

Columbus Phlebotomy Training Center



School Catalog 2017-2018

4889 Sinclair Rd., Suite 212, Columbus, OH 43229 ph.614-668-2264

Welcome to the Columbus Phlebotomy Training Center

Mission Statement

It is the mission of the Columbus Phlebotomy Training Center to provide exceptional instruction in the allied healthcare field of phlebotomy. We offer this training to those individuals wanting to start a new career in phlebotomy or those already working in healthcare and looking to expand their knowledge and skill level. With over 20 years of real world experience in phlebotomy, CPTC is confident we can provide our students with the tools and skills to become competent and compassionate healthcare professionals.

The Market

Employment of phlebotomists is projected to grow 25 percent from 2014 to 2024, much faster than the average for all occupations. Hospitals, diagnostic laboratories, blood donor centers, and other locations will need phlebotomists to perform blood work.

Blood analysis remains an essential function in medical laboratories and hospitals. Demand for phlebotomists will remain high as doctors and other healthcare professionals require blood work for analysis and diagnosis.

The number of individuals who have access to health insurance is expected to continue to increase because of federal health insurance reform. There will be greater demand for blood tests and other blood work-related services, increasing the need for phlebotomists.

Source: <https://www.bls.gov/ooh/healthcare/phlebotomists.htm>

Our Competitive Advantage

There are other schools and colleges in the area that offer phlebotomy training. Their training programs take 7 weeks to 2 semesters to complete.

The program at CPTC is a 5 week comprehensive program. This allow students starting a new career in phlebotomy or those already working in healthcare the ability to complete training and begin working in the field of phlebotomy in a much shorter time.

Admission Policy

Columbus Phlebotomy Training Center is committed to equal opportunity in admissions to our phlebotomy programs. CPTC does not discriminate against qualified individuals interested in admission to our programs, or activities on the basis of race, color, national origin, ancestry, religion, creed, sex, sexual orientation, age, disability, pregnancy, marital status, parental status, or other protected class status.

CPTC will comply fully with state and federal Equal Opportunity and Affirmative Action laws, executive orders, and regulations.

It is the policy of CPTC to provide reasonable accommodations for students or applicants for admission with disabilities. The exceptions to providing accommodations are if doing so would (1) cause undue hardship, or (2) pose a direct threat to the health and safety of others at CPTC. We will adhere to all applicable federal and state laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity and access to programs and services for students with disabilities. Reasonable accommodations will be provided in a timely and cost-effective manner. Access shall not be denied because of the need to make reasonable accommodations to an individual's disability.

Admission requirements

All students that wish to enroll in the Basic phlebotomy program must meet the following requirements.

- Be at least 18 years of age.
- Have a High School Diploma or GED

All students that wish to enroll in the Advance phlebotomy program must meet the following requirements.

- Be at least 18 years of age.
- Have a High School Diploma or GED
- Must show proof of current healthcare employment or educational background in a healthcare field.
- Students should verify they meet all of the clinical lab requirements for national certification if they choose to take the Advance Phlebotomy course.

Dress Code

- Scrubs or business casual- No shorts or bare legs
- Close toed shoes- No sandals or flip flops
- Long hair must be pulled back and secured
- Nails should be clean and trimmed - Keep natural nail tips less than 0.25 inches long

Student Code of Conduct

Any student found to be in violation of the code of conduct may be dropped from the program.

- Positive ethical behavior is expected of all students while enrolled in any program at CPCT.
- Proper behavior and courtesy are expected of students at all time
- Student are prohibited from using, possessing exchanging, selling and or distributing controlled substances (illegal drugs) and/or unlawful use of alcohol while on school premises.
- Students are prohibited from coming to class or being on CPTC property while under the influence of alcohol or illegal drugs
- NO Smoking allowed on CPTC premises
- No firearms, knives or weapons of any kind are permitted on CPTC property
- Academic honesty
- Respect personal property
- Follow the attendance policy

Observed Holidays

CPTC will be closed on the following holidays. If the holiday falls on a Saturday the observed holiday will be the Friday prior. If the holiday falls on a Sunday the observed holiday will be the following Monday.

New Years Day Memorial Day Fourth of July
Labor Day Thanksgiving Christmas

Inclement Weather

During times of inclement weather student should be sure to check weather reports for emergency levels in the school location.

