



**Allied Healthcare Training Institute**

# **Phlebotomy Program**



## **Information Packet**

**For further information and questions, please contact our Receptionist:**

**Phone: (571) 989-2204**

**17865 Main Street  
Suite B  
Dumfries, VA 22026**

*Thank you for your interest in Allied Healthcare Training Institute's Phlebotomy program.*



# Allied Healthcare Training Institute

## Phlebotomy Fast Track Program

### JOB DESCRIPTION

A Phlebotomy Technician is an integral member of the medical laboratory team whose primary function is the collection of blood samples from patients by venipuncture or micro techniques. The phlebotomy technician facilitates the collection and transportation of laboratory specimens and is often the patients only contact with the medical laboratory. The need to assure quality and patient safety mandates strict professional behavior and standards of practice for these practitioners.

#### Specific Duties Include:

- Correct identification of patients prior to sample collection
- Collection of appropriate amounts of blood by venipuncture or dermal puncture
- Selection of appropriate specimen containers for specified tests
- Correct labeling of specimens with required information
- Appropriate transportation of specimens in a timely manner
- Professional interaction with patients and clinic personnel (soft skills)
- Processing of specimens for delivery to appropriate laboratory departments
- Maintenance of records manually and electronically
- Compliance with all safety regulations
- Maintenance of professional updates
- Professionalism in appearance and conduct

### WORKPLACE

Phlebotomists work under the supervision of a medical laboratory technician, medical technologist, physician, or other individual with an advanced degree in biomedical or related sciences. Employment tends to be in hospital laboratories, veterinary laboratories, multi-physician clinics, doctors' offices, health department laboratories, reference laboratories, insurance companies, and specialized clinics.

### SKILL REQUIREMENTS

Phlebotomists must have fine motor coordination, clear speech, normal hearing, and good visual acuity to distinguish colors. They must be able to use both hands and have legible handwriting. Must be able to lift a minimum of 25 pounds, stooping, and bending is necessary. The phlebotomist must be able to move readily from one location to another in the workplace. The phlebotomist must have good verbal and written communication skills. The phlebotomist must be friendly and on time, with a positive attitude. They must be accountable for their work and actions, be able to resolve conflicts, be professional, flexible, and be a positive role model/mentor for new employees.



# Allied Healthcare Training Institute

## PROGRAM OVERVIEW

### Program Goals

The goals of this program provide qualified students with the knowledge, skills and attitudes required for them to demonstrate entry level competence in the multiple tasks and duties of a Phlebotomy Technician as defined by the American Medical Technology Council. These goals include to: (1) serve the profession by providing skilled, professional phlebotomists, (2) serve the patient by providing excellence in care, (3) serve the student by providing quality training in a satisfying career, and (4) to serve the School by providing a program that contributes to its mission.

### Program Objective

The Nursing and Allied Health Programs at Allied Healthcare Training Institute are designed to provide participants with a cost effective, flexible, state-of-the-art program that will enable the student to experience maximum success in the workplace.

### Program Description

Phlebotomy Technician program is designed to teach the knowledge in technical and procedural aspects of basic phlebotomy, including collection of blood specimens and venipuncture required to become a Phlebotomy technician. The Phlebotomy Technician program includes theory and hands-on instruction. The program will teach students the concepts of Introduction to Phlebotomy & Infection Control, Legal Issues in Healthcare, Introduction to Human Anatomy & Physiology, Phlebotomy Equipment & Supplies, Phlebotomy Procedures, and Phlebotomy Fundamental Essentials. This program is designed for learner's who want to advance their career or interested in starting a career in the medical field to become a phlebotomy technician. This is a comprehensive 80-hour program.

### Prerequisites for the Program

1. Proof individual is at least 18 years or older
2. High School Diploma or GED
3. The payment of registration fee and arrangements to pay tuition.
4. Signed admissions application and signed enrollment agreement.
5. All applicants must be able to speak, read, and understand English

### Graduation Requirements

Students who successfully complete any of Allied Healthcare Training Institute Programs will be awarded a Certificate of Achievement in the program of study



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## Externships

This program requires the student to complete a unpaid externship in an accredited lab and under the supervision of a Certified Phlebotomy Technician or Medical Technologist.

## Completion Criteria

Successful completion of the course requires that the student meet the following criteria:

- A. **Attendance:** Student must attend a minimum of 90% of all scheduled classroom time.
- B. **Demonstration mastery in the program competencies.** Students will receive a syllabus with these course competencies at the beginning of each course. Instruction will be developed to train students to achieve the course competencies. Students will be evaluated on their achievement of these competencies.
- C. Achieve additional requirements defined by the instructor.
- D. Successfully complete the required courses and unpaid externship.

A Certificate of Completion will be issued upon successful completion of all courses or the program. School transcripts may be requested from the admissions office as proof of individual course completions.

## Job Outlook

Employment of phlebotomists is projected to grow 25 percent from 2016 to 2026, much faster than the average for all occupations. Hospitals, diagnostic laboratories, blood donor centers, and other locations will need phlebotomists to perform bloodwork.

**Note:** All Occupations includes all occupations in the U.S. Economy. **Source:** U.S. Bureau of Labor Statistics, Employment Projections program

## National Certification

Certification means that a person has passed a national examination based on national standards for a profession; in this case, Phlebotomy Technicians. Certification is an indication to the employer that the candidates have mastered nationally approved skills. Certified Phlebotomists tend to have greater job opportunities and wages. To become a Certified Phlebotomy Technician, the candidate must pass a national examination. The Nursing and Allied Health Professions Programs at Allied Healthcare Training Institute educate participants with nationally approved curriculum standards. Graduates may sit for national certification exams upon completion of this program.



# Allied Healthcare Training Institute

There are several organizations that provide national certification examinations for phlebotomists. Requirements to sit for the examinations vary among organizations, as do the schedule for administration and the cost. Specific information regarding the examination should be requested by contacting the organization directly.

**Official transcripts should be sent to:**

Allied Healthcare Training Institute  
Attention: Admission Department  
17865 Main Street  
Suite B  
Dumfries, VA 22023

**If you have any questions please contact:**

**Allied Health Program: (571) 989-2204**