

FIRST STICK PHLEBOTOMY SCHOOL

Approved by Board of Career Collage and Schools

(License # 2162)

CERTIFICATE AND REGISTRATION NO. 4305594

CERTIFICATION CLASSES FOR UPCOMING PHLOBOTOMIST

WORKSHOPS, COACHING AND IV PRACTICE

VEINS, ARTRIES, IV'S AND PICCS YOU CAN BE SUCCESSFUL WITH JUST ONE STICK

FIRST STICK

CATALOG

700 BRYDEN ROAD

COLUMBUS, OHIO 43215

614.975.4760

PHLEBOTOMY TECH PROGRAM

Certified phlebotomy technicians work with patients in hospitals. Blood banks and other medical set-ups. They are responsible for drawing blood for a variety of reasons, including lab testing and blood donation.

Program Description

Phlebotomy Tech Program is designed to teach the knowledge in technical and procedural aspects of basic and accelerated phlebotomy, including collection of blood specimens and venipuncture required to become a Phlebotomy Technician.

The program will further provide students with the knowledge and skill to collect blood samples. And will instruct individuals on the concepts, theory, practice and techniques concerning blood draws.

Course Length 4 Week Program

Curriculum Course Outline (48 hours)	Clock Hours
1. Introduction to Phlebotomy & Infection	6 Clock Hours
2. Legal Issues in Healthcare	3 Clock Hours
3. Introduction to Human Anatomy & Physiology	7 Clock Hours
4. Medical Terminology	4 Clock Hours
5. Phlebotomy Equipment & Supplies	10 Clock Hours
6. Phlebotomy Procedures 1&2	10 Clock Hours
7. Phlebotomy Fundamental Essentials	8 Clock Hours
Total Clock Hours	48 Clock Hours

Entrance Requirements Grading Policy, Procedure & Schedule

1. Students must be 18 years of age
2. Down payment with signed admission documents
3. Admission into the program will be considered after evaluation of the entrance application
4. We do not discriminate on the basis of gender, age, religion, sexual preference, handicap or national origin. (all applicants must be able to read, speak and understand English)
5. Enrollments are accepted any time prior to the start of a new class.

Grading Policy, Procedure & Schedule

Curriculum Course Total Points 200

Quiz & Exams

Theory Pts

1. Introduction to Phlebotomy & Infection (20)	2
2. Legal Issues in Healthcare (10)	2
3. Introduction to Human Anatomy & Physiology (20)	4
4. Medical Terminology (20)	4
5. Phlebotomy Equipment & Supplies (20)	4
6. Phlebotomy Procedures 1&2 (20)	3
7. Phlebotomy Fundamental Essentials (10)	1
8. FINAL EXAM (60)	

TOTAL POINTS 180

TOTAL POINTS 20

Grading Schedule

Theory: 20%

Quizzes: 120%

Exam: 60%

A grading period is defined as the term. The record of a students work is entered and reported accordingly to the following grades: (A) 90-100 (B) 80-89 (C) 70-79 (D) 60-69 (F) 0-59 INC (incomplete) WD (withdrawal)

Satisfactory Progress- Evaluation is part of the program schedule. Using a variety of methods, including observation, interview and testing, to determine student progress. Students receive number (100 per cent or less) grades on the course test ad assignments. The grading criteria includes written and practical assignments. A minimum grade of 70% is required to successfully complete each course. Exams or assignments missed or failed can be made up within 10 days. Students making unsatisfactory progress are given options to improve skills. These options include attendance at additional class, tutorials and practice supervision.

Course Repetition/Incompletes

The student must repeat any course in which the student fails to meet the requirement of the course.

Full fees must be paid for any course repeated. Failure to complete the work in the period stipulated will be deemed as incomplete.

Certificate Graduate Requirements

1. Complete and pass all written and practical exams.
2. Complete course work within school guidelines.
3. Comply with school Policies and Regulations.
4. Payments, tuition and all fees settled and incurred.

Tuition, Fees and Changes

Fees

Registration Fee

The registration fee for the program is \$50 due on or before the first day of class.

