

Stick it

PHLEBOTOMY TRAINING PROGRAM

Well, hello there!

Welcome aboard Stick It's Phlebotomy Technician training program and **CONGRATULATIONS** on your investment in **YOU** and your future!

Let's get after it.

To get started all students will need to create an NHA profile to access the online study materials. Once your course material appears you can begin navigating your way through the lessons. This is A LOT of material so take your time, pause, rewind and really process what is being said on the screen. Be sure to take look for these icons to take advantage of the study resources included with most modules.



The following pages of this hand book include detailed instructions as to how to navigate the NHA website and your online study guide. For more information including video tutorials visit our website at www.stickitphlebotomy.com

Questions that are not addressed in this handbook or on the website can be directed to sherry@stickitphlebotomy.com Please include your full name and what course you are enrolled in with ALL correspondences.

Once you have completed the online course work you will need to schedule your in-person skills lab through the stickitphlebotomy.com website.

We strive to make our classes as enjoyable and stress free as possible. Remember to have fun!

Questions are bound to come up while you are working through the modules, so we suggest using the note section to write down the questions you would like to ask during skill lab. If you are confused about a portion of your course work and it is preventing you from moving forward, please EMAIL us at sherry@stickitphlebotomy.com and allow us 24-48 hours to respond.

****Please only use our personal phone numbers for issues that cannot wait for email responses. ****

YOUR INSTRUCTOR



Sherry Hinton, LPN, CPI

sherry@stickitphlebotomy.com

318.259.0144

"Please no calls or texts before 9 AM or after 9 PM!!"

YOUR I.T. SUPER-HERO



Karl Hinton, CPhT

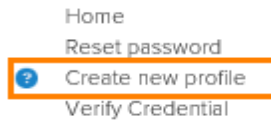
318.225.0039

"If it's text-able... don't call me" lol 😊

Step 1: From the home page, [NHANOW.com](https://www.nhanow.com), click on **Login or Create Account**.



Step 2: Click **Create new profile** on the left side of the screen.



Step 3: Complete all required fields, which are marked with an asterisk (*)

- Account information
- Organization Information
(Make sure to choose the correct organization type – Registering individually/School or Training/Employer)
- Candidate Information
- Additional Information

***Important:** Do not create multiple accounts.

Step 4: Read carefully and agree to **NHA's Terms and Conditions**.

Terms and Conditions

ASSESSMENT TECHNOLOGIES INSTITUTE, LLC
NATIONAL HEALTHCAREER ASSOCIATION

THE TERMS AND CONDITIONS SET OUT BELOW ARE A LEGAL AGREEMENT

THIS ("AGREEMENT") BETWEEN YOU AND ASSESSMENT TECHNOLOGIES INSTITUTE, LLC ("ATI"), THROUGH ITS NATIONAL HEALTHCAREER ASSOCIATION DIVISION ("NHA") GOVERNS YOUR USE OF ANY NHA PRODUCTS AND SERVICES, INCLUDING, BUT NOT LIMITED TO, NHA CERTIFICATION EXAMS, NHA STUDY/PREP PROGRAMS AND MATERIALS, NHA ASSESSMENT-BASED CERTIFICATE PROGRAMS AND ALL RELATED MATERIALS, WHETHER DELIVERED BY SHIPMENT OR ACCESSED ELECTRONICALLY (COLLECTIVELY REFERRED TO HEREIN AS "NHA PRODUCTS") MADE AVAILABLE TO YOU BY NHA, INCLUDING BUT NOT LIMITED TO, THROUGH NHA'S SERVICES ("NHA SERVICES") (TOGETHER, "NHA PRODUCTS AND SERVICES"). YOU MUST AGREE TO THESE TERMS BEFORE ESTABLISHING AN ACCOUNT WITH NHA AND BEFORE YOU ACCESS ANY NHA PRODUCTS. TO AGREE TO THESE TERMS, CLICK "AGREE." IF YOU DO NOT AGREE TO THESE TERMS, DO NOT CLICK "AGREE" AND, INSTEAD, CONTACT NHA CUSTOMER SERVICE. IF YOU DO NOT CLICK "AGREE", YOU WILL NOT BE ABLE TO CREATE AN ACCOUNT WITH NHA AND YOU SHOULD NOT ACCESS THE NHA PRODUCTS.

