



## **PORT CITY PHLEBOTOMY TRAINING CENTER LLC**

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# **Course Catalog**

## **Volume I**

## **School Year 2025**

**Published January 1, 2025**

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### **Mission:**

Our mission of Port City Phlebotomy Training Center LLC is to provide a high standard of teaching and learning opportunities to our students in a compassionate, respectful, and ethical manner. We provide our students with the relevant knowledge, skills and training they need to meet their career goals and become a certified phlebotomist. There is a great demand in the medical field and we will continuously improve our programs and processes including our teaching and learning environment. By achieving this, our graduates will be confident, competent, and compassionate phlebotomy technicians serving the healthcare community proudly.

### **Approvals:**

Our Phlebotomy Technician Program is approved by the North Carolina State Board of Community Colleges to operate. The North Carolina State Board of Community Colleges is not an accrediting agency.

## **Description of Facility:**

Class and lab will be conducted in the Port City Phlebotomy Training Center LLC Building located 3908 Market Street Suite 102 Wilmington, NC 28403. The classroom space is equipped with desks to accommodate 12 students comfortably with adequate lightening and atmosphere conducive to learning and testing. The classroom contains a dry-erase, white board, TV screen and reference materials for instruction and student use. The Lab area is complete with the equipment and supplies normally found in a lab setting as well as those items needed for skill instruction, practice, and return demonstration.

### Phlebotomy layout of lab

- Phlebotomy chair(s)
- Manikin Arm(s)
- Carts(s)
- Collection Tubes(s)
- Chair(s)
- Sharps Container(s)
- Centrifuge
- Other furniture or materials, etc.
- IV Pole(s)
- Nearby Sink(s) with hot and cold running
- Storage Cabinet

## **Program Administrator: Patricia Branham**

Email: [portcityphlebotomy@gmail.com](mailto:portcityphlebotomy@gmail.com)

Number: 910-742-0025

Office Hours: Monday-Friday 12noon to 4:00pm

## **Faculty/Instructors**

Patricia Branham AS, NHA  
CPT Instructor

Kimberly L Coulter, ASCP  
CPT Instructor

## **Programs Offered**

### **Phlebotomy Technician**

#### **Course Description:**

This program is designed to provide students with the knowledge and skills that is required to become a Phlebotomy Technician. The Phlebotomy Technician program educates students to collect, process and properly transport laboratory specimen, correctly label specimens, identify pre-analytical error, and clinical procedures under the supervision of a Physician, Nurse Practitioner or Laboratory Management. Phlebotomy Technicians typically work in conjunction with clinical laboratory personnel and other healthcare providers in clinics or other healthcare facilities. They also may work within the hospital, private physician offices, etc. Through classroom work and skills lab training, students learn to collect blood specimens by venipuncture, finger sticks, heel sticks. Students do not need to leave the school and attend any other location for this portion of the course. This course is 96 hours of instruction. Upon successful completion, all students will be given the opportunity to sit for the National Certification Exam with National Healthcareer Association (NHA).

Phlebotomy Technician can work in the following areas:

- Private practices
- Outpatient Care Facilities
- Primary Care Offices
- VA clinics/hospitals
- Mobile Clinics
- Paramedical examiners
- Laboratories
- Donation Center

#### **Program Objectives:**

- Students will be prepared to care for patients in an array of clinical atmospheres included but not limited to, clinic, urgent care, laboratories, or doctors' offices.
- Student will be able to identify and observe legal and ethical behavior.
- Student will be engaged in proper infection control procedures.
- Student will be able to demonstrate ability to conduct successful blood draws.

- Student will be able to identify medical emergencies and how to respond effectively.
- Student will be able to sit for the national certification exam with National Healthcareer Association (NHA) for any of the following certification: Certified Phlebotomy Technicians (CPT)

## **Program Hours**

This program is 96 clock hours with 56 hours in classroom and 40 hours in lab. This program is measured in clock hours. **Clock hour defined:** One clock hour of instruction is equal to sixty (60) minutes.

DAY COURSE: TBD

EVENING COURSE:

Monday-Thursday 5:00pm-10:00pm & Friday 5:00pm-9:00pm

## **Teaching Methods:**

Instruction for this course will include lectures, PowerPoint presentations, case studies, videos, clinical skills, instructor demonstration, return demonstration, interactive games, and role play.

