

Northeast Medical Institution

Phlebotomy Curriculum

At Northeast Medical Institute, we inspire, educate and train those with a desire to succeed in the world of phlebotomy. The goal is to accomplish this by providing hands-on training and attention to each student with a one-on-one focus. To demonstrate proper techniques and perform venipuncture and capillary punctures. Have knowledge and proper identification of infection control and safety techniques. Identify and understand requisitions, specimen transport and specimen processing. Go over established policies and procedures to assure quality specimens and safety, amongst other non blood procedures. Any students who successfully complete any of Northeast Medical Institute Programs will be awarded with a Certificate of Achievement in the program of study.

Program Details:

Hours: 80 Hour Program (56 Hours Online Zoom - 24 Hours Clinical Lab)

Course Length:

- **Daytime:** 7 Days online (Zoom) + 3 Days of Clinical Lab
(May not be offered at all locations)
- **Evening:** 16 Evenings online (Zoom) + 4 Evenings of Clinical Lab
(May not be offered at all locations)

Prerequisites for the Program:

- At least 18 years or older (ID Required)
- A Non- Refundable Registration fee and arrangements for tuition payments.
- Signed enrollment agreement.
- Documentation requirements:
 - Negative PPD test. (If the PPD results are positive, a chest x-ray must be done to prove true negative results).
 - Hep B Vaccination
 - All applicants must be able to speak, read, and understand English (All classes and class materials are ONLY provided in English)
- NHA Exam testing requirements. (National Healthcareer Association)

-High School Diploma or GED (NHA requirements contact school admin for more information)

-Completion of Full CPT Course (80 Hours, plus 30 venipunctures & 10 capillary sticks)

Graduation Requirements:

Student course balance paid in full.

Students must have successfully completed a total of 56 hours of zoom class, 30 venipuncture sticks plus 10 dermal capillary sticks.

- 10 Capillary sticks
- 5 Hand Draws (Winged / Butterfly)
- 25 Venipunctures

Upon full course payment and completion of Phlebotomy training at Northeast Medical Institute, students may sit for accreditation testing through NHA. (National Healthcareer Association)

Objectives:

Once completed with our phlebotomy course you should be able to identify and be familiar with the following:

- Phlebotomy Past and Present Healthcare Settings
- Quality Assurance and Legal Issues
- Infection Control
- Medical Terminology
- Blood Collections, Equipment, Additives and Blood Draws
- Venipuncture and Capillary Procedures, Special Collections and Point- of - Care testing.
- Specimen Handling and Processing
- Urine and Other Non Blood Specimens

Materials & Resources

- Phlebotomy Essentials 8th Edition Ruth E. McCall, **ISBN:** 9781284263480
- Navigate Premier Access JBLearning
- E-book premier access **\$80** (add on *paperback book + premier* upcharge)
- NHA Study Guide **\$54**

Grading Schedule:

- **Quizzes:** 6 @ 22 pts. = **120%**
- **Final:** 1 @ **55%**
- **Clinical Theory:** **25%**
- **Total** = **200 points**

Course Syllabus

****Daytime course runs for 10 days***

(8 hours daily)

****Evening course runs for 20 days***

(4 hours daily, each full day class would be split into 2 evening days)

Day class 1 would be considered day 1 & day 2 for evening courses

Day 1	- Class Rules - Syllabus - Book / Study Guide - Clinical - NHA Study Guide Chapter 1 - Chapter 1, 2, 6 Phlebotomy Essentials book review - Quizzes / Course Study - Materials - Homework (read + ebook quiz) - Chapter 1, 2 and 6 Test	● Patient Interactions and Communication ● Health settings, delivery and financing ● Clinical Laboratory Services and Personnel ● Quality Assurance ● Documentation and Legal Issues ● HIPAA training Video ● Bloodborne Pathogen Video ● Evacuated tube guide
Day 2	- NHA Study Guide Chapter 2 - Phlebotomy Essentials Book Chapter review 3 - Homework (read + ebook quiz) - Chapter 3	● Infection control and Safety Procedures ● Chemical Safety ● First Aid ● Human Anatomy and Physiology ● Body Systems ● Blood Types
Day 3 Day 3	- NHA Study Guide 3 - Phlebotomy Essentials Book Chapter review 8, 13 - Homework (read + ebook quiz) - Chapter 8 and 13 Test	● Blood Collection Equipment ● Blood Collection Additives ● Order of Draw ● Venipuncture Procedures and Steps ● Patient preparation

