

PHLEBOTOMY TECHNICIAN PROGRAM

MISSION

Hawaii Institute of Healthcare & Training Services, (HIHTS) was created to educate and train its students to become professional LEADERS in providing EXCELLENCE in ethical care with the highest principles of INTEGRITY in their chosen career.

VISION

To be recognized as the prime health care training center and to become the foundation for new professional careers in healthcare and other training industries.

OUR STAFF

Our staff includes Registered Nurses (RN), Licensed Practical Nurses (LPN), Laboratory Tech, Phlebotomy Tech, Certified Nurse Assistants (CNA), Registered Health Information Technician (RHIT) and other healthcare professionals who are well versed in their areas of specialization.

All our staff are very helpful and friendly in assisting our students throughout their course.

The Phlebotomy Technician Program offered at Hawaii Institute of Healthcare & Training Services (HIHTS) is a fifty (50) hours intensive training course. About twenty (20%) percent of the class time is spent for classroom lecture, and lab work is eighty (80%) percent.

Under the careful supervision of a Certified Phlebotomy Technician or a Nurse Instructor, students will draw blood on each other. Students should complete at least thirty (30) blood draws to satisfy requirements for certification. Upon successful completion of the program, students are awarded a certificate.

COURSE GOALS

To provide professional learning experience that will enable the student to acquire knowledge in basic principles and practices of Phlebotomy and enable them to demonstrate skill and proficiency as an entry-level phlebotomist.

SUBJECTS COVERED IN THE PROGRAM

- I. INTRODUCTION TO PHLEBOTOMY
- II. SELECTING AND ASSEMBLING EQUIPMENT
- III. PERFORMING THE VENIPUNCTURE
- IV. DIFFICULT DRAWS, ALTERNATIVE SITES, PEDIATRIC VENIPUNCTURES
- V. SPECIAL COLLECTIONS: ARTERIAL, CAPILLARY AND BLOOD CULTURE COLLECTION
- VI. SPECIMEN HANDLING, STORAGE AND TRANSPORTATION
- VII. PHLEBOTOMY LIABILITY
- VIII. MANAGING EXPOSURES TO BLOOD BORNE PATHOGENS
- IX. PRACTICES AND PRODUCTS FOR EXPOSURE PREVENTION

- X. CLINICAL PRACTICE-Subject to availability of the clinical facility.

TEXTBOOK : PHLEBOTOMY ESSENTIALS (Fifth Edition)
By: Ruth E. McCall / Cathee M. Tankersley

SCHEDULE OF CLASSES

Program is offered on a continual basis as long as a minimum of eight (8) students per class is met.

Classes are on Saturdays and Sundays.

Time– varies. Please check with the Registrar.

STUDENT SUPPLIES

- Scrub Uniform
- White Close-Toed Shoes
- Notebook, Pen and Pencil

COURSE REQUIREMENTS

- Eighteen (18) years of age or older
- TB clearance; 2 steps
- High School graduate or G E D
- Physical Check-up
- Application Forms (completed)
- Enrollment Agreement
- Pre-Registration Fee (Non-refundable)

TUITION FEES

This includes registration, textbook and laboratory supplies A non-refundable deposit of \$250.00 is required to reserve your space. A five (5%) percent discount will apply if paid in full before class starts.

Schedule of charges for class only:

\$250.00 Non-Refundable Pre-Registration

\$250.00 1st Week of Class

\$250.00 2nd Week of Class

Total cost: \$750.00

Schedule of charges: Class / Externship:

\$250.00 Non-Refundable Pre-Registration

\$375.00 1st Week of Class

\$375.00 2nd Week of Class

Total cost: \$1,000.00

Schedule of charges for Class w/National Exam & w/o Externship:

\$250.00 Non refundable Pre-Registration

\$250.00 (First week of the course)

\$250.00 (2nd week of the course)

\$75.00 (Review Classes to be paid before finals) optional

\$190.00 National exam and study guide (to be paid before finals)

Total Cost: \$1,015.00

Schedule of Charges for Class/w Externship/Review/National Exam

\$250.00 Non refundable Pre-Registration

\$375.00 First week of the course

\$375.00 2nd week of the course

\$75.00 (Review classes to be paid before finals) optional

\$190.00 to be paid prior to test date

TOTAL: \$1,265.00

TUITION DISCLAIMER

Tuition charges are subject to change by the administration of HIHTS. All tuition and charges should be paid on time and schedule. Failure to pay may result in cancellation of registration. Cash, checks and credit cards are accepted. Please make check payable to “HIHTS”.

TUITION REFUND POLICY

Non-Refundable Registration

No Refund after the 2nd week

PROGRAM POLICIES

A) EXTERNSHIP

(Optional) Another forty (40) hours externship is being offered to students who wish to do “hands-on” when a schedule is available with the affiliated facility. Those who may wish to take the 40 hours externship can obtain information from the Registrar’s office.

