

THE PHLEBOTOMY INSTITUTE

OF MIDDLE GEORGIA, LLC

SCHOOL CATALOG

2023

WWW.THEPHLEBOTOMYINSTITUTELLC.COM

1544 ROCKY CREEK ROAD

MACON, GA 31206

478.227.8998

Mission Statement

The mission of The Phlebotomy Institute of Middle Georgia, LLC is to prepare students for employment at entry level positions as professional phlebotomists in healthcare settings, and for taking their places as responsible, productive members of their communities.

We accomplish this mission by preparing students for employment as responsible, caring healthcare professionals who will assist in meeting the quality care needs and help to improve the quality of life for those in their care.

In efforts to fulfill our mission, The Phlebotomy Institute, LLC is dedicated to:

- ❖ Selection, support, and development of talented, caring faculty and staff who wish to create an open and cooperative learning environment
- ❖ Serving a diverse student body and promoting high levels of student achievement
- ❖ Continuous improvement in all aspects of operations through the use of inclusive, participatory planning and meaningful assessments of processes

The Phlebotomy Institute, LLC employs instructors dedicated to ensuring student success through team teaching efforts. Supporting, encouraging and recognizing the abilities, values, cultural and gender diversities of the student population is among top priority in promoting the success of our graduates.

In fulfilling our mission, The Phlebotomy Institute, LLC seeks to inspire our students to be active members within their chosen professions. We urge students to always remember the important aspects of this profession – to serve as advocates for high quality care of patients. As we look to the future and our place within a competitive society, we seek to become recognized for the positive product that we produce – quality healthcare professionals.

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SECTION I

FACILITY BACKGROUND

Founded in 2014, **The Phlebotomy Institute of Middle Georgia, LLC** has become the area's premier healthcare education center. Currently we offer quality training programs for Phlebotomy Technicians and CPR and First Aid.

DESCRIPTION OF FACILITY

Our training facility is located in a single level plaza and is well lit for evening classes. TPI occupies 2,100 ft² of space which includes: 1 restroom, a lobby, 1 office, 1 classroom and 1 clinical lab. The classroom is equipped with TVs, DVD players, dry erase boards and other supplies that displays applicable to each course.

SECTION II

REGISTRATION & ENROLLMENT

Because of the integral and essential requirements of these professions, certain minimum abilities of enrollees are expected, including but not limited to:

- The enrollee **must** be fluent in English (in comprehension and expression) and possess adequate communication skills to permit consistent, routine, timely, and productive interactions with staff, clinical faculty members, patients, and other students.
- The enrollee **must** demonstrate adequate emotional/psychological health required for full utilization of intellectual abilities and must also be able to function effectively under stress.
- The enrollee **must** be able to sustain professional activities for extended

AUTHORIZATION

The Phlebotomy Institute is authorized by The Georgia Nonpublic Postsecondary Education Commission (GNPEC) This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

FACILITY ORGANIZATION & STAFF

Facility/Owner: Elizabeth McCane

Executive Director: Robin Heath, RN

Instructors:

Elizabeth McCane, CPT(ASCP)

Arthur McCane, First Aid/CPR

Sarah Millican, LPN

periods of time under conditions of physical and/or emotional stress.

- The enrollee **must** be able to project a continuous professional and respectable image at all times, in the classroom and in clinical settings.
- The enrollee **must** be able to promptly respond in emergency situations and react appropriately and responsibly in all patient care actions.

Enrollment will begin approximately 30 days prior to the start of the chosen course and will continue until the business day before the firstclass session or until all available seats are filled, whichever comes first. Seats are reserved on a firstcome, first-served basis for those who bring in the required items.

Each student registering for the **Phlebotomy Technician Program or Clinical Medical Assistant Program**

must:

- ◆ complete an enrollment application*
- ◆ sign all acknowledgement agreements found in the enrollment packet*
- ◆ be able to pass a drug screening

- ◆ current healthcare provider CPR certification
- ◆ provide the following required documents:
 - ✓ Official High School transcripts
 - OR an official copy of a GED

scorecard (faxed copies are not accepted)

- ✓ Copy of driver's license or state ID
- ✓ Completed health evaluation
- ✓ Negative T B/PPD skin test or chest x-ray within the past 12 months proving a negative TB status
- ✓ Immunization records (or proof of immunity) for MMR, Varicella Zoster, and Hepatitis B
- ✓ Proof of student liability insurance*

