



CATALOG 2023

#2197

**ELITE PHLEBOTOMY LLC
2323 Lake Club Drive
Columbus, Ohio 43232
ELITEPHLEBOTOMYOHIO.COM
614-209-2564**

REV12/2023

Phlebotomy Certification Program

Phlebotomists draw and prepare blood for medical testing, transfusions or donation. Phlebotomists are trained to collect blood via venipuncture, finger pricks, or in the case of infants, heel pricks. Phlebotomists typically work in hospitals, clinics, outpatient care facilities, diagnostic laboratories and blood donation centers.

As more of the population utilizes medical care, the need for phlebotomists is expected to grow. However, before you can earn any type of certification, you'll need phlebotomy training.

Program Description:

The Phlebotomy technician program is a comprehensive hands-on method that will prepare the student for employment in the healthcare field, through lecture/discussion and practical phlebotomy hands-on training.

COURSE DESCRIPTION: The phlebotomy program is a 40 hours class time. The class will meet twice a week for 5 weeks 4 hours a day. The class will be split into two portions, lecture the first two hours and practicum the remaining 2 hours of class. The students will complete blood draw and finger sticks on Phlebotomy training dummies first then on each other under direct supervision of the instructor.

PROGRAM OBJECTIVE:

At the end of the program students will be able to demonstrate knowledge in the following: Hippa, First aid, Personal wellness, defensive sticking, human anatomy. Circulatory system. Blood collection. Finger stick collection, capillary collection, Venipuncture collection, processing collection, non blood collection, specimen handling and processing, proper ppe or universal precaution and ppe for covid.

ADMISSION REQUIREMENTS:

- A.Students or healthcare workers must be 18 or older { 16 with parental consent}.
- B.application must be completed and signed.
- C.Down payment must be paid before starting class.

ADMISSION POLICY:

Elite Phlebotomy LLC is an equal opportunity training center. Elite phlebotomy does not discriminate against race, color, national origin, ancestry, religion, sex, sexual orientation, marital status, disability or any protected class status. Elite Phlebotomy LLC will comply fully with state and federal equal opportunity and affirmative action laws, executives' orders, and regulations.

CLOCK HOURS:

40 hours 5 weeks of class and training.

QUIZ AND EXAMS:

- Past and Present healthcare setting = 5pts
- Quality Assurance =5pts
- Infection, Safety, first aid and personal care =15pts
- Medical terminology=10pts
- Human anatomy =15pts
- Circulatory System =15pts
- Blood Collection=10pts
- Venipuncture Procedure =15pts
- Preanalytical consideration =10pts
- Capillary puncture= 15pts
- Special Collection = 10pts
- Computer and Specimen Handling=10pts
- Non-Blood Specimen=5pts
- Arterial Puncture=5pts test=55pts total= 200 pts

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Course objective for Phlebotomy

Curriculum topics outline	Clock hours	Lab Hours
Past and present healthcare setting	2 clock hours	
Quality assurance and legal issues	2 clock hours	
Infection Control, Safety, First Aid, Personal Wellness	4 clock hours	
Medical Terminology	3 clock hours	
Human Anatomy	3 clock hours	
The Circulatory System	2 clock hours	
Blood Collection Equipment	4 clock hours	
Venipuncture Procedure	4 clock hours	
Preanalytical Considerations	4 clock hours	
Capillary puncture	4 clock hours	
Special collections	2 clock hours	
Computer and Specimen Handling	2 clock hours	
Non-blood Specimen	2 clock hours	
Arterial puncture procedure	2 clock hours	

TOTAL CLOCK HOURS = 40

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STUDENTS GRADING:

A= 90-100 B=80-89 C=70-79 D= 60-69 F=0-59 I= Incomplete W= withdrawal student must have a 70 or higher to pass the class/ exams or assignments missed or incomplete can be made up within 10 days.

SATISFACTORY PROGRESS:

assessment of the student progress is very important for the program. We will use a combination of methods to evaluate the students.

COURSE REPETITION:

If any student fails to meet any course requirements because of their own failure. They must repeat the course and pay for any course repeated if the course is not completed it will be deemed as an unsatisfactory program completion.

