



Phlebotomy Course Syllabus

Institution:

Nurse Mom and Family, 1010 Huntcliff NE, Suite #1240, Atlanta, GA 30350,
Phone:470-269-6008

Email: Info@nursemomandfamily.com

Website: <https://nursemomandfamily.com/>

Course: Fundamentals of Phlebotomy

Term (Spring 2026)

Cumulative Course Hours: 102

Lab Hours: 50

Externship: N/A

Duration: 9 weeks.

- 2 sessions per week (4-6 hours each)
 - 52 lecture hours
 - 50 clinical hours
- 102 Training Hours Total**

Instructor – Daphne Adams, RN

Office hours – By appointment.

Please email the instructor at ceo@nursemomandfamily.com

Course Required Texts –

Required Text(s)*: NNMF Phlebotomy Student Handbook and Study Guide
Recommended Optional Readings

The Ultimate NHA Phlebotomy Exam Study Guide: 3 in-1 Transform Your Exam Preparation with In-Depth Practice Tests, Step-by-Step Procedures, Expert Tips, and Comprehensive Content Review by [Tatum Wheeler](#) (Author)

- <https://a.co/d/88rAdyi> - Amazon link - \$17.09
- **ISBN-13 -979-8325339318**
- **Introduction to Phlebotomy: A Beginner's Guide Paperback** – by [Lorinda N Ward](#) (Author)
- <https://a.co/d/1UgOL1p> - Amazon link - \$19.99
- **ISBN-13- 979-8306352510**

Licensure and/or Certification

- GA LLC Registered



- Sandy Springs Business License and Certificate of Occupancy.
 - As it stands, the State of Georgia does not require that phlebotomy technicians have licensure or certification to work in the state.
 - National Certification: This course will serve as a prerequisite for national exams for Phlebotomy certification. Once completed, students will be eligible to sit for the National Certified Phlebotomy Technician (CPT) exam.
 - Students who successfully obtain the phlebotomy and/or EKG certification can apply for work in clinical laboratories, hospitals, MD offices, home care, or other healthcare facilities. Although hourly wages are not a guarantee, entry-level pay for these technicians in the Metro Atlanta area is between \$14- \$21 per hour.

Course Requirements

Materials Provided:

- Student handbook and Phlebotomy Study Guide
- Access to Phlebotomy equipment for hands-on practice, software, and mannequins.
- Practice Phlebotomy strips and case studies

Grades will be assessed based on these components:

This grading system plan aims to provide a comprehensive evaluation of students' knowledge and skills in the phlebotomy class, incorporating both theoretical understanding and practical proficiency.

1. Clinical Assessment (50%)

- Patient Preparation & Setup: 20%.
- Phlebotomy Objective Interpretation: 20%
- Professionalism & Communication: 10%.

2. Quizzes & Assessments (50%)

- Quizzes: 5 %
- Midterm: 5%
- Final Written Exam: 20%
- Final Practical Exam: 20%

Students must display a Satisfactory understanding of all the topics and obtain an overall grade of 80% or higher on the final to pass this course.



Grading and Evaluation Policy:

The course will be taught through classroom instruction and hands-on clinical sessions. Students will attend these courses in person and receive feedback for competency through written and practical quizzes and exams, as well as evaluations.

For Written Quizzes and Exams

Grade Range	Performance Level	Description of Achievement	Evaluation Criteria (Written Assessments)
A (90–100%)	Outstanding	Demonstrates <i>exceptional mastery</i> of phlebotomy theory and clinical application. Shows advanced understanding of anatomy, infection control, safety, and venipuncture principles.	<ul style="list-style-type: none">• Accurately identifies veins, order of draw, tube additives, and test purposes.• Demonstrates thorough knowledge of infection control, patient identification, and specimen handling.• Written responses are detailed, logical, and well organized.• Exhibits excellent spelling, grammar, and use of medical terminology.• Consistently applies critical thinking to problem-solving scenarios.
B (80–89%)	Above Average	Shows <i>strong comprehension</i> of phlebotomy concepts with minor errors or gaps. Demonstrates confident application of classroom knowledge.	<ul style="list-style-type: none">• Correctly lists most collection procedures and safety steps.• Demonstrates solid understanding of anatomy, venipuncture preparation, and labeling requirements.• Written answers are mostly accurate and clearly explained.• Minor errors that do not affect overall understanding or accuracy.
C (70–79%)	Satisfactory	Meets <i>minimum competency standards</i> for safe and effective practice. Demonstrates basic understanding of essential phlebotomy procedures and responsibilities.	<ul style="list-style-type: none">• Understands basic anatomy, vein selection, and order of draw.• Able to describe steps of specimen collection with occasional errors.• Responses show limited detail or explanation but indicate comprehension.• Some spelling or terminology errors present.