Tuition Fee

For students enrolling:

Tuition fee for Phlebotomy Certification is \$599

Workbook and laboratory fees included

The tuition fees can be made with a payment plan, all monies must be paid in full 3 days prior to the graduation date. No certificate will be issued.

Tuition is charged for repeated courses.

To receive the phlebotomy certificate of completion the student must successfully complete the program. Tuition Cost for the program is \$599, with a registration fee of \$99 down for students enrolled thru Dec 31, 2019.

Tuition and Fee Changes

First Stick Phlebotomy reserves the right to change the tuition and fee charges listed in this catalog. A student will not be subject to any increases announced after the date of that student's enrollment.

Payment and Refund Policy

1. If the enrollment application is not approved, all payments except the registration fee will be refunded.
 2. Applicants who cancel their enrollment within 5 days of signing this agreement will have all fees refunded with the exception of the \$50 registration fee.
 3. If a student withdraws the date of withdrawal shall be the last date of recorded attendance.
 4. Registration fees are not refundable
 5. Refunds shall be made within 30days of an official withdrawal or 30 days of the date of determination of withdrawal if the student does not officially withdrawal.
 6. Tuition refund is based upon the payment of the full amount of tuition or moneys paid towards the tuition.
 7. If a student withdraws during and before the full term of the class, partial refunds of the tuition will be made on a declining basis, depending on the length of time a student has remained enrolled.
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- A. **A student who starts class and withdraws before the term is 15% completed will be obligated for 25% of the tuition. Including the registration fee.**
 - B. **A student who starts class and withdraws after the academic term is 15% completed but before the academic term is 25% completed will be obligated for 50% of the tuition plus the registration fee.**
 - C. **A student who starts class and withdraws after the academic term is 25% completed but before 40% completed will be obligated for 75% of the tuition plus registration fees.**
 - D. **A student who starts class and withdraws after the academic term is 40% complete will not be entitled to a refund of the tuition or fees.**

Student Financial Responsibility

Students are responsible for any financial obligations incurred while attending the school. No certificate will be issued to any students who owes tuition or any other fees to the institute.

Attendance Policy

Absence at more than 2 of the regularly scheduled course sessions will result in the student being dropped from the course. The school will work with students to accommodate emergency scheduling problems, including providing make-up options if the student has documentation to support the emergency. Ex: Doctor's notes, Car towing receipts, etc. Notes from Parents or Daycare providers will not be accepted. Individual tardies after 15 minutes will result in a 10-point deduction per tardy. Tardies after one hour will count as an absence. Excessive tardiness or absences are cause for dismissal from school. Leave of absence not granted.

Withdrawal

Any applicant or student wishing to permanently terminate enrollment must submit a written or oral statement of intent to a school official. If withdrawing up to three days prior to the beginning of class a full refund is issued, less any non-refundable enrollment fees. After that date see the refund schedule to determine the amount of tuition refunded.

Student Conduct

Positive ethical behavior is expected of all students while enrolled in any program. Students must follow all school policies which include:

1. Student are prohibited from using, possessing, exchanging, selling, and/or distributing controlled substances (illegal drugs) and/or the unlawful use of alcohol while on school premises or engaged in any school activity.
2. Students are prohibited from coming to school or engaging in any course requirement while under the influence of alcohol or illegal drugs.
3. Students are not permitted to use any form of tobacco or tobacco devices in class or on the school premises.
4. No firearms, knives or weapons are permitted on school property.
5. Academic honesty.
6. Respect personal property.
7. Follow the attendance policy.
8. Be on time for classes.
9. Proper behavior and courtesy are expected of students at all times.

Dismissal Policy

Students dismissal is viewed as a last recourse. A student may be dismissed for, but not limited to, the following reasons:

1. Violation of the school rules and policies
2. Recurring attendance or tardiness problems
3. Poor academic progress
4. Failure to make any scheduled tuition payment
5. Violation of the student conduct policy

A student violating the school's published policies will be expelled when authored by the school director. In the event of dismissal, any refund will be made according to our refund policy.

