

# Victor Valley Phlebotomy Training

Office: (800) 972-5705

[www.victorvalleyphlebotomy.com](http://www.victorvalleyphlebotomy.com)

## Course Catalog

Catalog of Courses

January 1, 2022, to December 31, 2023

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## **Institutional Mission and Objectives**

The mission of victor valley phlebotomy training is to provide inexpensive local career education programs designed to prepare students for employment in the allied health field. In support of this philosophy, the school operates in accordance with the following objectives:

To utilize tools and materials which require the students to effectively demonstrate the assimilation of the concepts and skills they have learned:

To maintain an educational environment that respects and welcomes the diversity of individual backgrounds, abilities, interests, and opinion.

To encourage and foster the value of life-long learning in our students.

To provide up-to-date curricula and instructions which are responsive to employer's needs, students interests, and state and national performance standards.

To provide a faculty of mature and competent industry professionals who possess skills and enthusiasm for teaching and a concern for students and their educational progress.

To provide an academic atmosphere of structure and professionalism that will bring out the best effort of the student.

## **Instructional Location**

1391 Park Ave, Suite 200A  
Victorville, CA 92395

## **Description of the Facilities & Type of Equipment Used for Instruction**

Victor Valley Phlebotomy Training is located at 13911 Park Ave, Suite 200A, Victorville, CA 92395. The lecture room is 1364 sq. ft. within a two-story building and part of Bradman University. The single suit contains a lecture room for didactic training and a side room for supplies needed for Phlebotomy skills with a sink attached. The lecture room also contains a 62-inch tv for power point lectures and 32 single person desks with chairs.

- Centrifuge
- Thermostat Scales
- Height measurement
- Sphygmomanometer
- Timer
- Gloves
- Contact-activated lancets BD Vacutainer tubes
- Adaptor
- Winged blood collection set
- Safety needles 21Gx 1"
- Safety needles 15Gx 5.8"
- TB syringe
- 3ml syringe with 21Gx1"
- 3ml syringe with 21Gx5.8"
- Germicidal disposable swabs
- Alcohol swabs
- Adhesive bandages
- 2-inch Television
- 32 Single person desks with chairs
- 4 rubber manikin arms for student practice

## Library Resources

No formal library is needed to meet the instructional needs of the students. General library materials would not be compatible with the objectives of this program as the acquisition of specialized knowledge and hands-on-skills are the essential elements for completion of the programs offered. Learning resources provided include a list of specially selected internet sources of information which support the learning objectives of the programs offered. Students are reminded that these learning resources are listed in the school catalog and encouraged to access these links. Staff members are also available to provide research assistance.

<https://www.phlebotomy.com/>

<https://phlebotomycoach.com/resources/>

<https://www.test-guide.com/free-phlebotomy-practice-tests.html>

<https://www.cdph.ca.gov/Programs/OSPHLD/LFS/Pages/Home.aspx>

California Phlebotomy Certification- Managed by the California Department of Public Health, this site provides links to applicable laws and regulations for phlebotomy certification. Listings of phlebotomy, training schools and national certification examinations, which have been approved for state certification purposes are included. The most common questions and answers concerning California phlebotomy regulations are also provided, along with a link for phlebotomists to apply online for certification.

The videos listed below are provided to all enrolled students through links provided at time of enrollment.

- **Phlebotomy Video Volume 1:** In this video, you will watch presenters of “Introduction of Phlebotomy”, “Roles and Responsibility of a Phlebotomist”, and “Types of Laboratories”. These video lectures are based on the actual PowerPoint lectures.
- **Volume 2:** In this video, you will watch presentations of the different health and safety agencies such as OSHA, CLIA, MSDS, and HIPPA. These videos lecture are based on the actual PowerPoint lectures.
- **Volume 3:** in this video, you will watch presentations of the different ways to successfully draw blood in any situation. The video presentation includes, “Blood Collection Equipment”, “Venipuncture Complications” and “Blood Collection in Special Populations.”
- **Volume 4:** in this video, you will watch presentations on “The Order of Draw”, “Handling, Processing, Storing, and Delivering Specimens,” and “Special Blood Collection Procedures.”
- **Volume 5:** in this video, you will watch the presentations of “Infection Cycle”, “Latex- Free?” and “Pediatric Blood Collection and Procedures”, “The Correct Order of Veins”, “Bleeding Time and Post Care Instructions”, “Forgetting the Three ‘Ps”, “Preventing Hemolysis”, and “What is Hemoconcentration?”
- **Volume 6:** In this video, you will watch live skills of “Tourniquet Procedures”, “Straight Needle Blood Draw Procedures,” and “Butterfly Blood Draws Procedures.”

