



# **Nurse Aide & Phlebotomy Course Catalog**

Catalog Volume 1

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## **WELCOME**

Welcome to the Nurse Aide and Phlebotomy program at Diamond Career Institute. The faculty and staff are excited to guide you through these programs and wishes you success as you undertake this exciting step to becoming either a Nurse Aide or a Phlebotomist. This school catalog is designed to provide you with information specific to the Nurse Aide program and Phlebotomy program respectively. It is important to read the entire catalog and familiarize yourself with the content. If you have any questions or need additional information, please do not hesitate to contact your instructor or the Program Director by calling 214-484-7797 or by emailing: [jane.yeboah@dcilearning.com](mailto:jane.yeboah@dcilearning.com)

Additional information about Diamond Career Institute and the course offerings may be found on the school's website: [www.dcilearning.com](http://www.dcilearning.com)

## **MISSION STATEMENT**

Diamond Career Institute's mission is to educate and empower individuals with the tools for a bright and successful entry into the healthcare setting.

## **SCHOOL APPROVAL AND REGULATION**

Diamond Career Institute was established in September 2020 and is a small proprietary career school as defined by Texas law. The school provides training and certification preparation for Nurse Aide candidates and Phlebotomy students alike. Students who successfully complete the Nurse Aide course will be well prepared and eligible to take the state examination for certification as a Nurse Aide. Students who successfully complete the Phlebotomy course will be prepared and eligible to take the National Healthcare Association certification examination for certification as a Phlebotomist.

Diamond Career Institute is regulated and holds a Certificate of Approval from the Texas Workforce Commission Career Schools and Colleges, Austin, Texas. The TWC-assigned school number for Diamond Career Institute is S6273. The school is approved to provide/conduct a Nurse Aide Training and Competency Evaluation Program (NATCEP) by the Texas Department of Health and Human Services. The Phlebotomy program is also approved by Texas Workforce Commission.

## **OWNER/PROGRAM DIRECTOR**

Diamond Career Institute was founded in 2020 by Jane Yeboah, APRN, MSN, CRNA

For the 4 years of undergraduate Bachelor of Arts in Nursing education, Mrs. Yeboah worked as a Certified Nurse Aide at the Aase Haugen Nursing Home, in her small college town, Decorah Iowa. It was then that she noted the vital and indispensable role of the Nurse Aide in the realm of the healthcare team. After working in a variety of settings as a Registered Nurse Mrs. Yeboah started to notice the stark differences and at times, blatant basic knowledge deficits in some of the Nurse Aides she supervised and worked with. It was then that the vision of Diamond Career Institute was birthed.

Mrs. Yeboah has 15 years of professional nursing experience with direct patient care in both long-term care facilities and hospitals. In 2016 Mrs. Yeboah received her Master of Science in Nurse Anesthesia. She currently works as a Certified Registered Nurse Anesthetist at various local hospitals in the DFW area. She will be the primary instructor for classroom/hybrid instruction and clinicals.

## ADVISORY BOARD

Member	Position
Jane Yeboah, MSN, APRN, CRNA	CEO/ Program Director
Alexis Lodge, BSN RN	Program Advisor, Mentor
Ebony Scott, BSN RN	Program Advisor, Mentor
Kola Adigun Jr, BA Marketing	Marketing & Business success coach; Executive Administrator

## FACILITY & EQUIPMENT

Diamond Career Institute is located at 1130 E Arapaho Road, Suite 125, Richardson TX 75081. The facility includes a large classroom equipped with desks, chairs, television, Blu-ray/ Compact Disc Player, whiteboard, projector, and reference materials. There is also a Nurse Aide skills laboratory equipped with two hospital beds, and equipment to practice the required skills. There is also secondary skills area for Phlebotomy equipped with a three simulated venipuncture arms, a centrifuge, needles, sharps collection device and other items instrumental in the instruction of a Phlebotomy course

## NON-DISCRIMINATION POLICY

Diamond Career Institute does not discriminate against any student, or potential student based on race, color, religion, national origin, disability, age, marital status, veteran's status, sex or sexual orientation.

