5/2021

**PHLEBOTOMY GEEK VOCATIONAL TRAINING PROGRAM**

A blood drop holding a syringe

Description automatically generated

**PHLEBOTOMY PROGRAM**

**STUDENT HANDBOOK**

Phlebotomy Geek Vocational Training

19900 Governors Dr. Suite 202

Olympia Fields, IL. 60461

C: (708) 372-0508 O: (708) 506-3179 F: (855) 487-0292

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Table of Contents

[Section 1: Welcome 4](#_Toc161920976)

[Section 2: About Phlebotomy Geek Training 4](#_Toc161920977)

[Section 3: About the Training Center 4](#_Toc161920978)

[Section 4: Phlebotomy Geek’s Mission Statement 5](#_Toc161920979)

[Section 5: Phlebotomy Geek’s Vision 5](#_Toc161920980)

[Section 6: Phlebotomy Geek’s Goals 5](#_Toc161920981)

[Section 7: Phlebotomy Geek Core Values 6](#_Toc161920982)

[Section 8: Philosophy 6](#_Toc161920983)

[Section 9: Accreditation 6](#_Toc161920984)

[Section 10: Financial Aid 7](#_Toc161920985)

[Section 11: Admission Requirement 7](#_Toc161920986)

[Section 12: Essential Functions: 7](#_Toc161920987)

[Section 13 : Course Description 8](#_Toc161920988)

[Section 14: Program Outcomes & Objectives 8](#_Toc161920989)

[Section 15: NAACLS Entry-Level Phlebotomist Competencies 8](#_Toc161920990)

[Section 16: Admission Process 14](#_Toc161920991)

[Section 17: SUPPLIES 15](#_Toc161920992)

[Section 18: Enrollment Agreement 15](#_Toc161920993)

[Section 19: CONSUMER INFORMATION 17](#_Toc161920994)

[Section 20: FINANCIAL AID 17](#_Toc161920995)

[Section 21: TUITION & FEES 18](#_Toc161920996)

[Section 22: REFUND 18](#_Toc161920997)

[Section 23: Cancellation Policy 19](#_Toc161920998)

[Section 24: Withdrawal Procedures 19](#_Toc161920999)

[Section 25: Withdrawal / Refund Policy 19](#_Toc161921000)

[Section 26: NOTICE TO STUDENT 20](#_Toc161921001)

[Section 27: STUDENT’S RIGHT TO CANCEL 20](#_Toc161921002)

[Section 28: STUDENT ACKNOWLEDGEMENTS 21](#_Toc161921003)

[Section 29: Student Records Policy 22](#_Toc161921004)

[Section 30: Student Evaluations/Grading Policy 23](#_Toc161921005)

[Section 31: Descriptions of Evaluation Methods: 23](#_Toc161921006)

[Section 32: Academic Grading Guidelines: 23](#_Toc161921007)

[Section 33: Theory Grading Scale 24](#_Toc161921008)

[Section 34: Laboratory and Clinical Grading Scale (counts as 40% of the grade) 24](#_Toc161921009)

[Section 35: Written Assignments: (counts as 20% of the grade) 24](#_Toc161921010)

[Section 36: Testing and Evaluation: (counts as 30% of the grade) 25](#_Toc161921011)

[Section 37: Student Engagement (Counts as 10% of the grade) 25](#_Toc161921012)

[Section 38: Mediated Instruction 25](#_Toc161921013)

[Section 39: Academic Dishonesty 25](#_Toc161921014)

[Section 40: Performance Remediation Policy: 26](#_Toc161921015)

[Section 41: Simulation Laboratory Policy 26](#_Toc161921016)

[Section 42: Attendance Policy 27](#_Toc161921017)

[Section 43: No Call-No Show: After Two No Call- No Show, You May Be Dropped from The Program. 27](#_Toc161921018)

[Section 44: Tardiness and Early Departure: 28](#_Toc161921019)

[Section 45: Inclement Weather: 28](#_Toc161921020)

[Section 46: EXPECTANT MOTHER POLICY 28](#_Toc161921021)

[Section 47: Behavior Policies 28](#_Toc161921022)

[Section 48: Theft: 29](#_Toc161921023)

[Section 49: Smoking: 29](#_Toc161921024)

[Section 50: Fighting 29](#_Toc161921025)

[Section 51: FIREARMS /DEADLY WEAPONS 29](#_Toc161921026)

[Section 52: Cellular Phone Policy Overview: 30](#_Toc161921027)

[Section 53: Phlebotomy Geek Student Code of Conduct 30](#_Toc161921028)

[Section 54: Expulsion 31](#_Toc161921029)

[Section 55: Dress Code Policy 31](#_Toc161921030)

[Section 56: Jewelry 31](#_Toc161921031)

[Section 57: Fragrances 31](#_Toc161921032)

[Section 58: Photo Consent Form 32](#_Toc161921033)

[Section 59: Phlebotomy Geek Taping/Recording Policy 33](#_Toc161921034)

[Section 60: Phlebotomy Geek Visitor’s Policy 33](#_Toc161921035)

[Section 61: Transportation Policy 33](#_Toc161921036)

[Section 62: Student Services/Resources 33](#_Toc161921037)

[Section 63: Job Placement: 33](#_Toc161921038)

[Section 64: Phlebotomy Geek Training Sexual Harassment Policy 34](#_Toc161921039)

[Section 65: Discrimination and Harassment Policy: 37](#_Toc161921040)

[Section 66: Discrimination and Harassment Complaint Procedure: 37](#_Toc161921041)

[Section 67: Students with Disabilities: 37](#_Toc161921042)

[Section 68: Grievance Policy 38](#_Toc161921043)

[Section 69: Complaints Information 39](#_Toc161921044)

[Section 70: Clinical Guidelines/Off-Site 40](#_Toc161921045)

[Section 71: Needle Stick Policy 41](#_Toc161921046)

[Section 72: Blood Borne Pathogen Exposure Policy (Off-Site) 41](#_Toc161921047)

[Section 73: Off-Site Clinical Training Program 42](#_Toc161921048)

[Section 74: Safety Guidelines (Off-Site) 42](#_Toc161921049)

[Section 75: Safety Hazards (Off-Site) 44](#_Toc161921050)

[Section 76: HIPPA Privacy Rule 44](#_Toc161921051)

[Section 77: Fire Procedure 45](#_Toc161921052)

# **Section 1: Welcome**

Welcome to Phlebotomy Geek Vocational Training. We are looking forward to assisting you with obtaining your Phlebotomy Certification.

Phlebotomy Geek offers a Basic Phlebotomy Training Program which is designed to prepare students for a career as a competent health care professional.

Our curriculum will provide theory and clinical training needed to acquire the knowledge and skills to successfully complete the program.

Here at Phlebotomy Geek Vocational Training, we have an open-door policy. Students and staff are encouraged to speak with the Program Director with any concerns regarding the program, staff, or any questions relevant to your educational needs.

Come and join our family so you can serve your community and help other families in their time of need.

Thank You for choosing Phlebotomy Geek Vocational as your training resource.