			<ul style="list-style-type: none">• Performance meets minimum expectations for competency.
D (60–69%)	Below Average	Demonstrates <i>limited understanding</i> of phlebotomy fundamentals. Requires additional study and instructor guidance.	<ul style="list-style-type: none">• Confuses order of draw, labeling procedures, or infection control practices.• Written responses are incomplete, unclear, or disorganized.• Frequent factual inaccuracies and lack of reasoning.• Inconsistent use of proper terminology.
Below 60%	Unsatisfactory	Fails to meet <i>competency standards</i> . Demonstrates <i>insufficient understanding</i> of key principles and requires remediation before progressing.	<ul style="list-style-type: none">• Major errors in theoretical concepts or safety standards.• Inaccurate or missing answers on majority of exam content.• Little evidence of comprehension or retention of course material.• Must undergo remediation or repeat content before advancement.

For Practical Quizzes and Exams

Rating	Performance Level	Description of Achievement	Evaluation Criteria (Practical Competencies)
AS – Above Satisfactory	Exemplary Performance	Student demonstrates <i>exceptional mastery</i> of phlebotomy techniques and exceeds competency standards. Performs all steps confidently, accurately, and in accordance with infection control and safety regulations.	<ul style="list-style-type: none">• Performs venipuncture and/or capillary puncture accurately on first attempt.• Follows all infection control, hand hygiene, and PPE protocols.• Demonstrates correct order of draw, labeling, and specimen handling.



			<ul style="list-style-type: none">• Maintains professional communication and patient comfort throughout procedure.• No critical errors or safety violations.
S – Satisfactory	Competent Performance	Student meets <i>minimum competency requirements</i> and performs all procedures safely with acceptable accuracy. Minor errors may occur but do not affect patient safety or specimen integrity.	<ul style="list-style-type: none">• Completes all required steps in proper sequence.• Demonstrates adequate venipuncture and capillary technique.• Maintains aseptic technique and professional demeanor.• May need minimal instructor prompting or correction.• Demonstrates readiness for clinical application.
U – Unsatisfactory	Needs Improvement	Student demonstrates <i>inconsistent performance</i> or lacks confidence and precision. Multiple procedural or safety errors observed; additional instruction and practice required.	<ul style="list-style-type: none">• Incorrect order of draw or improper labeling of tubes.• Breaks sterile technique or fails to follow infection control policy.• Fails to properly identify patient or prepare puncture site.• Requires significant instructor assistance or repeats attempts.



			<ul style="list-style-type: none">Shows limited understanding of procedure purpose.
I – Incomplete	Skill Not Demonstrated	Student has <i>not yet demonstrated</i> the skill or was <i>absent during assessment</i> . Completion is required to receive a final grade.	<ul style="list-style-type: none">Skill attempt not observed or not performed.Student must complete the procedure under supervision for evaluation.No competency rating assigned until performance is demonstrated.

Course Description & Objectives

This Phlebotomy Technician course provides comprehensive training over 102 total hours, consisting of 52 lecture hours and 50 lab hours completed over a 9-week period. The course explores the fundamentals and procedures of phlebotomy, focusing on safe and effective blood collection techniques using venipuncture and capillary methods. Students will gain hands-on experience in laboratory procedures and real-world applications of safety, infection control, and professionalism within clinical and healthcare environments. Emphasis is placed on communication, accuracy, and teamwork in maintaining a positive, efficient workspace.