## ADMISSION/ENROLLMENT POLICY

### Admission Requirements:

For consideration of admission to the school, proof of the following is required:

1. Be at least 18 years of age.
2. Have a social security card (non-laminated), and proof of legal status in United states.
3. Have a valid driver's license or state or federally issued photo ID. Photocopies are NOT accepted
4. Be able to read, write, and speak English
5. Provide proof of successful completion of public, private, or home schooling at the high school level or obtainment of a recognized high school equivalency credential or GED.
6. Cannot be listed as unemployable on the Employee Misconduct Registry (EMR) and cannot have been convicted of a criminal offense as listed in Texas Health and Safety Code 250.006.
7. Be in good health and able to bend, twist, lift at least 50 pounds, and be free from communicable disease.
8. Present evidence of current negative TB screen (a normal chest x-ray is acceptable if skin test is positive, or student has received BCG vaccine)
9. **COVID-19 vaccinations are not mandatory however clinical affiliates may restrict or deny unvaccinated individuals from participating in the required clinical rotations. Diamond Career Institute may not be able to find a suitable alternative resulting in delayed or prevention of completion of the program. This would render the student ineligible for their certificate of completion thus also preventing them from sitting for the Texas state certification exam.**

## **TECHNICAL REQUIREMENTS**

Students are required to have internet and computer access with a web camera to attend lectures and complete all assignments and testing. Video must be on during class, with the audio muted when actively participation in class discussion.

## **REQUIRED ELECTRONIC DEVICES**

A laptop or electronic notebook (iPad, MacBook, or Samsung Galaxy) is required for all classes. A smart phone may be used in addition to the laptop but cannot be substituted for laptop.

## **REQUIRED SOFTWARE**

The following software and applications are required:

1. Microsoft Word/ Google Docs
2. Zoom and Cisco WebEx
3. Google Classroom
4. WhatsApp (Optional)

## **Credit for previous education, training, or experience**

The school will evaluate and maintain a written record of previous education and training submitted with each application. It will be assessed on a case-by-case basis.

## **CANCELLATION POLICY**

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

## **REFUND POLICY**

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
  - a. The last day of attendance, if the student is terminated by the school;
  - b. The date of receipt of written notice from the student; or
  - c. Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
  - a. An enrollee is not accepted by the school;
  - b. If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
  - c. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school. A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

**8. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.**

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- a. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal.
  - b. A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
  - c. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
    - (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
    - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.
9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.



## **Leave Of Absence**

Due to the 5-week length of the program, leave of absences are not granted. Students who need to withdraw for personal issues may do so and reapply to the course, at a later date.

## **Course Or Program Withdrawal**

Should a student elect to voluntarily withdraw from the Program, he/she may do so at any time. The notification of intend to withdraw will not be considered received until provided in writing to the Program Director via email to [Jane.yeboah@dcilearning.com](mailto:Jane.yeboah@dcilearning.com) or written notice delivered in person or via USPS. The amount of fees refunded shall be in accordance with the “Refund Policy”.

## **Course Or Program Readmission**

It is the policy of this school that a student may be granted readmission privileges after termination for unsatisfactory attendance if the following criterion is/are met:

- There is space available
- The student has rectified the issue causing the attendance problem to begin with. (i.e. not having transportation, illness, etc.)
- The student commits to arriving on time to classes.
- The student may not reenter before the start of the next grading period if terminated for violation of the attendance policy.

## **CANCELLATION POLICY**

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed.

## **REFUND POLICY**

1. Refund computations will be based on the number of lessons in the program.
2. The effective date of termination for refund purposes will be the earliest of the following:
  - a) The date of notification to the student if the student is terminated
  - b) The date of receipt of written notice from the student; or
  - c) The end of the third calendar month following the month in which the student's last lesson assignment was received unless notification has been received from the student that he or she wishes to remain enrolled.
3. If tuition fees are collected before any lessons have been completed, and if after expiration of the 72-hour cancellation privilege, the student fails to begin the program, not more than \$50 shall be retained by the school.
4. If the student who enters and asynchronous distance program terminates or withdraws after the expiration of the 72 hour cancellation privilege, the school may retain \$50 of the tuition and fees and the minimum refund policy must provide that the student will be refunded the pro rata portion of the remaining tuition, fees and other charges that the number of lessons completed and serviced by the school or college bears to the total number of lessons in the program.
5. A full refund of all tuition and fees is due in each of the following cases:
  - a) and enrollee is not accepted by the school,
  - b) the program of instruction is discontinued by the school, and this prevents the student from completing the program; or
  - c) the student's enrollment was procured as a result of any misrepresentation in advertising promotional materials of the school, or misrepresentations by the owner or representatives of the school

## **REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE**

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- a. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal.
- b. A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without

- payment of additional tuition, fees, or other charges for the program other Diamond Career Institute than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- c. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
    - (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
    - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.
6. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