Toya L. Beattie, PBT (ASCP), CPI (NPA),CEO and Program Director

# Section 2: About Phlebotomy Geek Training

Phlebotomy Geek Training, LLC is a Training Center teaching Basic Phlebotomy skills. Our administration and staff are dedicated to delivering an exceptional, quality education. We are dedicated to preparing our students to become skilled healthcare professionals. We utilize resources from the National Accreditation Agency for Clinical Laboratory Sciences (NCCLS), and the Clinical Laboratory Standards Institute (CLSI) to structure our Phlebotomy program to promote the professional development of our students.

Certificate vs Certification: Upon successful completion of the Phlebotomy Geek Training, students will receive a Certificate of Completion, which simply means that you have received the educational (theory and clinical training).

Certification means that you have earned the credentials that demonstrates efficiency through knowledge/skills assessments.

Although it is not a requirement in the State of Illinois to be Certified in Phlebotomy, Phlebotomy Geek highly encourages our students to become members of an Approved Certifying Organization to be able to maintain the knowledge, and to be aware of the changes made in your field of study, through Continuing Educational Courses (CEU’s).

Our instructors have attained considerable knowledge and skills through years of experience as phlebotomist, with 10 years plus of applied phlebotomy experience. Our instructors are required to keep their Phlebotomy certificates active through continuing education (CEU’s).

# **Section 3: About the Training Center**

Phlebotomy Geek Training, LLC is in a diverse community, within the business district of Olympia Fields, Illinois. It is surrounded by beautiful landscaping; shopping centers; police and fire station; and a variety of restaurants available within walking distance of the school. We are located on the 2nd floor, Suite 202 of the three-story office building. The space is 540sq. ft. The ratio is 1 to 8 students. There are 2 restrooms located on the second floor, with key only access for women. There 2 stair exits, and 1 elevator located on the 2nd fl. We have several physician offices; the Chicago Southland Convention & Visitors Bureau, (just to name a few) located in the building.

The building is secured, with a 24-hour (audio and visual) surveillance system that covers both the interior and exterior of the building. The camera records the front and back entrances of the building. All exits, parking, hallways, and vital areas of the facility are monitored. The media is recorded, and access is available to administration both on the property and remotely. Phlebotomy Geek has also installed a surveillance system to record (audio included) individuals accessing in/and out of the classroom. This media is monitored remotely, 24 hours every day.

The building Manager is also available from 8:00am until 4:30pm. Students and visitors may access through the main door, (the front of the building) after 8:00 am until 7:00 pm. After 7:00 pm, the doors are locked. Employees have key access. The inside/outside of the property is well lit, with ample parking.

# **Section 4: Phlebotomy Geek’s Mission Statement**

To ensure that our students receive exceptional training and develop the skills necessary to provide a superior level of knowledge in the healthcare field of phlebotomy.

# **Section 5: Phlebotomy Geek’s Vision**

Promoting exemplary healthcare professionals.

# **Section 6: Phlebotomy Geek’s Goals**

Allied health professions are facing shortages ranging from 10 to 20%.

Our goal is to develop students with skills in performing phlebotomy procedures, specimen collection and processing in various health care settings.

* Providing a well-rounded curriculum by continually recognizing the current needs for allied health professionals.
* Offering educational activities by utilizing all possible educational resources and expertise.
* Keeping the instructors of Phlebotomy Geek up to date by continually participating in continuing education and by continually incorporating the latest educational and technical innovations.
* Assisting students to develop strategies to enhance their critical thinking abilities, to take charge of their own learning, and to learn the merits of continuing professional development.
* Providing an environment conducive to stimulating interest in phlebotomy education and participating in professional organizations and encouraging awareness in changing trends in medical laboratory technology.

# **Section 7: Phlebotomy Geek Core Values**

* Integrity
* Accountability
* Compassion
* Success

Integrity = Moral and Ethical Principles

Accountability = Ownership for your Actions/Errors

Compassion = Empathy, Respect and Dignity for your patients

SUCCESS = A satisfied Patient!

# **Section 8: Philosophy**

Phlebotomy Geek believes that every student is a unique individual that deserves the right to a secure, caring and stimulating atmosphere in which to grow emotionally, intellectually, physically, and socially. It is the desire of Phlebotomy Geek Vocational Training staff to help our students meet their fullest potential in these areas by providing a diverse environment that is safe and supportive for everyone.

# **Section 9: Accreditation**

The Phlebotomy Geek Vocational Training is approved by the IBHE.

The Phlebotomy Geek Program is licensed with the City of Olympia Fields to operate.

Phlebotomy Geek is not required to be accredited by a U.S. Department of Education recognized accrediting body.

# **Section 10: Financial Aid**

Phlebotomy Geek does not accept financial aid.

# **Section 11: Admission Requirement**

* Have graduated from high school or have earned a GED. (Please present the original at time of registration.) An official transcript can also be accepted.
* If you are 17, and your scheduled to graduate High School within that year (with a letter from the assigned official from the school), you are able to register for the course. A parent or guardian has to register you for the program.
* A state issued picture I.D or driver’s license (not expired)
* Phlebotomy Geek Training, LLC and Phlebotomy Geek Labs, LLC require all students to be vaccinated prior to students starting the program. Please see the Program Director for the required immunizations documentation. Clinical training involves direct contact and other activities that may cause harm or injury. Each student is responsible for acquiring and maintaining the necessary insurance until the ending of the program.

# **Section 12: Essential Functions:**

In addition to the academic admission requirements of students taking the Phlebotomy Technician course, the following Essential Functions are also expected of all students:

1. Students must be able to distinguish various colored blood collection tubes. Students must be able to visualize small objects like the bevel or opening of needles.
2. Students must possess sufficient motor skills and manual dexterity to obtain and manipulate specimens in a manner that does not endanger themselves and others.
3. Students must possess effective written and oral communication skills to accurately transmit information to patients, physicians, and other healthcare professionals.
4. Students must demonstrate professional attitudes and behaviors. Students must be able to use reasonable judgement under stressful conditions to make decisions that impact patient care. Students must be able to work independently as a member of a team to maintain the highest standards in the delivery of patient care.
5. Students must be able to move easily from one location to another in the laboratory to do testing and through patient areas to perform phlebotomy.

# **Section 13 : Course Description**

The Phlebotomy Program meets the needs of students with no prior experience in phlebotomy. Training provided consists of lecture and hands on lab time.

Our goal is to make the certificate process fun and simple as possible, by giving the students the tools to excel in their careers. The phlebotomy program offered at Phlebotomy Geek is presented in 2 parts: Lecture-Lab experience and externship practicum.

The course schedule is listed below:

Morning session: 09:00 am until 1:00 pm. Monday and Wednesday.

Evening session: 05:00 pm until 9:00 pm. Tuesday and Thursday.

# **Section 14: Program Outcomes & Objectives**

Upon completion of the Phlebotomy course, the student will be able to demonstrate at the entry level, and without the aid of others the following:

# **Section 15: NAACLS Entry-Level Phlebotomist Competencies**

1.0 Demonstrate knowledge of the health care delivery system and medical terminology.

1.1 Identify the health care providers in hospitals and clinics and the phlebotomist's role as

a member of this health care team.

