



PhlebHub Institute of  
Professional Development  
Catalog Volume 2, Edition  
1. Effective Dates:  
10/31/2023-05/23/2030

Phleb Hub, LLC



## Preface

Welcome to PhlebHub Institute of Professional Development! We are so excited that you have selected us on your exciting journey to become a phlebotomist. The field of phlebotomy is filled with excitement and much responsibility. There are approximately 300,000 practitioners of medical laboratory science in the United States. Since the development of this career group in the 1920s, the medical laboratory science professional has played an increasingly vital role in the diagnosis and prevention of disease. Today, the phlebotomist is a key member of this health care team. Your role as a phlebotomist will impact patient's lives. Laboratory tests are among the most important and pervasive aspects of modern medicine.

*Our Mission:* Phleb Hub LLC., known and operating as PhlebHub Institute of Professional Development, has a focused mission to develop phlebotomy professionals to have a positive impact on both patients and lives of our students. Our objective is to train, develop and assist in placing medical professionals to better serve patients and the community.



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## Acknowledgement of Receipt

Each prospective student shall be provided a written copy, or shall have access to an electronic copy, of the institution's catalog prior to enrollment or the collection of any tuition, fees, or other charges.

Each institution licensed in Florida and wishing to offer nontraditional programs or courses shall comply with all requirements of rules 6E-1.0032 and 6E-2.004, F.A.C., and in addition shall publish information in the catalog, whether printed or electronic. This catalog will be available to each student as an online reference, and will be provided to each student during the admission.

Phleb Hub, LLC, will provide each student with a hard copy and access to an electronic copy as per standards outlined in Florida Rule – 6E-1.0032(6), F.A.C.

An electronic Copy of the Student Catalog will be available on school's website, [www.phlebhub.com](http://www.phlebhub.com) platform, student's resources tab.

OR

Hard Copy of the Student Catalog will be mailed via US Mail one week prior to enrollment or collection of tuition.

Phleb Hub LLC., will provide each student with a hard copy as access to an electronic copy as per standards outlined in **Rule - 6E-2.004(11)(b), F.A.C**

An electronic Copy of the Student Catalog will be available on school's website platform, student's resources tab.

OR

Electronic Copy of the Student Catalog will be e-mailed via US Mail upon enrollment or collection of tuition.



Phleb Hub LLC., will electronically capture receipt of catalog by student acknowledging receipt. The hard copy documentation of receipt is exemplified on the following page:

## **Student Acknowledgement of Receipt**

PhlebHub Institute of Professional Development Catalog

Volume 1, Edition 1.

Effective Date: October 31, 2023

Student Signature that catalog was received: \_\_\_\_\_

Date: \_\_\_\_\_



## **PhlebHub Institute of Professional Development Administration**

The below is a statement of legal control which includes the names of the trustees, directors, and officers of the corporation as indicated below.

**PhlebHub Institute of Professional Development** is a training program is controlled and operated by the officers of Phleb Hub Limited Liability Corporation; these same individuals are administrators of the program.

Officers of the Corporation:

Walter Dusseldorp

Irina Beyderman

Institution Contact Information:

**Name: PhlebHub Institute of Professional Development**

**Address: 4532 Tamiami Trail E,**

**Suite 303**

**Naples, Florida, 34112**

**Telephone Number: +1 (646) 208-5217**



## Mission Statement

**Mission Statement and Purpose:** Phleb Hub LLC., known and operating as PhlebHub Institute of Professional Development has a focused mission to develop phlebotomy professionals to have a positive impact on both patients and lives of our students. Our objective is to train, develop and assist in placing medical professionals to better serve patients and the community.



## **Educational Program**

**Educational Program:** Consecutive order of successful module completion will move student from one class to another in the order listed below. The courses are available to all admitted students based on the established admission criteria. The students will progress from one class to another based on the passing of the subject matter by getting at least 70.0% on the end of module quiz. The student who does not meet the pre-requisite criteria to move in the chronological order will have three chances to retake the module & its' quiz. Students who scored 70.0% and lower after 3 attempts, will be provided with access to additional support from the instructors, Social Worker and Educational Coach. All classes will be presented in English.