Upon successful completion, students will be able to:

- Accurately label, centrifuge, split, and freeze specimens according to test requirements.
- Package specimens appropriately for transport following regulatory and laboratory standards.
- Demonstrate understanding of anatomy, physiology, safety, and infection control while adhering to policies, protocols, and professional ethics.

Topics include, but are not limited to:

- HIPAA and OSHA Guidelines
- Ethics and Patient Rights
- Venipuncture with Vacutainers and Butterfly Needles
- Order of Draw
- Special Procedures and Complications
- Patient Reactions and Safety Precautions
- Managing Difficult Blood Draws



- CLSI Standards and Laboratory Protocols
- Job Readiness and Career Opportunities in Phlebotomy

Program Outline:



Course Day	Description	Lecture Hours	Lab Hours	Externship Hours	Total Clock Hours
Week 1					
Session 1	Introduction & Role of A Phlebotomist In this session, students are introduced to the role and responsibilities of a phlebotomy Technician, along with an overview of the course structure, objectives, and expectations. During this introductory module, students will explore basic human anatomy, medical terminology, computer basics, and professional development concepts to establish a strong foundational understanding of healthcare operations.	4	2	0	6
Week 2					
Session 3	Hematology & Urinalysis Students learn about the components of blood and complete a quiz, then practice using tourniquets, needles, tubes, and identifying materials in the lab.	3	3	0	6
Session 4	Types of Tubes Focus shifts to learning the types of collection tubes with a supporting quiz, followed by lab practice identifying and handling phlebotomy equipment.	3	3	0	6
Week 3					
Session 5	Order of Draw	3	3	0	6



	Students are introduced to the order of draw and tested on tube types, then participate in a step-by-step blood draw simulation.				
Session 6	Routine Blood Collection & Number of Sticks Routine blood collection techniques are taught with a quiz and reinforced through order-of-draw practice and emergency response drills for adverse reactions.	3	3	0	6
Week 4					
Session 7	Requisition Forms & Documentation Students learn proper use of requisition forms and documentation, followed by fingerstick and heel stick demonstrations and practice	3	3	0	6
Week 5					
Session 9	Dermal Puncture & Newborn Screening Dermal puncture and newborn screening are introduced, supported by group practice to build confidence and accuracy.	3	3	0	6
Session 10	Midterm & Blood Smears & Sample Integrity Students explore blood smears and sample integrity, complete a midterm written exam, and	3	3	0	6



	reinforce concepts through practical group practice.				
<i>Week 6</i>					
Session 11	Legal, Ethical & Quality Standards Discusses informed consent, patient rights, ethical conduct, and the importance of quality assurance and control in laboratory procedures.	3	3	0	6
Session 12	Sample Processing Explains post-collection handling, including centrifugation, labeling, storage, and transportation to ensure accurate test results.	3	3	0	6
<i>Week 7</i>					
Session 13	Simulation Prep & Day in the Life of a Phlebotomist Prepares students for clinical simulations by walking through a typical day, emphasizing workflow, common terms, professionalism, and time management.	3	3	0	6
Session 14	Phlebotomy Clinic Simulation 1 Students practice basic blood draws on mannequins or peers, focusing on patient identification, site selection, and equipment handling.	3	3	0	6
<i>Week 8</i>					
Session 15	Phlebotomy Clinic Simulation 2 Introduces more advanced scenarios such as difficult veins, patient reactions, and proper communication during procedures.	3	3	0	6
Session 16	Phlebotomy Clinic Simulation 3 Full mock-clinic experience including multiple patients, documentation, special tests, and real-time troubleshooting under instructor supervision	3	3	0	6



Week 9					
Session 17	Exam Prep – Phlebotomy Clinic Simulation 4 – Review Combines final review with practical drills to reinforce skills, answer questions, and build confidence before the certification exam.	0	4	0	4
Session 18	Final Exam A comprehensive written and hands-on practical exam evaluating knowledge of theory, technique, safety, and professionalism in phlebotomy.	2hr			2
	TOTAL HOURS	52 lecture Hours	50 lab Hours		102 Total Hours