- ♦ make a minimum deposit of \$250, to be deducted from total tuition costs

Completion of the needed items will place the student on the class roster and ensure the student a seat in the next upcoming class. **Seats are reserved on a first-come, first-served basis.**

Students will be allowed to reschedule the course one time, without additional fees, provided rescheduling is done prior to 48 business hours of the course's start date. Once the course begins, each case will be evaluated individually with the possibility of additional administrative fees to cover costs of changes. This will prompt a need for documentation of a medical reason for the postponement or documentation of an extenuating circumstance beyond the student's control, in order to justify this change of original request. If a student chooses the option of postponement, before the start up or during a course, then they will forfeit the ability for any type of refund. Choosing to postpone a course is a privilege of flexibility that this institution offers when unforeseen circumstances arise. The original dates of registration should be decided in seriousness prior to official registration.

If at the end of the program, the student has failed to meet and complete the training requirements, including the attendance policy, the student's record will indicate thus and TPI's obligation to the student will be terminated. If the student were to be dismissed from a program because of

unsatisfactory grades or attendance, the student would have to reapply and repay courses costs, as if a new student, to have a chance to successfully complete the program.

FINANCIAL REQUIREMENTS

Students who enroll at The Phlebotomy Institute, LLC do so as individuals, separate from their employers or any sponsors. Each student is directly responsible for the cost of their training, textbooks and any testing fees.

PROGRAM TUITION & FEES

Phlebotomy Technician Program

TOTAL COST BREAKDOWN

Tuition & Materials	\$50\$500
Registration Fee (non-refundable)	\$25\$25
Lab Fee	\$25\$25
Total Tuition & Fees	\$500
Deposit(subtracted from tuition)	\$250
Textbooks (not included in tuition)	\$60

Payment Plan Route

(optional)

6% fee added to each weekly payment

10%

Registration Minimum	\$250.0	fe
Deposit		e
2nd Week Payment	\$62.50+ \$25	
3 rd week payment	\$62.50+ \$25	
4 th Week Payment	\$62.50+ \$25	

*Payments are due no later 3p.m every

We are able to accept the following forms of payment:

- Cash
- VISA
- Money Order
- PayPal

Any governmental grants or Title IV funding are not able to be honored at this time. We do, however, offer a payment plan option for those students who cannot come up with the total course cost at registration. If this privilege is taken advantage of, the student must be able to pay the agreed upon amount by the time frame indicated. If balances remain unpaid, students

will not be able to complete the course. If this should result, the student would only have (6) months to pay the remaining balance and return to complete the course, otherwise forfeiting any funds paid and efforts toward the course. If the payment plan option is chosen, students will not qualify for any refunds once attending the first class session if they drop the course for any reason.

CANCELLATION & REFUND

A student ***MUST*** cancel in writing by completing our official withdrawal form to be eligible for any refund, if applicable. Verbal acknowledgements will not constitute entitlement to refunds.

The following policy dictates how refunds will be calculated, according to the date the official withdrawal form is returned to our office – not according to verbal withdrawal.

Within (3) business days of enrollment:
Full Refund - Including Deposit
After (3) business days from enrollment, but before 1st class session:
Tuition Only (lose deposit)
After 1st class: \$162.50, if paid in full
(Lose deposit)
After 3rd - 4th Class: No Refund

Refunds can be dispersed up to 45 days after the Effective date of cancellation, which will be Either:

- 1) last day of attendance if terminated by TPI
- 2) date of receipt of written cancellation from student.

This policy is strictly adhered to regardless of circumstances of withdrawal.

***If only the minimum deposit was made at registration, then no refunds would be granted once class sessions have begun.**

SECTION III

CAREER SERVICES

At The Phlebotomy Institute, LLC we believe that you are here because of your drive to gain the skills necessary to prepare for a career in today's fastest growing occupation. The Career Service department is dedicated to helping students and recent

grads, prepare for employment in the phlebotomy field. Although we do not offer job placement, we can help you prepare for and conduct your job search. Although your success depends to a great extent on your academic history, your work ethics, and your involvement in the job search process, we can assure you that we will prepare you for the job search by:

- ◆ Assisting in resume preparation or resume review
- ◆ Conducting mock interviews
- ◆ Sharing ideas on how to dress to impress a potential employer
- ◆ Providing help in career/job market research
- ◆ Posting full and part time positions on our job board