- Level 1 emergency - Class will be held as scheduled Students will be expected to attend class any absence will need to made up according to the attendance policy.
- Level 2 emergency – Class will be held. A make up class will be scheduled for any student unable to attend class during a level 2 emergency. This will not affect student attendance record.
- Level 3 emergency- Classes will be cancelled. A make up class will be scheduled. This will not affect student attendance record.

Attendance

Students are to attend all scheduled classes and labs. A student may be absent for one (1) class or one (1) Lab but must make up any missed course work. Any student that is absent for two (2) or more classes/Labs will be allowed to make those classes/Labs up when the class/Lab is offered again in the next available 5 week class. This will of course delay the student's completion of the program. This one time make-up of two (2) or missed classes/labs is allowed only with permission of instructor and will only be allowed one (1) time. If the student does not attend the scheduled make up classes/labs, they will be dropped from the program. Any student dropped from the program due to attendance is still responsible for all fees and tuition. Refunds will be made in accordance with the CPTC refund policy.

Tardy/Absent

Any student arriving more than **15mins** after the start of a class/Lab will be considered **tardy**
Any student arriving more than **30mins** after the start of a class/Lab will be considered **absent**

Requirements to graduate

Every student in the must successfully complete all areas of the program to earn a certificate of completion. To do this they must meet the following requirements.

- 3 quizzes 10pts. each = total pts. 30
- 1 written final exam =50pts.
- 1 venipuncture = 20pts.
- Total points possible = 100pts.

Grading scale

100-90pts. = A

89-80pts.= B

79-70pts.=C

69-60pts.=D

59pts.-or less = F

Students must receive a satisfactory grade of "C" 70 total points or higher to pass. If a student does not pass the written or venipuncture exam they will be allowed to retake the final written and/or venipuncture exam one (1) additional time at no cost.

Student progress will be monitored and recorded on the student progress report throughout the program. Any student identified as being below acceptable levels (any student not able to reach the minimum grade of "C" 70pts or greater by the end of the program) will need to meet with the school director to discuss the student's options.

If a student does not pass the class the student can repeat the program for the total program cost less the registration fee. Any student wanting to request re-admission to a program must complete the re-admission request form and meet with the school director. Re-admission is at the discretion of the school director and is not guaranteed.

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 consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. There is one (1) academic term for this program that is clocked hours. Refunds for tuition and refundable fees shall be made in accordance with following provisions as established by Ohio Administrative Code section 3332-1-10:

- (1) A student who withdraws before the first class 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 refundable fees plus the registration fee.
- (3) A student who starts class and withdraws after the academic term is 15% but before the academic term is 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% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
- (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 refund within thirty 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 an academic school activity.

Complaint or Grievance Procedure

All student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio, 43215, Phone 614-466-2752; toll free 877-275-4219.

Basic Phlebotomy Program

The basic program is designed for beginners, those students that have no medical background. The Basic Phlebotomy course is a comprehensive program that uses a hands-on method. The program will prepare the student for a career in the allied healthcare field of phlebotomy through lecture/discussion and practical phlebotomy application.

Program Objectives -

Upon completion of the program the student will be able to demonstrate competence in the following:

- Lab safety
- OSHA, PPE, Biohazard Waste
- HIPAA
- Good Lab Practices
- Proper phlebotomy technique
- Proper finger stick technique
- Arm anatomy
- Veins and Arteries
- Blood components
- Order of Draw
- Common testing and tube types
- Body Systems
- Non-blood specimens
- Patient care for adverse reactions
- Special collections
- Point of Care Testing

Course description

The Basic Phlebotomy program consists of 20 hours of class time and 15 hours of a skills lab. Class will meet for 4 hours one time a week for 5 weeks. The skills lab will meet for 3 hours one time a week for 5 weeks. The class time and skills lab will be completed concurrently 2 days a week over 5 weeks.

The class time will be split into two portions, lecture and practicum. The first half of class time will be lecture. The lecture will cover all aspects of phlebotomy from arm anatomy and blood components to body systems and special collections. The 2nd half of the class will be designated as practicum or phlebotomy practice time. During the practicum the students will complete 3 blood draws and 1 finger stick. Students will perform these blood draws and finger sticks on one another while under the direct supervision of the instructor.

No blood draw will ever be done without the instructor watching and coaching throughout the entire process. It is this individual attention that we feel helps the student to hone their skills as a competent phlebotomist.