Phlebotomy Course Schedule (Total: 102 Hours)

Duration: 9 Weeks | Sessions per Week: 2 (4–6 hours each)

Schedule: 18 Sessions | 52 Hours Lecture + 50 Hours Lab + 2 Hour Final

Week 1

Session 1

- **Lecture (4 hrs.):** Introduction & Role of A Phlebotomist
 - Course overview, career & professional opportunities
 - **Quiz 1**
 - Human Anatomy
- **Lab (2 hrs.):** circulatory system, venous anatomy

Session 2



- **Lecture (4 hrs.):** Phlebotomy Equipment
 - **Quiz 2**
 - 10 MCQs – Role of A Phlebotomist
- **Lab (2 hrs.):** Phlebotomy Lab Set up - Donning/doffing PPE,

Week 2

Session 3

- **Lecture (3 hrs..):** Hematology & Urinalysis
 - **Quiz 3**
 - 10 MCQs - Phlebotomy Equipment
- **Lab (3 hrs.):** Hands-on setup with tourniquets, needles, tubes, and material ID

Session 4

- **Lecture (3 hrs..):** Types of Tubes
 - **Quiz 4**
 - 10 MCQs - Blood Components
- **Lab (3 hrs..):** Hands-on Vein selection, step-by-step blood draw simulations

Week 3

Session 5

- **Lecture (3 hrs.):** Order of Draw
 - **Quiz 5**
 - 10 MCQs - Types of Tubes
- **Lab (3 hrs.):** Hands-on: IDing, practice labeling, filling forms, and specimen ID

Session 6

- **Lecture (3 hrs..):** Routine Blood Collection & Number of Sticks
 - **Quiz 6**
 - 10 MCQs - Order of Draw
- **Lab (3 hrs.):** Hands-on: Emergency response drills (fainting, hematoma)

Week 4

Session 7

- **Lecture (3 hrs..):** Requisition Forms & Documentation
 - **Quiz 7**



- 10 MCQs - Routine Blood Collection
- **Lab (3 hrs.):** Hands-on: Fingerstick and heel stick practice

Session 8

- **Lecture (3 hrs.):** Infection control & Lab Complications & Patient Prep & Safety
 - *Quiz 8*
 - 10 MCQs - Requisition Forms & Documentation
- **Lab (3 hrs):** Hands-on: Slide preparation and error prevention techniques

Week 5

Session 9

- **Lecture (3 hrs.):** Dermal Puncture & Newborn Screening
 - *Quiz 9*
 - 10 MCQs - Lab Complications & Patient Safety
- **Lab (3 hrs.):** Hands-on: Handling timed, light-sensitive, forensic samples

Session 10

- **Lecture (3 hrs.):** Blood Smears & Sample Integrity
 - *Midterm Exam*
 - Written Exam (25 MCQs)
- **Lab (3 hrs.):** Hands-on: Group Practice

Week 6

Session 11

- **Lecture (3 hrs.):** Legal, Ethical & Quality Standards
 - *Quiz 10:*
 - 10 MCQs - Blood Smears & Sample Integrity
- **Lab (3 hrs.):** Hands-on practice & Case studies on informed consent & QA/QC procedures

Session 12

- **Lecture (3 hrs):** Sample Processing
 - *Quiz 11*
 - 10 MCQs – Legal, Ethical & Quality Standards
- **Lab (3 hrs.):** Hands-on practice & Centrifuge use, storage, transport

Week 7



Session 13

- **Lecture (3 hrs.):** Simulation Prep & Day in the Life
 - *Quiz 12*
 - 10 MCQs - Sample Processing
- **Lab (3 hrs.):** Hands-on practice & Workflow simulation and patient role-play

Session 14

- **Lecture (3 hrs.):** Phlebotomy Clinic Simulation 1
 - *Quiz 13*
 - 10 MCQs - Day in the life & Clinical Prep
- **Lab (3 hrs.):** Hands-on practice & Patient identification, routine draw practice