UNSATISFACTORY PROGRESS:

Unsatisfactory progress probation period if a student is not making progress they will be given a chance to improve through class mentorship. if students don't progress because of their own inability they will have to repeat the class. IF a student is suspended, terminated or has attendance or disciplinary issues they will have to repeat the course and pay for course at the next available course time and may not continue in the current program.

RE-ENTRANCE FOR STUDENT DISMISSAL OR SUSPENSION:

for unsatisfactory progress students must pay for the course and wait for the next available class opening.

STUDENT LEAVE:

a student must write a letter to the director with explanation. Students will still be responsible for school fees.

ABSENCE AND TARDINESS:

3 tardies = 1 absent. Any student late to class more than 15 minutes is considered tardy. 30 minutes late will be considered absent.

MAKE UP WORK:

students have up to 10 days to make up their work.

Attendance: students are expected to be in class on time and ready to learn. The student may be absent twice with proper documentation. The student is responsible for any lecture, review, test. Or training missed.

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CALL OFF POLICY:

notification of absence by the student should be done prior to 7:30 a.m. (614-209-2564) If the preceptor is not available, then a message may be left to give to the preceptor.

VALIDATION OF ABSENCES:

Absences which qualify for validation and documentation required:

- Personal illness/injury.....Doctor’s statement
- Dental appointment.....Dentist’s statement
- Family Member illness.....Doctor’s statement
- Jury Duty.....Copy of Summons/Subpoena
- Military Duty.....Copy of Orders
- Death in Immediate Family.....Death notice
(Parents, siblings, spouse, grandparents, children) Natural/Man-caused disasters to be ruled on at time of occurrence.

GRADUATION REQUIREMENTS:

students must receive a 70% or higher with good class attendance and pass clinical evaluation, follow policies and regulations, and all payments must be paid in full

CERTIFICATE AWARDED:

Upon completion of the Training Program, the student will receive a certificate of completion.

And will be able to study and sit for national Phlebotomy certification. Both certifications will be awarded at program completion. If students choose to be nationally certified at that time.

TUITION AND FEES:

REGISTRATION FEE.....	\$100
BOOK FEE/SUPPLIES.....	\$100
LAB FEE.....	\$300
CLASS TUITION.....	\$225
TOTAL.....	\$725

PAYMENTS:

ALL TUITIONS AND FEES ARE PAYABLE FOR ONE QUARTER, SEMESTER OR SCHOOL TERM ONLY.
PAYMENT IS DUE PRIOR TO THE START OF CLASSES EACH TERM.

PAYMENT PLAN:

If any student is unable to pay full tuition by the first day of class Elite Phlebotomy LLC offers a payment plan.

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REFUND POLICY:

If the student is not accepted into the training program, all monies paid by the student shall be refunded.

Refunds for books, supplies and consumables fees shall be made in accordance with Ohio Administrative code section 3331-1-10.1

1. A student who withdraws before the first day and after the 5-day cancellation period shall be obligated for the registration fee.
2. A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundables fees plus registration fee.
3. A student who starts class and withdraws after the academic term is 15% but before the academic term 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
4. A student who starts class and withdraws after the academic term is 25% completed but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fees.
5. A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refunds within 30 days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student's attendance or participation in academic school activity.

STATE AND FEDERAL ASSISTANT:

At this time ELITE PHLEBOTOMY LLC does not provide state or federal aid.

SCHOLARSHIPS:

At this time ELITE PHLEBOTOMY LLC does not award scholarships.

TRANSFER CREDITS:

ELITE PHLEBOTOMY LLC does not accept nor grant transfer credit at this time.

COMPLIANCE AND GRIEVANCE:

All students' complaints should be directed to the school personnel involved. If the problem is not resolved a written complaint shall be submitted to the director of the school. Jennifer Brown school director 6515 E. Livingston Ave Reynoldsburg, Ohio 43219 614-209-2564 Whether or not a complaint has been resolved to his or her satisfaction by the school. The student may direct any problems or complaints to the Executive Director, State of Board career Colleges and Schools, to: 30 East Broad Street, Suite 2481 Columbus, Ohio 43215 or Call 614-466-2752 Toll free# 1877-275-4219.