1.2 Describe the various hospital departments and their major functions in which the

phlebotomist may interact in his/her role.

1.3 Describe the organizational structure of the clinical laboratory department.

1.4 Discuss the roles of the clinical laboratory personnel and their qualifications for these

professional positions.

1.5 List the types of laboratory procedures performed in the various disciplines of the

clinical laboratory department.

1.6 Describe how laboratory testing is used to assess body functions and disease.

1.7 Use common medical terminology.

2.00 Demonstrate knowledge of infection control and safety.

2.1 Identify policies and procedures for maintaining laboratory safety.

2.2 Demonstrate accepted practices for infection control, isolation techniques, aseptic.

techniques and methods for disease prevention.

2.2.1 Identify and discuss the modes of transmission of infection and methods for

prevention.

2.2.2 Identify and properly label biohazardous specimens.

2.2.3 Discuss in detail and perform proper infection control techniques, such as hand.

hygiene, gowning, gloving, masking, and double bagging.

2.2.4 Define and discuss the term “healthcare-acquired infection.”

2.3 Comply with federal, state and locally mandated regulations regarding safety practices.

2.3.1 Observe the OSHA Blood borne Pathogens Standard and Needle Safety

Precaution Act.

2.3.2 Use prescribed procedures to handle electrical, radiation, biological and fire

hazards.

2.3.3 Use appropriate practices, as outlined in the OSHA Hazard Communications

Standard, including the correct use of the Material Safety Data Sheet as

directed.

2.4 Describe measures used to ensure patient safety in various patient settings, i.e.,

inpatient, outpatient, pediatrics, etc.

3.00 Demonstrate basic understanding of the anatomy and physiology of body systems and

anatomic terminology in order to relate major areas of the clinical laboratory to general

pathologic conditions associated with the body systems.

3.1 Describe the basic functions of each of the main body systems, and demonstrate basic

knowledge of the circulatory, urinary, and other body systems necessary to perform

assigned specimen collection tasks.

3.2 Identify the veins of the arms and hands on which phlebotomy is performed.

3.3 Explain the functions of the major constituents of blood, and differentiate between

whole blood, serum, and plasma.

3.4 Define hemostasis.

3.5 Describe the stages of coagulation.

3.6 Discuss the properties of arterial blood, venous blood, and capillary blood.

4.00 Demonstrate understanding of the importance of specimen collection and specimen integrity in

the delivery of patient care.

4.1 Describe the legal and ethical importance of proper patient/sample identification.

4.2 Describe the types of patient specimens that are analyzed in the clinical laboratory.

4.3 Define the phlebotomist's role in collecting and/or transporting these specimens to the

laboratory.

4.4 List the general criteria for suitability of a specimen for analysis, and reasons for

specimen rejection or recollection.

4.5 Explain the importance of timed, fasting, and stat specimens, as related to specimen

integrity and patient care.

5.0 Demonstrate knowledge of collection equipment, various types of additives used,

special precautions necessary and substances that can interfere in clinical analysis of blood

constituents.

5.1 Identify the various types of additives used in blood collection, and explain the reasons

for their use.

5.2 Identify the evacuated tube color codes associated with the additives.

5.3 Describe the proper order of draw for specimen collections.

5.4 Describe substances that can interfere in clinical analysis of blood constituents and ways

in which the phlebotomist can help to avoid these occurrences.

5.5 List and select the types of equipment needed to collect blood by venipuncture and

capillary (dermal) puncture.

5.6 Identify special precautions necessary during blood collections by venipuncture and

capillary (dermal) puncture.

6.00 Follow standard operating procedures to collect specimens.

6.1 Identify potential sites for venipuncture and capillary (dermal) puncture.

6.2 Differentiate between sterile and antiseptic techniques.

6.3 Describe and demonstrate the steps in the preparation of a puncture site.

6.4 List the effects of tourniquet, hand squeezing and heating pads on specimens collected

by venipuncture and capillary (dermal) puncture.

6.5 Recognize proper needle insertion and withdrawal techniques, including direction,

angle, depth, and aspiration, for venipuncture.

6.6 Describe and perform correct procedure for capillary (dermal) collection methods.

6.7 Describe the limitations and precautions of alternate collection sites for venipuncture

and capillary (dermal) puncture.

6.8 Explain the causes of phlebotomy complications.

6.9 Describe signs and symptoms of physical problems that may occur during blood

collection.

6.10 List the steps necessary to perform a venipuncture and a capillary (dermal) puncture in

order.

6.11 Demonstrate a successful venipuncture following standard operating procedures.

6.12 Demonstrate a successful capillary (dermal) puncture following standard operating

procedures.

7.00 Demonstrate understanding of requisitioning, specimen transport and specimen processing.

7.1 Describe the process by which a request for a laboratory test is generated.

7.2 Instruct patients in the proper collection and preservation for non-blood specimens.

7.3 Explain methods for transporting and processing specimens for routine and special

testing.

7.4 Explain methods for processing and transporting specimens for testing at reference

laboratories.

7.5 Identify and report potential pre-analytical errors that may occur during specimen

collection, labeling, transporting, and processing.

7.6 Describe and follow the criteria for collection and processing of specimens that will be

used as legal evidence, i.e., paternity testing, chain of custody, blood alcohol levels, etc.

8.00 Demonstrate understanding of quality assurance and quality control in phlebotomy.

8.1 Describe quality assurance in the collection of blood specimens.

8.2 Identify policies and procedures used in the clinical laboratory to assure quality in the

obtaining of blood specimens.

8.2.1 Perform quality control procedures.

8.2.2 Record quality control results.

8.2.3 Identify and report control results that do not meet pre-determined criteria.

9.00 Communicate (verbally and nonverbally) effectively and appropriately in the workplace.

9.1 Maintain confidentiality of privileged information on individuals, according to federal

regulations (e.g., HIPAA).

9.2 Demonstrate respect for diversity in the workplace.

9.3 Interact appropriately and professionally.

9.4 Demonstrate an understanding of the major points of the American Hospital

Associations’ Patient’s Bill of Rights and the Patient’s Bill of Rights from the workplace.

9.5 Comply with the American Hospital Associations’ Patient’s Bill of Rights and the

Patient’s Bill of Rights from the workplace.

9.6 Model professional appearance and appropriate behavior.

9.7 Follow written and verbal instructions.

9.8 Define and use medico legal terms and discuss policies and protocol designed to avoid

medico legal problems.

9.9 List the causes of stress in the work environment and discuss the coping skills used to

deal with stress in the work environment.

The above objective will be accomplished by various means: Classroom instruction, Training manuals or clinical practice.

# **Section 16: Admission Process**

Application for admission is available on the Phlebotomy Geek website or may be obtained on site. A non-refundable fee of $250 must accompany the completed application.

* Complete, sign and submit the enrollment agreement.
* A non-refundable payment of $250 is due at the time of registration. Payment methods accepted: square accepts most debit payments, Zelle, or money orders are accepted.
* Present valid Driver’s License or State Identification Card, Social Security Card.
* All medical clearance must be submitted prior to the first day of class.
* All required documents must be submitted during the admission process.