Week 8

Session 15

- **Lecture (3 hrs..):** Phlebotomy Clinic Simulation 2
 - *Quiz 14*
 - 10 MCQs – Venipuncture Practice
- **Lab (3 hrs..):** Hands-on practice & Handling difficult draws, managing patient reactions

Session 16

- **Lecture (3 hrs..):** Phlebotomy Clinic Simulation 3
 - *Quiz 15*
 - 10 MCQs – Advanced Blood Draw scenarios, handling difficult draws, managing patient reactions
- **Lab (3 hrs.):** Full mock-clinic with multi-patient rounds

Week 9

Session 17

- **Lab (4 hrs.):** Final Review & Phlebotomy Clinic Simulation 4
 - Skill reinforcement, Q&A, readiness check

Session 18

- **Final Exam (2 hrs.):**
 - *Written & Practical Examination*



- Final Written Exam (50 MCQs)
- Practical: Live stick demonstration
 - Post Course Evaluation & Certificate distribution

Attendance Policy:

Attendance is mandatory for all scheduled class sessions and any other designated activities related to the course. The information taught on each course date is unique to that date, so if a student misses, they must make up the class to obtain the appropriate corresponding knowledge. In the event of missed class dates, students will need to contact the instructor to schedule make-up dates.

Students are expected to arrive on time and remain present for the entire duration of the class. Late arrivals and early departures may be considered partial absences and will be recorded accordingly.

Excused absences will be granted in cases of illness, personal emergencies, religious observances, or unexpected natural events. It is the responsibility of the student to notify the instructor in advance, whenever possible, and provide appropriate documentation to support the absence.

ALL ABSENCES, EXCUSED OR UNEXCUSED, MUST BE MADE UP TO PASS THE COURSE.

Class Cancellation Policy

Class cancellations will only be in the event of unforeseen circumstances or emergencies. Students will be notified via email for cancellations, so they are expected to provide an operational and active email for contact. Additional methods, such as call and text, may also be used to ensure cancellation is received. In the event of a cancellation, rescheduled course dates will be sent out promptly, and students should be aware of updated dates as they come out. In the event of a cancellation, scheduling accommodations will be allowed at the convenience of the instructor and the students affected. In the event that accommodations cannot be made, refunds can be requested in the appropriate manner as stated in the refund policy.

Communication Methods

Email is the preferred method of contacting the instructor. You should not assume I have received an email unless you have received a response from me. However, please allow at least 24 hours for a response. If you have not received a response and 24 hours have passed, you should resend your email.



Late Work & Make Ups

When you miss class, you miss critical information necessary to complete the course. If you are absent, you are responsible for contacting the instructor to obtain the necessary materials to catch up in class. If you are absent when an assignment is due, you must have submitted the assignment before the due date to receive credit. All missed assignments must be made up. Please consult the Attendance policy regarding scheduling make-up work. Make-up days may potentially result in an additional day of the course. Please keep in mind that you must schedule make-up days with the instructor promptly.

Award of Certification Requirements

Students are expected to obtain an overall grade of 80% or higher to pass this course. To obtain 80%, students have to demonstrate at a minimum an adequate understanding and demonstration of the basic phlebotomy objective training skills checklist.

Application of grades and credits

These credit hours are not transferable to any other institution. Students should refer to their transcripts for accurate training log hours for lectures and clinical labs.

Obtaining Final Transcript and Certificate.

To request a copy of your Final transcript and Certificate, please fill out the Certificate Request form on our website or in our office. Once complete, please allow up to 72 hours for email response.

