

Columbus Phlebotomy Training Center



School Catalog 2018-2019

4889 Sinclair Rd., Suite 212, Columbus, OH 43229 ph.614-846-0906

State Board Registration No. 2121

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 and medical assisting. We offer this training to those individuals wanting to start a career in phlebotomy or medical assisting. With over 22 years of real world experience in healthcare, CPTC is confident we can provide our students with the tools and skills to become competent and compassionate healthcare professionals.

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

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 expected to attend all scheduled classes and labs required by their program. If a student is absent from class the student is still responsible for any information covered. The student will also be responsible to make up any missed blood draws that their program requires. Any student that is absent two (2) times may be dropped from their program. If a student has missed two (2) classes they will have to meet with the instructor to discuss their options to complete the program. Any student that is absent three (3) times will be dropped from the program.

Any student dropped from the program due to attendance is still responsible for all fees and tuition according to the enrollment agreement. 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** (2 tardies will equal 1 absence)

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

Requirements to graduate Phlebotomy Technician

Every student 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
- written final exam =50pts.
- venipuncture final= 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%) 70 total points or higher to pass. Student progress will be monitored and recorded on the student progress report throughout the program. Any student identified as being below acceptable levels (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.

Requirements to graduate Clinical Medical Assistant

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

- 5 quizzes 10pts. each = total pts. 50
- 1 written midterm exam = 50pts.
- 1 final venipuncture = 20pts.
- 1 final practical exam = 30pts.
- 1 Final written exam = 50pts
- Total Points 200

Grading scale

200-180pts.= A

179-160pts.= B

159 -140pts.=C

139-120pts.=D

119pts.-or less = F

Students must receive a satisfactory grade of "C" (70%) 140 total points or higher to pass.

Student progress will be monitored and recorded on the student progress report throughout the program. Any student identified as being below acceptable levels (not able to reach the minimum grade of "C" 140pts 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.

Phlebotomy Technician

The phlebotomy program is designed for beginners.

The 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 Phlebotomy program consists of 35 hours of class time. Class will meet 2 times a week for 5 weeks. One day for 4 hours and a second day for 3 hours. This program is designed for those students looking to become a phlebotomy technician.

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 blood draws and finger sticks. 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 practicum will focus on all of the aspects of the clinical laboratory. During the practicum 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.

The program also includes a 2 year certification through the American Red Cross in Basic Life Support for Healthcare Providers in Adult/Child/Infant CPR and AED.

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 Phlebotomy course they will earn a certificate of completion. Successful completion of the Phlebotomy course meets the eligibility requirements to take the national phlebotomy certification exam through the National Healthcareer Association (NHA). The exam cost is included in the program tuition.

Clock hours: 35

Pre-requisites: Must meet admission policy requirements.

Tuition and Fees:

Registration fee.....	\$50.00
Study materials.....	\$68.00
Laboratory fee.....	\$100.00
*BLS (CPR/AED) Certification.	\$65.00
*NHA Certification Exam.....	\$117.00
Instructional fee.....	\$500.00
Total Cost.....	\$900.00

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.

**The cost of the BLS(CPR/AED) and Certification exam can be deducted if the student does not need or want certification. This must be determined when signing the enrollment agreement.*

Total projected cost of program at current tuition and fee rates: \$900.00

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.

Payment Plan

If you are unable to pay the full tuition amount by the 1st day of class CPTC does offer a payment plan. **There will be an additional \$100 finance charge to use the payment plan option.** An additional \$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	Total Paid	
CPT						
Payment plan	\$237.50	\$237.50	\$237.50	\$237.50	\$950	\$950
Amount Due \$						(not including \$50 registration fee)

Acceptable forms of payment:

- Cash
- Credit card (Visa, MC, Discover, Amex)
- Check (a returned check fee \$35 will be added for any returned check)

Clinical Externships

Students are welcome to perform a 20+ hour clinical externship. Students wishing to participate in a clinical externship must successfully complete a BCI 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 last 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

• **Clinical Medical Assistant**

The CMA program is designed for students with little or no medical back ground in healthcare. The course is a comprehensive program that uses a hands-on method. The program will prepare the student for a career in healthcare as a clinical medical assistant through lecture/discussion and practical application.