## **Required Books**

Hartman's Student Textbook -Complete Guide for the Phlebotomy Technician Second Edition, 2024  
ISBN-978-1-60425-165-4

Hartman's Student Workbook- Complete Guide for the Phlebotomy Technician Second Edition, 2024  
ISBN-978-1-60425-166-1

## **Admission Requirements**

Admission to Port City Phlebotomy Training Center LLC is open to all on a first come first served basis. No person shall be discriminated on the basis of race, color, creed, religion, age, sex, national origin, sexual preference, payment source or physical disability status, except where age or physical disabilities are found to be a bona fide occupational qualification

All prospective applicants must complete and apply online or in the office no later than five days prior to the first day of class. Enrollment day is on or before the first day of each session.

Prospective students must be 18 years or older before graduation or completion of the program and must show proof of:

- High School Diploma Transcript, High School Equivalency Transcript, GED
- Submit a completed admission application and enrollment agreement
- Non-refundable registration fee \$100.00
- Government issued ID with picture and signature
- Social Security Card

\*\*\*\*Port City Phlebotomy does not grant any credit for previous education training.

\*\*\*\*Background check disclaimer- Prior to obtaining a job in the work force, the applicant may have to pass a background screening. Please note certain backgrounds may prohibit employment.

## **Acceptance**

Each student will be notified via email of their registration confirmation and acceptance.

## **Tuition Fees**

Tuition - \$1150 Registration Fee-\$100

Textbook & Workbook - \$60(Included in Tuition)

ID - \$5(Included in Tuition)

National Exam Study Guide - \$85(Included in Tuition)

National Exam - \$129(Included in Tuition)

**Total Tuition Cost: \$1250**

Students can pay by PayPal, credit card, cash or certified funds. No Personal checks accepted.  
Payments are due in full prior to the first day of class.

## **Enrollment Periods**

Enrollment periods are 5 calendar days prior to the first day of classes for each program.

## Class Schedule

Phlebotomy Day Classes: TBD

### Phlebotomy Evening Classes:

First Day of Class	Mid Term	Last Day of Class	Classroom Make-Up Day	Lab Make-Up Day
2/17/2025	3/3/2025	3/14/2025	3/17/2025	3/18/2025
3/24/2025	4/7/2025	4/18/2025	4/21/2025	4/22/2025
4/28/2025	5/12/2025	5/23/2025	5/27/2025	5/28/2025
6/2/2025	6/16/2025	6/27/2025	6/30/2025	7/1/2025
7/7/2025	7/21/2025	8/1/2025	8/4/2025	8/5/2025
8/11/2025	8/25/2025	9/8/2025	9/9/2025	9/10/2025
9/15/2025	9/29/2025	10/10/2025	10/13/2025	10/14/2025
10/20/2025	11/3/2025	11/17/2025	11/18/2025	11/19/2025
11/24/2025	12/10/2025	12/23/2025	12/24/2025	12/25/2025

***Port City Phlebotomy Training School will hold no class on the following holidays and will observe the following***

- ☐ New Year's Day (1<sup>st</sup> of January)
- ☐ Martin Luther King (3<sup>rd</sup> Monday in January)
- ☐ Memorial Day (last Monday in May)
- ☐ Independence Day (4<sup>th</sup> of July)
- ☐ Labor Day (1<sup>st</sup> Monday in September)
- ☐ Thanksgiving Day (last Thursday in November)
- ☐ Christmas Day (December 25<sup>th</sup>)

## **Attendance**

### **Leave**

Port City Phlebotomy Training Center LLC does not authorize or approve any leave of absence.

**Absences will be made up, documented, and maintained in the student file for the student to complete the Phlebotomy Program.**

### **Late Arrivals/Early Departures**

Excessive tardiness and/or leaving class early will be grounds for dismissal. If a student is more than 10 minutes late for class or leaves 10 minutes or more before class is over it is counted as a tardy or early departure. Two (2) late arrivals or early departures equates to one (1) absence. After two (2) or more days of absences the student will be terminated from the program.