SECTION III

PROGRAM DESCRIPTION

Phlebotomy Technician



The Phlebotomy Technician program consists of 70 clock-hours of comprehensive classroom and hands-on training. Phlebotomy Technicians draw blood from patients or donors in hospitals, blood banks, outpatient drawing facilities, physician's offices, or similar facilities for analysis or other medical purposes. You will work in teams, practicing on one another. **Outside clinical training requires back ground and drug screenings, and has additional fees.**

Completion of this program makes each student eligible to challenge the National HealthCare Association (NHA) certification exam in

Phlebotomy. This agency is a nationally recognized certification program. **To sit for the CPT exam, students must pay an additional \$165 at the time of exam registration (after course completion) through the NHA.**

To become *certified* as a Phlebotomy Technician, students will have to achieve a passing score of 70% or better on the national certification exam.

Each student is required to complete a minimum of 100 venipunctures/30 capillary sticks in order to be eligible for the national certification exam. All completed program requirements will be attested for through the course completion certification, once completed.

Text used for Phlebotomy class will be *Phlebotomy Essentials Fifth Edition*. All other class materials will be provided by your instructor on the first day of class. The instructor will also provide a tentative course agenda. CPR/First Aid certification is not included in the cost of the course.

Equipment and instruction material used will be:

- Dry erase board
- Video Presentations
- Simulated Arm/Hand
- Centrifuge
- Handouts
- Venipuncture Prep Equipment
- Blood Collection Equipment including, but not limited to tourniquets, multi-sample needles, adapters, color coded ETS tubes, syringes, hypodermic needles, winged collection system, lancets, etc.

Phlebotomy Tech Syllabus for Classroom Learning

Chapter 1: *Phlebotomy Practice and Quality Assessment Basics*

Chapter 2: *Ethical, Legal and Regulatory Issues*

Chapter 3: *Basic Medical Terminology, the Human Body, & Cardiovascular System*

Chapter 4: *Safety and Infection Control*

Chapter 5: *Documentation, Specimen Handling, and Transportation*

Chapter 6: *Blood Collection Equipment*

Chapter 7: *Pre-examination / Preanalytical Complications*

Chapter 8: *Venipuncture Procedures*

Chapter 9: *Capillary Blood Specimens*

Chapter 10: *Pediatric and Geriatric Procedures*

Chapter 11: *Special Collections*

CERTIFICATE OF COMPLETION

For the Phlebotomy technician program, the student will be evaluated for satisfactory completion of the training program by their instructor using the following tools:

Chapter Tests (70% is passing)

Homework (70% is passing)

Quizzes (70% is passing)

Final Exam (70% is passing)

Clinical Skills (100% is passing)

This Certificate of Completion is evidence that each student has successfully completed an authorized educational training program and mastered fundamental skills in the chosen area. This certification will qualify the student to register and take the appropriate Certification Exam from the National Healthcare Association (NHA) or an agency of your choice.

The grading method for all courses will be:

Tests: 25%

Homework: 25%

Quizzes: 25% Final Exam: 25%

COURSE POLICIES

All students need to come to class prepared and ready for fast-paced, hands-on learning. Read all assignments - this will establish the basis for session learning and enhance class experience. Come prepared to take notes, as well as to take tests and quizzes. Instructors will specify any additional equipment or supplies that may be needed.

Regular and punctual attendance is required at all course sessions. Absences must be explained to the facility prior to class time by telephoning

the facility office at (478) 227-8998 or by personal visit. If an absence is anticipated, the student is responsible for telling the instructor beforehand and deciding on what assignments to have completed upon return. Under no circumstances will makeup result in the class covering the same material again for the benefit of the absentee or additional hours or cost to The Phlebotomy Institute, LLC. Accurate attendance records are required by certification programs and will be required of each student. Students may miss only **1 day of class**. Failure of the student to have adequate attendance will result in dismissal of the student from the program. Documented evidence of medical care may be necessary for class reinstatement, should absences be excessive.

record will indicate a failing grade, and The Phlebotomy Institute, LLC obligation to the student will be terminated. The student would also have to reapply and repay course costs, as if a new student.

Students must be mindful of their own hygiene and portray positive images by observing the following requirements:

- Hair must be clean, neat and without excessive unnatural coloring (i.e. – purple, pink, green...)
- Male students must either be clean shaved or keep the mustache or beard clean and well groomed.
- Students MUST bathe regularly and don clean clothing to avoid offensive odors. Avoid excessive perfume, cologne and/or aftershave - as some surrounding students, instructors or patients may have sensitivities.
- Fingernails must be clean, neat and not in excess of $\frac{1}{4}$ of an inch in length, in accordance with CDC recommendation on infection control.

