

Prestige Nurse Aide Training Academy

Phlebotomy Technician Program

841 East 162nd Street

South Holland, IL 60473

Phone (708) 331-4580

Fax (708) 331-4581

www.prestigenurseaide.net

Email: prestigenurseaide@att.net

Course Catalog



Tamika Giles, RN, BSN Program Director

Prestige Nurse Aide Training Academy **Phlebotomy Technician Program**

MISSION STATEMENT:

Prestige Nurse Aide Training Academy is committed to "Educating Tomorrow's Care Takers". We train health care leaders today to support the community in need tomorrow.

OBJECTIVE:

This 5 week phlebotomy course is designed to give students a basic understanding of the human circulatory system as it relates to the flow of blood and its components. The students develop a knowledge of blood collection measures utilizing quality assurance protocols. Standard and Bloodborne Precaution Standards are maintained as the students are mandated to adhere to infection control practices. Prestige Phlebotomy course is designed to give students a feel of a real working experience as it is designed with a 20 hour practicum. This course has been approved by the National Center for Competency Testing (NCCT) and The Illinois Board of Higher Education (IBHE). This is a non credit hour course. Prestige has not been recognized by a U.S. Department of Education accrediting body. The students are eligible to sit for the National Competency Exam for certification as a National Certified Phlebotomist upon successful completion of the course.

Students that are CNAs, Certified EKG Technicians, and have completed this Phlebotomy Technician program are eligible to take the Patient Care Technician Certification Exam.

PREREQUISITES:

17 years of age at time of enrollment, High School Diploma or GED. State Identification Card or Drivers License, and Valid Social Security Card. Authorization to have a fee app background check.

REQUIRED TEXT:

Phlebotomy Essentials 5th Edition: *Ruth E. McCall and Cathee M. Tankersley*
ISBN-978-1-60547-637-7

ATTENDANCE POLICY:

Due to the short length of the program, attendance is mandatory for every class. There are **no** make up days allowed. Students that miss a class day will have to continue the program during the **next** phlebotomy session from day one. **No exceptions. A medical note must accompany the absence,** otherwise students will be charged an additional fee of \$250.00 to restart the session.

TUITION AND ASSOCIATED FEES:

The Tuition cost for the Phlebotomy Technician Program is \$875.00. This cost includes registration, tuition, textbook rentals, and lab supplies. Students *must* purchase a uniform and attendance badge from the academy for \$35-\$55, depending on uniform size. To help maintain the low cost of the program students are asked not to write or highlight in the textbooks. Books are to be returned to the Academy in the condition received upon completion of the course. Students may purchase the

textbooks however for an additional \$80.00 if you chose. Additional Lab Kits may also be purchased if students wish to have additional practice sessions. They are \$80.00 per lab kit. *Please Note* that The NCCT Certification exam is *NOT* covered in your tuition cost. The exam fee is \$90.00 due upon exam registration. The fee app background check cost \$38.00 payable to the background screening facility. This fee is the student's responsibility when they are scheduled to have this performed.

REFUND POLICY:

For a **FULL** refund students are expected to notify the program director One week **before** the start of classes, otherwise students will be issued a prorated reimbursement. Prestige Nurse Aide Training Academy will issue any refunds to students within 30 days. The student's withdrawal date will be effective when a letter in writing signed and dated by the student is received by a school official. Note that the student books are rentals and must be returned in the condition received otherwise the students must purchase for an additional \$80.00.

INSURANCE POLICY:

We recommend that students participating in this course have healthcare insurance in the event of accidental needle punctures. Students that do not have healthcare insurance will be charged according to the hospital billing policy. Students will be sent to the nearest ER for blood work and follow up.

GRADING SCALE:

4 QUIZZES	:25 QUESTIONS	50 points possible each quiz	= 200 points
2 EXAMS	:50 QUESTIONS	100 points possible each exam	= 200 points
1 FINAL	:100 QUESTIONS	200 points possible for final	= 200 points
HOMEWORK	:14 assignments	10 points possible/assign	= 140 points
TOTAL:			740 points possible

- A: 100% - 95% = 740 - 703 points
- B: 94% - 89% = 702 - 659 points
- C: 88% - 80% = 658 - 592 points
- F: 79% - below = 591- Below

LAB: Proficient/Non Proficient
 EXTERN: Proficient/Non Proficient

***Students must also be proficient in ALL lab and extern activities.**

Please Note Students MUST pass Quiz #3 in order to move on in the program with a 80%. Three attempts will be allotted ONLY.

UNSATISFACTORY PROGRAM COMPLETION

In the event a student does not successfully pass the Phlebotomy Technician Program, students will be granted the opportunity to repeat the course during the next session for a discounted rate. Students will be charged \$600.00 for the class, plus \$80.00 for a new supply kit totaling \$680.00.