# **Section 17: SUPPLIES**



A blood drop holding a syringe

Description automatically generatedPHLEBOTOMY GEEK VOCATIONAL TRAINING

19900 GOVERNORS DR. SUITE 202

OLYMPIA FIELDS, IL 60461

(O) (708 506-3179 (F) (855) 487-0292

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

# **Section 18: Enrollment Agreement**

**STUDENT INFORMATION**

STUDENT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE NUMBERS: H) \_\_\_\_\_\_\_\_\_\_\_\_\_ C) \_\_\_\_\_\_\_\_\_\_\_\_\_ W) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SOCIAL SECURITY# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STUDENT ID# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TELEPHONE# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROGRAM INFORMATION**

DATE OF ADMISSION: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_

PROGRAM /COURSE NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DESCRIPTION OF PROGRAM / COURSE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PREREQUISITE COURSES & OTHER REQUIREMENTS FOR ADMISSION TO PROGRAM / COURSE:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROGRAM / COURSE OBJECTIVES:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROGRAM INFORMATION (continued)**

PROGRAM START DATE: \_\_\_\_\_\_\_\_\_ SCHEDULED END DATE \_\_\_\_\_\_\_\_

FULL-TIME ⎕ PART-TIME ⎕ DAY ⎕ EVENING ⎕

DAYS/EVENING CLASS MEETS: (circle) M T W Th F Sa Sun

TIME CLASS BEGINS \_\_\_\_\_\_\_\_\_\_\_\_\_ TIME CLASS ENDS \_\_\_\_\_\_\_\_\_\_\_\_\_

NUMBER OF WEEKS \_\_\_\_\_\_\_\_\_\_\_\_\_ TOTAL CREDIT or CLOCK HOURS \_\_\_\_\_\_\_\_\_

# **Section 19: CONSUMER INFORMATION**

All schools are required to make available, at a minimum, the following disclosures information clearly and conspicuously on their 1) internet website, 2) school catalog, and 3) as an addendum to their Enrollment Agreement:

* The number of students who were admitted in the program as of July 1 of that reporting period.
* The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts, re-enrollments, and transfers into the program from other pro in them at the school.
* The total number of students admitted in the program during the 12-month reporting period.
* The number of students enrolled in the program during the 12-month reporting period who: transferred out of the program and into another program at the school, completed or graduated from a program, withdrew from the school, and are still enrolled.
* The number of students enrolled in the program who were: Placed in their field of study, placed in a related field, placed out of the field, not available for placement due to personal reasons, and not employed.
* The number of students who took a state licensing exam or professional certification exam, if any, during the reporting period, as well as the number who passed.
* The number of graduates who obtained employment in the field who did not use the school’s placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates).
* The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates).

# **Section 20: FINANCIAL AID**

Phlebotomy Geek Vocational Training does not accept financial Aid.

# **Section 21: TUITION & FEES**

NON-REFUNDABLE REGISTRATION FEE: $ 250.00

TUITION: $ 850.00

BOOKS & SUPPLIES: $ 110.00

MISC. EXPENSES: $ \_\_\_\_\_\_

OTHER: $ 40.00

Other Includes: Uniforms

TOTAL COST $ 1,250 PROGRAM/COURSES: $ 850.00

# **Section 22: REFUND**

* **Tuition Refund Policy**

Phlebotomy Geek Training does not accept Federal or State funding as a form of payment for our program at this time. However, Phlebotomy Geek Training will follow the guidelines of the U.S. Code Title 20 Education-Chapter 28 Higher Resources and Student Assistance: 1098cc tuition Refunds or credit for members of the Armed Forces.

With proof, and upon notice, any student that is a member of the United States Armed Forces that may be called for Active Duty or Active Services will be reimbursed for the full amount of the course or credited. You will need to provide the following:

* A letter from your Commanding Officer.
* A U.S. Armed Forces I.D. (with seal) must be presented.
* If the student chooses to return to class at the end of the mission, the payments will be prorated.
* If Phlebotomy Geek Training is no longer able to fulfil their obligations to the students and must cancel classes after payment has been made, a full refund will be granted to the students.

° **Tuition Reimbursement Scale or Schedule**

Students may qualify for tuition reimbursement from your employer. Check with your Human Resources Department or your Supervisor for eligibility requirements.

# **Section 23: Cancellation Policy**

The student has the right to cancel the initial enrollment agreement until 12am of the 3rd business day after the student has been accepted. If the right to cancel is not given to any prospective student at the time of enrollment agreement is signed, the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date within 30 days of cancellation. Cancellations must be submitted in writing and submitted to the Program Director.

Any student requesting cancellation after the 3rd business day after signing the enrollment agreement and making an initial payment, but prior to entering the school is entitled to a refund of all monies paid (less than $100 cancellation fee).

# **Section 24: Withdrawal Procedures**

* Any student choosing to withdraw from the program after the program has begun, has to provide written notice to the program director. The notice has to indicate when their last date of attendance will be, with their signature and date.

# **Section 25: Withdrawal / Refund Policy**

Should the student’s enrollment be terminated, or should the student withdraw for any reason, all refunds will be made according to the following refund schedule:

* If the student choices to withdraw from the program during the first week of class, they may be granted 100% of the tuition (minus the $250 non-refundable fee).
* If the student choices to withdraw during the second week of instruction, they may be granted 50% of the tuition (minus the $250 non-refundable fee).
* If the student choices to withdraw from class after the second week of instruction, no refund will be granted to the student unless the student can provide proof of an unavoidable and extraordinary circumstance that has occurred. (Meaning a situation which is out of your control). Illness, death and or injury.

# **Section 26: NOTICE TO STUDENT**

1. Do not sign this agreement before you have read it or if it contains any blank spaces.
2. This agreement is a legally binding instrument and is only binding when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school’s principal place of business. Read all pages of this contract before signing.
3. You are entitled to a copy of the agreement and any disclosure pages you sign.
4. This agreement and the school catalog constitute the entire agreement between the student and the school.
5. Any changes in this agreement must be made in writing and shall not be binding on either the student or the school unless changes have been approved in writing by the authorized official of the school and by the students’ parent or guardian. All terms and conditions of the agreement are not subject to amendment or modification by oral agreement.
6. The school does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness, and applicability of credit and whether credit should be accepted is the decision of the receiving institution.

# **Section 27: STUDENT’S RIGHT TO CANCEL**

The student has the right to cancel the initial enrollment agreement until 12am of the 3rd business day after the student has been admitted. If the right to cancel is not given to any prospective student at the time of the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date within 30 days of cancellation. Cancellation should be submitted to the authorized official of the school in writing.

# **Section 28: STUDENT ACKNOWLEDGEMENTS**

1. I hereby acknowledge receipt of the school’s catalog, which contains information describing programs offered, and equipment or supplies provided. The school catalog is included as part of this enrollment agreement, and I acknowledge that I have received a copy of this catalog.

Student Initials \_\_\_\_\_\_\_\_\_

2. I have carefully read and received an extract copy of this enrollment agreement.

Student Initials \_\_\_\_\_\_\_\_

3. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements, or if I fail to abide by established standards of conduct, as outlined in the school catalog. While enrolled in the s

chool, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate or credential may be awarded.