## HEALTH AND SAFETY

### Health Requirements

Due to the nature of any health profession, students and faculty alike are more susceptible to contracting and or spreading communicable disease. Therefore, in our efforts to protect our students, staff and clinical rotation sites Diamond Career Institute, has set forth a set of, up to date health requirements that will remain on file. Each clinical rotation site determines the health requirements necessary for students and faculty alike to enter their clinical space. **Both faculty and students at Diamond Career Institute are obligated to follow the respective clinical sites policies to participate in the mandatory hands-on learning experience to complete the program. Failure to do so, will prevent the student from starting their clinical rotation therefore jeopardizing their progression within the program.** Please note that third party clinical rotation sites may change their health requirements for Diamond Career Institute faculty and students at any given time. **Please be aware that the COVID-19 vaccination may be required from third party clinical sites to participate and complete the mandatory hands-on rotations, necessary to complete the nurse aid program.**

### Vaccinations

The expense for vaccinations and/or chest x-ray are the responsibility of the student. To participate in clinical exercises at long-term care centers, students must provide current documentation (copy). Clinical affiliates may deny students access to clinical rotations if documentation is not completed. Students will not be eligible to take the clinical portion and progress in the program.

Copies of the following vaccinations is required:

- Influenza immunization (anyone in clinical between October 1<sup>st</sup> and March 31<sup>st</sup>)
- 2-step TB skin test that is negative, Documentation of negative QuantiFERON TB Gold or chest x-ray that shows no communicable disease or active TB completed within the preceding 12 months. A student who does not produce the TB test results or chest-x ray by the Monday of the third week of class will be placed on hold and scheduled into the next class available as they will not qualify to continue the program
- MMR (rubella measles mumps) student needs either immunization history of two doses after one year of age at least one month apart or a lab titer showing immunity
- Varicella (Chicken Pox) immunization history of two doses of immunizations after one year of age at least one month apart or a lab titer showing immunity
- Hepatitis B Vaccination Series (this is a series of three vaccinations and is optional). Student will need to fill in the hepatitis declination form if they choose not to get the vaccines if student has received the vaccines documentation should be furnished and if a titer is obtained it should indicate that student is either “immune” or “reactive”
- Tetanus diphtheria and pertussis (T-dap) Booster needs to be completed as an adult and then remains current for 10 years

### Change In Health Status

Any change in health status that results in absence from class, requires that the student submit a statement from his/her healthcare provider (Physician, PA, or NP) that his/her condition is not detrimental to the safety or health of himself or others before returning to the program. In cases where absences caused by a change in health status interferes with a student’s progress, the student will be asked to withdraw from the program and may apply to re-enter the program after resolution of the health problem and submission of an updated health record.

## **Occupational Safety**

- Any accident or injury in the clinical area and/or campus must be reported to the instructor immediately. Hospital Incident report forms, and the Nurse Department's Report of Accident or Incident form need to be completed.
- Students must always use Standard Precautions and follow policies regarding the handling of needles and other sharps to minimize the risk of HIV, Hepatitis and other infectious diseases.
- Students are not covered by Workers' Compensation. Therefore, any medical care costs from accidents, injuries or illness are the student's responsibility.
- Students may be exposed to a variety of illnesses while enrolled in the program. Students are urged to maintain good health practices and to obtain medical care and treatment as needed.
- Students are expected to observe all safety regulations as instructed when working with clients and staff and when handling supplies and equipment.
- Students smelling of alcohol or other substances will not be able to participate in the lab/clinical setting.
- Students are not required to carry health insurance; however, it is highly encouraged.

### **HYBRID PROGRAM DECLARATION- NURSE AIDE**

Students pursuing a Certificate of Completion for Nurse Aide via the Hybrid Program will receive all instruction indicated in the Texas Nurse Aide Curriculum. Students will perform and complete classroom assignments and skills in an asynchronous mode. There will be frequent checkpoints with the instructor. Class assignments will be located on Google Classroom and in the course syllabus.

### **HYBRID PROGRAM DECLARATION- PHLEBOTOMY**

Students pursuing a Certificate of Completion for the Phlebotomy will receive class lectures via Zoom and hands on demonstrations via the campus skills lab. Students will perform and complete classroom assignments and skills in an asynchronous mode. There will be frequent checkpoints with the instructor. Class assignments will be located on Google Classroom and in the course syllabus.