Reentrance

Students who are dismissed for unsatisfactory conduct will not be permitted to reenter. Students who are dismissed for unsatisfactory performance and who have proven themselves incapable of doing the work required will not be permitted to reenter. If a student has previously withdrawn, all current application and admission procedures must be followed as if the student is a new applicant. Full tuition, at current rates, must be paid

Grievance Policy

Every effort is made to maintain open communications between all people associated with the school. The School provides an informal complaint procedure. Students are encouraged to contact the instructor to confidentially discuss any student problem or concern. If any concern or problems cannot be resolved with the instructor, then the school director can be contacted to schedule an appointment. If a student has gone through this informal procedure and does not think the concern has been reasonably resolved, the student may begin the formal complaint procedure.

Formal Academic and Professional Grievance Guideline:

1. Student submits written complaint with the School Director.
2. Director provides written acknowledgment of complaint to student.
3. Director investigates and gives student written response, upon completion of investigation.
4. Students may appeal this decision by the School to the Director of the State Board of Career College and Schools

**Fonda Spears, Director
First Stick Phlebotomy School
700 Bryden Road, Suite 123
Columbus, Ohio 43215**

**Executive Director
State Board of Career Colleges and Schools
30 East Broad Street, Suite 248
Columbus, Ohio 43215**

General Information

Program or Faculty Changes

The School reserves the right to (1) change classes, cancel classes of insufficient size and/or add classes, (2) to change, add or delete courses from a program, and (3) to change faculty, as long as said changes do not alter the overall objectives of a program or increase the requirements needed to graduate.

Placement Awareness/Assist

Employment is not guaranteed to a student. However, the School does provide its graduates with awareness in employment.

Location

First Stick Phlebotomy School is located near two major hospitals and is easily accessible to major interstates.

State and Federal Tuition Assistance

At this time First Stick Phlebotomy School does not accept state or federal aid.

Smoking

First Stick Phlebotomy School is a non-smoking facility.

Transfer Credits

The School does not accept transfer credits, nor grant credits for previous experience

Scholarships

At present the School does not award scholarships.

FIRST STICK PHLEBOTOMY TECHNICIAN PROGRAM ENROLLMENT CHECKLIST

- 1. Complete and sign the application and enrollment agreement**
- 2. Pay the required fees**
- 3. One step Tuberculosis test by a physician, results must be negative. Test can be omitted if one has been tested within one year. (you may bring in the results. Testing is at students cost.**
- 4. Copy of government issued ID**
- 5. Submit a copy of your high school diploma or GED (if taking NHA exam)**
- 6. Get the following: RED SCRUBS any color Tennis shoes or Clinical shoes**
Uniforms are mandatory and RE TO BE WORN AT ALL TIMES. Students who violate this policy will be sent home and will have to make up those missed days. All policies regarding missed days will be applied.
- 7. Text and Suggested supplies. All requires materials below will be included in the tuition and will be supplied the first day of school. Replacement materials will be at the student's expense of \$30. Suggested supplies include 3-ring Binder, paper, pencils, pens**
- 8. Library Sources**
 - *Text book Essential Phlebotomy- A Comprehensive Guide to Professional Phlebotomy**
 - *Phlebotomy Technician Textbook**

FIRST STICK PHLEBOTOMY JOB DESCRIPTION AND QUALIFICATIONS

If you're a dedicated, enthusiastic Phlebotomist we want to hear from you! We're looking for talented instructor to join our First Stick Phlebotomy Team on a part- time basis.

Copy of diploma, transcript, or equivalency evaluation of highest level of education required.

Minimum of 2years experience as a phlebotomist/lab assistant. (Must obtain nationally recognized certification within 12 months of employment)

Valid Driver's License

Essential Duties/Responsibilities

- Provides instruction to prepare students for a career as a Phlebotomist.
- Teaches courses as assigned, instructs and evaluates students, develops students' skills and encourages growth, and tracking their attendance.
- Students for phlebotomy certification.
- Exhibit professional behavior and serve as a role model for phlebotomy students.
- Create a positive and supportive learning environment
- Strong knowledge of the anatomy and physiology of the Cardiovascular system as it relates to the practice of Phlebotomy.
- Ability to engage students and conduct class in a professional manner.
- Strong knowledge of workplace professionalism and skill, language, attire and employer expectations
- Ability to multi-task, work with a diverse student population and be flexible.
- Excellent oral and written communication skills, as well as, excellent customer service with people.
- Excellent customer service organizational and motivational skills.