Yes, I Agree. I have read, understand, and agree to be bound by all of the above AT/NHA Terms and Conditions. *

Step 7: Click on **Register** to create your new account.



STUDENT REFERENCE GUIDE

NHA USERNAME: _____

NHA PASSWORD: _____

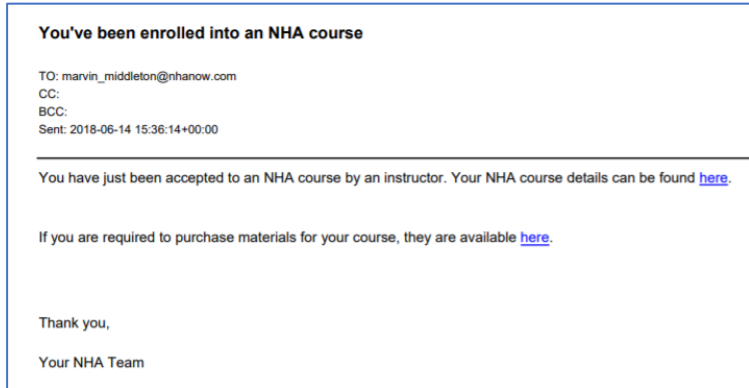
SKILLS LAB DATE: _____
(see website and back of this handbook for dates)

EXAM DATE: _____
(see website and back of this handbook for dates)

RECERT. DATE: _____

Step 1: If you are receiving materials through an institution, wait to receive a **confirmation email** of your Course Enrollment.

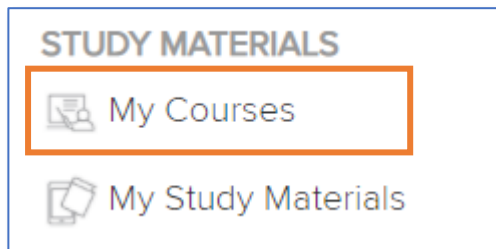
If you haven't yet, follow the steps in this email to set up your Individual Candidate account, or reference [How to Create a Candidate Account](#)



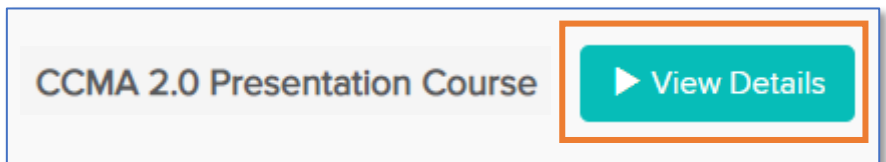
Step 2: Log into your Candidate account at NHANOW.com.



Step 3: Under Study Materials on the left-hand side select **My Courses**

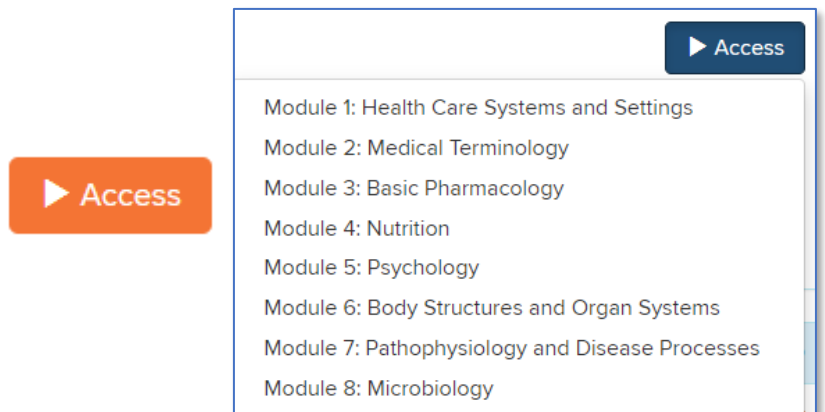


Step 4: Locate the course title for the course you are enrolled in and select **View Details**