## NURSE AIDE SYLLABUS

### Program Description (In Person and Hybrid)

The Nurse Aide course is a comprehensive course designed to teach students the skills and abilities essential to the provision of basic care to patients and residents in hospitals and long-term care facilities. Graduates of this program will be able to communicate and interact effectively with patients, assist patients in attaining and maintaining maximum functional independence, while observing patient rights. They will learn how to perform basic first aid, CPR, take vital signs, apply the elements of basic nutrition in meal planning, and follow infection prevention measures. Graduates of this program may find entry-level employment as a Nurse Aide with hospitals and nursing homes.

The approximate time required to complete the Nurse Aide course is five weeks for the day program. The course is offered every 7 weeks.

**Course Hours:** 107 clock hours (67 hours lecture and skills lab, 40 hours clinical)

**Prerequisite to clinical:** The American Heart Association Basic Life Support Certification- (2 classes offered weekly)

*\*The American Heart Association Basic Life Support Course is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

**Required Textbooks:** Hartman's Nurse Aide Care, Long-Term Care, 4<sup>th</sup> Ed.

Hartman's Nurse Aide Workbook, 4<sup>th</sup> Ed.

**Instructional Methods:** Clinical Skills Lab, Lecture, PowerPoint, Return Demonstration and Videos

**Student Instructor Ratio** 10:1

**Grades Evaluation**

- Tests 30%
- Quizzes 10%
- Homework 20%
- Final Exam 40%
- Clinical Practice Pass/Fail

Students will have daily homework and reading assignments, and a weekly quiz and/or exam.

## NURSE AIDE PROGRAM OUTLINE

Subject	Prerequisite	Lecture	Contact Hours		
			Lab	Externship	Total Contact Hours
NA-101 Introduction to Long Term Care	None	16	3	0	19
NA-102 Personal Care Skills	NA-101 Introduction to Long-Term Care	10	8	0	18
NA-103 Basic Nurse Skills	NA-102 Personal Care Skills	10	7	0	17
NA-104 Restorative Services	NA-103 Basic Nurse Skills	3	1	0	4
NA-105 Mental Health & Social Services Needs	NA-104 Restorative Services	4	1	0	5
NA-106 Social Skills	NA-105 Mental Health & Social Services Needs	2	2	0	4
NA-107 Nurse Aide Externship	NA 101- Introduction to Long Term Care & CPR	0	0	40	40
		<b>Total Hours</b>	<b>45</b>	<b>22</b>	<b>40</b>
				<b>40</b>	<b>107</b>

### Subject Description

#### ***NA-101 Introduction to Long-Term Care***

Description: The student will acquire skills of a Nurse Aide role in the long – term care facility. Training in safety and emergency measures, infection control, resident’s rights, and methods of protecting aide from injury.

Subject Hours: 19 contact hours (16 hours lecture, 3 hours lab)

Prerequisites: None

#### ***NA-102 Personal Care Skills***

Description: The student will acquire skills used to provide activities of daily living for residents. Activities included bathing, nutrition, grooming hygiene, hydration and elimination.

Subject Hours: 18 contact hours (10 hours lecture, 8 hours lab)

Prerequisites: NA-101 Introduction to Long – Term Care

#### ***NA-103 Basic Nurse Skills***

Description: The student will acquire skills in basic Nurse skills such as, vital/ signs, daily patient care, elements of documentation, reporting transfers and discharge of patients.

Subject Hours: 17 contact hours (10 hours lecture, 07 hours lab)

Prerequisites: NA-102 Personal Care Skills

#### ***NA-104 Restorative Services***

Description: The student will acquire skills in restoration by promoting self-care and encouraging activities such as hydration according to care plan of residents.

Subject Hours: 4 contact hours (3 hours lecture, 1 hour lab)

Prerequisites: NA-103 Basic Nurse Skills

#### ***NA-105 Mental Health & Social Services Needs***

Description: The student will acquire skills in steps to provide psychosocial and physical support to residents. This will include helping residents with behavior problems and cognitive changes associated with aging

Subject Hours: 5 contact hours (4 hours lecture, 1 hour lab)

Prerequisites: NA-104 Restorative Services

#### ***NA-106 Social Skills***

Description: The student will acquire skills on methods to resolve disagreements associated with supervisors, co-workers and family members.

Subject Hours: 04 contact hours (02 hours lecture, 02 hours lab)

Prerequisites: NA-105 Mental Health

#### ***NA-107 Nurse Aide Externship***

Description: The students will apply hands on care to residents based on skills learned in the classroom setting and are supervised by a licensed nurse.

