

Stick it

**PHLEBOTOMY TRAINING PROGRAM**

STICK IT PHLEBOTOMY, LLC

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**2021**

*Stick it Phlebotomy, LLC is licensed by the LA Board of Regents and adheres to the rules and regulations of the LA Proprietary Schools Advisory Commission.*

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### **MISSION STATEMENT** (*Institutional Philosophy*)

Our vision is to be recognized as the educational and performance leader in Louisiana for the practice of phlebotomy and patient care. Our school seeks to create a challenging learning environment that allows for individual differences and learning styles. We promote a safe, orderly, caring and supportive environment in which we emphasize a sense of understanding and compassion for others; encouraging quality patient care. Each student's confidence level in their ability to do their job as a licensed phlebotomist is fostered by positive relationships between students and staff.

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Our *Educational Objective* with the Stick it Phlebotomy Training Program is to train, and educate students in all aspects of the field of phlebotomy. The program prepares students for the National Certification Exam which will allow them to become a Certified Phlebotomy Technician, and obtain employment in this field.

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Our program allows a maximum class size of 20. The facility includes a classroom for lecture, a computer lab for testing and a skills lab for supervised veni/capillary punctures. Equipment to be used during class are all necessary supplies for blood draw, including isolation apparel, needles, syringes, tubes, alcohol prep pads, gauze, etc., as well as artificial veins and other training devices.

Upon completion of the course, Stick It Phlebotomy instructors will offer interview techniques and letters of recommendation to assist students in job placement. However, Stick It Phlebotomy cannot guarantee employment.

**Three –Business Day Cancellation:** All monies paid by a student shall be refunded if requested within three business days after signing an enrollment agreement and making an initial payment. After three business days the cancellation period of enrollment/registration fee will be retained by the school.

### **Tuition Refund Policy:**

- After a student has completed less than 15% of the program, the institution shall refund at least 80% of the tuition, less the registration fee, thereafter;
- After a student has completed less than one fourth of the program, the institution shall refund at least 70% of the tuition, less the registration fee, thereafter;
- After a student has completed one fourth, but less than one half of the program, the institution shall refund at least 45% of the tuition, less the registration fee, thereafter;
- After a student has completed one half of the program, the institution may retain 100% of the stated course price.

**Admission Requirements:** Student must be at least 17 years of age and must have proof of high school diploma, GED or high school transcript to enroll in class and be eligible to take National Board Exam.

### **Course Requirements:**

Students must be interested in learning more about phlebotomy. To successfully complete this course the student must read all materials provided, complete all assignments and quizzes and

complete all skin punctures and venipuncture required. The single most important goal of this course is to educate the student from any starting point he or she may be at to become more knowledgeable and skillful in phlebotomy.

Students that are enrolling in the Online Hybrid course will be assigned an online study guide through the [www.nhanow.com](http://www.nhanow.com) portal. Students will need internet access to create their own accounts including their usernames and passwords and access their online coursework. For the best experience it is recommended that students use one of the following browsers: Firefox (59 or later), Google Chrome (66 or later) or Safari (8 or later). Android's default browser is not supported; download chrome for a better experience.

For the best experience students are recommended to use one of the following devices: PC (Windows, 7,8, 8.1, 10, or later), Mac (Max OS X 10.9 or later), iPad 2 or later (iOS 9 or later), Android tablet (Android OS 7.0 or later) or Chrome OS device (such as a Chromebook with Chrome OS 78 or later).

### **Course Goals:**

The goal of this course is to advance the knowledge of the student through the information offered.

#### **1.) Introduction to phlebotomy**

Students will learn what a phlebotomist does and the qualities needed to be a good phlebotomist, the importance of customer service skills and medical terminology commonly used in the field of collecting blood specimens.

#### **2.) Adult venipuncture**

Students will learn the procedures required to perform an adult venipuncture, the importance of properly identifying a patient, how to verify test requirements, how to choose a good venipuncture site, tricks of the trade in locating hard to find veins, sites to avoid when performing a venipuncture, order of draw and much more.