### **Curriculum and Course List:**

**Phlebotomy Fundamentals**

**Safety and Compliance**

**Patient Preparation**

**Routine Blood Collections**

**Special Collections**

**Processing**

**Focus on Phlebotomy**

**Anatomy and Physiology**

**Health Assistant**

**Basic Life Support**



## Grading Process

Course and program completion will be based on the quiz each Class Module that is part of the program curriculum: All modules have a final quiz that a student must receive at least 80.0% to pass, student will be granted 3 attempts for each module quiz. This program is designed for you to be successful. It will require you to act responsibly. All grading and evaluation are based on your successful completion of all competencies in all program courses/modules. Students must pass all courses with a minimum grade of "70". Students may repeat a course three times before dismissal from the program.

(90 to 100%) and you have met all course competencies A

(80 to 89%) and you have met all course competencies B

(70 to 80%) and you have met all course competencies C

Grade below 70% does **not** allow the student to progress to the next module or complete the program. Educational support and coaching will be available to assist students to retake the module.



## Administrators / Faculty List

### The names and titles of all full-time and part-time administrators/faculty:

- Walter Dusseldorp: Full Time Administrator
  - Degrees Held: BS, MBA, EMT-Paramedic.
  - Institutions awarded the degrees: Pace University
- Irina Esther Beyderman: Full Time Administrator
  - Degrees Held: BA, LCSW, MBA, RN.
  - Institutions awarded the degrees: Stern College, Hunter College, King Business School, Florida Career College
- Steven Minear: Chief Education Officer/Faculty
  - Degrees Held: BS, MD
  - Institutions awarded the degrees: Emory University, Stanford Medical School.



## Support Services

### **Description of the nature and extent of student services offered:**

We are committed to students' success, growth and development. We offer academic advisement by our clinical personnel and counseling by a licensed clinical social worker and/or referral to available community resources. Our Social Worker will provide counseling in areas of academic achievement and personal development. Assist students in discussion of strengths and interests that may help them with career decisions or area of practice.

**Student will remain as part of PhlebHub Alumni with access to learning modules, lectures, and professional development for those interested in pursuing a management position.**

PhlebHub Facilities are in compliance time following standards;

PhlebHub will provide an open floor plan class room facilitating up to 10 students at the time allowing for ease of use, movement, conducive to a positive learning environment

Our classroom and practicing space is designed as an open floor plan allowing for maximum flexibility of space. Chairs/Tables and access to internet will be available to all students during classroom hours. The classroom can be converted to a realistic patient service center to simulate scenarios and role play. Our class size is intentionally kept small to maximize individualized learning and support.

4532 Tamiami Trail E, Suite 303, Naples, FL 34112. It is in a commercial office building in Collier County. The building has been inspected by the city for the purposes of this application. It was found to be compliant with all relevant safety and health standards.

PhlebHub will maintain adequate PAR levels of supplies to ensure continuation of services for two weeks if there's a disruption in the supply chain.



## Distance Learning

PhlebHub Institute of Professional Development includes distance education and thus will include information herein as specified by **subsection 6E-2.0041(10), F.A.C.** PhlebHub Institute of Professional Development has designed its curriculum with an adult working learner in mind. Students will be assigned to cohorts allowing students and coaches to develop deep relationships as students' progress through the curriculum. Each cohort will meet weekly for an in classroom learning and practicum session supported by online learning modules. All Students will have access to additional learning opportunities including but not limited to learning to lead, problem-solve, team building and crisis communications.

The nontraditional curriculum will be delivered to each student via the nha.com platform. The curriculum designed will support each student with engagement surveys, assignments, quizzes and examples. Classes will be offered either live and/or on-demand. The communication board will be utilized to form a student community to discuss related issues, problems, and a way to connect students and instructors in a virtual venue. The designed platform will deliver in-depth progress tracking and will report to the student and instructor student's progress and will award certificates to validate their effort.

