

# ProLab Solutions, LLC

## School Catalog



**PROLAB SOLUTIONS**  
MOBILE PHLEBOTOMY & CPR

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“As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.”

## Table of Contents

	<b>Pages</b>
1. School Director's Message	3
2. Mission and Purpose	3
3. Program Description	3
4. Admission Policies	3
5. Dress Code	4
6. Program Includes	4
7. Transfer of Credits	4
8. Rescheduling Policy	4
9. Student's Right to Cancel and Refund Policy	4
10. Attendance Policy	4
11. Classroom Conduct and Dismissal Policy	5
12. Leave of Absence	5
13. Program Cost and Fees	5
14. Payment Plan Options	6
15. Student Achievement	6
16. Job Placement Policy	6
17. Financial Aid	6
18. Facilities and Equipment	6
19. Faculty and Staff	6
20. Course Description	7
21. Course Schedule	7 – 8
22. Accreditation	8
23. Non-Discrimination Statement	8
24. ADA Statement	8

### **School Director's Message**

Career training is a road that leads to challenges and roles that force us to take personal leaps and bounds we may never have encountered otherwise. We are honored that you have considered ProLab

Solutions, LLC as an instrument of your journey. It is our desire to help you reach your goals for a new future that can be filled with professional satisfaction and numerous rewards. We do hope that your career choices continuously lead you to pursue education so that you can continue to grow professionally. It is with great pleasure that we welcome you to our school. ProLab Solutions, LLC is ready to serve you and the community, making dreams a reality, and helping people just like you take your place on the road of life.

Thank you,

***Jaime Johnson, Facility Director***

### **Mission and Purpose**

ProLab Solutions mission is to provide hands on training to those interested in entering the Phlebotomy Industry through proper education, focused training and individualized attention to the needs of the students. Also, to guide students to achieve the Certified Phlebotomy Technician Licensure to gain a professional career in the phlebotomy field.

The purpose or objective of the ProLab Solutions, LLC phlebotomy training program is to train highly skilled, well qualified and certified phlebotomy technicians who can use their acquired skills to provide a high-level of service with patients they work with in the healthcare industry.

### **Program Description**

ProLab Solutions, LLC is a **4-week program** where students learn phlebotomy and develop the skill, through hands on practice, of the venipuncture procedure. Students will learn hands on skills training during the course. Students will practice blood drawing in class on manikins and real veins from classmates. The course will teach lab processing, centrifuging, capillary punctures, phlebotomy equipment, phlebotomy venipuncture draws and safety procedures.

### **Admission Policies**

To sign up for the course and be admitted you must provide a copy of a high school diploma or its equivalent (GED).

1. Provide a High School Diploma or GED.
2. Proof individual is at least 18 years or older.
3. Payment of enrollment fee or arrangements to pay tuition.
4. Signed enrollment agreement form.
5. All applicants must be able to speak, read and understand English.

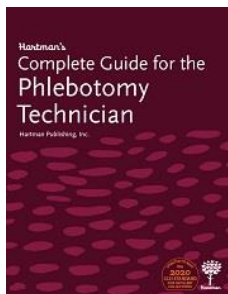
### **Dress Code**

Students are expected to wear black medical scrubs or all black clothing. Nails may not extend more than 1/8 inch beyond tips of fingers. Hats or caps are not permitted.

### **Program Includes**

1:1 Phlebotomy Training, Google classroom, Power Points, Certificate of Completion, Lab supplies, and assist with resume writing.

Textbook Not Included. You can purchase from Amazon.



### **Transfer of Credits**

ProLab Solutions, LLC has not entered into any articulation or transfer agreements with other educational institutions in which they accept credits earned at other educational institutions, neither granted credit for prior experiential learning. Credits earned at other institutions through challenge examinations and achievement tests are not recognized for this phlebotomy program.

### **Rescheduling Policy**

In the case you are unable to attend your scheduled class, send us an email three days in advance to reschedule your class, we are happy to move your deposit to the next class scheduled class. Please note, you have to send an email to confirm the change, we can only move your deposit one time if you need to reschedule. If you reschedule more than once you will need to pay your enrollment and tuition balance in full prior to the first day of class to reserve your seat.

### **Student's Right to Cancel and Refund Policy**

#### **CANCELLATIONS AND REFUND POLICY**

Should a student's enrollment be terminated or cancelled for any reason all refunds will be made according to the following refund schedule;

1. Cancellation can be made by email.
2. All monies will be refunded if the student cancels with **three (3) business days after signing** the enrollment agreements and making initial payment.

3. Cancellation after the third (3rd) business day, but before the first day of class, will result in a refund of all monies paid, except \$200 nonrefundable enrollment fee.

4. Cancellation by the student, after attendance has begun through 40% completion of the program, will result in all sales are final.

5. Refunds will be made within 30 days after termination of the student's enrollment or receipt of a Cancellation Notice from the student

**Email:** [prolabsolutionlls@gmail.com](mailto:prolabsolutionlls@gmail.com) or

**Mailing address:** 4130 Salisbury Road, #2200 Jacksonville, FL 32216

### **Attendance Policy**

ATTENDANCE IS EXPECTED; Students are required to attend ALL 4-week classes. There are NO EXCEPTIONS. Attendance is mandatory for the student's success at ProLab Solution, LLC. Tardiness is not exceptionable. Two tardies will equal an absence. If a student misses time of any class, they must make up assignments.

### **Classroom Conduct / Dismissal Policy**

Students enrolling in ProLab Solutions, LLC assume an obligation to conduct themselves in a manner compatible with PLS's function as an educational institution. To fulfill its functions of imparting and gaining knowledge, PLS retains the power to maintain order within the school and to exclude those who are disruptive of the educational process.