#### **3.) Venipuncture and children**

Students will learn the importance of good communication, proper holding and venipuncture techniques, the criteria for blood sample rejection and how to avoid it, what hemoconcentration is and much more.

#### **4.) Skin punctures on babies**

Students will learn the age under which a venipuncture should be avoided, where to perform a heel stick and the danger of choosing the wrong spot, composition of skin puncture blood, things that can go wrong with a specimen how to avoid hemolysis and much more.

#### **5.) The finger stick**

Students will discuss the advantages and disadvantages of a finger skin puncture, why hemolysis is more likely, who are good candidates for a finger stick, how to collect an optimal sample, order of draw for micro collection and much more.

## **6.) Special tests on adults and children**

Students will discuss blood cultures, the two-hour postprandial, the glucose tolerance test and point of care testing, ABGs, and arterial blood gases. Students may stick one another in class with supervision and at the student's permission. Fake venipuncture devices are available for practicing prior to performing venipuncture on one another.

## **7.) Types of isolation**

Students will learn about infection control, types of isolation, standard precautions, transmission-based precautions, protective or reverse isolation, proper hand washing procedures and blood collection procedures in isolation rooms.

## **8.) Legal issues, HIPAA, safety precautions and OSHA.**

Students will discuss possible patient reactions, procedure for accidental needle sticks or exposure, OSHA standards, Material Data Safety Sheets, hazard identification, chemical and radiation exposure, waste disposal, safety guidelines and much more.

## **9.) ABGs-**

Students will learn the correct technique for performing arterial blood gases and performing the Allen test to check collateral circulation.

### **Course Materials:**

Textbook Replacement Resource: NHA Certified EKG Technician (CET) Online Study Guide 2.0 (latest edition) \*No text-book required\*

### **Grading Policy:**

At the end of each module students will be given an overall composite score based on the learning activities in that module. Students will have the opportunity to go back and review the content and boost their scores if needed. At the end of the third module students will prepare for the national board practice test. Students will complete at least 3 practice exams before sitting for the National board test.

Student's overall average in the course is determined by 9 grades:

Modules 1-7, Skills Lab participation and practice test average. (The three practice exams will be averaged for one grade and calculated in the overall score.)

For example: Module 1- 80%  
Module 2- 80%  
Module 3- 80%  
Module 4- 80%  
Module 5- 80%  
Module 6- 80%  
Module 7- 80%  
Skills Lab- 100%  
Practice Test Avg:  $(70\%+85\%+90\%) = 82\%$

**Overall average: 82% B**

Final grades will be given as follows:

Overall Score Letter Grade

90-100% 90-100 pts. A - Excellent

80-89% 80-89 B - Above Average

70-79% 70-79 C - Average

60-69% 60-69 D - Below Average

0-59% below 60 F – Fail

A letter grade of C or higher must be achieved

The student must finish the course to be eligible to take exam for certification. Upon completion of the course a certificate of completion will be awarded to the student.

### **Learning Outcomes:**

By successfully completing this course, students will be able to:

- Define phlebotomy
- Describe adult venipuncture
- Describe venipuncture on children
- Describe drawing blood from babies
- Describe the finger stick
- Describe special blood tests
- Infection Control
- Describe legal issues pertaining to healthcare
- Summarize patient situation, legal issues and OSHA, and HIPAA guidelines
- Demonstrate mastery of lesson content at levels of 70% or higher

### **Phlebotomy**

*After completion of this course, students have the option of sitting for National Certification Exam.*

### **Course Description**

*PT 100      Phlebotomy Fundamentals (6 Lecture Hours)*

- Describe the evolution of Phlebotomy and describe the role of a phlebotomist in today's healthcare setting.

*PT 101      Safety and Compliance (6 Lecture Hours)*

- Identify National Organizations, Agencies, and regulations that support quality assurance and Health Care.

*PT 102      Patient Preparation  
(6 Lecture Hours) (3 Lab Hours)*

- Demo Video and Lab (Removing and Putting on Isolation Apparel)

- Identify the components of the chain of infection and give examples of each, describe infection control procedures used to break the chain, and identify four functions of infection control programs.

