

1st Choice Career Centers



1st Choice Career Centers
Nurse Aide & Phlebotomy Training

1st Choice Career Centers



**1st Choice Career Centers
12914 Broadway Ave
Garfield Heights, Ohio 44125**

School Catalog

1st Choice Career Centers

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SCHOOL CATALOG

Volume 1
January 31, 2017



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Vision

The vision of 1st Choice Career Centers is to remain a premiere training facility for individuals who want to further their education in the medical field. Our vision is to also build a reputation with individuals, employers, and recruiters as the 1st choice of medical and health career training and health care education in the area.

Our motivated instructors strive to give one on one attention and the entire team is very dedicated in the personal and professional success of each student. Our unique center offers smaller class sizes, hands on training, and tutoring.

Mission Statement

1st Choice Career Centers mission is to educate and provide unsurpassed excellence in the field of medical and health training by providing one on one student attention, interactive lecture, and practical hands-on training, enabling students to become highly productive and successful health care professionals.

Goals

- To develop within our students a familiarity with the core principles of healthcare industry
- To develop within our students' the skills needed to accurately perform the skills required in chosen field of study
- To develop within our students the professionalism, compassion, and problem-solving skills needed to be successful and caring health care professionals
- To prepare our students for successful careers as healthcare providers, rather than involves entry into graduate or professional schools, and/or employment.

Catalog Note:

This catalog is not intended to be a contract between 1st Choice Career Centers and the students. It contains policies, procedures, and requirements of the facility. When required, changes to the catalog may occur, and those changes will be communicated through catalog inserts and other means until a

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revised edition of the catalog is published. Students are to familiarize themselves with current regulations, requirements, and changes. Information in this catalog is accurate as of the date of publication.

Name of Institution:

1st Choice Career Centers

Governing Body and Officials

Faculty:

Kennis A. Beavers, Operations Co-Owner

**Kenyatta Vance-Anderson APRN
Director of Education Co-Owner
CPR Instructor**

Facility

1st Choice Career Centers has 1 location. We are in Garfield Heights near 131st Street.

License and Registration

Grievance

All students' complaints should initially be directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school. Whether or not the problem or complaint has been resolved to the student's satisfaction, by the school, the student may direct any problem or complaint to: Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio 43215-3414. Or call the phone number (614) 466-2752 or toll-free (877) 275-4219 to lodge a complaint. A copy of the grievance form may be obtained from the Admissions Office.

Non-Discrimination Policy

1st Choice Career Centers does not and shall not discriminate based on color, race, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are

1st Choice Career Centers



not limited to, hiring or firing staff, students, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, students, clients, volunteers, subcontractors, and vendors.

ACADEMIC CALENDAR

1st Choice Career Centers will observe the following holidays:

New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after Thanksgiving, Christmas Day, and the day after Christmas. On these days, 1st Choice Career Centers will be closed for academic purposes. If any of these holidays fall on a Saturday, the holiday will be observed on the preceding Friday; if it falls on a Sunday, the holiday is observed the following Monday.

School Calendar

1st Choice Career Centers offers classes throughout the year, with new classes starting every two weeks for STNA/HHA and every month for the Phlebotomy program. The Phlebotomy program is a 68-hour course offered in 4-hour sessions over an 8 1/2-week time period. The State Test Nurse Aide (STNA) is a 75-hour course a little over a 2-week time period, a 6-hour session (daytime) or 4-week time period, a 4-hour session (evening). The Home Health Aide (HHA) course is a 75-hour course over a 2-week time period, 4-hour sessions offering evening or weekend sessions.

Class Cancellations and Reschedules

1st Choice Career Centers reserves the right to cancel or reschedule a course due to low enrollment or unforeseen circumstances. In such case the student will be eligible to enroll in another class or receive a full refund. Classes may be cancelled if class size requirements are not met. If cancellations occur students will be refunded all payments in full only if our classes are cancelled by the school for this reason.