Tuition and Fees

Phlebotomy -

- \$25 Application Fee (non-refundable)
- \$900 - Course Tuition
- **\$925 - Total Costs.**

Refund Policy

Refund/Withdraw Request Form - <https://forms.gle/qXPYXFPWsG1ZFJHx6>

To properly request a refund, a student must:

1. Submit a written request for withdrawal/refund (Form in Office or Email) to Daphne Adams, Nurse Mom and Family CEO, email ceo@nursemomandfamily.com.
2. Return any institution-owned equipment/materials (if applicable)



To Determine Your Refund Eligibility:

If you withdraw before 50% of the course's Total Clock hours are complete, we'll refund the unused portion of your tuition for those hours. This refund will be issued based on the total clock hours completed by the student at the time of withdrawal. If you withdraw at or after 50%, no refund is due for the remaining clock hours forfeited. Any money paid for future segments not yet started will be refunded in full. Application fees are non-refundable. All refunds due under this policy are issued within 45 days of the Effective Withdrawal Date.

How do we figure out your % completed?

We look at how many Total Clock Hours have been completed by the day you withdraw (the "Effective Withdrawal Date"), then divide that by the total length of the segment, and turn it into a percent.

Formula:

Percent Completed = (Total Clock Hours completed up to the withdrawal date ÷ total time in that segment) × 100

Example:

12 of 40 hours have passed $\Rightarrow 12/40 = 30\%$

Readmission Policy

Once officially withdrawn, Students who are interested in readmission must initiate rejoining the course from the beginning of the process.

Complaint Policy

If a resolution cannot be reached through informal means, the student may initiate a formal complaint process by submitting a written complaint to the course instructor. The written complaint should include the following details:

- Student's name and contact information
- Nature of the complaint
- Relevant dates, times, and individuals involved
- Any supporting documentation or evidence

Upon receipt of a formal complaint, we will initiate an investigation promptly. The investigation may involve gathering additional information from relevant parties, including instructors, staff, and witnesses. Every effort will be made to maintain confidentiality throughout the investigation process. Once the investigation is complete, we will communicate the findings to the student and take appropriate action to address the complaint. This may include corrective measures, revisions



to course materials or policies, or other actions deemed necessary to resolve the issue satisfactorily.

Please note that if the student is not satisfied with the outcome of the complaint resolution, they may appeal the decision to the GNPEC. The appeal should be submitted in a written format and should include the following information

GNPEC Contact Information

2082 East Exchange Place

Tucker, GA 30084

Phone: 770- 414-3300

<https://gnpec.georgia.gov/student-resources/complaints-against-institution>

An impartial panel or designated authority will review the appeal and render a final decision. The decision of the appeal panel will be communicated to the student in writing and will be considered final. Nurse Mom and Family prohibit retaliation against any student who raises a complaint in good faith. Students can rest assured that their complaints will be handled professionally and without prejudice. Additionally, records of all complaints, investigations, and resolutions will be maintained in accordance with applicable privacy laws and regulations.

Career Services

With the broad scope of knowledge our management team has about navigating the healthcare overall job force, we feel confident we can provide students with the following.

- 1) **Resume Review:** Our team will work with you to create a professional resume tailored to the healthcare industry. We'll highlight your skills, training, and relevant experience to showcase your qualifications to potential employers.
- 2) **Job Search Assistance:** We offer assistance with job searching strategies, including tips on where to find current job openings, how to network effectively, and how to navigate online job boards. While we may provide relevant local job positions and employment opportunities, **WE DO NOT GUARANTEE ANY JOB PLACEMENT.**
- 3) **Career Advice:** For those unsure of their future in nursing, our team would be happy to help you explore your interests, strengths, and goals to determine the best career trajectory for you. We'll provide personalized guidance and resources to support your career aspirations.
- 4) **Networking Opportunities:** We aim to connect students with the healthcare community at large as well as trained specialists through networking events, career fairs, and online platforms. Building a strong professional network can open doors to exciting career opportunities and valuable mentorship.
- 5) **Further Education Resources:** Interested in advancing your education or pursuing additional specialized certifications? We'll provide information and resources on additional training programs, certification exams, and educational opportunities to help you achieve your long-term career goals.



- 6) **Library & Media Resources:** Our space is equipped with several literary and media devices to support your educational searches. You can utilize our on-hand textbooks, research articles, and journals, or search the web with one of our handy computers.

The syllabus is a general plan for the course. It is subject to change when necessary and will be announced to the class by the instructor.