Prestige Nurse Aide Training Academy 5 Week Phlebotomy Technician Program

I. Introduction to the Health Care Setting

Week One

- A) History of Phlebotomy Chapter 1
- B) Quality Improvement, Compliance, Competency Chapter 2
- C) Universal and BloodBorne Pathogen Standard Precautions Chapter 3
- D) Medical Terminology Chapter

LAB: Demonstrate proper technique of handwashing

LAB: Demonstrate donning on personal protective equipment

HOMEWORK: WORKBOOK ASSIGNMENTS:

DAY 1: Chapter 1(pgs 2-4, & 9), Chapter 2(pgs 20-21)

DAY 2: Chapter 3 (pgs 38-39 & 50)

DAY 3: Chapter 4 (pgs 58-61)

Quiz: One Chapters 1-2 on Day 3

Class Discussion Homework Review

II. BASIC OVERVIEW OF BODY SYSTEMS

Week Two

- A) Human Anatomy and Physiology Chapter 5
- B) The Circulatory System Chapter 6

HOMEWORK: WORKBOOK ASSIGNMENTS

DAY 4: Chapter 5 (pgs 70-74)

DAY 5: Study for Exam #1 Chapters 1-4

DAY 6: Chapter 6 (pgs 96-97, 102-103, 105-106)

Class Discussion Homework review

Quiz: TWO: Chapters 3-4 on Day 5

Exam ONE: Chapters 1-4 on Day 6

III. BLOOD COLLECTION PROCEDURES

Week Three

- A) Blood collection Equipment and Order of Draw Chapter 7
- B) Components of the Evacuated Tube System/Needle System Chapter 7
- C) Venipuncture Procedures Chapter 8

LAB: Practice Venipunctures, Artificial Arm, Co-Student, & Volunteers

HOMEWORK: WORKBOOK ASSIGNMENTS

DAY 7: Chapter 7 (pgs 118-119 & 120-122)

DAY 8: Chapter 8 (pgs 134-135 & 152-154)

Class Discussion Homework review in class discussion

Quiz: Three: Chapters 5-6 on Day 8

**IV. Blood Collection Procedures Continued
Week Four**

- A) Venipuncture procedures Continued Chapter 8
- D) Capillary Blood Specimens Chapter 10
- E) Documentation, Disposal, & Transportation Chapter 12
- F) Preanalytical Considerations Chapter 9
- G) Special Collections and Point of Care Testing Chapter 11

HOMEWORK: WORKBOOK ASSIGNMENTS

DAY 9: Study for Quiz #4 Chapters 7-8

DAY 10: Chapter 10 (pgs 178-181)

: Chapter 12 (pgs 222-224)

DAY 11: Chapter 9 (pgs 158-161)

: Chapter 11 (pgs 198-200 & 215-217)

Class Discussion Homework Review

Quiz : Four : Chapter 7-8 on Day 10

Exam: Two: Chapters 5-8 on Day 11

LAB: Practice Venipuncture sticks on artificial arm

LAB: Practice Venipuncture procedure on co-student

LAB: Practice Capillary sticks on co-student

LAB: Practice Sticks on volunteers

**V. PRACTICUM WEEK
WEEK 5**

Homework Review in class discussion

FINAL EXAM REVIEW DAY 12

Class Discussion on Chapters 9-12

EXAM: FINAL: Chapters 1-12 on Day 15

LAB: Perform Venipuncture/Capillary sticks on Volunteers/Co-Students/Artificial Arm

PRACTICE!!

January 1, 2015

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Total Performance: 25 SUCCESSFUL VENIPUNCTURES AND 25 SUCCESSFUL CAPILLARY STICKS FOR SATISFACTORY PROFICIENCY.

Successful passing of the Phlebotomy Technician Program offered at Prestige Nurse Aide Training Academy, is contingent upon classroom performance and each individual practicalum performance. It is **mandatory** that students successfully perform 25 capillary sticks and 25 venipuncture sticks. Students who are not in compliance will not be eligible to sit for the National Competency Exam for certification.