Each student lesson, project, examination, or quiz is evaluated by qualified instructors, and the instructor's response to or evaluation of each is sent to the student within a reasonable time of 3 business days, or as individually disclosed to the student. Student's Progress reports are available on NHA platform

The lesson plan for each module includes the following:

1. High-Level overview of the chapter via video
2. How to use the website
3. Chapters to support the learning module
  - a. PPT with voice-over lecture
  - b. Reflection on materials
  - c. Reinforcement of learning
4. Module Quiz

Security of the students' learning will be provided by nha.com platform which provides robust 24/7 monitoring, safe and reliable cloud hosting and includes SSL certificates.



**Library and other learning resources:** Virtual Library is readily available to the schools' students on our website under the tab "Resource Library".



## Laboratory Experience/Externship

Part of the educational training is to learn to correctly and safely perform a venipuncture procedure. It is imperative for the student to understand what they need to do to protect themselves, and the patients they will help, post completion of the training. Safety and accuracy are essential skills for phlebotomists. These skills will be taught to students in content provided in the *Safety and Compliance module, Routine Blood Collections* and *Special Collection!* learning modules which will provide audio and video presentations to assist students in learning the required skills. In addition, in-person instructions will be offered to students on weekly basis. In-person learning Instructions will be provided in a fully stocked simulation lab. Simulation space is designed to provide immersive learning experience for our students to be able to practice the skills needed during real-life scenarios. Outside of classroom tutoring support options will be offered by licensed EMT-Paramedic, RN, or MD, as deemed necessary.

To assist students in needed clinical experience we have partnered with Project Access Foundation , 800 Biscayne Blvd, Miami, FL 33138. Project Access Foundation is a community-based organization providing access to medical care in Miami-Dade and Broward counties. Our externship site offers general primary care with specialization in comprehensive HIV prevention. The organization also provides linkage to medical, behavioural health treatment and other clinical services. At the externship location the student will be assisted and supervised by the Phlebotomy Instructor who will evaluate the competency outcomes. Student must complete mandatory 40 hours of clinical experience at the externship location.

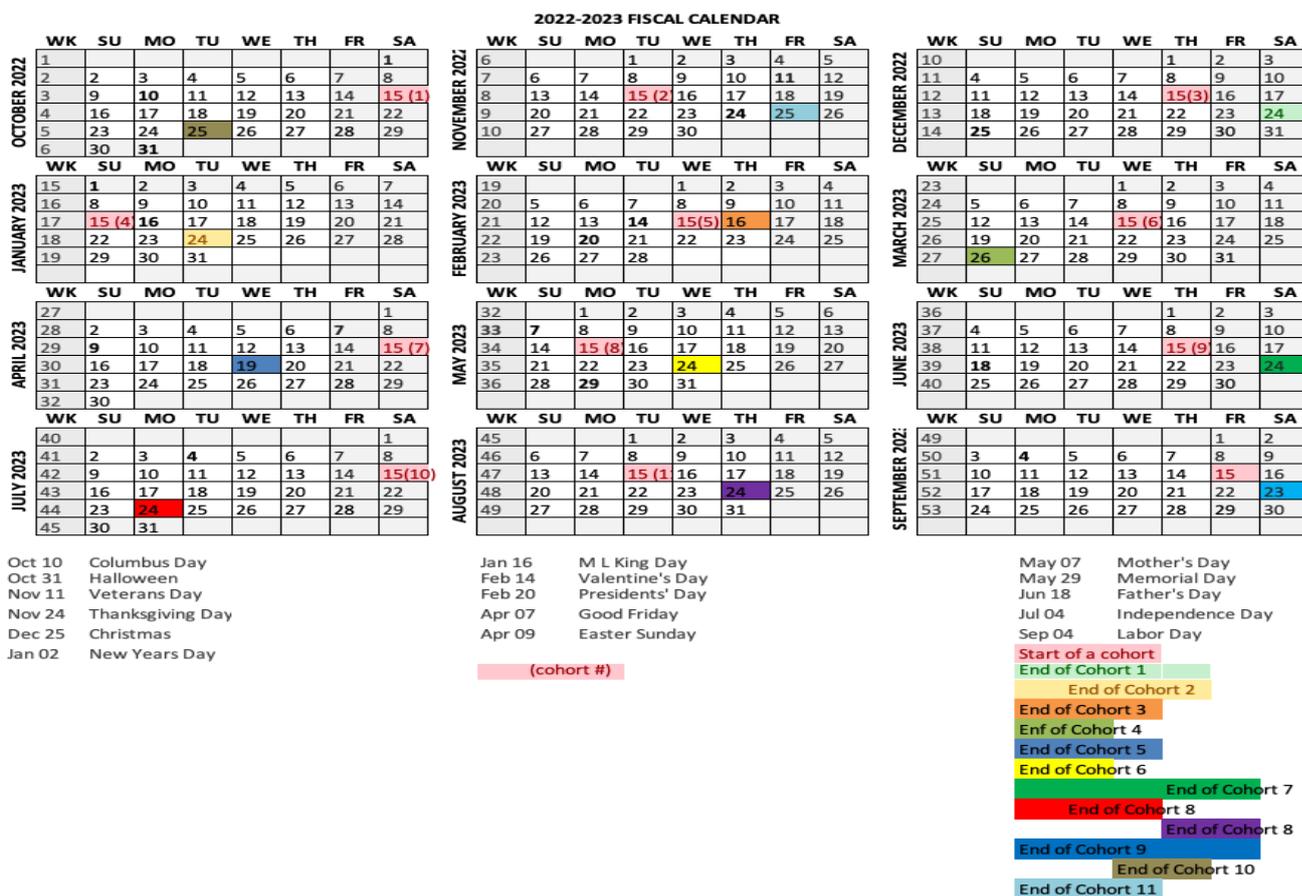
To add to the clinical expertise and comprehensive learning environment, students will practice on artificial, simulation arms that are realistic in quality, look, and feel. The IV-training arm helps students practice and perfect the blood draw, venipuncture, phlebotomy and IV skills before working on live patients. The skin on the phlebotomy simulation arms automatically reseal after each needle puncture.