EXTERNSHIP DISCLAIMER

Due to the facility’s limited schedule for externship, re-scheduling is strictly not allowed. Externship time cannot be refunded if you do not show for the designated dates.

The only excused absences will be:

- a) Providing a doctor’s note when sick
- b) Death in the family

EXTERNSHIP REQUIREMENTS

- CPR/First Aid Certificate
- Physical Examination- evidence that you don’t have any physical limitations and are free from any communicable disease.
- Hepatitis B (Three part Immunization)- First Hep B Immunization accepted for externship students only
- MMR (Measles, mumps, rubella)- Proof of at least two MMR immunizations during their lifetime and/or provide lab results that show proof of immunity for externship students only.
- Varicella- (Chicken Pox) externship students only
- Alternate-Antibody test (MMR/Varicella) If records are lost, have physician administrator a TITERS test

B) CLASS ATTENDANCE / PARTICIPATION

Regular, on time attendance is mandatory. It shall be the student’s

responsibility to inform the Administration or Instructor of unavoidable absences.

- No more than three (3) missed days allowed except for the following:

- (a) Immediate death in the family
- (b) Sickness (needs doctor certification)

- Three (3) tardiness or early leaves of fifteen (15) minutes or more will count as one (1) absence.

Class Participation

This includes the following:

- Contributing to class discussion
- Completing Textbook reading assignments and written homework. (Key Terms, Review Questions, Lecture/Video).

Passing grade of 80% on each quiz and test Skills.

C) NO SHOW

It is the student’s responsibility to attend the first week session of the training. If a student misses the second week, he/she maybe dropped from the course by the Instructor.

D) PASSING THE COURSE

There are TWO WRITTEN EXAMS. First written exam will be given at the beginning of the fifth session, second or final written exam on the 5th week of the class.

FINAL PRACTICAL EXAM

A final practical exam will be conducted after the final written test and should be passed successfully from the start to finish. Students must pass the course with a score of 80% or higher. The exam grades and homework grades will be averaged together to calculate final grade. Students must have a satisfactory passing performance report to receive a certificate. Failure to pass the course will not receive a certificate. Student may retake the course at half price of the tuition fee and a grade of 85% is needed to pass.

AGENCY SPONSORED STUDENTS MUST MEET ALL OF THEIR SPECIFIC AGENCY REQUIREMENTS

E) GRADING

QUIZZES	30%
SKILLS TEST	30%
FINALS	20%
CLASS ATTENDANCE	10%
PARTICIPATION	10%

To pass, you must have an overall average (combining scores of quizzes and final) of eighty percent (80%) or higher.

F) DISMISSAL

1. Repeated class absences (3 times) without prior notification.
2. Excessive tardiness (5 times or more) without prior notification.
3. Possession of illicit drugs, alcoholic beverages, lethal weapons.
4. Disruptive behavior, abusive language, sexual harassment.
5. Theft of property, dishonesty, cheating.
6. Not wearing proper uniforms during class sessions and clinical Procedures.

BALANCE DUES:

All balances are due on or before the last week of the course. Services such as finals exams, externship and graduation will be withheld if not paid.

CERTIFICATE OF COMPLETION

HIHTS will do everything possible to train a student, but the success or failure depends upon the student's effort and initiative. Student is given a certificate upon successful completion of all parts of the course including:

- Written exams

- Homework assignments
- Practical exam
- Completion of all required paper works
- Clinicals (students w/externship)

NOTE: The State of Hawaii doesn't require a license for a Phlebotomy Technician. However, for those students wishing to become a certified Phlebotomy Technician, this course is an excellent tool and additional weekend of class time is offered to prepare for the National Exam. See Registrar for details.

STANDARDS OF PERFORMANCE

1. Attend classes regularly.
2. Pass all written and practical test.
3. Follow instructions and inter-act well with others.
4. Communicate well with others.
5. Complete the required number of hours on the clinical practice. (for students participating in the externship.)
6. Knowing the importance of your job.
7. Not wearing proper uniforms during class sessions and clinical procedures.

OTHER COURSE POLICIES

- Students must observe the HIHTS Student Code of Ethics at all times.
- All immunizations records are needed before clinical dates.
- Cell phones are not to be activated in classroom, laboratory and healthcare facilities.
- Students should not bring children to class, laboratory and healthcare facilities.
- Students should not be chewing gum during clinical practice.

- “**ENGLISH ONLY**” in classroom, laboratory and clinical facilities.

Use of foul language in the classroom and other training facilities is strictly prohibited.

APPEARANCE

- Students must be well groomed at all times.
 - Long hair secured and off- collar.
 - Minimal face make-up and fragrance may be worn.
 - Uniform must be clean, intact and pressed.
 - Nametags should be placed at the proper location of the uniform.
 - Clean hands and fingernails short.
 - Infection Control measures includes no solid- colored fingernail polish, transparent polish is allowed.
 - Jewelry should be restricted to watch, wedding bands (no sharp stone settings) and earrings that dangle no more than ½ inch at clinical facilities.
- Tattoos, body piercing should be covered and not be exposed.