The skills lab will focus on all of the aspects of the clinical laboratory. During the skills lab students will learn to properly identify patients and review lab requisitions as well as how to handle and process laboratory specimens. Students will learn to use and operate a centrifuge and point of care machines. Just as they do in the practicum of the class time students will complete 3 blood draws and 1 finger stick during the skills lab. The class time lecture and skills lab will complement one another.

There will be 3 written quizzes, 1 written final and 1 venipuncture and finger stick final. The quizzes and final exams are to test the student's phlebotomy knowledge and clinical phlebotomy skills. Students must have a grade of "C" 70% or higher to pass the class.

Once the student has successfully completed the Basic Phlebotomy course they will earn a certificate of completion. Successful completion of the Basic Phlebotomy course meets the eligibility requirements to take the national phlebotomy certification exam through the National Healthcareers Association (NHA).

Clock hours: Lecture 20.0 / Skills lab 15.0

Lab Fee: \$50

Pre-requisites: Must meet admission policy requirements.

Tuition and Fees:

Registration Fee.....\$50.00
Book Fee.....\$25.00
Laboratory Fee.....\$50.00
Tuition.....\$525.00
Total Cost..... \$650.00

All tuition and fees are payable for one quarter, semester or school term only. Payment is due prior to the start of classes each term.

Total projected cost of program at current tuition and fee rates: \$650.00

Tuition and fee charges are subject to change at the school's discretion. Any tuition or fee increases will become effective for the school term following student notification of the increase. All tuition and fees must be paid in full for the student to graduate. Any student that is dropped from the program or withdraws is responsible for all tuition and fees according to the refund policy.

All fees and tuition are due on or before the first class. If you are unable to pay the full amount by the 1st day of class CPTC does offer payment plan options. Students must select from one of the CPTC approved payment options. A \$25 late payment charge will be added if payment is not received when due. A late charge will be assessed for each late payment.

Class 1	Class 2	Class 3	Class 4	Class 5	Total Paid
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**Basic Program
Payment plans**

Payment plan A : Amount Due \$	\$50 registration plus \$150	\$150	\$150	\$150	\$0	\$650
Payment plan B: Amount Due \$	\$50 registration plus \$300	\$0	\$300	\$0	\$0	\$650

Acceptable forms of payment:

- Cash
- Credit card (Visa, MC, Discover, Amex)
- Check (a returned check fee \$25 will be added for any returned check)

Advanced Phlebotomy Program

The advanced program is designed for those students that are currently working in healthcare or have an educational background in a healthcare field. The course is a comprehensive program that uses a hands-on method. The program will prepare the student for a career in the allied healthcare field of phlebotomy through lecture/discussion and practical phlebotomy application.

Program Objectives

Upon completion of the program the student will be able to demonstrate competence in the following:

- Lab safety
- OSHA, PPE, Biohazard Waste
- Good Lab Practices
- Proper phlebotomy technique
- Proper finger stick technique
- Arm anatomy

- Veins and Arteries
- Blood components
- Order of Draw
- Common testing and tube types
- Body Systems
- Non-blood specimens
- Patient care for adverse reactions
- Special collections
- Point of Care Testing

Course description

The Advanced Phlebotomy program consists of 20 hours of class time. Class will meet for 4 hours one time a week for 5 weeks. This program is designed for those students that already meet the clinical lab requirements for national certification and need only to complete an approved phlebotomy program.

The class time will be split into two portions, lecture and practicum. The first half of class time will be lecture. The lecture will cover all aspects of phlebotomy from arm anatomy and blood components to body systems and special collections. The 2nd half of the class will be designated as practicum or phlebotomy practice time. During the practicum the students will complete 3 blood draws and 1 finger stick. Students will perform these blood draws and finger sticks on one another while under the direct supervision of the instructor.

No blood draw will ever be done without the instructor watching and coaching throughout the entire process. It is this individual attention that we feel helps the student to hone their skills as a competent phlebotomist.

There will be 3 written quizzes, 1 written final and 1 venipuncture and finger stick final. The quizzes and final exams are to test the student's phlebotomy knowledge and clinical phlebotomy skills. Students must have a grade of "C" 70% or higher to pass the class.