# Academic Calendar

For cohort students groups: A 11-week cohort will initiate on the 15<sup>th</sup> of every month, adjusted based on demand. From a beginning of a cohort online support and module availability will be on 24 hours basis. Coaching, tutoring and career and life support services will be based on business hours of operations and availability of a needed service. School business hours (Monday to Friday 8 am to 6 pm) will be affected by the legal holidays, but distance learning modules will be available to students on the ongoing basis. Registration deadline: 48 hours prior to start of a cohort on the 15<sup>th</sup> of every month.

**Each Cohort includes 40 hours of Externship, hands-on practicum at a clinical rotation site.**



\*Graduation Date: Completion of all cohorts with a minimal grade of 70% + passage of externship experience will deem the student ready for graduation. Refer to page 19



## **Licensure and Accreditation Status:**

**Additional information regarding the institution, if licensed, may be obtained by contacting the Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number (888)224-6684**

PhlebHub is proud to be an accredited school through the Florida Commission of Independent Education, ensuring that our programs meet the highest standards of quality and accountability. Additionally, we are certified through the NHA (National Healthcareer Association) a recognized authority in the healthcare industry.



## Fee Schedule

A detailed description of the charges for tuition, fees, books, supplies, tools, equipment, student activities, service charges, rentals, deposits and any other applicable charges is provided below. All nonrefundable charges shall be clearly indicated as such:

<b>PROGRAM COST:</b>	
Tuition	<u>Full Tuition:</u> <u>\$799</u>
Fees	<u>\$150</u>
Any Other Costs	
<b>Total Program Cost</b>	<u>\$949</u>

\*\*Student is responsible for cost incurred related to travel to/from clinical rotation site.

\*\*\* As per regulation, Phlebotomy Institute of Professional Development will not exceed the maximum of \$150 nonrefundable to student



## **Transferability of Credits**

If the student wishes to terminate the program and transfer the credits and/or hours to an alternative program a transcript of completed hours/classes will be provided by PhlebHub Institute of Professional Development. The transferability of credits is at the discretion of the accepting institution. It is the student's responsibility to confirm whether credits will be accepted by another institution of the student's choice.