STUDENT ASSISTANCE IS AVAILABLE BY CONTACTING:

- Course Instructor
- School Administrator/Registrar - (808) 933-1295

GENERAL POLICIES

STUDENT’S RIGHTS—*Students shall have the right to receive all educational data pertinent to Training, Guidance, and Counseling.*

1. Right to obtain education records, inspect or review them.
2. Right to request an explanation or interpretation of records.
3. A training that offers the students the opportunity for inquiry and

development to become a successful phlebotomy technician.

4. A student shall have the opportunity to develop and express opinions, beliefs and values, provided such expression is not disruptive, slanderous or insubordinate.
5. A training staff that provides a positive model for student’s development.
6. The opportunity to approach Instructors and administrators with reasonable requests and questions concerning the training course.

NON-DISCRIMINATION/EQUAL OPPORTUNITY

HIHTS shall provide an equal opportunity for all students to achieve their maximum potential goal through the offered training course regardless of race, color, creed, religion, sex, ancestry, national origin, place of residence within the district, social or economic condition or handicap.

DRUGS AND ALCOHOL

Students of HIHTS are not allowed to use, distribute, possess, dispense, or be under the influence of illegal drugs and alcohol as prohibited by State and Federal law.

SMOKING

Smoking is prohibited in any of the training rooms, laboratory, restrooms and other covered areas of the training facility. Smoking area is provided outside the facility.

SEXUAL HARASSMENT

Students of HIHTS are expected to treat one another and staff members with respect, regardless of gender, race, color or creed, religion, socio-economic status, national origin or sexual orientation. Touching of a sexual nature, gender based or racial comments, name calling or jokes by students are not tolerated on training facility or while involved in any training practice or activity. Such nature of harassment shall be reported to the School Management.

VIOLENCE

HIHTS believes in encouraging a safe work environment, and will not tolerate verbal or physical intimidation, harassment, threats or bullying toward any student. Any student who believes that the actions or words of another student (includes HIHTS staff, Instructors) constitute

physical harm, property damage, or intimidation, harassment, bullying or a threat of violence should report it as soon as possible to the school administration. All complaints of intimidation, harassment, bullying or threats of violence will be investigated promptly and will be kept confidential to the extent possible. Any student who is found after appropriate investigation to have engaged in any intimidation, harassment, bullying, or threats of violence to another student will be subject to dismissal. HIHTS may also direct student to possible referral and support groups.

We prohibit retaliation against any student who has made a good-faith complaint of intimidation, harassment, bullying or threat of violence or who has cooperated with or been a witness during the investigation of such complaint.

GRIEVANCE PROCEDURE

- If a student believes that HIHTS instructors/Trainer has failed to meet any of its responsibilities or has acted arbitrarily to meet any of its responsibilities, the student may initiate action as a remedy.
- Grievant shall attempt to resolve the problem with HIHTS Instructor or Trainer who is involved.
- If a student failed to attempt to resolve the problem with his/her instructor, the grievant shall prepare a formal complaint in writing addressed to the School Administrator.
- School Administrator will meet separately with Grievant and the Instructor or may meet both parties if they agree in a joint discussion of the complaint.
- Within seven (7) working days of receipt of the formal complaint, the School Administrator shall complete, and notify in writing the Grievant and Instructor of the decision.
- Failing to achieve a satisfactory solution in the above procedure, Grievant may file an appeal in writing to HIHTS Grievance Committee. Filing must be done within seven (7) working days after the Grievant has been notified to the decision or action.
- Findings and decisions of the HIHTS Grievance Committee

are final.

The Grievance Committee has the authority to execute all remedies specified in the decision.

HIHTS STUDENT'S CODE OF ETHICS

1. Respect the rights and dignity of all individuals.
2. Treat one another with respect regardless of gender, race or creed.
3. Comply with all laws, regulations, and standard governing the practice of health information management.
4. Protect the confidentiality and security of health records and health information.
5. Truthfully and accurately represent professional training, education, and experience.
6. Adhere to the mission, vision and values of the Institute.
7. Strive for professional excellence through self-assessment and continuing education.
8. Share accurate and timely information with other students to ensure effective class participation.
9. Practice confidential and ethical health information management system utilization. Health Insurance Portability and Accountability Act of 1996 (HIPAA).
10. Avoid conflicts of interest in the performance of professional responsibility.
11. Learn and practice Excellence with effective professional Leadership, exceptional, and ethical care, with the highest standard of professional Integrity.

BALANCE DUES:

All balances are due on or before the last week of the

course. Services such as Final exams, Clinicals, Externship and Graduation will be withheld if not paid.

Mail application at:
Hawaii Institute of Healthcare & Training Services
(HIHTS)
PO Box 395
Hilo, Hawaii 96721
Email: hihts@live.com
Website: www.hihts.us

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