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.**

The transferability of credits you earn at victor valley phlebotomy training is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the phlebotomy technician program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at this institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending victor valley phlebotomy training to determine if your certificate will transfer.

### **Admissions Policies & Recognition of Credits**

1. Students must have a high school diploma, GED or equivalent. Foreign Diplomas must be evaluated for U.S. equivalency. For more information go to Academic Evaluation Services.
2. Students must be 18 years of age or older at the time of program start date.
3. Students must pay all applicable fees, as per the current published fee schedule at the time of the signing or entering into an enrollment contract or make other arrangements acceptable to the school.
4. This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. This institution does not award credit for experiential learning.
5. No Ability to Benefit Students will be admitted.
6. This institution has not entered into an articulation or transfer agreement with any other institution.

### **Visa related services**

This institution does not admit students from other countries, so no visa related services are offered.

### **English as a Second Language Instruction**

This institution does not provide ESL instruction.

### **Accreditation Status**

This institution not accredited by an accrediting agency recognized by the United States Department of Education. A student enrolled in an unaccredited institution in not eligible for federal financial aid.

## **STRF Disclosure**

### **Student Tuition Recovery Fund Disclosures.**

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in the program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Suite225, Sacramento; CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss because of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of; the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible, for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, a claim can be paid to any student without a social security number or a taxpayer identification number.

### **Privacy Act**

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic, and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

### **Student Conduct**

Students are expected to always behave professionally and respectfully. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to another person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.

### **Nondiscrimination Policy**

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees based on race,

color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

### **Academic Freedom**

Victor Valley Phlebotomy Training is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

Victor Valley Phlebotomy Training encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

### **Sexual Harassment**

This institution is committed to providing a work environment that is free of discrimination, intimidation, and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively confront this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

### **Students Right to Cancel**

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. A notice of cancellation for the current term or from the school shall be in writing and submitted to the school administrative office. Cancellation is effective on the date written notice of cancellation is sent to the school administrative office at 10162 Jennifer Ave., Hesperia, CA 92345 or by email to [algarza@email.com](mailto:algarza@email.com). If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

A withdrawal for the current term or from the school may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of



attendance. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable registration fee.

The institution shall issue a refund unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a prorated refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

## **Refund Policy**

If the student cancels an enrollment agreement or withdraws during a period of attendance, the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

For purposes of determining a refund, a student shall be considered to have withdrawn from, an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party, for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third-party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational programming which the student was enrolled.

## **Policies and Procedures Regarding Financial Aid**

This institution does not participate in any federal or state financial aid programs. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

## **Financial Aid Disclosures**

This institution does not participate in any federal or state financial aid programs. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

The institution does provide financial aid directly to its students in the form of a monthly payment plan. No interest is charged, however late fees to apply for late payments two or more days

delinquent. All financial arrangements must be made before the beginning of classes. The school will contact students who are delinquent in paying tuition and fees. They will be encouraged to make specific arrangements with the institute to remove their delinquency and remain in good financial standing.

## **Grades and Standards for Student Achievement - Satisfactory Progress**

### **Evaluation Policies**

Grades are awarded on a pass / fail basis. Students must achieve a "pass" rating on all tests and skill demonstrations.

### **Grading Policy for Pass/Fail Standards on Tests:**

All Students will be required to achieve a cumulative score of passes (80%) on all tests.

Students who receive less than 80% on the exam may retake the exam at the consent of the instructor

Students who are permitted to retake an exam will receive a maximum grade of 80% on the exam.

### **Externship Assessment**

Methods of Assessment may include, but are not limited to, the following:

- Participation

- Skills Evaluation

  - Evaluation form will be submitted by clinical supervisor upon completion of 40 hours.

A student will be warned that they are in jeopardy of failing the program if their cumulative score falls below 80%. If a student is dropped from a course for low grades or for failing the exam, the student will not be allowed back to class will not be eligible to take the state licensing exam and will not be entitled to a refund.