Below is a list of holidays our school observe without class times:



HOLIDAYS

The following holidays will be observed classes will not be held.

New Year's Day

Day After New Year's

Martin Luther King Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Day After Thanksgiving

Christmas Day

Day After Christmas

Weather Emergencies

1st Choice Career Centers staff cares about the safety of each student. If snow or other weather conditions are so severe and impose dangerous driving conditions that the campus must be closed, students will be notified of school closing on the school's website and via the email address given at orientation. Students may also call the school's administrative office to confirm school closing 3 hours before class starts by listening to the recorded weather line. During weather inclement if our school must cancel a class, all students will be notified at least 3 hours before class start times. If a session is cancelled due to weather inclement the student will have to make up hour for hour on or before the end of the session. Students are encouraged to watch the local TV and radio station for school closings.

Unless further announcements are made, classes will resume on schedule the following day. Students are to assume responsibility for their own safety when making decisions to attend classes during inclement weather.

It is the student's responsibility to view the website and check emails for school cancelation or delays due to weather emergencies.

Student Orientation

New students are to attend a scheduled Student Orientation session and are required to have a completed Enrollment Certification by the end of orientation. Orientation dates will be posted on the website and sent on confirmation letter for each class. During orientation, students will:

- Meet their academic department head and instructor(s).
- Tour the building and classroom.
- Obtain their syllabus and complete any paperwork

Faculty will:

- Outline program content, graduate class salaries, placement rates, retention rates, code of conduct, parking, attendance regulations, drug policy, safety policy, safety report, and numerous additional policy terms.
- Ensure proper documents have been submitted by each student and complete an official enrolment certification before student can start class.

Attendance Policies

We, at **1st Choice Career Centers** realize how important it is for students to have regular attendance to obtain pertinent knowledge from a class to enhance their career goals. It is also vital that all students who graduate from their individual program are equipped and prepared for the medical field of their choice. It is essential that students be in attendance of all classroom hours, including labs and clinical. Therefore, we have developed the following policy regarding attendance, absences, leaves, tardiness, class cuts, and other interruptions, as well as make-up work:

Absences

- Students are expected to call or email only the administrative office if they will be absent.
- Students are responsible for course content when absent and for coming prepared to the class following the absence. It is the student's responsibility to obtain make-up assignments from the instructor.
- The student is responsible to coordinate with the instructor as to how to make up missed time and to complete any make up tests and assignments.
- Poor attendance will result in disciplinary actions (see policy below).

Make Up Work

- Students will be given make up tests that are different from the original tests given to students. Make up assignments coordinated between the student and instructor will be slightly more difficult than original assignments.

Tardiness

- All students are expected to be on time for each class. There will be a 10-minute grace period after class officially begins. After 10 minutes, the student is tardy. If a student has excessive tardiness, he or she may be subjected to disciplinary actions leading to dismissal from class.

Class Cuts

- If student leaves class early or cuts class without instructor approval, the student will be subject to the same disciplinary action as in the attendance policy.

Unsatisfactory Attendance Policy:

Actions for students, whose absences, tardiness, or leaving early from class interfere with their ability to meet course objectives, the student may occur the following:

- Placed on academic probation
- Dropped from the course
- Providing documentation does not remove the absence from records

Governing Body Regulated Attendance

Some future programs may have outside regulatory bodies that require a minimum of course attendance and hours.

Each instructor will include attendance requirements and criteria for tardiness on the course syllabus.

Special Circumstances/Leave of absence

Special consideration **maybe** given but not guaranteed which may include a leave of absence, in the case of a student prolonged illness, accident, death in the family, or other circumstances that make it impractical to complete the program. This has to be approved by the Director and will require documented proof (for example a doctor's note, or obituary copy.)