Preferred Qualifications:

- Training/teaching experience a plus
- Bilingual Spanish/Speaking a plus
- Knowledge of Occupational Safety and Health Administration (OSHA)
- Basic computer skills
- CPR certified
- Medical terminology and/or healthcare experience

FACULTY LIST

Fonda Spears- Director, teacher
Marybel Ridley- Administrator
Theresa Rush- Business Consultant and Strategist

FIRST STICK PHLEBOTOMY

This catalog provides basic information about classes offered by the school, including student program objectives, requirements and financial policies. Which include an occupational skill for the health field industry professional.

Instruction includes an in class instructor and hands on training. We do not offer internships or correspondence programs. However, we will assist with job awareness.

MISSION STATEMENT Our mission is to create an excellent, educational environment giving instruction to assure competency, in all areas of the established curriculum. Being confident that the first stick can be the only stick

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First Stick Phlebotomy School
Student Survey
Class and Instructor
(Part I)

Name of the Instructor: _____ Date: _____

Please answer each question, place a check mark in the column that best describes your opinion.

	Completely Satisfied	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
THE ABILITY OF THE INSTRUCTOR					
1. To make this course interesting					
2. To make its content understanding					
3. To organize his/her instruction					
4. To motivate you and other					
5. To simulate class discussions					
6. To use examples or demonstrations					
7. To use varied teaching approaches					
8. To encourage you to think for yourself					
9. To summarize what has been taught					
PERSONAL QUALITIES OF THE TEACHER					
10. Sensitivity to students needs					
11. Sense of humor					
12. Fairness					
13. Voice, speech, appearance					
PHYSICAL ASPECTS OF THIS CLASSROOM					
14. Quality of instructional equipment					
15. Attractiveness, cleanliness of room					
16. Ventilation and climate control					
17. Sufficiency of space per student					

Would you recommend this instructor to a friend?

Yes

No

Would you recommend this course to a friend?

Yes

No

Comments:

Name (optional) _____

**FIRST STICK PHLEBOTOMY SCHOOL
STUDENT SURVEY
(Part II)**

PROGRAM AND SCHOOL

Name of Program: _____ Date: _____

Please answer each question. Place a check mark in the column that best describes your opinion.

	Completely Satisfied	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
THE OVERALL QUALITY OF:					
1. The instruction you have received					
2. The program you have been taking					
3. The instructional equipment you've used					
4. The school facility					
5. The services provided by other staff					
THE INTEGRITY OF THE SCHOOL					
6. Recruitment practices you experienced					
7. Recruitment agent which dealt with you					
8. Business practices you have experienced					
9. Administrators you have dealt with					
10. Response to your concerns or complaints					

Would you recommend this school to a friend?

Yes

No

Would you recommend this program to a friend?

Yes

No

Comments:

Biography of First Stick Phlebotomy

My name is Fonda Spears owner and director of First Stick Phlebotomy! I currently serve patients at one of the local hospitals in Columbus Ohio. I am an entrepreneur, wife and mother of three, one of whom I gave up for adoption, during my teenage years, who found me eleven years ago. Actually She talked me into becoming a phlebotomist like her and that is one of our special "MOTHER DAUGHTER CONNECTIONS" I have now been in the profession for nearly four years. Mastering what it takes to make people comfortable while drawing and obtaining blood on the FIRST STICK. After realizing how skilled and talented I am as a phlebotomist, I decided to open up a school that would help others. The not so skilled and the not so fortunate. Such as high school dropouts, recovering IV users, retired persons, etc. Having the unique ability to captivate and motivate others, along with my comedic personality, comes natural for me. It's our schools perfect mix for teaching a skill which includes, impeccable customer service, values and techniques. I love connecting, helping to add truth, morals and value to one's life, its truly a passion. In doing so it gives a sense of hope and confidence, while affording job opportunities in the patient care community. It is our pleasure to help others to have a brighter day the FIRST STICK WAY.