### **Grading System Standard**

Evaluation of student achievement will be based on meeting the objectives for the program.

### **Attendance Policy**

Students are required to attend more than 100% of the scheduled sessions throughout the entire program.

### **Academic Probation and Dismissal Policies**

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's academic

progress will be monitored at the end of each module as the grades are posted. Should the student's pass/fail percentage fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the probation. If the student wishes to appeal the formal advisory, the student is to submit a written request for an administrative academic review to the school administrative office.:

Victor Valley Phlebotomy Training 10162 Jennifer Ave Hesperia, CA 92345

After the completion of the current module, the student will have two additional modules to bring his or her pass/fail percentage up to or more than the minimum standard of the institution. Thereafter, the student's failure to achieve satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student. Any student seeking a tutor is financially responsible for the cost of all such tutoring.

Violations of the Harassment or Discrimination Policy of this institution will become part of the student's record. Depending on the severity and/or frequency of the violation(s), the faculty may take disciplinary action, including administrative withdrawal from the institution. A student who has become subject to disciplinary action may submit an appeal to the Chief Academic Officer per the institution's Grievances policy.

### **Leaves of Absence**

It is the policy of the school to not grant a Leave of Absence to students.

### **Student Grievance Procedures - Student Rights**

Most problems or complaints that students may have with the school, or its administrators can be resolved through a personal meeting with the student's instructor or a counselor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus: Victor Valley Phlebotomy Training, 10162 Jennifer Ave., Hesperia, CA 92345.

The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within ten business days. The COO will verify that the student has made an attempt to resolve the incident or complaint. If the student has followed the above three steps, the CO will call a grievance session and include all of the concerned parties. Each party involved may be asked to present their version of the incident prior to all parties being present. The person against whom the complaint is filed shall receive written notice which shall include the initial report, the factual allegations, a list of witnesses' and evidence. Each party involved may be asked to present their version of the incident prior to all parties being present. The COO will then issue a statement to all

parties within 48 hours of the grievance meeting conclusion. If the decision is unacceptable to the student, the student must, within 48 hours, send written copies of all documents and a cover letter to the COO explaining why they believe the decision is unacceptable. The school has the right to suspend the student until the problem is resolved if the student does not follow the proper grievance procedures.

Continued unresolved complaints may be directed to:

**Bureau for Private Postsecondary Education**

P.O. Box 980818 West Sacramento, CA 95798-0818

Phone: (916) 574-8900 Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)

## **Student Services**

This institution does not provide airport reception services, housing assistance or other services. Further this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

## **Placement Services**

This institution does not represent to the public, in any manner, or by any means, that it offers job placement assistance. However, the institution has identified the links provided below to assist those interested in finding a position as a Phlebotomist.

## **Phlebotomy Jobs**

Getlabs-is hiring phlebotomists to provide in-home phlebotomy services in the Phoenix, AZ area.

Phlebotek- Provides medical staffing and job placement services exclusively to phlebotomists and employers who seek them.

Career Builder- Lists phlebotomy and other healthcare positions in your area. Includes useful utilities like salary and resume tools and valuable tips on how to give an interview.

Indeed.com-Lists phlebotomy jobs searchable by geographic area.

JiMonster.com- HMonster is a career management site designed for the needs of healthcare professionals. In addition to allowing visitors to find open positions in Phlebotomy and all other healthcare disciplines, HMonster visitors can chat with a healthcare expert for guidance on career options, interact with other medical/laboratory professionals, calculate salaries in different parts of the country, find information on continuing education, read industry news, and sign up for job alerts.

Kelly Services -Kelly Services, Inc. offers a job search and résumé posting service on its website. Kelly Services provides temporary staffing services, staff leasing, outsourcing, vendor on-site and full-time placement and employment to more than 700,000 employees annually.

SimplyHired- Pulls listings from thousands of sites across the web, including job boards, company sites, newspapers, non-profit organizations, and government sites. A good resource for finding more information about a specific location's job market.

TheJobFool- - Founded in 2006, this site connects job seekers with job opportunities and employers with qualified candidates for their job openings.

LinkUp- Searches jobs on thousands of company sites, allowing the user to apply to job openings found 'directly on company websites.

Glassdoor—A free career community that gives users an inside look at jobs and companies. Includes salaries, company reviews, interview questions, and more.