Student Initials \_\_\_\_\_\_\_\_

4. I hereby acknowledge that the school has made available to me all required disclosure information listed under the Consumer Information section of this Enrollment Agreement.

Student In Initials \_\_\_\_\_\_\_\_

5. I understand that the school does not guarantee transferability of credit and that in most cases, credits or coursework are not likely to transfer to another institution. In cases where transferability is guaranteed, Phlebotomy Geek Vocational Training must provide me copies of transfer agreements that name the exact institution(s) and include agreement details and limitations.

Student Initials \_\_\_\_\_\_\_\_

6. I understand that the school does not guarantee job placement to graduates upon program completion.

Student Initials \_\_\_\_\_\_\_\_

7. I understand that complaints, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, may be filed with the Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701 or at [www.ibhe,org](http://www.ibhe,org).

Student Initials \_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The student acknowledges receiving a copy of this completed agreement, the school catalog, and written confirmation of acceptance prior to signing this contract. The student by signing this contract acknowledges that he/she has read this contract. It is further understood that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the school Official. The student and the school will retain a copy of this agreement.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Student’s Signature Date Program Director’s Signature Date

# **Section 29: Student Records Policy**

Phlebotomy Geek will maintain the student temporary records and the information contained in those records for not less than 5 years after the student has transferred, graduated, or otherwise withdrawn from the school. However, the permanent records will be maintained for not less than 60 years.

# **Section 30: Student Evaluations/Grading Policy**

Students are evaluated based on their ability to meet goals. Evaluation is based on the three areas of achievement:

1. Cognitive ability which consists of knowledge and understanding.
2. Psychomotor ability which is skill related.
3. Affective behavior which is related to professional attitudes and traits.

Satisfactory evaluation in each of the three areas described is required. High achievement in any area does not compensate for deficiencies in other areas.

# **Section 31: Descriptions of Evaluation Methods:**

**Cognitive Evaluation:** Is based upon written assignments, quizzes, and examinations. These include class quizzes, assignments made in lectures and/or student laboratory, unit examinations and a final examination.

**Quizzes:**  They are based on the objectives of the previous lecture and on previously learned material. A variety of formulas is used, including but not limited to multiple choice, matching tests, short answer, and true/false. Graded quizzes are returned to students the same week. A grade of zero will be recorded for all missed quizzes, pending a makeup test is done. If the student fails to make up the quiz, the zero will remain a part of his/her grade.

# **Section 32: Academic Grading Guidelines:**

The faculty and staff are committed to providing each student the opportunity to achieve their highest potential by fostering the student enhanced efforts with study habits, written assignments, examination, laboratory experience and clinical practice.

* Meet the attendance requirements.
* Achieve a grade of 70% or higher.
* Points are awarded for all quizzes, written assignments, and final exam.
* Mid-term evaluation with the instructor to evaluate the students’ progress.

Students must earn a “C” or better in the Phlebotomy Program conducted at Phlebotomy Geek. Letter grades will be assigned according to the following scale below:

# **Section 33: Theory Grading Scale**

A 93 to 100%

B 85 to 92%

C 77 to 84%

D 69 or below is failing

W Withdrawal

A clinical assessment tool (Competencies) will be utilized in lab and clinical sessions to evaluate the student’s progress.

Students will be provided the opportunity to meet and discuss their progress with the instructor to identify their areas of need for improvement and any intervention that may be needed.

# **Section 34: Laboratory and Clinical Grading Scale (counts as 40% of the grade)**

The following guidelines will be followed for evaluating clinical/laboratory Performance:

S or U (Satisfactory or Unsatisfactory) will be used for clinical and laboratory grading.

Satisfactory = passed

Unsatisfactory = failed

The following guidelines will be followed for evaluating clinical/laboratory Performance:

S or U (Satisfactory or Unsatisfactory) will be used for clinical and laboratory grading.

Satisfactory = passed Unsatisfactory = failed

# **Section 35: Written Assignments: (counts as 20% of the grade)**

Written assignments are given to students to complete as homework assignments. Students are required to read each assigned chapter and complete the Study questions and the Certification Examination Preparation questions at the end of each assigned chapter. It should be neat, clearly written, and turned in on the next scheduled class date.

* Must be submitted on assigned date.
* Must be neat and clear.

# **Section 36: Testing and Evaluation: (counts as 30% of the grade)**

Quizzes – All quizzes/test are done every Thursday. (Unless advised otherwise)

70% and above is needed to pass the phlebotomy program.

Exams – Students will need a 70% and above to pass the exam. If the student missed the exam, please plan with the instructor to make- up.

All quizzes, exams and written homework assignments must be completed and submitted on time to successfully complete the course.

# **Section 37: Student Engagement (Counts as 10% of the grade)**

Students are expected to be engaged in every activity of the class. Your full participation is important because it says you are ready to take the next in your career. Prior to going to the off-site clinicals, your expected to draw blood samples from your fellow students, and they will be drawing samples from you as well. If you have been medically cleared from your physician, you will be expected to participate in these activities.

Phlebotomy Geek is open to hearing from you, if you have any suggestions on how to improve our program, we want to hear from you!

# **Section 38: Mediated Instruction**

Some chapters may include a video if needed.

# **Section 39: Academic Dishonesty**

Any form of cheating, lying, or plagiarism, which results in a student receiving credit for work that is not his/hers is considered academic dishonesty. Students are expected to achieve success free of any inappropriate assistance. Penalties will range from a grade of “F” on the assignment to permanent dismissal from the program.

# **Section 40: Performance Remediation Policy:**

Remediation is available**.** However, each individual student’s progress is being monitored weekly (Homework assignments, pretest; tube exams and quizzes). Student engagement is also being monitored. The instructor will be aware if the student needs assistance before the student fails the course. Phlebotomy Geek believes early intervention is the best way to help the students.

Phlebotomy Geek has partnered with the Park Forest Public Library to ensure that the students have the resources needed to succeed.

The Program Director and the staff of Phlebotomy Geek Training, LLC is dedicated to your success. We are committed to supporting the students towards a successful completion of our program. If remediation is necessary, it will be discussed with the student.

\*The Instructors of Phlebotomy Geek are flexible and are available to schedule Saturday morning sessions if needed\*.

# **Section 41: Simulation Laboratory Policy**

The school’s lab simulates a typical drawing room setting and is supplied with equipment and materials needed to perform a venipuncture. Students will use the lab to learn and practice clinical skills and proper techniques prior to clinical practice. Skills must successfully demonstrate skills and have them checked off by the instructor in the lab prior to the skill being performed on patients in the clinical area. All students must be under the direct supervision of an instructor. Lab equipment is not to be handled or used unless directed to do so by the instructor.

Simulated practice sharps are to be discarded in the designated red sharps containers. Needles are not to be recapped after use or before discarding in the red sharps container. Students are to ensure that the lab is left in a clean and organized manner after their practice session.

A clinical assessment tool (Competencies) will be utilized in lab and clinical sessions to evaluate the students’ progress.

# **Section 42: Attendance Policy**

Students who missed 2 days of theory sessions must make up class time.

Students who missed 2 clinical sessions must make up clinical sessions.