Program Objectives

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

- OSHA, PPE, Biohazard Waste
- Good Lab Practices
- Phlebotomy
- Health Care Provider BLS (CPR/AED)
- Anatomy/Physiology
- Blood components
- Body Systems
- Non-blood specimens
- Patient care for adverse reactions
- Special collections
- Point of Care Testing
- Medical Terminology
- Basic pharmacology
- Medication Classification/Schedules
- Injections
- Vital signs/Measurements
- EKG
- Electronic Health Records
- Medical Laws/Ethics

Course description

The Clinical Medical Assistant (CMA) program consists of 70 hours of class time. Class will meet 2 times a week. One day for 4 hours and a second day for 3 hours for 10 weeks. This program is designed for those students looking to become a clinical medical assistance.

The program will prepare the student to work as a clinical medical assistant. The first 5 weeks of the program will follow the same curriculum as the phlebotomy technician program. The 2nd 5 weeks will focus on the roles and responsibilities of a clinical medical assistant. The role of a clinical medical assistant is to directly assist physicians, nurses and other healthcare professionals in providing patient care, with the focus being on performing clinical duties. These duties will include preparing treatment and examination rooms for patients. Getting patients ready for examinations, treatments and procedures. Blood draws, injections and vitals.

A CMA will also perform some administrative duties, for example arranging lab work and prescriptions or filing patient records. The CPTC clinical medical assistant program will focus on all aspects of patient care both clinical and administrative. Students will study anatomy, physiology, phlebotomy, medical terminology, EKG, medication dosing, as well as clerical duties. Like charting patient information in the electronic health record or calling in prescriptions to the pharmacy.

The students will have the opportunity to practice patient care skills in the class room. This will be done at the end of each class. The students will complete blood draws, finger sticks, injections and vitals. Students will perform these on one another while under the direct supervision of the instructor. No blood draw, finger stick or injections 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 medical assistant. The program also includes a 2 year certification through the American Red Cross in Basic Life Support for Healthcare Providers in Adult/Child/Infant CPR and AED.

There will be 5 quizzes, 1 written midterm, 1 final venipuncture and finger stick practical exam, 1 final CMA practical exam 1 final CMA written exam. The quizzes, midterm and final exams are to test the student's knowledge and clinical skills. Students must have a grade of "C" 70% or higher to pass the class.

Once the student has successfully completed the CMA program they will meet the eligibility requirements to take the national CMA certification exam through the National Healthcareer Association (NHA). The cost for the exam is included in the tuition.

Pre-requisites: Must meet admission policy requirements.

Tuition and Fees:

Registration fee.....	\$100.00
Study materials.....	\$75.00
Laboratory fee.....	\$200.00
*BLS (CPR/AED) Certification...	\$65.00
*(NHA) Certification Exam.....	\$155.00
Instructional fee.....	\$1,000.00
Total tuition.....	\$1,595.00

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.

**The cost of the BLS(CPR/AED) and Certification exam can be deducted if the student does not need or want certification. This must be determined when signing the enrollment agreement.*

Total projected cost of program at current tuition and fee rates: \$1,595.00

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.

Payment Plan

If you are unable to pay the full tuition amount by the 1st day of class CPTC does offer a payment plan. There will be an additional \$200 fee to use the payment plan option. The payment plan fee will be split up in equal payments over the 9 weeks of the payment plan. An additional \$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 3	Class 5	Class 7	Class 9	class 11
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\$188.33	\$188.33	\$188.33	\$188.33	\$188.33	\$188.33
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Class 13	Class 15	Class 17	Total Paid
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\$188.33	\$188.33	\$188.33	\$1,694.97 Not including the \$100 registration fee.
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Acceptable forms of payment:

- Cash
- Credit card (Visa, MC, Discover, Amex)
- Check (a returned check fee \$35 will be added for any returned check)

Clinical Externships

Clinical Externships Students are welcome and encouraged to perform a 20 hour phlebotomy and 80 hour clinical medical assistant externship for a total of 100 hours. Students wishing to participate in a clinical externship must successfully pass a BCI criminal background check, drug testing, 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 last week of the student’s program. Once all requirements are met the externship will be coordinated by CPTC. 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