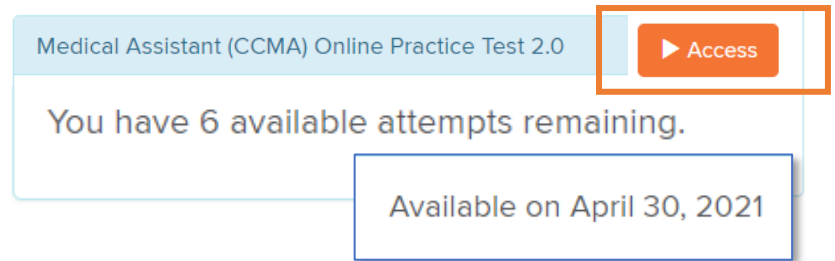
Step 5: To access your Study Guide, select **Access** on the right-hand side.

- If you have modules available to open, select the appropriate module
- Your instructor may have locked specific modules until you are supposed to access them.



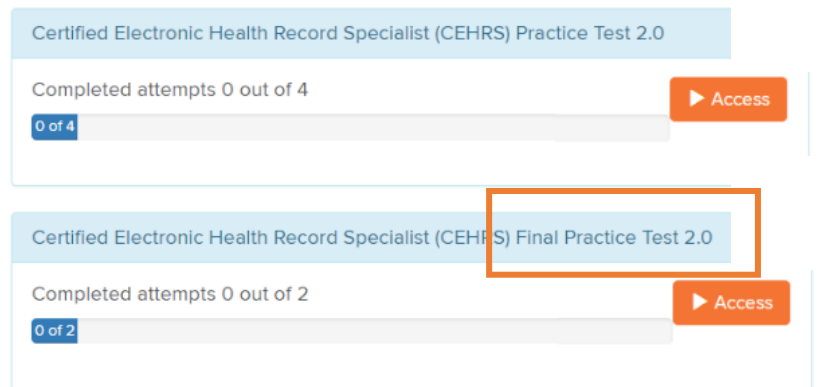
Step 6: To access your 6 Practice Tests scroll down and select **Access** on the right-hand side

- If your instructor has locked the practice tests, the availability date will be visible
- You may also have a required wait period between attempts



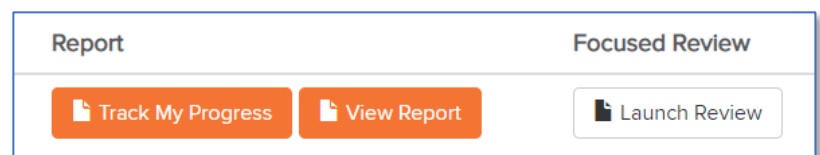
Step 7: If your options include a **Final Practice Test**, please refer to your instructor when you should take that exam.

*NHA recommends that between each practice test attempt, for you to review your scores and launch your **Focused Review**. For more on that see [How to use your Focused Review](#)



Step 8: Reports for your time logged, quizzes completed, and practice test outcomes will be available to you through your orange **Reports** buttons

- If you see Track My Progress please refer to the how-to for [How to use Track My Progress](#)



For additional questions, contact us via [Live Chat](#) at nhanow.com.

PATHWAY TO CERTIFICATION IN 8 WEEKS

The goal of the *Certified Phlebotomy Technician (CPT) Online Preparation Study Guide* is to provide directed preparation for the **CPT** certification exam and to instill the knowledge and standards needed for excellence in EKG technician practice.

Students may use following as a **guide**, but this course is intended to be entirely at the students' own pace to facilitate content mastery.

THE ROAD TO SKILLS LAB CHECK OFF LIST:

- Read and sign the syllabus and return it to Stick It Phlebotomy
Within the first week of registration. Students may electronically sign documents and email them to sherry@stickitphlebotomy.com

- Complete **Module 1: Phlebotomy Fundamentals** (*approximately one week or longer if needed*)
 - This module is a great foundation for students to learn what is expected of a professional Phlebotomist. Students will also get an overview of infection control, patient safety and basic anatomy and physiology of the heart
 - Complete Label the Heart Quiz. SCORE: _____ / 110 POINTS

 - MODULE 1 COMPOSITE SCORE:
**** It is recommended a minimum score of 80% before moving on. ****