Subject Hours: 40 contact hours (40 extern hours)

Prerequisites: NA-101 & CPR

## **PHLEBOTOMY PROGRAM SYLLABUS**

### **Program Description (Residence and Hybrid)**

The Phlebotomy course is a comprehensive course designed to teach students the technical skills and procedural knowledge essential to the practice of basic phlebotomy, which includes anatomy of the circulatory system, collection, processing, and handling of blood specimens and venipuncture. This phlebotomy program includes theory and hands-on instruction. The course will have an emphasis on professionalism, patient and workplace safety, blood borne pathogens quality assurance, universal and standard precautions. For students to master the technique of drawing blood specimens, students will practice on special phlebotomy mannequins as well as on fellow classmates. For successful completion of the course students will be required to complete 30 successful unassisted venipunctures and 10 capillary sticks on live individuals.

Graduates of our program may find suitable entry level employment as a phlebotomist in areas within the hospital systems, laboratories, Infusion centers, Nursing homes, home health care, Dialysis centers and Physicians' offices.

Upon successful completion of the course students will be awarded a certificate of course completion. Students will also be well prepared and eligible to sit and pass the National Phlebotomy Certification Exam (NPCE), offered through the American Society for clinical pathology to become a Certified Phlebotomy Technician, or National Healthcareer Association (NHA).

The approximate time required to complete the Phlebotomy Program is six weeks for the day/hybrid program. The course is offered every 8 weeks.

**Course Hours:** 54 clock hours (31 hours lecture, 23 hours lab)

**Prerequisite** The American Heart Association Basic Life Support

*\*The American Heart Association Basic Life Support Course is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

**Required Textbook:** Hartman's Complete Guide for the Phlebotomy Technician, 1st Ed.

**Instructional Methods:** Lab, Class/ Hybrid Lecture, PowerPoint, Return Demonstration,  
Discussion

**Student Instructor Ratio** 10:1

**Grades Evaluation** Module Tests 40%  
Weekly Quizzes 10%  
Final Exam 50%



## PHLEBOTOMY PROGRAM OUTLINE

Subject	Lecture	Lab	Total Hours
Module I- Introduction to Phlebotomy and Infection Control	3	5	8
Module II-Legal Issues in Healthcare	1	0	1
Module III- Introduction to Human Anatomy and Physiology	8	0	8
Module IV- Medical Terminology	1	0	1
Module V- Phlebotomy Equipment and Supplies	3	4	7
Module VI-Phlebotomy Procedures I& II	6	9	15
Module VII- Phlebotomy Fundamental Essentials	9	5	14
<b>Total Hours</b>	<b>31</b>	<b>23</b>	<b>54</b>

### Subject Description

#### **Module I- Introduction to Phlebotomy and Infection Control**

Description: Students will be able to describe the role of a phlebotomist and discuss the areas of potential employment. Standard precautions and bloodborne pathogen standards will also be covered. Basic hand hygiene and correct use of personal protective equipment. Overview of the structure and purposes of laboratory departments, their services, their essential key to diagnosis

Subject Hours: 8 contact hours (3 hours lecture and 5 hours lab)

Prerequisites: BLS/ CPR

#### **Module II-Legal Issues in Healthcare**

Description: Students will discuss negligence versus malpractice, the basic elements of negligence, standards of care. Identification of patients' rights and understanding the scope of practice as a phlebotomist.

Subject Hours: 1 contact hours (1 hour lecture)

Prerequisites: Module I (Introduction to Phlebotomy and Infection Control)

#### **Module III- Introduction to Human Anatomy and Physiology**

Description: Human anatomy with an emphasis on the circulatory and cardiovascular system will be mastered. The elements and proportion of blood; stages of hemostasis and blood vessels will be learned.

Subject Hours: 8 contact hours (8 hours lecture)

Prerequisites: Module II (Legal Issues in Healthcare)

#### **Module IV- Medical Terminology**

Students will learn medical terminology pertaining to phlebotomy and laboratory services in randomized alphabet the border

Subject Hours: 1 contact hours (1 hour lecture)

Prerequisites: Module III (Introduction to Human Anatomy and Physiology)

#### **Module V- Phlebotomy Equipment and Supplies**

Description: The student will identify and explore the use of the equipment and supplies used for performing phlebotomy

Subject Hours: 7 contact hours (3 hours lecture, 4 hours lab)

Prerequisites: Module IV Medical Terminology

#### **Module VI-Phlebotomy Procedures I& II**

Description: student will understand the performance of phlebotomy and capillary collections, including proper order of draw, labeling and specimen handling. Student will also study the basic storage, transportation and processing of specimens. Proper laboratory conduct, safe equipment uses.