Make up classes will be scheduled by the instructor. **Failure to fulfil make- up sessions will result in termination from the program with no refund.**

Reasonable accommodations for short term physical limitations or acute medical conditions may be possible. Documentation from your attending physician waiving physical restrictions will be required to return to class.

When accommodations cannot be made, the student will be required to withdraw from the program.

Absences due to health- related concerns or emergencies with accompanying documentation, make-up may be arranged.

An emergency is a life- threatening illness/accident or death of an immediate family member,

Make-up may be arranged.

Students with personal chronic health problems, are injured, or have conditions which may impact his/her ability to meet course objectives, are required to inform the administrator.

Inform the instructor of any emergency. Confidentiality will be strictly maintained. However, the nature of the emergency must be known.

Attendance is tracked in every class by the instructor. The exact time that the student enters the classroom, the instructor records into the student’s electronic attendance records. The cumulative attendance information is contained on the course progress report given to all students by mid-term and final grade report. If you do not agree with any of the attendance data, you must submit a written appeal to the Program Director within one week of the progress report distribution. At the end of the week after the progress report distribution, the course attendance data becomes permanent and can no longer be challenged.

# **Section 43: No Call-No Show: After Two No Call- No Show, You May Be Dropped from The Program.**

* A student who is absent from the clinical instruction without giving prior and/or proper notification (no call/no show) will receive a verbal warning.
* A second (no call/no show) from the clinical instruction without giving prior and/or proper notification will result in the student being dropped from the program.
* If the no call/no show is due to a situation that is out of your control, such as an emergency, documentation will be required after the second no call/no show to remain in the phlebotomy program.

# Section 44: Tardiness and Early Departure:

Arriving late to class creates disruption for the instructor and the students.

Students are required to be on time and in attendance for all class sessions. Tardiness is excessive after 2 occurrences.

Early dismissals will be documented.

The course identifies the required hours the students must achieve. Penalties for non-attendance or deficient hours will be imposed.

# **Section 45: Inclement Weather:**

In the event of inclement weather conditions, classes may be cancelled. Make up assignments will be announced. Students will be notified.

# **Section 46: EXPECTANT MOTHER POLICY**

Students that are pregnant or become pregnant during the course must provide written clearance from their physician. Information must be disclosed to the school due to the nature of the training program. The ability to perform strenuous activities may be required. The student must provide written documentation from their attending physician waiving any Physical restrictions.

# **Section 47: Behavior Policies**

Safe behavior is expected in the classroom, Laboratory, and computer lab. Any action that may threaten other students or faculty’s safety or emotional well- being will result in the student being dropped from the phlebotomy program.

Safety clinical behavior: Any action or lack of action on the part of the student which threatens the patient’s, clinical staff members, other students, and teacher is physical and/or emotional well-being will result in the student being dropped from the phlebotomy program.

# **Section 48: Theft:**

Any act of stealing, taking, or removing private property with intent to deprive the rightful owner of said property is considered theft. Removing ANY property belonging to patient’s, Phlebotomy Geek staff, or other students will result in the permanent dismissal of the offender from the phlebotomy program.

# **Section 49: Smoking:**

Phlebotomy Geek has a no smoking and no tobacco policy. We have a smoke free facility. Individuals are not allowed to smoke or use any other tobacco products on the premises. Smoking policies of the healthcare facilities are followed for each clinical site.

# **Section 50: Fighting**

**UNDER NO CIRCUMSTANCES WILL FIGHTING BE TOLERATED**

There is a 0 tolerance for fighting. Fighting will result in both students being removed from the program, and charges may be filed against you. **\*NO EXCEPTIONS\***

# **Section 51: FIREARMS /DEADLY WEAPONS**

It is illegal to carry a firearm or any deadly weapon anywhere on the school property or any clinical site used by Phlebotomy Geek Training, LLC. Failure to comply will result in **immediate dismissal, without refund \*NO EXCEPTIONS\***



**Phlebotomy Geek Training, LLC**

# **Section 52: Cellular Phone Policy Overview:**

The Phlebotomy Geek cell phone policy offers general guidelines for using personal cell phones during class hours.

The purpose of this policy is to help minimize distractions, accidents, and frustrations improper cell phone use can cause.

This policy applies to Phlebotomy Geek students.

**Cell Phone Use Guidelines:**

The following are Phlebotomy Geek’s basic guidelines for proper cell phone use during school hours. In general, cell phones should not be used when they distract us from focusing.

* Cell phone use is prohibited during class hours.
* Do not use cell phones for surfing the internet or gaming during school hours.
* Do not use cell phones to record class information. (Unless authorized by administration).

We realize the cell phones can be great tools for our students. Such as text messaging or emailing, in the appropriate places and situations.

Please place cell phones on silent.

# **Section 53: Phlebotomy Geek Student Code of Conduct**

Students of Phlebotomy Geek Training, LLC are expected to demonstrate Qualities of Integrity, morality, and Ethical principles. Accountability, compassion, empathy and respect and dignity for others. These are the values of Phlebotomy Geek.

Safe behavior is expected in the classroom, during laboratory, computer lab and the clinical setting. Any actions or lack of action which threaten fellow students, instructors, and the staff members of Phlebotomy Geek, physical or emotional wellbeing will result in the student being dismissed from the program.

# **Section 54: Expulsion**

Failure to abide by the rules, policies and procedures of Phlebotomy Geek Vocational Training and our clinical affiliates will result in removal from the training program.

# **Section 55: Dress Code Policy**

Professional appearance includes good grooming.

* Red scrubs with logo (provided by the school)
* Uniforms **MUST** be worn. **NO EXCEPTIONS.**
* Uniforms must be cleaned, pressed, and well maintained.
* Long nails are not permitted.
* Men must be cleaned shaven or have a short neatly trimmed facial hair. Phlebotomy Geek has instituted the following student dress code to expose students to the best practices and prepare the student to assume his/her role and responsibilities.
* Closed toe, rubber sole shoes must be worn.
* Watch

Uniforms may also be purchased from the following:

* Walmart (any participating Walmart near you)
* Working Class, Oak Lawn IL
* Amazon

# **Section 56: Jewelry**

* Jewelry should be limited to a wedding ring and a wristwatch.
* Conservative earlobe earrings, not extending more than ½ inch below the earlobe.

# **Section 57: Fragrances**

* All perfumes, colognes and fragrances of any kind are prohibited from the classroom and the clinical site due to potential allergies.

# **Section 58: Photo Consent Form**

For marketing purposes, Phlebotomy Geek is asking for your permission to post photos that may or may not include our students. Please read the photo consent form and be sure to check the box.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with a mailing address of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the “releasor”) for the following photograph(s) or electronic media images as identified below for presentation under any legal use:

Describe photo(s)

Revocation (check one)

I understand that with my authorization below the photograph (s) may never be revoked.

I understand that I may revoke this authorization at any time by notifying Phlebotomy Geek Training, LLC in writing. The revocation will not affect actions taken before the receipt of this written notification. Images will be stored in a secure location and only authorized staff will have access to them. They will be kept as long as they are relevant and after that time destroyed or archived.