ENROLLMENT AND ENTRANCE REQUIREMENTS

1st Choice Career Centers has developed the following enrollment requirements for the current courses listed below. They are as follows:

Enrollment Dates: A student may enroll at any time prior to start of new class

Phlebotomy Technician

- 18 years of age or older
- Submit a copy of your High School or GED transcript
- Proficiency in English reading, writing, and comprehension
- Submit a Photo ID and Social Security Card
- Must sign consent/participation forms for lab practice

Home Health Aide (HHA)

- At least 16 years of age
- Submit a Photo ID and Social Security Card
- Proficiency in English reading, writing, and comprehension at an 8th grade level

State Test Nurse Aide (STNA)

- At least 16 years of age
- TB Test
- Physical
- Background Check
- Photo ID and Social Security Care
- Proficiency in English reading, writing, and comprehension at an 8th grade level

Every student who wants to attend the school must first complete an application with a non-refundable application fee. The forms can be found online or at our office. The student must also furnish a copy of their High School Diploma or GED (for Phlebotomy Technician only), photo ID, and social security card. The student then will be notified by email or phone call confirm admittance into the school.

Students will then complete a registration form for each course. The registration forms will be provided online and at the school's location. Course Fees will be paid during registration.

Registration must be completed up until 2 days prior to the class orientation date or until the class is full whichever comes first. Registration is not complete until full payment is received, and registration forms are completed.

In-person registration is allowed on assigned days. This information will be posted on the website.

Students whose names do not appear on the instructor's roster are not officially registered and will not receive credit or grades.

At times, for continuing education courses, the student may be allowed to complete the application and register for classes at the same time. Acceptance is not guaranteed until application and needed documents are submitted and approved. Any monies paid will be refunded if not accepted minus the application and registration fees.

Some future programs may have outside regulatory bodies and or components that may require additional enrollment criteria. 1st Choice Career Centers website and catalog.

Registration Waitlist

A waitlist is a record of students who are interested in adding a class that does not have available seats. If a class is full, a student may have the option of joining a waitlist for that class. If a seat in a waitlisted class becomes available, students are notified via email in the order in which they signed up on the waitlist.

Graduation Requirements

In order to successfully graduate the student is expected to complete all classroom and laboratory hours with satisfactory grades. In order to pass the course, the student must:

1. Obtain a minimum of a grade of "C" or better in all classwork for the Phlebotomy Training and an 80% grade average for the STNA/HHA course.
2. Demonstrate proficiency in all practicum techniques (i.e., venipuncture, clinical setting, etc.)
3. Successfully have 100 venipuncture sticks (Phlebotomy Training)
4. Satisfactory settlement of all financial obligations to 1st Choice Career Centers

COURSE DESCRIPTION

PHLEBOTOMY TECHNICIAN COURSE

Phlebotomy technicians work in hospitals, laboratories, blood donor centers, and physicians' offices. They are responsible for drawing blood to be used for diagnostic testing, transfusions, research, or blood donations. This work requires phlebotomists to learn how to calm patients' fears about the blood draw, verify identity to ensure proper labeling of the blood, label the drawn blood for testing or processing, enter patient information into a computer system, and assemble and maintain medical instruments such as needles, test tubes, and blood vials.

The 24/7 nature of healthcare makes night and weekend schedules a possibility for phlebotomy technicians, particularly those who work in hospitals; however, most work standard daytime hours.

Course content areas include (1) introduction to phlebotomy; (2) healthcare structure and organization; (3) infection control, universal precautions, and safety; (4) medical terminology, human anatomy and physiology, and the circulatory, lymphatic and immune systems; (5) performing the venipuncture, dermal puncture and hand collection with butterfly; (6) venipuncture complications; (7) blood collection in special populations, preparation and site selection; (8) equipment and additives; (9) special collections and procedures; (10) specimen transport, handling and processing; (11) ethics and legal issues; (12) quality phlebotomy; and (13) AHA Patient Bill of Rights.

Upon successful completion of this course, each student will receive a certificate of completion and will be eligible to sit for the National Certification through National Health Career Association (NHA).