At this time, we do not accept any transfer credits from any post-secondary institution. However, students will have an opportunity to test out each module on an individual basis. The tuition cost will not be pro-rated.



## Admissions and Graduation Criteria

**Program Admissions Criteria:** PhlebHub Institute of Professional Development uses below assessment to gain access to our curricula:

- Online application for admission.
- Access to and ongoing use of a computer is required of all students.
- Possess a high school diploma or GED/high school equivalency OR 1 year of supervised work experience in a phlebotomy/healthcare field within the last 3 years.
- Possess basic aural, writing, speaking, reading skills in English.

The students will be assessed of above during virtual admission interview.

**Program Completion/ Graduation Criteria:** Successful completion of learning modules and quizzes demonstrating learning at the credential level in phlebotomy training subject matter areas. Credit hours will be assessed based on the established curriculum of classes. To complete each class a satisfactory grade of at least 70% is required during end of the class testing period. Additional credit hours and support will be provided to students outside of the mandatory and required graduation quota.

Upon completion of required learning modules with a satisfactory grade a minimum clinical requirement of 30 phlebotomy sticks + 10 heel sticks will receive a Diploma signifying graduation from the program and readiness to sit for NHA Certification Exam.



## **Payments Methods**

We accept the following methods of payment: Zelle, check, Credit Card, Money Order, Cashier's Check as well as virtual platforms such as PayPal, Stripe.

Program Tuition must be paid 24 hours prior to the start of the program.



## Student Financial Assistance

Our mission is to ensure that financial constraints do not hinder students from pursuing their dreams. We understand that the cost of education can be a barrier for many, and we are committed to helping eligible students access the financial aid they need.

Please reach out to our dedicated Financial Aid Office for more information on the various options available to you. Our team of professionals is here to guide you through the application process and assist you in finding the best financial solutions to support your educational journey.

It's important to note that the aid offered to each eligible student is subject to the availability of funds. While we strive to provide assistance to as many students as possible, we encourage you to apply early to maximize your chances of receiving aid.

To begin the financial aid application process, we require students to write an essay on the topic of how becoming a phlebotomist will not only help them but also make a positive impact on the world. This essay allows us to understand your aspirations and how our financial aid can contribute to your personal and professional growth.

Once you have completed your essay, please email it to the **PhlebHub Financial Aid Office at [financialaid@phlebhub.com](mailto:financialaid@phlebhub.com)**. Our team will review your submission and get back to you with further instructions and next steps.



## Student Refund Policy

PhlebHub Institute of Professional Development has an equitable prorated refund policy for all students, as disclosed in its catalog, enrollment agreement and other similar documents. This refund policy is uniformly administered. A one-time admission administrative fee (\$150) is not refundable.

PhlebHub Institute of Professional Development's refund policy provides a formula for proration of refunds based upon the length of time the student remains enrolled, up to a minimum of 20 percent of a program.

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by certified mail or by termination.
2. All monies will be refunded if PhlebHub Institute does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making the initial payment.
3. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the administrative fee (\$150.00).
4. Cancellation after attendance has begun, through 20% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing more than 20% of the program will result in no refund.
6. Termination Date: When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.
7. Refunds will be made within 30 days of termination of the student's enrollment or receipt of a Cancellation Notice from the student.

PhlebHub Institute of Professional Development does not keep attendance, but adopts and publishes an equitable policy by which withdrawal dates are determined, which includes notification by the student or reports from faculty.

Additional information regarding the institution, if licensed, may be obtained by contacting the Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number (888)224-6684.



## Employment Placement Services

PhlebHub Institute of Professional Development *does not* guarantee that employment placement will be made upon completion of the curricula. The program will make an utmost effort to provide students with the tools, knowledge, and support to gain meaningful employment with the skills learned during the training. No guarantee of placement is made or implied. The institution will disclose relevant market research through the US Department of Labor. Information will include market and job availability. However, PhlebHub Institute of Professional Development does not promise or imply any specific market or job availability.