### **Make-Up Work**

All missed classroom and laboratory time must be made up for the student to complete the program. It is the student's responsibility, to attend the predesignated make-up day. If you are unable to make-up the c day on the pre-assigned date, it is the discretion of the instructor to choose another make-up day at their convenience.

## **Class Cancellation**

Port City Phlebotomy Training Center LLC reserves the right to cancel classes due to insufficient number of students enrolled in class.

## **Interruptions for Unsatisfactory Attendance**

Student who has unsatisfactory attendance record will be dropped from the program. Unsatisfactory attendance includes missing more than 8 hours of classroom, including lab hours or a total of four (4) lates or four (4) early departures from class or laboratory.

## **Student Responsibility**

Each student is responsible for the completion of the academic program in which the student is enrolled. The student must understand all of the requirements for the program, including unacceptable behaviors and the minimum grades required to graduate from the program. The student must complete all required hours for the program in order to successfully complete the program, graduate and take the state exam.

## **Emergencies and Natural Disasters**

In the event of an emergency, inclement weather, such as ice, sleet, flooding or any other natural weather or local disaster, the school will notify students of any class delay or cancellation via email.

When class is delayed, the time must be made up prior to the completion of course. Course make up dates are predesignated on the course calendar. Please see course calendar above. However, in the event of multiple emergencies or inclement weather issues every effort will be made to arrange with students for a common make up day. This may result in the student finishing class with the next scheduled class.



## Refund Policy

- A 100% refund will be issued if a student withdraws in writing before the first day of class or the school cancels the class.
- A 75% refund shall be made if the student withdraws in writing within the first 25% of the period of enrollment for which the student was charged, Registration fee is non- refundable.
- No refund will be issued to students withdrawing from the program after 25% of the program has been completed.
- To comply with the applicable federal regulations regarding funds; federal regulations regarding refunds will supersede state refund regulations in this rule.

No refunds in any circumstance will be issued to a student who was made to drop due to misconduct or poor progress at any point during the program.

## Grades and Academic Standards

Grades evaluation will be separate for classroom and lab. Classroom evaluation will consist of 5 tests and a final exam. The class grade will be the average of all tests and the final exam. Lab practice and clinical will be a Pass/Fail system based on performance observation by the instructor. Student must receive an overall course grade of 75% in order to pass the course and receive a certificate of completion to take the state exam to become a certified phlebotomy technician.

Numerical Grade	Letter Grade	Grade Point
100-90	A	4.0
89-80	B	3.0
79-70	C	2.0
69-60	D	1.0
Below 60	F	0.0
Incomplete	I	0.0
Withdraw	W	0.0

## Satisfactory Progress

To remain in good standing and receive a certificate of completion, students must maintain at least a minimum grade point average of 2.00. Students will receive written notification of their progress at the midpoint (after 48 hours of instruction) and end of the course (the second to last day of the course).

Written numeric grade report will be given to the student for the classroom portion of the course and progress in lab and class will be provided separately. A student who is not making satisfactory progress at the midpoint will be placed on academic probation for the remainder of the progress evaluation period. The school program coordinator will counsel the student placed on probation prior to the student returning to class. The date, action taken, and terms of probation will be clearly indicated in the student's permanent file. If the student does not achieve the probationary standards set forth, the student will not be able to pass the course.

Students who fail the course will be able to re-enroll one additional time in an attempt to take the course or any other course offerings. If a student enrolls twice and fails both times, the student will not be able to re-enroll into Port City Phlebotomy Training School. A student whose enrollment was terminated for unsatisfactory progress may re-enroll after a minimum of one period. A student who returns after termination of enrollment for unsatisfactory progress will be placed on academic probation for the next grading period. The student will be advised of this action, and it will be documented in the student's file. If the student does not demonstrate satisfactory progress at the end of this probationary period, the student's enrollment will be terminated.