Day 4	- NHA Study Guide 4 - Phlebotomy Essentials Book Chapter review 7 and 9 - Homework (read + ebook quiz) - Chapter 7 and 9 Test	● Reference Ranges ● Basel state ● Patient complications and Conditions ● General capillary Puncture Steps and Procedures
Day 5	- NHA Study Guide 5 - Phlebotomy Essentials Book Chapter review 10 and 11 - Homework (read + ebook quiz) - Chapter 10 and 11 Test	● Special collections ● Point - of - Care Testing ● Blood Bank and Blood Donations ● Coagulation Specimens ● Glucose Test
Day 6	- NHA Study Guide 6 - Phlebotomy Essentials Book Chapter review 12 - Homework (read + ebook quiz) - Chapter 12 Test	● Quality control & Infection Control ● Handling & Processing ● Non Blood Specimens & Handling ● Labeling
Day 7	- NHA final review - Clinical Questions - Class Final - NHA Prep Questions	● NHA Prep Questions ● All Balances Paid (payment plan) and All PPDs Turned In. ● All EQuizzes and Chapter Test completed
Day 8 (Clinical)	- Venipuncture Supplies - Classmate venipuncture draws	● Supplies ● Equipment ● Venipunctures ● Finger Sticks
Day 9 (Clinical)	- Venipuncture and Hand Draws - Volunteer draws	● Winged infusion Draws (Butterfly) ● Volunteer (s) Venipuncture, Butterfly Draw, Finger Stick ● Volunteer Draws
Day 10 (Clinical)	- Venipuncture Procedures - NHA Exam - Volunteer	● Winged infusion Draws (Butterfly) ● Volunteer (s) Venipuncture, Butterfly Draw, Finger Stick ● Volunteer Draws ● NHA Exam 120 Questions, 2 hours (NHA Passing Score 390 = 78%)

Attendance

Attendance is mandatory. Excessive tardiness or absenteeism can negatively affect grades or result in the student being withdrawn from the course.

Student responsibilities:

- **NOTE:** Students are responsible for reading this syllabus and knowing the information it contains.
- **NOTE:** Students are also responsible for acquainting themselves with the facility policies.
- Attend all class and clinical sessions
- Arrive on time and plan to stay until class is dismissed
- Participate in class discussions and exercises.
- Be courteous to others.
- Keep up with course work. Complete chapter reading assignments.
- Contact your instructor with any problems or concerns you might have or encounter along the way.
- Have fun while learning about health care!
- Students are to be in proper attire while in all laboratory Clinical settings.
 - Scrub top & scrub bottoms must be worn during open lab practices.
 - Lab coats must be worn during open lab practices.
 - Closed-toe shoes must be worn for all labs and clinical experience.

Course Content Awareness

Healthcare programs, by their nature, include discussion and/ or demonstration which include touching. You will be asked to participate in laboratory practices with your classmates that may involve and will require arm touching.

Disruptive Behavior

Disruptive behavior includes any activity that interferes with or creates a negative or dangerous learning environment. This includes talking in side-conversations during lecture and any behaviors disrupting the learning of other students. **Cell phones, laptops, tablets and pagers must not be used while in class, practice laboratory, or clinical setting. While in the classroom or in clinical settings, cell phones will be asked to be turned off. Students must wait for a class break to make or return calls.**

Use of Technology Guidelines

Students must obtain Instructor permission for any use of recording devices prior to each session (class/lab). All cell phones or recording devices must be placed on desktops or tabletops while recording sessions. **During exams, all cell phones must be on silent/vibrate mode and put away from class distraction.**

If permission is granted to use a recording device, the recorded materials are for the private use of the student only. It is unethical for the student to record the lecture/activity if the instructor denied permission. The lecture/activity materials are the property of the instructor. It is dishonest for the student to use the recording for anything other than private usage (i.e., students may **NOT** post a recording on YouTube, Facebook, or other social media and networks without the Instructor's or Institutes express permission). Disciplinary action will be taken and may include permanent dismissal from the program. If you choose to bring a cell phone or recording device on campus, labs, or clinical settings, it is your responsibility if it is lost, damaged, or stolen.

Special Arrangements

Contact the admins department at Admin@northeastmedicalinstitute.com directly if you have or think you may have a disability or medical condition that may affect your performance, attendance, or grades in this class and for which you wish to discuss accommodations of class-related activities. Accommodations are provided on an individualized, as-needed basis after the needs and circumstances have been evaluated and legal documentation has been submitted.

Northeast Medical Institution Locations:

Stamford: 135 Bedford Street, 2nd Floor Stamford, CT 06901

New Haven: 270 Amity Rd. Suite 224 Woodbridge, CT 06525

Waterbury Area: 900 Straits Turnpike Middlebury, CT 06762

Hartford Area: 290 Roberts St E. Hartford, CT 06108

Phone Number: (203) 391 - 6766 Monday - Friday 8am to 5pm



Email: admin@northeastmedicalinstitute.com