Once the student has successfully completed the Advanced Phlebotomy course they will earn a certificate of completion. Successful completion of the Advanced Phlebotomy course meets the eligibility requirements to take the national phlebotomy certification exam through the National Healthcareers Association (NHA).

Clock hours: Lecture 20.0

Lab Fee: \$0.00 Advance program students are not required to attend skills Lab sessions. They are welcome to come to a lab session for a fee of \$10 per lab session. The fee is due on or before the day of the lab.

Pre-requisites:

- Must meet admission policy requirements.
- Must show proof of current healthcare employment or educational background in a healthcare field.
- It is the student’s responsibility to make sure they meet all of the clinical lab requirements for national certification if they choose to take the Advance Phlebotomy course.

Tuition and Fees:

Registration Fee.....	\$50.00	All tuition and fees are payable for one quarter, semester or school term only. Payment is due prior to the start of classes each term.
Book Fee.....	\$25.00	
Laboratory Fee.....	\$0.00	
Tuition.....	\$525.00	
Total Cost.....	\$600.00	

Total projected cost of program at current tuition and fee rates: \$600.00

Tuition and fee charges are subject to change at the schools discretion. Any tuition or fee increases will become effective for the school term following student notification of the increase. All tuition and fees must be paid in full for the student to graduate. Any student that is dropped from the program or withdraws is responsible for all tuition and fees according to the refund policy.

All fees and tuition are due on or before the first class. If you are unable to pay the full amount by the 1st day of class CPTC does offer payment plan options. Students must select from one of the CPTC approved payment options. A \$25 late payment charge will be added if payment is not received when due. A late charge will be assessed for each late payment.

**Advanced Program
Payment Plans**

Payment plan A : Amount Due \$	\$50 registration plus \$137.5	\$137.50	\$137.50	\$137.50	\$0	\$600
Payment plan B: Amount Due \$	\$50 registration plus \$275	\$0	\$275	\$0	\$0	\$600

Acceptable forms of payment:

- Cash
- Credit card (Visa, MC, Discover, Amex)
- Check (a returned check fee \$25 will be added for any returned check)

Clinical Externships

Students are welcome to perform a 1-2 day clinical externship. Students wishing to participate in a clinical externship must successfully complete a criminal background check, drug screening, and 1 step TB test. The cost to complete the requirements for the clinical externship will be the sole responsibility of the student. The requirements for the externship must be completed and all documentation submitted by the 4th week of the student's program. Once all requirements are met and the student has successfully completed the phlebotomy program the externship will be coordinated by CPTC at a local patient draw station. CPTC does not guarantee placement in a clinical externship. A clinical externship is optional and is not a requirement to complete the program.

Job Placement Assistance

CPTC does not guarantee employment for any student. CPTC will assist students in seeking employment with the following:

- Job Board listing local open phlebotomy positions.
- Resume prep
- Letter of recommendation

**Columbus
Phlebotomy
Training Center
Class Schedules**

**5 week - Basic phlebotomy Lecture/Practicum
Tues evenings 6pm-10pm
Lab for the basic phlebotomy class will be held on Thursday
evenings 6pm-9pm**

START DATE	END DATE	SEATS
Tuesday, January 02, 2018	Thursday, February 01, 2018	open
Tuesday, February 06, 2018	Thursday, March 08, 2018	open
Tuesday, March 13, 2018	Thursday, April 12, 2018	Open
Tuesday, April 17, 2018	Thursday, May 17, 2018	Open
Tuesday, May 22, 2018	Thursday, June 21, 2018	Open
Tuesday, June 26, 2018	Thursday, July 26, 2018	Open
Saturday, July 21, 2018	Thursday, August 30, 2018	Open
Tuesday, September 04, 2018	Thursday, October 04, 2018	Open
Tuesday, October 09, 2018	Thursday, November 08, 2018	Open
Tuesday, November 13, 2018	Thursday, December 20, 2018	Open

**5 week - Advanced phlebotomy classes Lecture/Practicum Saturday
Mornings 9am-1pm**

START DATE	END DATE	SEATS
Saturday, January 13, 2018	Saturday, February 10, 2018	open
Saturday, February 17, 2018	Saturday, March 24, 2018	open
Saturday, March 31, 2018	Saturday, April 28, 2018	Open
Saturday, May 05, 2018	Saturday, June 02, 2018	Open
Saturday, June 09, 2018	Saturday, July 07, 2018	Open
Saturday, July 14, 2018	Saturday, August 11, 2018	Open
Saturday, August 18, 2018	Saturday, September 15, 2018	Open
Saturday, September 22, 2018	Saturday, October 20, 2018	Open
Saturday, October 27, 2018	Saturday, November 17, 2018	Open
Saturday, November 24, 2018	Saturday, December 15, 2018	Open