- Complete **Module 2: Safety and Compliance** (*approximately one week or longer if needed*)
 - This module is a very detailed overview of the regulations that affect lab personnel, quality control and patient/employee safety.
 - Complete Centrifuge Quiz. SCORE: _____ / 40 POINTS

 - MODULE 2 COMPOSITE SCORE:
**** It is recommended a minimum score of 80% before moving on. ****

- Complete **Module 3: Patient Preparation** (*approximately one week or longer if needed*)
 - This module reviews patient identification and patient prep, as well as interviewing tips for the phlebotomist to use with patients.
 - Complete Venipuncture Quiz. SCORE: _____ / 30 POINTS
 - Complete overall Quiz. SCORE: _____

 - MODULE 3 COMPOSITE SCORE:
**** It is recommended a minimum score of 80% before moving on. ****

□ Complete **Module 4: Routine Blood Collections** (*approximately one week or longer if needed*)

- This module is very important as it outlines the procedures for routine blood collections. This module is the bedrock of your training so take your time on this one and really learn the steps and the order of draw. All of this will be on boards and will be used daily in the field.

- Complete Gathering Supplies Challenge. SCORE: _____ / 100 POINTS
- Complete Order of Draw Quiz. SCORE: _____ / 40 POINTS
- Complete overall Quiz. SCORE: _____

▪ MODULE 4 COMPOSITE SCORE:

**** It is recommended a minimum score of 80% before moving on. ****

□ Complete **Module 5: Special Collections** (*approximately one week or longer if needed*)

- Often Phlebotomist are required to take samples that require special handling and procedures. This module is very important as it outlines the procedures for special collections.

- Complete Urine Test Matching. SCORE: _____ / 50 POINTS

▪ MODULE 5 COMPOSITE SCORE:

**** It is recommended a minimum score of 80% before moving on. ****

□ Complete **Module 6: Processing** (*approximately one week or longer if needed*)

- Phlebotomists are responsible for preparing laboratory specimens and are expected to know the appropriate storage and testing methods used for each type of specimen.

- Complete Processing Specimens Quiz. SCORE: _____ / 50 POINTS
- Complete overall Quiz. SCORE: _____

▪ MODULE 6 COMPOSITE SCORE:

**** It is recommended a minimum score of 80% before moving on. ****

- Complete **Module 7: Focus on Phlebotomy** (*approximately one week or longer if needed*)
 - This module contains 3 real world challenges and scenarios to test your overall knowledge in the field.
 - Complete Challenges 1-3
 - MODULE 7 COMPOSITE SCORE:
 - *** *It is recommended a minimum score of 80% before moving on.* ***

- Complete *at least 3 Practice Tests* (*approximately one week or longer if needed*)
 - *If more than 3 tests are taken, the 3 highest grades will be averaged.*
 - Test 1 SCORE: _____
 - Test 1 SCORE: _____
 - Test 1 SCORE: _____

 - PRACTICE TEST AVERAGE SCORE:

- Schedule for skills lab (see www.stickitphlebotomy.com/skillslab)

Upon successful completion of the online course work, all students are required to complete an additional 4 hour in person skills lab before being eligible for National Board Testing and certification.

**Skills Lab Address: 4693 Quitman Highway
Hodge, LA 71247**

2021 Phlebotomy Skills Lab Dates

June 14	9 AM – 12 PM	Oct. 4	9 AM – 12 PM
June 14	6 PM – 9 PM	Oct. 4	6 PM – 9 PM
August 2	9 AM – 12 PM	Oct. 25	9 AM – 12 PM
August 2	6 PM – 9 PM	Oct. 25	6 PM – 9 PM
August 23	9 AM – 12 PM	Nov. 8	9 AM – 12 PM
August 23	6 PM – 9 PM	Nov. 8	6 PM – 9 PM
Sept. 13	9 AM – 12 PM	Dec. 6	9 AM – 12 PM
Sept. 13	6 PM – 9 PM	Dec. 6	6 PM – 9 PM

*** These dates are subject to change. Check website for most up to date information. ***

To register for skills lab, go to our website: www.stickitphlebotomy.com and select “skills lab” at the top of the page. You may then filter for what class you are looking for and click the “register” button to add your name. Students must register at least 7 days prior to skills lab.

Please direct all questions to sherry@stickitphlebotomy.com