HOME HEALTH AIDE (HHA)

The Home Health Aide plays an important role in the care of persons who are elderly or disabled. A home health aide is someone that will care for a patient within the patient's own home. The home health aide will help the patient with light housekeeping and homemaking chores, personal care and more in order to ensure that the patient is able to stay home about having to be placed in a long-term care or skilled nursing facility.

Home health aides will work with disabled patients, elderly patients, as well as patients who are coming home from hospital and recovering from injuries or illnesses. Furthermore, a home health aide will often travel between many different homes, providing care for many patients during the day, however, there are some instances where patients must get additional attention and the home health aide may actually stay with just the one patient for the entire day.

The training course will cover Infection Control, Safety in the Home, Communication, Providing Privacy, HIPPA/Confidentiality, Fire Psychosocial / Emotional Needs, Basic Elements of Body Functioning, Observing/Documenting and Reporting Vital Signs, Care of the Chronically Ill, Disease Process, Basic Assessment Skills, Client Rights and Emergency Procedures, etc.

STATE TEST NURSE AIDE (STNA)

The Nurse Aide plays an important role of the healthcare team. The Nurse Aide provides direct patient care, emotional and physical support for the residents and resident's family members. Nurse Aides assist residents with their activities of daily living (ADL's) which includes:

- Feeding
- Bathing/Grooming
- Toileting
- Transporting

The course will cover basic nursing skills, personal care skills, social service needs, mental health, basic restorative services, residents' rights, infection prevention/control, safety/emergency procedures, communication and interpersonal skills.

CLINICAL AND LAB STANDARD

Clinical lab consists on "hands-on" and skills-based training. All students must participate in the lab and/or clinical portion of all courses. Each student will be instructed on the technique of proper procedures in lab and/or clinical areas. All student must return demonstrate all skills taught and must perform and pass clinical portion with a satisfactory performance. For the phlebotomy course, each student will be required to draw blood from other students and have blood drawn from them as well. All blood drawn will have an instructor present, therefore no student shall draw blood from one another unless under direct supervision from the instructor. All students will follow the OSHA guidelines which is posted within our lab area in every classroom. If a student is not deemed to be ready or have safe practice for clinical and/or blood drawn he or she will not be allowed to do any of these procedures until deemed ready from our instructor. If any case a student refuses blood drawn, they may bring someone to class for them to have their blood drawn. All students must have 100 successful blood draw sticks in addition to passing all academic portion of their course in order to obtain a certificate of successful completion.

1st Choice will instruct each student on the proper way of handling all laboratory equipment. Damage of any equipment will be the financial responsible of the student who caused the damage. All lab equipment is for lab use only. No student is to remove any lab equipment from the lab unless proper instruction is giving from the instructor. 1st Choice is not responsible for any injury, illness, or loss of blood to any student in result from blood draws. Each student agrees to hold 1st Choice harmless of any injury, illness, claims, or loss of blood resulting from blood drawn from them by another student.

GRADING SCALE

The policy concerning grades will be adhered to, and the following grading schedule will be used:

90-100 A
80-89 B
75 -79 C
70-74 D
69 and Below F

Each student must complete the course with a minimum passing grade of C for the Phlebotomy Training /HHA or passing grade of B for the STNA training.

Policy concerning suspension or expulsion for unsatisfactory grades and progress:

The student will receive written notification by the instructor if the student is at risk of failing the course. The student will then be placed on academic probation with written information of what needs to be done to pass the course. If the student fails to make the required changes to pass the course, the student will be dropped from class but given an opportunity to retake the class with tutoring. However, the student must repay and reregister for the next available class

Description of Probationary Policy:

At times a student may be placed on probation. This is meant to notify the student of the risk of failing the class due to conduct, unsatisfactory grades, poor attendance, or excessive tardiness.

The student may also be placed on probation if after the midterm counseling the student is at risk of failing the course. When placed on probation, the student will need to show improvement in the specified area(s) to successfully complete the course.