David Baisden

Owner/Instructor

5268 Roche Place
Columbus, OH 43229
614-668-2264
dbaisden2@hotmail.com

Experience:

Laboratory Draw Station Supervisor/Clinical Trainer Central Ohio Primary Care Physicians Laboratory

May 2002 – current

- Supervise 6 employees between 2 sites.
- Oversee daily operations at the lab draw stations
- Responsible for Orientation and clinical lab training for all new hires

Instructor/Office coordinator

Ohio School of Phlebotomy

March 2009-May 2012

- Instruct phlebotomy classes
- General office duties

Mobile Unit Supervisor and New Hire Trainer/ Apheresis Dept.

The American Red Cross

April 1997-Oct 2001

- Supervised mobile unit blood donation stations
- Trainer for new hires
- Apheresis staff

Education:

Columbus State Community College

Medical Laboratory Technician

2007-2009

The Ohio State University

Biology

1991-1993

Certification:

Certified Phlebotomy Technician – National Health Careers Association (NHA)

Columbus Phlebotomy Training Center

Basic Phlebotomy Class Syllabus

Class 1: lecture/practicum 4 hours

Introduction
General policies and safety rules
OSHA, HIPAA
Phlebotomy equipment
Arm anatomy
Phlebotomy procedure
Finger/heel stick procedure
Practicum: 3 venipunctures/ 1 finger stick

Class2: : lecture/practicum 4 hours

Quiz: class 1 information
Veins and Arteries
Blood components
Order of Draw/Tube types
Commonly ordered blood tests
Practicum: 3 venipunctures/1 finger stick

Class 3: : lecture/practicum 4 hours

Quiz: class 2 information
Body Systems
Heart
Lungs
Circulatory
Endocrine
Urinary
Practicum: 3 venipunctures/1 finger stick

Class 4: : lecture/practicum 4 hours

Quiz: class 3 information
Non-blood specimens
Special collections
Point of Care Testing
Handling Adverse reactions
Review for final exam
Practicum: 3 venipunctures/1 fingerstick

Class 5: : lecture/practicum 4 hours

Final Exam: Written
Resume Writing/ Interview Skills
Practicum: 3 venipunctures/1 fingerstick

Lab 1: 3 hours

Patient identification
reviewing lab order
Practicum: 3 venipunctures/1 finger stick

Lab 2: 3 hours

Order of Draw
commonly ordered tests/tube
3 venipunctures/ 1 finger stick

Lab 3: 3 hours

Centrifuge
Difference of Serum/Plasma
3 venipunctures / 1 finger stick

Lab 4: 3 hours

Point of Care machines
Patient care for adverse reactions
3 venipunctures /1 finger stick

Lab 5: 3 hours

Venipuncture practice 2 VPs
Finger stick practice 1
Final Practical Exam VP/finger stick

Columbus Phlebotomy Training Center

Advanced Phlebotomy Class Syllabus

Class 1: lecture/practicum 4 hours

Introduction
General policies and safety rules
OSHA, HIPAA
Phlebotomy equipment
Arm anatomy
Phlebotomy procedure
Finger/heel stick procedure
Practicum: 3 venipunctures/ 1 finger stick

Class2: : lecture/practicum 4 hours

Quiz: class 1 information
Veins and Arteries
Blood components
Order of Draw/Tube types
Commonly ordered blood tests
Practicum: 3 venipunctures/1 finger stick

Class 3: : lecture/practicum 4 hours

Quiz: class 2 information
Body Systems
Heart
Lungs
Circulatory
Endocrine
Urinary
Practicum: 3 venipunctures/1 finger stick

Class 4: : lecture/practicum 4 hours

Quiz: class 3 information
Non-blood specimens
Special collections
Point of Care Testing
Handling Adverse reactions
Review for final exam
Practicum: 3 venipunctures/1 fingerstick

Class 5: : lecture/practicum 4 hours

Final Exam: Written
Resume Writing/ Interview Skills
Practicum: Final venipunctures/Final fingerstick