FACULTY:

Jennifer Brown_Director, Teacher administrator Tynisa Long, Business consultant Barry Wilson
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JOB PLACEMENT DISCLAIMER:

Elite Phlebotomy LLC does Not guarantee employment. We will assist students seeking employment with interview prep, resume, prep, letter of recommendation and board job listing with openings for their training of choice.

ELITE PHLEBOTOMY RIGHT TO AMEND:

Elite Phlebotomy reserves the right to make programmatic, content, and scheduling changes as necessary to align with changing curricular requirements, accreditation standards, and to maintain compliance with Federal and State regulations. Changes in business and education practices may impact tuition and fee charges. The School reserves the right to modify Tuition and fee charges with sufficient notice provided to students and appropriate agencies.

ELITE PHLEBOTOMY RIGHT TO CANCEL:

Elite Phlebotomy LLC reserves the right to refuse service or cancel this enrollment agreement at any time in the event the student fails to comply with academic, attendance, financial obligations, or disrupts the normal activities of Elite Phlebotomy Training Center. In the event Elite Phlebotomy LLC cancels this enrollment agreement, a refund will be made to the buyer based on the School's refund policy (as outlined below).

STUDENTS RIGHT TO WITHDRAW:

Students may withdraw from a course by visiting with an instructor and completing necessary forms. The effective date is the date the forms are complete and turned in. The School's refund policy shall apply in the event a student withdraws from courses (as outlined below). Should you need to withdraw from this course? However, the registration fee can be applied to another course date within the next three months or the next time the course is offered months..

ELITE PHLEBOTOMY RIGHT TO RESCHEDULE:

Elite Phlebotomy LLC reserves the right to reschedule or extend this course in the event of power failure, technical issues, or when an inadequate number of students enroll. Back up instructors are available in the event that the primary instructor becomes unavailable. Refunds will be available to students.

STUDENT CODE OF CONDUCT: Any student commit any of the following violation will be drop from training program:

1. No firearm, Knives or weapon of any kind is permitted on Property.
2. Proper behavior and courtesy is expected of all students while enrolled in any of the programs.
3. Respect personal property.
4. Follow the attendance policy.
5. No smoking allowed on premises.
6. Students are prohibited from coming to class or being on property while under the influence of drugs or alcohol.

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PERSONAL PROPERTY:

ELITE PHLEBOTOMY LLC will not be held responsible for personal properties of students. Automobiles and other items cannot be left on technical community college property without permission from administration. No illegal or hazardous properties are allowed. Lost or stolen properties should be reported to the instructor. Items that are considered a deterrent to studies are not allowed. Cellular phones should be placed on vibrate during classroom instruction. Personal phone calls should be made during break time.

TELEPHONE

- A. Only emergency phone messages are immediately delivered to students. Keep messages to a minimum.
- B. Office telephones are reserved for official school business only—not student use.
- C. Students may make personal calls at break times only.

PARKING AND TRAFFIC REGULATIONS

- A. Only vehicles of Elite Phlebotomy LLC students and staff will be allowed to park on the premises.

CLASSROOM REGULATIONS RULES

- 1. Be respectful of others at all times.
- 2. Be aware of the length of remarks as they dominate conversation and use valuable class time.
- 3. Respect input of others without ridicule.
- 4. Unprofessional comments or questions are not necessary or appreciated.
- 5. Conversing with neighbors during lecture distracts others and is rude and will not be tolerated.
- 6. Sleeping during class will not be tolerated. Those students caught sleeping will be marked absent for the class time missed and be instructed to sign out and leave school for the rest of the day.

Testing rules:

- 1. Each student should be prepared for each test or assignment so as to be comfortable with their ability to perform well.
- 2. Turn test papers in quietly. Do not make any noise or fidget through books, etc.
- 3. Be prepared. Desk must be cleared off.
- 4. Once test materials are passed out, there will be no talking among students for any reason.
- 5. A student is expected to keep his/her eyes strictly on his/her paper.
- 6. There will be no secretive ways of supplying answers dishonestly with writing on the palms of hands, etc.
- 7. The student who allows or supplies information for cheating will be in the same trouble as the student who has tried to look, ask, or borrow the answer.