Students will be notified in writing if the instructor places a student on probation and what the student needs to do to bring grades up to satisfactory. At times, an extra credit research project may be completed for some courses to assist in bringing grades up to satisfactory.

Conditions for Reentrance for Students and Dismissal Policy for Unsatisfactory Process:

Students may re-enter the next available program or choice if they choose. The student who fails the course must re-register and pay for the course and accept tutoring by our staff. Some students may not be allowed to re-enter the school, per the board's discretion that include but not limited to circumstances dismissal for drug use, cheating, or weapons.

PROGRESS RECORDS KEPT AND FURNISHED TO STUDENTS

It is important that a student knows of his or her own progress. 1st Choice Career Centers has developed the following policy regarding reporting progress of each student.

Notification

Each student will be notified of his or her quizzes and test grades on or before the next school day following taking the quiz, test, or homework assignment. All homework assignments must be completed before class begins the next day.

Each student will have a one-on-one midterm counseling session that will be summarized in writing, stating the current average of grades, any conduct or attendance issues, and results of observation in lab and class.

If a student falls below a C average or risk of falling below a C average at the time of the midterm progress report, the student will be given a written warning and a description of what needs to be accomplished to pass the course. The student will then be placed on probation.

At times, and at the instructor's discretion, an extra credit assignment may be given to students who are on the borderline of not passing the course.

The student will be required to sign the midterm summary and probation agreement and a copy will be given to the student.

At any time before or after midterm counseling a student may be given a written warning if the student is at risk of failing a class. The student will then be placed on academic probation to include steps that must be taken to pass the course.

Transcript Request

Students may request their transcript by completing a transcript request form found in the administrative office or online. The transcript can be picked up or mailed after 14 days. A transcript fee of \$10.00 must be paid to the school to process your request.

Records Retention Policy:

A written record of student's academic records will include, but are not limited to, the following and will be kept in the student's file and locked in the Director's office. The written record will also be scanned and saved electronically. Written records include:

- Copy of attendance record
- Copy of all grades
- Copy of final exams

- Copy of written warnings
- Copy of probationary agreements
- Copy of student's transcript

STUDENT CODE OF CONDUCT

To ensure a safe and productive learning environment below is the explanation of our code of conduct:

- **The use of all electronic devices is not allowed during class, lab, or clinical.**
Cell phones and other electronic devices are disruptive to class as they hinder a learning environment. Therefore, all students must turn off all cell phones and other electronic devices in classroom settings and while involved in class-related activities such as labs, clinical, etc.

No filming or pictures with electronic devices are allowed.

Students may check phone messages during breaks.

- **No forms of academic dishonesty or cheating permitted.**
This includes, but is not limited to, use of unauthorized information on any activity or exercise; copying from another student's paper; giving or receiving unauthorized assistance during a test, quiz, or any other similar activity.

- **No verbal insults, altercations, or violence allowed.**
Students must always be professional and courteous to instructors and students.

- **No profanity, back talk arguments, or disruptions allowed.**
Such actions in class toward staff, other students, or any individuals in lab, clinical, or other school settings during class time will not be tolerated. This includes teasing, arguing, verbal disruptions, fighting, and touching someone without their permission.

- **No constant talking or side conversations in class.**
This is to ensure everyone can hear the instructor.

- **No rowdiness on campus.**
To help prevent injuries, no running, jumping, or rowdiness in class or lab area will be tolerated.

- **No weapons or dangerous devices allowed on campus.**
According to the Weapons and Dangerous Instrumentalities, it is unlawful for anyone to possess any weapon, whether openly or concealed, while on educational property. It is a felony to possess or carry a firearm or explosive device on educational property or to aid

a person less than 18 years old to possess or carry a firearm or explosive device on educational property. This statute permits prosecution of anyone carrying any dangerous instrument in school, on school grounds, or at any school activities.