*PT 103*      *Routine Blood Collections (6 Lecture Hours) (3 Lab Hours)*

- Describe each step in the venipuncture procedure, list necessary information found on specimen tube labels, and list the acceptable reason for inability to collect a specimen.
- Performing venipuncture (5-10 venipunctures)

*PT 104*      *Special Collections (6 Lecture Hours) (3 Lab Hours)*

- Describe routine and special specimen handling procedures for laboratory specimens.

*PT 105*      *Processing: (6 Lecture Hours) (3 Lab Hours)*

- Describe routine and special specimen handling procedures for laboratory specimens.

*PT 106*      *Focus on Phlebotomy (6 Lecture Hours) (3 Lab Hour)*

- Real world scenarios to prepare students for the field.

*PT 107*      *Skills Lab (5 Lab Hours)*

- Describe each step in the venipuncture procedure, list necessary information found on specimen tube labels, and list the acceptable reason for inability to collect a specimen.
- Performing venipuncture (5-10 venipunctures)

*PT 108*      *Job Preparation (3 Lecture Hour)*

- Resume & Job/Skills Interview Preparation

Lecture Hours: 46 hrs/Lab Hours: 20 hrs

Total Hours: 166 clock hours

Approximate time to complete course and achieve certification is 8 weeks.

## **Classroom Rules**

### **Attendance:**

Most of this class will be completed on-line. Attendance for skills lab is mandatory for successful completion of this course.

### **Tardiness:**

It is understood the importance of being on time but sometimes things are beyond our control. Please notify an instructor as soon as possible of any tardiness. A text message is fine as long as the student states their name in the message. If late 3 times you will receive a disciplinary mark in your records. Three disciplinary marks are grounds for expulsion.

**Termination Policy:** Reasons you can be terminated from the program include: breaching confidentiality of a patient; sleeping/napping on clinical site; disrespectful or rude to instructor, staff members, clients, family members, physicians, or any other visitors of the school and clinical site; use of cell phones in front of patient's or not in appropriate break areas; not wearing name badges to clinicals; not following directions; and if calling into clinical site you must notify instructor and clinical site 24 hours prior to scheduled clinical day. You must behave in a professional manner at all times including showing proper respect to the staff members, clients, family members, physicians, and other visitors of the agency and conduct yourself in harmony at all times or you will be terminated from program.

### **Dress Code:**

In class we want to be comfortable, but in good taste. Jeans, shorts, capris, etc. are fine for class.

### **Off Site:**

Scrubs and name badges must be worn at all times during clinical hours. A set of solid colored scrubs are to be worn while at clinical site. They must be clean, free of wrinkles; without holes or tears; no artificial nails are allowed on clinical site; no bright fingernail polish; hair must be clean and neat; no hats or shades allow at clinical site.



**Use of cell phones in the Classroom:**

Please have phones on silent during class and no phones out during tests. All phones and books MUST be left in classroom during tests!

**Cheating:**

All books, papers, purses, and phones must be put away during tests. If a student is caught cheating, they will be excused from class with a "0" for that test grade. If caught a second time, termination will be warranted.

**National Certification Exam:**

Stick It Phlebotomy requires you to take the National Certification Exam to complete course. Students will need to complete class work along with clinical to meet the requirements before sitting for National Certification Exam. Students will need an ID and /or high school diploma/transcript in order to take National exam.

**Housing/Counseling/Scholarships:**

Stick It Phlebotomy does not offer residential housing, counseling services, scholarships or grants at this time.

**CHILDREN ARE NOT ALLOWED IN CLASS, NO EXCEPTIONS!**

**Complaint Procedure:**

**Student complaints relative to actions of school officials shall be addressed to the Louisiana Board of Regents, Proprietary School Section, P. O. Box 3677 Baton Rouge, La 70821-3677, Phone 225-342-7084, only after the student has unsuccessfully attempted to resolve the matter with the school after having first filed a written and signed complaint with the school's officials.**