Releasor’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Releasee’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

# **Section 59: Phlebotomy Geek Taping/Recording Policy**

* Students may not tape lectures, Laboratory or Clinical sessions.
* Students may not use and must have cell phones on silence.

# **Section 60: Phlebotomy Geek Visitor’s Policy**

* Visitors are not allowed without authorization.
* For safety reasons, children are not allowed in the classroom.

# **Section 61: Transportation Policy**

Transportation to and from school, as well as any clinical site is the responsibility of the student. Any problems with transportation are not a valid excuse for tardiness or absentees. (See Attendance Policy.)

# **Section 62: Student Services/Resources**

There are several free services provided to the student at Phlebotomy Geek Training:

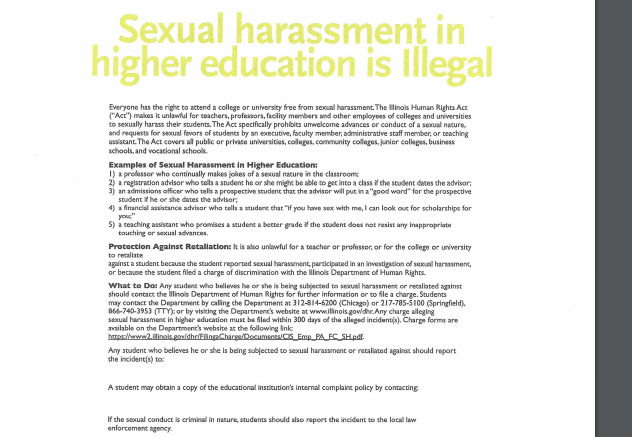
* Remediation is available if needed.
* Free Parking.
* Copy Services $.10 per copy (black and white).
* AM and PM classes offered.
* Resume services are offered for students that have successfully passed the Phlebotomy Geek Training Program.

# **Section 63: Job Placement:**

**Phlebotomy Geek Training, LLC does not offer job placement.**

# **Section 64: Phlebotomy Geek Training Sexual Harassment Policy**







# **Section 65: Discrimination and Harassment Policy:**

Phlebotomy Geek Training, LLC is committed to ensuringstudents will have a learning environment free from harassment and discrimination. Harassment infringes upon mutual respect in work and academic relationships and causes serious harm to students in the pursuit of their future careers and success.

In accordance with the statutory provisions included in Title VI of the Civil Rights Act of 1964; Title IX of the 1972 Education Amendment; The Rehabilitation Act of 1973; Section 188 of the Workforce Innovation And opportunity Act (WIOA); and all other applicable federal and state laws, it is the policy of Phlebotomy Geek Training, LLC to not discriminate on the basis of a person’s race, color, religion, sex, national origin, age, marital status, sexual orientation, or disability in any of its educational programs, activities or employment policies. Phlebotomy Geek Training, LLC supports an environment free from sexual and other discriminatory harassment. Title VII of the Civil Rights Act of 1964 prohibits discrimination based on race, color, religion, sex, and national origin. Infringement of this policy will result in discipline up to and including discharge from the training program.

# **Section 66: Discrimination and Harassment Complaint Procedure:**

Any student who believes that he or she has been discriminated against or harassed may follow either an informal or formal procedure without fear of recrimination. A prompt and confidential investigation will be provided to the extent possible.

# **Section 67: Students with Disabilities:**

While the school will not compromise or waive essential skill requirements in any course, students with disabilities may be supported, as feasible, with accommodations to help meet the requirements. The laws in effect state each person does not have to reveal a disability. But if support is needed, documentation of the disability must be provided. If none is provided, the school does not have to make any exceptions to standard procedures. Entry into programs may be restricted due to limitations in space and or other considerations. Students may reapply if space is not available.

# **Section 68: Grievance Policy**

Grievances from student/faculty and or instructor are handled by the following established protocol: my follow either an informal or formal procedure without fear of recrimination.

* Step 1. Student/faculty member should first attempt to resolve the situation by contacting the school coordinator.
* Step 2. If the situation is still not resolved, the student, faculty member may speak with the Chief Executive Office of Phlebotomy Geek and file a formal grievance.
* A written complaint must be filed within Fifteen (15) days of the alleged incident of discrimination or harassment.
* Complaints must be signed.
* State in detail the time, place, pertinent fact, and circumstances of alleged discrimination and/or harassment.
* Include witnesses in applicable.
* A hearing committee will be established consisting of one faculty member, one student and one Administrative/Director to hear student(s) and address concerns. If grievance is made by more than one student/faculty member relative to the same issue, the group will appoint one representative as the spokesperson.
* During the grievance hearing, if no resolve has been established the student/faculty member has the right to:
* Appeal to Chief Executive Officer within 2 days of grievance hearing.
* Chief Executive Officer Phlebotomy Geek will investigate, inclusive of face-to-face interviews to rectify the concern within 10 days of receipt of the formal documented complaint.

If a student feels his/her rights have been violated in keeping with Illinois State Board of Higher Education Private Business and Vocational Schools. Notice to students, Section.

7(9), (P.A. 85-1382), a written complaint may be filed at the address below:

http://complaints.ibhe.org

# **Section 69: Complaints Information**

If a student has exercised the channels available within the training center to resolve the problem(s) by way of the institution’s formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to file a complaint with Illinois Board of Higher Education.

Division of Private Business and Vocational Schools

1 N. Old State Capitol Plaza, Suite 333

Springfield IL, 62701

Phone Number: (217) 782-2551

Fax Number: (217) 782-8548

http://complaints.ibhe.org

# **Section 70: Clinical Guidelines/Off-Site**

Students are required to have all Health and Immunization information submitted before the first day of class. Students will not be able to attend clinical sessions until all health requirements are fulfilled.

Please be mindful of your attendance. It is important to attend on your assigned clinical date and time. Phlebotomy Geek Lab has agreed to work with Phlebotomy Geek students, and your attendance is pertinent to students completing the program successfully. If you have an emergency, and you are not able to attend, please make sure that you contact your instructor at the clinical site, as well as Phlebotomy Geek.

* Scrubs must be worn
* Shoes must be closed toe
* No perfumes or cologne.
* No acrylic or gel nails
* Eyelashes no longer than 6-8mm

A grade of Satisfactory is required on all clinical skill objectives and specific clinical requirements as designated in the course syllabus. An unsatisfactory clinical grade will result in a program grade of “F” regardless of the theory grade. An unsatisfactory evaluation includes but is not limited to: Failure to meet required objectives, acts that jeopardize client safety. Failure to correct identified errors or “unsatisfactory” performance within a designated period.

All students must maintain client rights, confidentiality, and safety. Students must conduct themselves in a professional manner. Students are expected to abide by all the rules and regulations of the clinical site. Students are not allowed on the units without their clinical instructor. Breaks and lunch breaks will coincide with that of the instructor. The instructor must be notified if a student plans to leave the nursing unit. Controlled substance and over the counter drugs are prohibited. Students are not allowed to bring or possess in the classroom, simulation Laboratory or clinical setting-controlled substances or over the counter drugs. Students are not to be under the influence of any drug. A student violating this policy will be immediately dismissed from the program.