- **No narcotics, alcoholic beverages, or controlled substances allowed.**

A student shall not knowingly or negligently own, possess, use, transport, or be at any time under the influence of any narcotic drug, alcoholic beverage, or any other controlled substance while in 1st Choice Career Centers classrooms or grounds, or during the time when a student is participating in any 1st Choice Career Centers training event, clinical, or other school-related function.

Use of any drug authorized by medical prescription from a registered physician shall not be considered a violation of this rule. However, students shall be held strictly accountable for their behavior while under the influence of prescribed medicines.

- **No children allowed in classroom, clinical, or labs.**

Due to safety, children are not allowed in classrooms or lab areas during class sessions, nor may they be left unattended on school property.

- **Damage to, or destruction of, 1st Choice Career Centers property or private property.**

Students must not damage school property or the property of others.

- **Harassment.**

All forms of harassment including slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual's sex, sexual orientation, race, color, national origin, age, religion, disability, marital, and any other protected status, is prohibited.

- **Sexual harassment.**

Any sexual act that occurs without the consent of the other person or occurs when the other person is unable to give consent due to drugs, alcohol, or a disability, is prohibited. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion. Sexual harassment also includes conduct of a sexual nature that is intimidating, hostile, or offensive to campus, educational, and/or working environment for another person. This includes unwelcome sexual advances or requests for sexual favors, inappropriate sexual or gender-based activities, comments, gestures, or other forms of verbal, physical conduct, or communications which constitutes sexual harassment. Sexual harassment and assault are prohibited by federal or state law, and by 1st Choice Career Centers regulations.

- **Dress Code**

It is important to dress appropriately and have good grooming habits for the field of health care. Some course will require that you wear a nursing uniform. This will be posted when registering for your course and reviewed during orientation. At all times

students must wear pants and closed toe and tennis or nursing shoes for safety. You must always also wear your name badge.

- **I.D. Cards**

Students are to wear identification cards in a conspicuous location on their person, so they can be clearly seen whenever students are in the building. The Identification card is required for admittance to all facilities, including class. The card is also required at all school functions not held on campus. The first card is free; any replacements for lost, damaged, or stolen cards will pay \$5-dollar replacement fee.

- **Smoking, Eating and Drinking**

NO smoking (including chewing tobacco) allowed inside the building. There are designated smoking areas outside of the building. No eating allowed in the classroom. Students may drink beverages if it is in a screw top plastic container which the cap must be screwed tightly.

- **Parking**

Students are to park only in designated parking areas. The school assumes no responsibility for the care or protection of any vehicle or its contents at any time it is operated or parked on the campus. Lock vehicles always.

Disciplinary action policy for unsatisfactory conduct

1. Upon first violation of the Student Code of Conduct, the student will receive a verbal warning from the instructor.
2. After a second violation, the student will be given a second warning, in writing, by the instructor notifying the student that if there is one more incident in violation of the Student Code of Conduct, the student may be placed on probation or dismissed from class without a refund.
3. After the third violation, the student will be placed on probation or dismissed from class without a refund.

Due to the seriousness of some conduct rules, at the Director's discretion, students in violation of Student Code of Conduct rules which include but not limited to use of drugs and violence will be dismissed from class without a warning and refund.

Appeal

The student has the right to appeal a dismissal by submitting a request in writing to the Director. A decision will be made by the board members and the student will be notified within 48 hours of the final decision. The student may not return to class until appeal decision is made.

SCHEDULE OF FEES

Below is a schedule for fees, charges for tuition, books, supplies, tools, student activities, laboratory fees, service charges, rentals, deposits, and all other charges.

All registration fees will be due at time of registration. All tuition and fees are payable for one school term only. Registration payment is due prior to the start of class. Payments can be arranged with the director, but all payments/tuition must be paid in full by the end of class. 1st Choice Career Centers will enroll each student under 1st Choice liability insurance policy, which is included into the tuition and fees. Additional cost for health physicals, assessments, and/or immunizations may apply and is the responsibility of the student.