## **Student Housing**

This institution has no responsibility to find or assist a student in funding housing.

This institution does not operate dormitories or other housing facilities. This institution does not provide assistance, nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one-bedroom unit is approximately \$1,200 a month. ([www.apartmentguide.com](http://www.apartmentguide.com))

## **Student Records and Transcripts**

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records, that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records including a copy of the signed enrollment agreement, school performance fact sheet, diploma granted, transcript of grades earned, high school diploma or GED, copies of all documents signed by the student including contract, instruments of indebtedness and document related to financial aid, leave of absence documents, financial ledger, refund information as applicable, complaints received from the student or student advisories related to academic progress. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due to the institution are paid current.

## **Professions - Requirements for Eligibility for Licensure**

Certification is a goal of this program. In order to gain licensure as a Certified Phlebotomy Technician (CPT1) through California Department of Public Health, Laboratory Field Services Division, the student must have successfully completed an approved Phlebotomy Training program and successfully pass an approved certifying exam.

**For an applicant with no on-the-job phlebotomy experience or less than 40 hours of on-the-job phlebotomy experience:**

<https://www.cdph.ca.gov/Programs/OSPHLD/LFS/Pages/Phlebotomist.aspx>

- Complete 40 hours of basic and advanced didactic (classroom) phlebotomy training from a Phlebotomy program accredited by the California Department of Public Health. You must upload" the certificate of completion during the online application process.
- Complete 40 hours phlebotomy practice in a clinical setting that includes performance of at least 50 venipunctures and observation of arterial punctures in a Phlebotomy training program approved by the California Department of Public Health. You must upload a California Statement of Phlebotomy Practical Training signed by an MD, DO, PA, RN, CLB, CLS, or CPT.

## **Charges: Tuition & Fees**

All fees are subject to change from time to time, without notice.

### **Phlebotomy Technician**

Tuition	\$1,400
Uniform	\$60 (nonrefundable)
Background Check	\$35 (nonrefundable)
Textbook	\$45 (nonrefundable)
CPR	\$40 (nonrefundable)
Supplies	\$69 (nonrefundable)
STRF Fee	\$1.00 (nonrefundable - .50 cents per \$1,000 of institutional charges)

Total Charges for the current period of attendance	\$1,650
Estimated Total Charges for the Entire Educational Program	\$1,650

## **Faculty**

A I Garza II

AI Garza has been a licensed Phlebotomist since 2007 License # CPT 00024481

## Program

<b>Name of Program</b>	<b>Phlebotomy Technician</b>
<b>Program Description</b>	The Phlebotomy Technician program is designed to help students acquire the practical knowledge and the specialized skill needed to draw blood from patients as an entry-level phlebotomist.
<b>Program Objective</b>	<p>Upon completion of this program the student will be able to</p> <ul style="list-style-type: none"> <li>• Describe the components of blood.</li> <li>• Perform the blood collection procedure.</li> <li>• Describe the role of the Phlebotomist.</li> <li>• Describe legal issues related to Phlebotomy.</li> <li>• Identify factors in selecting venipuncture or skin puncture site selection.</li> <li>• Discuss complications associated with blood collection.</li> <li>• Describe the difference between serum and plasma.</li> <li>• Demonstrate a successful venipuncture.</li> </ul>
<b>Total Clock Hour</b>	100
<b>Is an Externship or Internship Required?</b>	Yes
<b>Graduation Requirements</b>	To complete this program a student must complete all prescribed modules of the program and earn a grade of “pass”
<b>Job Classification</b>	his educational program is designed to prepare students for employment as a Phlebotomist (39-3097
<b>Final Tests or Exams</b>	Yes. Students are reevaluated through written and performance assessments.