It is the responsibility of the student to come to clinical prepared to provide care for his/her assigned patient(s). The clinical instructor is responsible for determining the adequacy of a student’s preparedness. At the discretion of the clinical instructor, a student who is not prepared to perform the duties of a phlebotomist may be required to leave the clinical area. The student will receive an absent for the day.

In the event of an accident or injury, the student must inform the instructor immediately. It is mandatory that any student who has been injured or exposed to communicable disease receive medical attention. The agency according to the Clinical Site Agreement will provide emergency care. The student is responsible for all costs incurred for the emergency care.

# **Section 71: Needle Stick Policy**

The student must report the incident to the facility preceptor at the contracted facility immediately. The student must complete all paperwork/forms required by the facility within the required time and care should be obtained from the contracted facility. The student must notify the Clinical Liaison and/or designee (Phlebotomy Instructor) of the specific incident within 24 hours or the beginning of the next regular business day. The student must provide a copy of the facility specific incident report(s) to the Program Director and /or designee.

# **Section 72: Blood Borne Pathogen Exposure Policy (Off-Site)**

In the event a student or faculty member is exposed to blood or bodily fluids in a clinical session

The exposure Policy must be followed:

* Student will immediately report exposure to instructor, who will provide information to clinical site.
* Thoroughly clean the area with soap and water
* for eye splashes, flush area with water for 10-15 minutes.
* Report to the nearest emergency room (Olympia Fields Hospital) for first aid and baseline testing \*Note: all health care provided to student because of exposure will be at the students’ expense. Students will adhere to individual health care providers’ discharge instructions and follow up.
* Student and faculty member will follow the individual facility’s blood borne pathogen protocol.
* Complete incident report for affiliating clinical facility as well as documentation to Phlebotomy Geek.
* Student or faculty member must be tested for Anti-HB’s (if the hepatitis vaccine series was received the student or faculty member must be tested for a Hepatitis antibody titer.) And HIV Antibody. Consent is required for this testing from both the student or faculty member exposed and the source of the exposure.
* If the source tests positive for HBSAG and the student tests negative for Anti – HB’s it is recommended that the student receive Hepatitis B immune globulin as soon as possible (within seven days of the exposure). If the source is not tested, the student should be encouraged to receive HEPATITS B immune globulin immediately.
* Follow up HIV antibody testing is recommended for the student at 6 weeks, 3 months, and 6 months.
* Extended HIV follow up for up to 12 months is recommended for exposed students who become exposed to HCV from a source co-infected with HIV and HCV,
* Complete a Post Exposure Incident Report

Clinical Site:

Phlebotomy Geek Lab, LLC

19900 Governors Dr. LL-14

Olympia Fields, IL 60461

(708) 506-3179

# **Section 73: Off-Site Clinical Training Program**

# **Section 74: Safety Guidelines (Off-Site)**

* To protect the health and well-being of the students and staff while working with the students during their clinical training.
* To eliminate the spread of potentially infectious agents outside of the laboratory.
* To protect the house keeping staff who cleans the facility.
* To teach students the principles of safety so they can work safely at the clinical sites and in their future employment.
* Eating; drinking; smoking and gum chewing are prohibited at the clinical lab site. There should be no hand to mouth contact for any reason.
* Non-latex gloves are to be worn for all work with blood, urine, or other body fluids. Gloves which become obviously contaminated or torn should be discarded and a new pair obtained.
* Hands are to be washed using antiseptic before leaving the lab and anytime they are soiled with a biohazard.
* Lab surfaces (bench tops, floors, etc.) which have been contaminated with a biohazard via a spill or splash are to be disinfected for five minutes before being cleaned with paper towels.
* All disposables contaminated with biohazards (e.g., tissues, pipet tips, etc.) are to be discarded directly into biohazard bags or rigid containers. (Instructors will notify students when clinical specimens may be discarded.
* Contaminated non-disposable glassware is to be placed in specially marked containers for disinfectant.
* Moth pipetting is prohibited. Suction bulbs, aspirators, or automatic pipettes must be used.
* Students may not wear street clothes in the lab. Proper uniforms and lab coats must be worn, long hair must be tied back, and long nails must be cut short. Absolutely no gel or acrylic nails are to be worn.
* Safety goggles are to be worn when required.
* Students may not operate any electrical equipment.
* Centrifuges must be closed and balanced for operation and should never be opened until they have come to a complete stop.
* Lab procedures should be read carefully before beginning work.
* All clinical specimens must be handled as if they are infectious and necessary safety precautions taken. (NOTE: It is never known with certainly if specimens are free of hepatitis B or AIDS viruses!)
* Venipuncture needles should not be re-sheathed after use. Special devices for removing and discarding needles are provided in the lab.
* Broken glass will be discarded in a special biohazard container.
* All cases of accidents, personal injury (even if very minor) or spills need to be reported to the instructor immediately.
* Students are expected to concentrate on their work, keep alert and always use common sense.
* Always keep laboratory drawers closed except when you are placing something into or removing something from the drawer. Open drawers may lead to an accident.

# **Section 75: Safety Hazards (Off-Site)**

Safety hazards in the clinical laboratories include biohazards, chemicals, fire, and electricity. Biohazards are those agents capable of transmitting infectious diseases, such as blood, urine and body fluids or inanimate objects contaminated with these substances. Microbiological cultures are also potential biohazards. Biohazards are encountered routinely by phlebotomy students. Potentially harmful chemicals used in lab include acids and bases, alcohols and other caustic or poisonous chemicals. Because open flames are not used, the risk of fire is limited to only that associated with the operation of electrical equipment. If used properly, electrical equipment (analytical instruments) should pose no danger for students.

The risk to students is minimized through education. Lectures, reading assignments and lab exercises continually present safety information. Students’ work in the lab closely monitored by instructors. Clinical specimens from patients with hepatitis B or AIDS are not brought to Phlebotomy Geek Training, LLC. Furthermore, the use of harmful chemicals is not utilized at Phlebotomy Geek Training, LLC or Phlebotomy Geek Lab, LLC.

# **Section 76: HIPPA Privacy Rule**

Health Insurance Portability and Accountability Act (HIPPA) enacted by Congress in 1996 and finalized August 2002. The Privacy Rule established national standards for the protection of certain information. The HIPPA Privacy Rule does the following:

* Impose restrictions on use and disclosures of personal information.
* Gives patients greater access to their medical records.
* Gives patients greater protection of their medical records.

Primary focus of the Privacy Rule is to assure that individuals health information is properly protected while allowing the flow of health information needed to provide and promote high quality health care and to protect the public’s health and well-being. The privacy rule applies to healthcare providers, health plans, or healthcare clearinghouse. These are called “covered entities.” A “covered entity” may not use or disclose protected health information, except either (1) as the Privacy Rule permits or requires; or (2) as the individual who is the subject of the information (or the individual’s personal representative) authorizes in writing.

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# **Section 77: Fire Procedure**

See your instructor for their hospital fire plan policies and procedures.

Phlebotomy Geek Vocational Training

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Illinois Department of Public Health <http://www.idph.state.il.us/nar/home.htm>

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This program is approved by the IBHE/PBVS Division

5/2021