Phlebotomy

| | |
|--------------------------|--------------|
| Registration/Service Fee | \$100.00 |
| Tuition | \$525.00 |
| Textbooks | Included |
| Supplies/Tools | Included |
| Student Activities | Included |
| Lab Fees | \$50.00 |
| Rentals | Included |
| Deposits | See deposits |
| Total | \$675.00 |

Home Health Aide

| | |
|--------------------------|--------------|
| Registration/Service Fee | \$25.00 |
| Tuition | \$200.00 |
| Textbooks | Included |
| Supplies/Tools | Included |
| Student Activities | Included |
| Lab Fees | \$0.00 |
| Rentals | Included |
| Deposits | See deposits |
| Total | \$225.00 |

State Test Nurse Aide

| | |
|--------------------------|----------|
| Registration/Service Fee | \$50.00 |
| Tuition | \$275.00 |
| Textbooks | Included |
| Supplies/Tools | Included |
| Student Activities | Included |
| Lab Fees | \$100.00 |
| Rentals | Included |

| | |
|----------|--------------|
| Deposits | See deposits |
| Total | \$425.00 |

Deposits

Q Unless otherwise noted on our website, deposits toward tuition/and fees can be made for half the total amount of course on the registration date and the balance will be due by the end of the class. At times the school may offer other payments plans.

Refund Policy

1st Choice Career Centers refund policy for students who starts a class, voluntarily withdraw and who are dismissed from their course. Refunds for the Phlebotomy classes shall be made for each academic term in accordance with the following procedures:

- A full refund will be given of all monies paid if the school cancels the class as noted on the school calendar.
- If a student starts a class and withdraws or is terminated from the course before the academic term is fifteen per cent complete will be obligated for twenty-five per cent of the tuition and refundable fees plus the registration fee.
- A student who starts class and withdraws or is terminated from the course after the academic term is fifteen per cent complete but before the academic term is twenty-five per cent complete will be obligated for fifty per cent of the tuition and refundable fees plus the registration fee.
- A student who starts class and withdraws or is terminated from the course after the academic term is twenty-five per cent complete but before the academic term is forty per cent complete will be obligated for seventy-five per cent of the tuition and refundable fees plus the registration fee.
- A student who starts class and officially withdraws or is terminated from the course after the academic term is forty per cent complete will not be entitled to a refund of the tuition and fees
- Nonattendance is not a reason for a refund.
- It is the responsibility of the student to view the posted online deadlines and schedules and withdraw during the appropriate time for a refund.
- If the class is cancelled by the intuition due to low enrollment or other reasons the student will be granted a 100% refund or may take the next available class. Refund for this

situation only will be resubmitted back to credit/debit card used or student will be issued a refund check within 7 days of cancellation.

- Refunds will be submitted within 45 days of voluntary withdrawal or dismissal.

Withdrawal Policy

All students who plan to withdraw must do so in writing only on the online portal or in person by utilizing the designated withdrawal forms. To receive financial credit, you must withdraw before the date listed on the syllabus for each class. See Refund Policy for financial credit and reimbursement procedures.

Students will receive a W on transcript if student withdraws from class properly.

Transfer

You may transfer the monies paid to another course held at another time if you withdraw before the date listed on the syllabus in lieu of a refund. That class must be taken within a year.

Excessive Withdrawals

Students who withdraw from a course more than 2 times may not be eligible to re-register for a course due to limiting seating and small class sizes. When registering and then withdrawing, spaces have been taken away from potential students. Please be mindful and be sure of your schedule that you can complete the course before registering.