ACADEMIC INTEGRITY:

Honesty and academic integrity is essential to the credibility of the Prestige Nurse Aide Academy's Phlebotomy Technicians curriculum. Therefore, any acts of cheating, plagiarism, falsification of academic records, theft, or violations of confidentiality is classified as a major offense and **will result in immediate disenrollment from the training program.**

PHLEBOTOMY TECHNICIAN

**PRESTIGE NURSE AIDE TRAINING ACADEMY
TUITION PAYMENT PLAN OPTION
AND REFUND POLICY**

Prestige Nurse Aide Training Academy is dedicated to maintaining academic success and progression. Tuition payments can place a burden on some and have potential of delaying one's career advancement. Our program has implemented a payment plan option to those that choose to take advantage of it. Individuals enrolled in a Payment Plan, must have an active checking account at time of registration. A down payment of \$450.00 is due one week prior the start of class and one post dated check for the remainder of the balance must be filled out and endorsed to Prestige Nurse Aide Academy. The remainder of the balance is due at the start of the third week. One week prior the deposit a courtesy reminder notice will be issued to you in writing that your next payment is coming up and will state your unpaid balance as of date.

There is *no* charge for setting up a payment plan agreement; however there will be a \$50.00 charge added to your tuition for any returned checks or insufficient funds notices plus any late fee accruing at \$50.00 per week.

Program Cost; includes Registration, Supply Kit, and Tuition, Textbook Rental, and Workbook.

Registration 25.00 Supplies 80.00 Tuition 770.00 Total 875.00

Tuition is payable in cash, check, Visa/MC, or money order.

BUYERS RIGHT TO CANCEL

- The student has the right to cancel the initial enrollment agreement until 5:00pm of the fifth business day after the student has been accepted; and if the right to cancel is not given to any prospective student at the time of the enrollment agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date within 15 days of cancellation.
- Any Cancellation should be in writing and must be delivered to school management.

SCHOOLS REFUND POLICY

1. When notice of cancellation is given before 5:00pm of the fifth business day after the date of enrollment, but One week prior to the first day of class, all fees minus the registration processing fee shall be refunded to the student.
2. Should a student's enrollment be terminated after the start of class or less than one week prior the course beginning, the student will be entitled to a prorated refund.
3. Refunds shall be based on when written notice of cancellation from the student is submitted.
4. Applicants not accepted by the school shall receive a refund of all tuition and fees paid within 30 calendar days after the determination of non-acceptance is made. The refund amount will show the registration fee of \$25 deducted.
5. Deposits or down payments shall become part of the tuition.

6. The school shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within the 15 calendar days.
7. A student's refund shall be made by the school within 30 calendar days from the date of receipt of the student's cancellation.
8. The student's registration and supply kits are non refundable expenses.
9. A school shall refund all monies paid to it in any of the following circumstances:
 - A) The school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalogue or bulletin;
 - B) The school cancels or discontinues the course of instruction in which he student has enrolled;
 - C) The school fails to conduct classes on days or times scheduled, detrimentally affecting the student.

Tuition Reimbursement Scale

Day Withdrawal Occurred	% of Term Enrolled	Entitled Refund – Minus Registration/Supplies
1	7%	\$716
2	13%	\$669
3	20%	\$616
4	27%	\$562
5	33%	\$515
6	40%	\$462
7	50%	\$385
8	53%	\$361
9	60%	\$0.00
10	67%	\$0.00
11	73%	\$0.00
12	80%	\$0.00
13	87%	\$0.00
14	93%	\$0.00
15	100%	\$0.00

- ❖ Discounts that were received for payments in full will not be honored if a student withdraws.

Complaints against the school may also be registered at the address listed below:

Illinois Board of Higher Education
Division of Private Business and Vocational Schools
1 N. Old State Capitol Plaza,
Suite 333
Springfield, Illinois 62701-1394
www.ibhe.org

TRANSCRIPTS:

Transcript request must be in writing addressed to the school with the student signature and year of program completion. There may be up to 3 business days processing time in some cases. Transcripts are \$5.00 each for official copies and \$3.00 each for unofficial copies.

ACADEMIC CALENDAR:

Prestige Nurse Aide Training Academy will be closed on the following recognized federal holidays; **New Years Day, Martin L. King Holiday, Presidents Day, Memorial Day, Labor Day, Independence Day, Veterans Day, Thanksgiving, and Christmas.** The day following Thanksgivings, Christmas, and New Years will also be observed. Lecture and clinical schedules will be made accordingly to accommodate the holidays.

- ❖ Classes are held three days a week Tuesday, Thursday, and Saturday day and/or evening for a duration of 5 weeks. Day classes are held from 9:00am until 1:00pm or evening classes from 6:00pm until 10:00pm. Students should call the academy to discuss start dates. Dates are subject to change.