## Complaints, Disciplinary Actions, and Appeals Process

PhlebHub Institute of Professional Development has developed, published, and follows a procedure for handling complaints, disciplinary actions and appeals. The procedure ensures that complaints and disciplinary actions are not handled in a capricious or arbitrary manner, but are given careful consideration by appropriate levels of administration. It is understood that the health and safety of students and staff are the institution's primary concern. In the event of extreme cases, it may be necessary for the institution to take immediate disciplinary action.

### Complaints Process:

A formal complaint is an expression of dissatisfaction about something or someone that is the cause or subject of protest. A formal complaint should be in writing via means of hard copy or e-mail. If the complaint is not satisfactorily resolved, the student should seek out the program administrator for problem resolution. If a program administrator plays a dual role of a class instructor, an appeal to an alternative school administrator should be contacted. The institution's policy on student conduct and conditions of dismissal for unsatisfactory conduct is stated here:

Students are expected to conduct themselves in a manner such that others are not distracted from the pursuit of learning and not prohibited from engaging in programs and/or activities. Students are expected to conduct themselves with civility and respect at all times. Discourteous or unseemly conduct may result in a student being asked to leave the classroom. Persistent misconduct on the part of a student may subject a student to further disciplinary action.

### Overview of the Disciplinary Process

The student disciplinary process for instances of conduct that violate this policy are typically as follows:

1. A complaint is filed or report of wrongdoing is received and forwarded to the Program Administrator.
2. An accused student ("respondent") and the alleged victim ("complainant"), when applicable, receives written notice of alleged violation(s) from the Administrator.
3. An investigation is conducted into the alleged violation(s). This includes an opportunity for the parties to present all information they would like considered in the investigation and determination process.



4. If a respondent is found responsible for a violation of policy, corresponding sanctions are assessed.
5. The respondent receives written notice of the outcome of the investigation and any corresponding disciplinary action from the Administrator.

**Dismissal from the Program:**

PhlebHub Institute of Professional Development reserves the right to dismiss any student who meets the following criteria:

- Fails to observe the rules of clinical affiliates
- Skills, attitude and behavior are viewed as inconsistent with professional standards
- General conduct is detrimental to the program and its clinical affiliates
- Does not meet the competency requirements of the phlebotomy program

**Appeals Process:** Any appeal must be submitted to a full-time program administrator of PhlebHub Institute of Professional Development within 5 working days of receipt of disciplinary notification. All appeals must contain the disciplinary action, along with an explanation of the appeal, including all relevant facts and dates. The administration has the right to request additional documentation or information from the student. Within 30 calendar days of receipt, written determination shall be provided to the student. The determination shall state specific facts on which the appeal decision was made.



## Legal Notices

### **Notice of Non-Discrimination:**

PhlebHub Institute of Professional Development does not discriminate on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, or any other basis prohibited by law in its educational programs, services or activities or in its hiring or employment practices. Retaliation against an employee for engaging in a protected activity is prohibited. We are committed in providing services for persons with disabilities. If you need assistance in your course of study or are requesting accommodations under Americans with Disabilities Act (ADA) please notify our administrative team.

### **Additional Notices:**

**Additional information regarding the institution, if licensed, may be obtained by contacting the Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number (888)224-6684**



## Program Breakdown by Course

PROGRAM BREAKDOWN BY COURSE		
Course Number	Course Title	Clock Hours*
<b>Fund101</b>	Phlebotomy Fundamentals	15
<b>INF102</b>	Safety and Compliance	15
<b>P103</b>	Patient Preparation	15
<b>SP104</b>	Routine Blood Collections	15
<b>LS105</b>	Special Collections	15
<b>EC106</b>	Processing	15
<b>PATH108</b>	Focus on Phlebotomy	5
<b>A&amp;P101</b>	Anatomy and Physiology	10
<b>HA101</b>	Health Assistant	5
<b>BLS</b>	Basic Life Support	10
	----- Externship	----- <b>72</b>
<b>Total:</b>		<b>192</b>

\*Clock hours are the total number of actual hours a student spends attending class or other instructional activities that count toward a program completion. A clock hour is equivalent to 50 minutes of instruction, academic engagement or preparation within a 60-minute period of time. Each module completed equals to a unit credit of a clock hour.

PhlebHub Institute of Professional Development Floor Plan