Generally, prohibited conduct for which a student is subject to disciplinary action defined as follows:

- Physical or sexual assault of any person on PLS's campus, or conduct which threatens the health or safety of any such person or the physical or sexual assault of any ProLab Solutions student.
- Substantial damage to PLS-owned or leased property or to property of a PLS student or visitor occurring on PLS-owned or leased property or at the residence of any student.
- Any activity that may be construed as hazing ("hazing" is defined as: any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of PLS).
- Use of alcohol or illicit drugs while on campus. Students at PLS are training for careers that involve direct interaction with patients, and individuals. Performing clinical activities under the influence of drugs or alcohol undermines patient safety and is considered a crime. Persons who engage in such actions while enrolled at PLS will be reported to the local authorities for criminal actions. Drug testing may be asked of students who display behaviors consistent with drug abuse.

## Leave of Absence

ProLab Solutions, LLC does not participate or have a leave of absence: if the student has circumstances that arise and cannot make it to a class, they will need to communicate with ProLab Solutions, LLC and the student will be allowed to make up that time in a future class.

## Program Cost and Fees

Certified Phlebotomy Technician Training

Registration/ Enrollment non- refundable	\$ 200
Phlebotomy Tuition	\$400
Lab supplies	Included
Program Cost	\$600

Upon registering for the program, the student must pay \$200.00 non-refundable registration fee to enroll and register for the course.

## Payment Plan Options

### Payment Plan Options \$600

Option 1	Option 2
<b>Deposit</b> : \$320	<b>Deposit:</b> \$200
<b>Week 1:</b> \$140	<b>Week 1:</b> \$200
<b>Week 2:</b> \$140	<b>Week 2:</b> \$200

## Student Achievement

ProLab Solutions, LLC will track student achievement and progress throughout the class through quizzes and final exam. Students must maintain an average score of 75 percent on in class testing. If a quiz is missed a student may schedule with the instructor time either before or after class to take it.

## Job Placement Policy

ProLab Solutions, LLC does not provide job placement service for the students, however, we will cover the following in class:

1. How to prepare for the interview process, and the best tricks of the trade for searching and finding jobs to apply to.

2. How to search for phlebotomy jobs and where phlebotomists can work.
3. ProLab Solutions, LLC will review and provide suggestions and support for resumes.
4. Return Policy – We allow our students to come back to lab free of charge to keep their phlebotomy skills sharp.

### **Financial Aid**

ProLab Solutions, LLC does not participate in any Federal or State Financial Aid programs.

### **Facilities/ Equipment**

The facility has a classroom style room with tables, chairs white board with audiovisual equipment for lecture and training room with mannequins, posters, phlebotomy equipment used for training.

### **Faculty / Staff**

Jaime Johnson – Founder / CEO / Phlebotomy & CPR Instructor - Jaime Johnson is the founder of ProLab Solutions, LLC. She's been a Certified Phlebotomist since Jan 1998 with 25 years in the Phlebotomy Field, who hopes to share her lifelong passion for helping people with every student that attends ProLab Solutions, LLC. The goal in opening this school is to provide quality education at an affordable cost.

## **Phlebotomy Training Syllabus**

### **Course Description**

ProLab Solutions, LLC will train individuals to collect, process blood and other clinical specimens for laboratory testing and to interact with health care personnel, clients, and the public who receive laboratory services.

Lectures and learning will cover phlebotomy equipment and tube additives, processing of samples, and various venipuncture safety techniques to promote a safe working environment. This phlebotomy course will help develop and prepare students to take and pass the National Exam for phlebotomy and to enter the workforce with required knowledge and skills.

**Purpose:** This course will prepare the certified phlebotomy technician to work in a clinical laboratory environment and healthcare setting.

**Approach to the Material:** This course consists of lecture components, directed class discussion, audio-visual aids, demonstrations, role playing, and clinical evaluation.

**Learning Objectives** – By the conclusion of this course you should be able to:

1. Define the role of the phlebotomist.
2. Describe the state requirement related to phlebotomy practice.
3. Describe legal an ethical issue related to phlebotomy practice.

4. Demonstrate effective customer service skills.
5. Describe basic human anatomy and physiology.
6. Describe components of blood.
7. Perform the blood collection procedure.
8. Maintain a safe environment.
9. Demonstrate problem- solving and trouble-shooting skills.
10. Perform clerical duties required to document phlebotomy practice.

### **Course Schedule**

**Class 1** Module #1- Phlebotomy, history and introduction, role of the phlebotomist, Interpersonal Relationships, Professional Behavior, proper bedside manner, ethnics and legal issues.

Module #2 - Venipuncture – supplies, equipment/procedure. How to properly tie a tourniquet, Order of Draw.

**Class 2** Module #3 - Complications of Blood Collections and how to handle different scenarios.

**Class 3** Module #4 – Capillary punctures and newborn screens. Venipuncture utilizing the butterfly Device. Skills training, into to butterflies

Module #5 – Video

**Class 4** Module #6 – Skills Training, Final Exam

### **Accreditation**

ProLab Solutions, LLC is accredited and recognized by Florida Association of Postsecondary Schools. Students are not eligible for federal financial aid programs through this phlebotomy course.

### **Non-Discrimination statement**

ProLab Solutions, LLC does not discriminate regarding race, sex, color, creed and/or religion.

### **ADA Statement**

The rehabilitation Act of 1973 and the Americans Disabilities Act (ADA) provide protection of civil rights for individuals with disabilities. DPT does not discriminate in the recruitment, admission, treatment, or access to its program or activities. A student desiring assistance must voluntarily disclose that they have a disability, request accommodation, and provide documentation of their disability

**OUR SUCCESS DEPENDS UPON YOUR SUCCESS!**