Students are allowed to wear street clothes to class sessions, as long as the attire is modest with no excessively revealing features and no inappropriate wording. Should TPI personnel feel that the student's attire is inappropriate, the student will be dismissed to change clothing before allowed to return and this will count against their classroom attendance.

Inappropriate behavior, such as violence (physical or verbal), profanity, stealing or disruptive behavior will not be tolerated. In addition, any items in a

Students are responsible for their own learning experience and should be mature, self-motivated and able to comprehend both written and oral communications. Students must be physically and mentally capable to perform all duties of the enrolled training program. Excuses (i.e. "I had to work", "I had company", "...a sick child, relative or friend", etc.) WILL NOT BE ACCEPTED as reasons for inadequate course achievements. If at the end of the program, the student has failed to meet and complete the training requirements, including the attendance policy, the student's

student's possession that may cause TPI staff or students to feel threatened or that may cause harm could result in the student being removed from the class session, and possibly program termination.

Disruptive behavior is any behavior that causes fellow students or staff to feel unsafe or uncomfortable, causes the loss of time by the instructor or that which is deemed inappropriate and/or unprofessional by the Facility Director. Any student who displays inappropriate behavior may be terminated from the class and receive a "Failure to complete the requirements of the training program" placed in their student record. Termination of any student for any reason will result in the forfeiture and loss of all money paid to PBLS due to the fact that termination of the student would only happen in extreme situations and/or those that are provoked by student behavior or noncompliance.

NO SMOKING is allowed in any of The Phlebotomy Institute, LLC classrooms or offices. A designated smoking area is provided outside of the facility. Students who smoke and use this area are expected to keep it clean and neat. Otherwise, smoking privileges on school grounds may be revoked.

CELL PHONES must be turned OFF or SILENT during all class sessions.

INCLEMENT WEATHER POLICY

Should any inclement weather conditions, including winter weather or natural disasters, affect

the safety of any students or staff in traveling to and/or from the training center, classes will be postponed. TPI staff will make every effort to contact the students, with the contact information provided at registration, regarding any changes in schedule.

CONCERNS, COMMENTS,

GRIEVANCES

Students are encouraged to make comments or express concerns or grievances so they may be addressed and resolved. Concerns may be filed anonymously, as long as verifiable information is available for review. All issues will be documented, with the information collected used for concern resolution and quality assurance.

Student concerns, comments, or issues regarding TPI programs and/or policies will not be discussed during class time. Concerns, comments or grievances are to be made to Robin Heath (Facility Director) at TPI, by phone at (478) 227-8998, or by email at pblstraining1@gmail.com. If you wish to remain anonymous, concerns may be filed over the telephone or in writing. Grievances not resolved on the institutional level may be forwarded to The Georgia Nonpublic

Postsecondary Education Commission (GNPEC)
2082 EAST EXCHANGE PLACE SUITE 220
TUCKER, GEORGIA 30084
Office: (770) 414-3300, Fax: (770)414-3309
Webpage: gnpec.georgia.gov/

DISABILITY ACCOMODATIONS

This institution recognizes the extended needs of some students. We are a wheelchair accessible learning site. TPI asks for upfront communication on any learning disabilities or need for added classroom assistance, in order to best accommodate the student. Documentation regarding the issues or

past interventions may be requested. Regarding students who are hearing impaired, TPI honors any need for an interpreter during training. However, this facility will not be held financially responsible for providing the interpreter or the scheduling of the interpreter.

SECTION IV

2023
COURSE CALENDAR

Phlebotomy Technician Courses

Daytime Courses

*(M/W from 9am – 4 pm
(T/TH from 9am – 4
pm)
Mar 1 – Apr 5
Apr 17 – May 18
May 29 – June 29
July 10 – Aug 10*

Evening Courses

*(T/TH from 6pm – 10pm)
Mar 7 – Apr 27
May 9 – June 29*

Weekend Classes

(Sat/Sun from 9am-4pm)

**The Phlebotomy Institute does have the right to cancel or postpone classes in the event that not enough students register. Any money paid would be completely refunded should the student not want the alternative dates provided.*

TPI Training Center will be closed for observance of the following holidays:

New Year's Day
4th of July
Thanksgiving
Christmas Eve

Good Friday
Labor Day
Day after Thanksgiving (11-26)
Christmas Day

Memorial Day
Halloween (No **PM** Classes)
Day after Christmas (12-26)