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DISMISSAL FOR NON-ACADEMIC REASONS

Students who commit any of the following acts may be dismissed from the program according to the procedure for disciplinary dismissal:

1. Plagiarism and cheating
 2. Falsification of information given on official school documents
 3. Unauthorized possession of an examination
 4. Illegal possession, use, sale or distribution of drugs
 5. Illegal possession of weapons
 6. Theft
 7. Commitment of any act which would result in ineligibility certification
 8. Participation in cheating or lying in reference to clinical or classroom assignments
 9. Conduct which is inappropriate for either classroom (e.g. abusive language, threats, assault and battery, disruptive talking)
 10. Failure to meet expectations relating to student behavior as defined in the student handbook
 11. Failure to meet the core performance standards as defined in the student handbook
 12. Failure to perform phlebotomy duties and responsibilities as assigned by instructor
 15. Insubordination to program directors and/or instructors
- This list is not meant to be all-inclusive, but serves to identify examples of behavior which warrant disciplinary dismissal.

INCLEMENT WEATHER:

Students should check weather reports for emergency levels. Any absence will be made up according to the attendance policy.

Level 1 emergency: Class will be held as scheduled students are expected to attend class as expected.

Level 2 emergency: Class will Not be held. A make-up class will be scheduled. This will not affect any student record.

Level 3 emergency: Classes will be canceled. Make up class will be scheduled. This will Not affect student records.

OBSERVED HOLIDAYS:

Elite Phlebotomy LLC will be closed on the following holidays:

CHRISTMAS-THANKSGIVING-LABOR DAY-MEMORIAL DAY-FOURTH OF JULY-NEW YEARS

ELITE PHLEBOTOMY CLASS SCHEDULE 2024

WEEK1 Introduction	Jan 1/5 - 2/6
WEEK2 Skills	Feb 2/16 - 3/15
WEEK3 Skills	March 3/29 - 4/26
WEEK4 skills/ beginner assessment	May 5/3 - 5/31
WEEK5 assessment/ Testing	June 6/14 - 7/12

July 7/26 - 8/30	
Sept 9/13 -10/11	
Oct 10/18 - 11/15	
Nov 11/22 - 12/20	
Dec Open	

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Please answer each question. Place a check mark in the column that best describes your opinion.

WAS THE PROGRAM UNDERSTANDABLE?	Complet ely satisfied	Very satisfied	neutral	dissati sfied	Very dissati sfied
WAS LECTURE EASY TO LEARN?					
WAS THE DUMMY ARMS HELPFUL?					
WOULD YOU USE THE DUMMY ARMS FOR MORE PRACTICE?					
WAS THERE ENOUGH LIGHTING?					
WAS THERE ENOUGH EQUIPMENT?					
WAS THE CLASS CLEAN?					
WAS THE SCHOOL EASY TO FIND?					
WAS PARKING AVAILABLE?					
WAS YOU INSTRUCTOR APPROACHABLE?					
WAS YOU INSTRUCTOR ORGANIZED?					
WAS YOUR INSTRUCTOR UNDERSTANDABLE?					
DID YOUR INSTRUCTOR USE VARIOUS TEACHING APPROACH					

WOULD YOU RECOMMEND ELITE PHLEBOTOMY LLC TO YOUR FRIENDS? YES / NO

WOULD YOU RECOMMEND THIS COURSE TO A FRIEND? YES / NO

COMMENTS:

Name of program: _____ DATE: _____

Please answer each question. Place a check mark in the column that best described your opinion

1.Complete satisfied 2. very satisfied 3.neutral 4. dissatisfied 5. very dissatisfied

QUESTIONS	1	2	3	4	5
Was content understandable					
Was your instructor organize					
Was classroom clean					
Ventilation and climate in class					
Sufficiency of space per student					
Quality of instructional equipment					
Voice,speech,appearance of your teacher					
Was location easy to find					
Was your instructor fair					
Was there a class introduction					
Demonstration was clear					
Are you comfortable drawing blood after taking the class					
Was parking available					
Building safety					

Was your concerns and complaints resolved					
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Would you recommend this class to a friend? Yes No

Would you recommend this program to a friend? Yes No

Comments:

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