Prestige Nurse Aide Training Academy 2015 Projected Calendar of Course Offerings:

January 6- February 24- CNA
February 17- March 14-Phlebotomy
April 6 –June 1- CNA
March 24-May 28 –EKG
March 31– May 2- Phlebotomy
May 11- June 13 - Phlebotomy

June 15 – August 7- CNA
June 23- August 1-Phlebotomy
August 25 -October 27- EKG
August 31- October 23- CNA
September 28- November 20- CNA
August 25- September 26- Phlebotomy
November 10 – January 21, 2016-EKG
November 30- February 5, 2016-CNA

Certificate of Approval to Operate Issued by the Illinois Board of Higher Education

1 N. Old State Capitol Plaza,
Suite 333
Springfield, Illinois 62701-1394

NOTICE TO THE STUDENT

- Do not sign this catalog before you read it or if it contains any blank spaces.
- This is a legally binding instrument and is only binding when the agreement is accepted, signed, and dated by the authorized official of the school or the admission officer at the school's principal place of business. Read all pages of this contract before signing.
- You are entitled to receive an exact copy of the catalog, enrollment agreement, and any disclosure pages you sign.
- Any changes in the agreement shall not be binding on either the student or the school unless such changes have been approved in writing by an authorized official of the school and by the student or the student's parent or guardian if the student is a minor.
- The terms and conditions of the catalog are not subject to amendment or modifications by oral agreement.
- The school does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.

The following contains information for the most recent 12 month reporting period of July 1 through June 30 for the Phlebotomy Technician Program.

FY 2014-2015

1. <u>The number of students who were admitted in the course of instruction as of July 1 of that reporting period</u>	<u>20</u>
2. <u>Additions during the year due to:</u>	
a. <u>New Start</u>	<u>20</u>
b. <u>Re enrollment</u>	<u>4</u>
c. <u>Transfers in the course of instruction from other courses of instruction of the school</u>	<u>0</u>
3. <u>Total number of students admitted during the reporting period (the number of students reported under item (1) plus the additional reported under parts (A), (B),and (C) of item (2).</u>	<u>44</u>
4. <u>Of the total course of instruction enrollment, the number of students who:</u>	
a. <u>Transferred out of the course of instruction to another course of instruction</u>	<u>0</u>
b. <u>Completed or graduated from a course of instruction</u>	<u>30</u>
c. <u>Withdrew from the school</u>	<u>0</u>
d. <u>Are still enrolled</u>	<u>10</u>
5. <u>The number of students listed in item (3) who:</u>	<u>15</u>
a. <u>Were placed in their field of study</u>	<u>7</u>
b. <u>Were placed in a related field</u>	<u>6</u>
c. <u>Placed out of the field</u>	
d. <u>Were not available for placement due to personal reason</u>	<u>3</u>
e. <u>Were not employed</u>	
6. <u>The number of students who took a State licensing examination, if any, during the reporting period.</u>	<u>27</u>
7. <u>The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.</u>	<u>25</u>
8. <u>The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence</u>	<u>17</u>
9. <u>The average starting salary for all school graduates employed during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence</u>	<u>\$42,000</u>

I have received and read the Prestige Nurse Aide Training Academy Phlebotomy Technician Course Catalog in its entirety. I understand the severity of its content. I understand that I am not exempt from any part of the student responsibility contract. I understand that I am not allowed to miss any days even on an emergency basis. I am aware that if I accrue any absences I will have to participate in the next session. I also understand that any breach in academic honesty will result in program disenrollment at my expense.



PHLEBOTOMY TECHNICIAN

Student signed agreement to the course content and academic policy.

Students Name Printed: _____

Students Signature: _____ **Date:** _____

Instructor witness: _____ **Date:** _____

**PRESTIGE NURSE AIDE TRAINING ACADEMY
WAIVER OF RESPONSIBILITY
PHLEBOTOMY TECHNICIAN**

I, the undersigned, do agree to assume full and complete responsibility, financial, and otherwise, for injuries or illnesses, loss of income, pain and suffering or any other types of damages while participating in the Phlebotomy Technician Program, clinical, or in any facility having an agreement with Prestige Nurse Aide Academy. Prestige Training Academy or its Board of Trustees and/or employees and any cooperating agencies will not be held responsible for any accidents or injuries involved in any clinical or lab training. I am fully informed of the risks involved while training or working in a healthcare environment. I am aware that as a healthcare student or professional that I may NOT discriminate against caring for any patient based on their health history. I will always use caution while training and working. I will practice hand hygiene and wear the appropriate personal protective equipment, including gloves when handling blood or bodily fluids. I may be exposed to many types of infectious diseases and injuries, including but not limited to; Radiation exposure, Herpes Simplex 1 and 2, HIV and AIDS, Resistant Organisms MRSA and VRE, and Hepatitis A, B, and C. This waiver shall extend to each of the above, but not limited to them solely.

PHLEBOTOMY TECHNICIAN

Student Signature

Date

Student Name (PRINTED)

Enrollment Coordinator Signature: _____ Date: _____