Space, Facilities, and Equipment

Classroom

- The classroom is approximately 900 square feet of open space with lab equipment, tables, and chairs.
- There are multiple restrooms and break areas located outside the classroom

Classroom and Lab Equipment

- Hospital Bed
- Wheelchair
- Walker
- Canes
- bedside commode
- 1 simulated training manikin
- towels, hospital gowns, clothing
- blood pressure equipment
- thermometers
- stethoscopes
- over-the-bed table
- simulated arm manikin for venipuncture
- venipuncture equipment and supplies
- Medical Office Exam Table
- Medical Office Scale
- Medical Cabinet
- Specimen collection cups
- desks
- tables
- chairs
- file cabinet
- Sink
- Male/Female Manikin

Course Outlines

Phlebotomy Technician

68 Contact Hours (38Lecture, 30Lab)

This is an approx. 6-8-week course

Course Description

This course provides an overall review of the most current phlebotomy practices and procedures with an emphasis on the most important competencies in this field. There will be a variety of lecture, discussion, lab exercises and exams to give our students adequate preparation for the national certification exam and to be a competent phlebotomist. Lab time will be included to provide the student with the opportunity to become skilled, and gain confidence to work as a phlebotomist.

After successful completion of the course, the student will be eligible to take our national recognized certification provider - the NHA – National Health Career Association's exam to become a certified phlebotomy technician.

Objectives:

At the end of this program, the participant will be able to:

- Describe the duties of a phlebotomist
- Define legal, professional, and ethical issues related to phlebotomy
- Discuss complications associated with blood collection
- Exhibit competence inaccurate specimen collection and documentation procedures
- Demonstrate a successful venipuncture on live humans and manikin
- Be prepared for the NHA exam

Units:

- Introduction to Phlebotomy: Introduction to Phlebotomy, Health Care Structure, Safety, Infection Control
- Phlebotomy Basics: Medical terminology, Human and Anatomy and Physiology, Circulatory, Lymphatic, and Immune System
- Specimen Collection
- Specimen Handling: Specimen Transport, Handling, and Processing
- Professional and Legal Issues: Quality Phlebotomy Measures, Legal Issues in Phlebotomy, Interviewing and Career Success.

Prerequisites (no co requisites):

- High school graduate or GED
- Must be 18 years of age or older
- Proficiency in English reading and writing, and comprehension skills
- Must sign consent forms and participate in venipuncture practice.

Certification Requirements for Employment

Upon successful completion of the course the students will be eligible to take the National Health Career Association (NHA) Certification Exam. After passing the exam the student will become a certified phlebotomist technician.

Career and Salary

Employment of phlebotomists is projected to grow 25 percent from 2014 to 2024, much faster than the average for all occupations. According to the Bureau of Labor Statistics, median hourly earnings are approximately \$14.74 per hour and up.

Credit Hours

No Credit Hours issued for this course, only contact hours.

Program

Phlebotomy Technician

68 Clock Hours

Phlebotomy Refresher Workshop

Course Description:

The Basic Phlebotomy Skills Refresher Workshop is designed for qualified professionals and previously trained and occupationally qualified professionals to re-fresh their phlebotomy skills. This class includes the review of test tubes, additives, proper order of draw, and basic venipuncture techniques.

This workshop perfect for nurses, phlebotomists, medical assistants, physicians, and other previously occupationally trained healthcare professionals who wish to review the basic venipuncture techniques and national guidelines to enhance practice and improve patient care.

This workshop is 7 contact hours. After successfully completing the workshop you will receive a certificate of completion to add to your educational portfolio.

Fee: \$ 275.00 per person

Disclaimer:

(The Phlebotomy Refresher Workshop is offered for continuing education purposes for previously trained and occupationally qualified individuals. This program is not licensed by the Ohio Community College)

TRANSFERRING CREDITS

1st Choice Career Centers will not accept credits or trainings from other institutions at this time. Non-transferable contact hours will be utilized in our continuing education courses.

A policy will be instituted for **1st Choice Career Centers** if and when credit hours will be used after approval from governing bodies.

Thank You

Thank you for considering **1st Choice Career Centers** to further your education in the health care field. We look forward to helping you meet your career and education goals.