<b>Module</b>	<b>Module Description</b>	<b>Hours</b>
<b>Basic Phlebotomy</b>	<p>In this module students will learn the fundamental knowledge of the healthcare delivery system and the Phlebotomists role in collection and transporting of patient specimens. The following topics are covered:</p> <ul style="list-style-type: none"> <li>• Describe the roles and responsibilities of patients and providers within the healthcare industry.</li> <li>• Identify common medical prefixes, roots, and suffixes; identify and properly combine word parts to create medical terms; and learn common abbreviations in a cardiovascular context.</li> </ul>	30

	<ul style="list-style-type: none"> <li>• Explain the function and structure of the capillaries, veins, and arteries, and identify the names and locations of the veins suitable for venous and capillary blood collections.</li> <li>• Demonstrate safe and effective use of equipment and supplies used for blood collection and specimen transport.</li> <li>• Demonstrate a knowledge of government and industry standards related to the collection of blood.</li> <li>• Demonstrate effective communication skills with patients related to the collection of blood.</li> <li>• Perform capillary puncture following CLSI standards</li> </ul>	
<b>Advanced Phlebotomy</b>	<p>In this module students will learn and demonstrate advanced knowledge of blood collection equipment, various types of additives used and special precautions. The following topics are covered.</p> <ul style="list-style-type: none"> <li>• Perform venipunctures proficiently following CLSI standard.</li> <li>• Process, label, and transport samples, in addition to reporting results. Students will also be able to apply laboratory quality and safety regulations, as well as collect and handle non-blood specimens (such as urine, stool, and cultures).</li> <li>• Apply precautions and standards to protect from pathogen exposure including physical and chemical barriers.</li> <li>• Demonstrate correct venipuncture insertion and removal techniques. Students will also be able to follow accurate order of draw, perform special collections, and understand the types and functions of blood testing.</li> <li>• Describe ETS tube stopper color coding used to identify the presence. or absence of an additive, connect additives and stopper colors with laboratory departments and tests, and list the order of draw and explain its importance.</li> <li>• Describe how to handle patient complications and conditions pertaining to blood collection, address procedural error risks, and specimen quality concerns, and analyze reasons for failure to draw blood.</li> </ul>	<b>30</b>



<b>Externship</b>	<p><b>Practical instruction in phlebotomy in a clinical setting.</b></p> <p><b>Students will be placed in a clinical setting in order to complete 40 hours of clinical training. Students will complete a minimum of 10 skin punctures and 50 venipunctures that fulfill all sampling requirements as set forth by the CA Department of Health as well as observe arterial punctures. In order to participate in clinical setting training, students must have successfully completed Basic didactic instruction and Advanced didactic instruction with a grade of “C” or higher.</b></p> <p><b>Students must complete 40 hours of verified, supervised field experience and meet the required competencies through actual on-the-job performance in order to receive a certificate of completion. This is a pass/fail class. Students may repeat through an appeals process.</b></p> <p><b>Upon successful completion of the course the student will be able to:</b></p> <ol style="list-style-type: none"> <li><b>1. Select blood collection equipment appropriate to test requisition</b></li> <li><b>2. Prepare the patient for proper testing procedures using proper infection control guidelines</b></li> <li><b>3. Demonstrate venipunctures and skin punctures for testing purposes from the following:</b> <ol style="list-style-type: none"> <li><b>1. Well patient</b></li> <li><b>2. Patient with acute illness</b></li> <li><b>3. Patient with chronic illness</b></li> <li><b>4. Patients of all ages including pediatric and geriatric</b></li> <li><b>5. Patients of varying cultural backgrounds</b></li> <li><b>6. Patients with varying diseases and disorders such as obesity</b></li> </ol> </li> <li><b>4. Demonstrate post-puncture care procedures.</b></li> <li><b>5. Apply appropriate blood processing techniques, including centrifugation</b></li> <li><b>6. Demonstrate proper disposal of needles, sharps, and medical waste</b></li> <li><b>7. Explain arterial blood draws</b></li> </ol>	<b>40</b>
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## REQUIRED DISCLOSURES

- The policy of this institution is to update the official school catalog annually, in January of each year.
- Annual updates may be made using supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.
- This institution makes its current catalog and current program brochures available to the public-at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office.
- This institution is a private institution. The school was granted institutional approval to operate by the Bureau of Private Post-Secondary Education (BPPE) and the California Department of Consumer Affairs (DCA). The Bureau's approval means that the institution and its operation comply with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions. This approval does not mean that: (1) the institution or its educational programs are endorsed or recommended by the state or by the bureau. Nor that (2) the approval to operate indicates that the institution exceeds minimum state standards as set forth in this chapter.
- This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 1 of the United States Bankruptcy Code.
- As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
- If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal student financial aid program funds.
- Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market, Suite 225 Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798 [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888) 370-7589 Fax (916) 263-1897.
- A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).