writing within the second day of class.
- No refund will be issued to students withdrawing from the program after the second day of class starting.
- To comply with the applicable federal regulations regarding funds; federal regulations regarding refunds will supersede state refund regulations in this rule.

No refunds will be issued on the Registration Fee, Background Checks, or Drug Screens.

No refunds in any circumstance will be issued to a student who was made to drop the course due to misconduct or poor progress at any point during the program.

Refunds are issued up to 14 Days after the withdrawal form is submitted. Refunds will be sent out via US mail in the form of a check to the address on file, or electronically through the paid digital invoice.

Changes in Curriculum, Fee, or Other Requirements:

The governing body and / or administration of Advanced Medical NC Training College reserves the right to change at any time without notice; the tuition, fees, graduation requirements for any class and other curriculum, course structure and content, and other such matters as may be within its control of an outside agency. Any such changes will be an addendum that will be effective the next day.

This catalog is not intended to serve as a contract between Advanced Medical NC Training College nor its students. Instead, it is intended to be a reference guide for admissions, programs, policies, and procedures. The catalog contains procedures and requirements that all members of the college community are to follow. Information and requirements are subject to change without notice and should not be regarded as a binding obligation on the school or state.

When changes to the catalog are required by state officials to occur, those changes will be communicated through catalog inserts and other means until a revised edition of the catalog is published the following academic year. Students have the responsibility to follow the curriculum and graduation requirements specified in the catalog at the time they enroll.