## **Re-entrance for Students Dismissed for Unsatisfactory Grades or Progress**

Students who withdrew or were dismissed from the program for unsatisfactory progress will have the opportunity to re-enter the program after consultation with the Program Director. To be considered are:

- a. Past history of student's performance
- b. Evidence of potential for successful performance
  - c. Extent to which extenuating circumstances affected student's performance and whether these circumstances have been removed.
- d. Available space and resources

***Note: Upon re-entry, the student will be required to re-pay all tuition and fees except books if re-entry is within 6 months. Tuition and fees paid previously will not be applied to future classes unless they meet the requirements of the Tuition Refund Policy.***

## **Course Withdrawal**

It is the student's responsibility to obtain a withdrawal form, present it to the program director for completion, and submit the completed form to the Program Director's Office. The official date of withdrawal is the date the completed withdrawal form is received by the Program Director's office. The official date of the withdrawal will be used in determining tuition refund eligibility according to the tuition refund policy. Students who do not complete the withdrawal form, notify the school of departure, or fail to inform the school of absences after the allowed missed time, will be considered dropped from the selected program and all other rules regarding the tuition policy will apply.

## **School Policy Regarding Student Conduct**

Student may be terminated from the program if they violate any policies or conduct rules. Student who are terminated for violation of these policies will not be eligible for re-enrollment. Some reasons for termination include but are not limited to:

- Theft of supplies from the school whether it be from the school or another student. Theft of any kind will NOT be tolerated.
- Destruction of school property or another student's property.
- Engaging in disruptive behavior, including foul language, horse play or creating a disturbance in class or campus.
- Falsifying any documents related to enrollment, educational documents or resident records.
- Engaging in unsafe care related to patient safety or the safety of other students will not be tolerated.
- Posting inappropriate content, graphics and verbiage to social media while in the program that undermines the rights/ beliefs of patients or that is considered undesirable/ inappropriate in general.
- The use, sale, or possession of alcohol, drugs or controlled substances or being under the influence of alcohol or drugs on campus.
- Student refusal or failure to follow direct instructions from course instructors will not be tolerated.
- Possession of weapons such as of guns, knives, explosives or other weapons on campus.
- Student are not allowed to use electronic devices while in the lab or in the classroom.
- Plagiarism or academic dishonesty.
- Students engaging in HIPAA Health Insurance Portability Accountability Act (HIPAA) violations.
- Students engaging in harassment be it sexual, racial or cultural will not be tolerated on campus.

## **Sexual Harassment Defined**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
  - b. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or
  - c. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- Reenrollment after dismissal/ termination for any violation of student conduct is not allowed.

## **Transcript**

Upon graduation from the program, students will receive a copy of their transcript free of charge. Student who would like an additional transcript must submit a written request to the Program Director along with a fee of \$10 to receive an official copy of their program transcript.

## **Dress Code**

- Students must wear black scrubs to lab and classroom settings. A school issued ID badge must be worn daily. Non-adherence to school uniform requirements while in class is grounds for probation. This includes proper scrub colors, uniform free of wrinkles, free of offensive odors, artificial nails, etc.

## **Job Placement Assistance Policy**

Port City Phlebotomy Training Center LLC will provide students with job leads and referrals upon graduation. Port City Phlebotomy Training Center LLC does not provide job placement assistance and does not promise students job placement after graduation

## **Grievances/Complaints**

Student complaints are defined as any student concern regarding the school programs, services or staff. A student who has a concern about a school-related issue is encouraged to submit a grievance form to the Program Director for resolution as soon as possible. The Program Director will schedule a meeting with all involved parties within 48 business hours of student filing. If needed an investigation will be conducted by the administrator and Program Director with final finding to be delivered to the student within 5 business days of the student initial complaint filing.

## **Student Acknowledgements**

This School Catalog, together with policies, procedures, the student handbook and other published documents, shall constitute the entire agreement between Student and Port City Phlebotomy Training Center LLC. I understand and agree that these written documents supersede any prior or oral or written statements and may not be modified without the written agreement of the Program Director.

I have received or read a copy of Port City Phlebotomy Training Center LLC current School Catalog, the provisions of which I accept including, without limitation, its grounds for termination. I have read and understand all provisions of this Agreement. I understand that my enrollment and Port City Phlebotomy Training Center LLC obligations under this Agreement (except the Refund Policy and Cancellation Policy sections above) may be terminated by Port City Phlebotomy Training Center LLC if I fail to comply with the attendance, conduct, academic, and/or financial requirements. By signing below, I confirm my agreement to the terms and conditions outlined on all pages of this School Catalog.

X \_\_\_\_\_  
Student's Signature Date

X \_\_\_\_\_  
Student's Printed Name