Subject Hours: 15 contact hours (6 hours lecture, 9 hours lab)

Prerequisites: Module V (Phlebotomy Equipment and Supplies)

#### **Module VII- Phlebotomy Fundamental Essentials**

Description: The student will explore venipuncture complications, specimen handling and how to avoid hemolysis. Blood collection for Pediatrics and neonates

Subject Hours: 14 contact hours (9 hours lecture, 05 hours lab)

Prerequisites: Module VI (Phlebotomy Procedures I & II)

## ACADEMIC POLICIES

### Classroom Evaluation Method:

A grade is assigned based on student performance in each of the following areas: examinations, quizzes, and class participation. The student must pass theory with a minimum grade of C (70%) or better.

### Grading Scale (All Courses)

Numeric Grade	Letter Grade	Grade Point Average
90 – 100	A	4.00
80 – 89	B	3.00
75 – 79	C	2.00
74 – 69	D	1.00
Below 60	F	0.00
Incomplete	I	0.00
Withdrawal	W	0.00

## PROGRESS REPORT

To remain in good standing, a cumulative grade average of at least 75%, a letter grade of C or a grade point average of 2.0. A letter Grade of D is not acceptable.

Students will receive written notification of their progress at the midpoint, the Monday and/or Tuesday following the second Thursday of class, and the week following the completion of the 4-week course. 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 director and/or the instructor will counsel the student placed on probation prior to the student returning to class. The date, action taken, terms of probation will be clearly indicated in the student's permanent file. If the student does not achieve satisfactory progress by the end of the probationary period, the student's enrollment will be terminated. A student whose enrollment was terminated for unsatisfactory progress may re-enroll after a minimum of one progress evaluation period (i.e., 5 weeks). Such re-enrollment does not circumvent the approved refund policy. A student who returns after termination of enrollment for unsatisfactory progress will be placed on academic probation for the first two weeks of 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 (first 2 weeks of re-enrolled course), the student's enrollment will be terminated.

Students will have access to their grades by requesting printed copies from the instructor.

### Probation

A student may be placed on probation for failure to maintain a C" grade point average, committing an unsafe clinical practice, or unprofessional conduct. A student on probation will receive a plan of action by the instructor. If the plan of action is not followed within the given timeframe of the contract, the student will be dismissed from the program.

## **Incompletes**

Under Texas Education Code, Section 132.061 (f), A student who is obligated for the full tuition may request a grade of “Incomplete” if the student withdraws for an appropriate reason unrelated to the student’s academic status.

A student who receives a grade of incomplete may reenroll in the program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition for that portion of the course or program. A student who receives an Incomplete (I) at the end of the withdrawn course may not proceed to the next course in the sequence until all work has been completed. The student may complete the course if space is available at the next scheduled course. If the class has been discontinued, the student may receive a refund in accordance with the refund policy.

## **Clinical Evaluation**

A satisfactory level must be attained at the completion of the designated hours in the clinical setting according to the course curriculum and the Texas Nurse Aide Performance Record evaluation tool. A lab grade is assigned based on a Pass/Fail criterion

## **Examinations/ tests/ quizzes**

During examinations you will be asked to:

- Spread out in the classroom as much as possible.
- Bags and all personal items will be kept in the front or outside of the classroom. If you are anticipating an emergency contact, please inform those persons to call the front office to contact you.
- Attend to all personal items before the exam. Most tests are between 30-60 minutes long (except for the final exam) and most adults can manage without a break during that time frame.
- There may be more than one proctor in the room while exams are being taken.
- Notes may not be taken, and recording is prohibited during the exam review.
- Picture taking or scanning of the exam is not permitted.
- As part of the student code of conduct, all students are expected to maintain confidentiality with regards to exam/test and quiz questions, wherein the contents of said exam/test or quiz are not to be shared with other students.

## **Academic Dishonesty**

Students who engage in academic dishonesty (any intentional attempt to falsify, fabricate, or tamper with information, records, or any other material that is relevant to any course, laboratory, or academic exercise or function) will result in immediate termination from the program. Academic dishonesty includes (but are not limited to):

- Cheating on exams
- Falsifying documentation on patient records
- Leaving clinical site early without permission from the clinical instructor
- Taking a patient’s medication
- Photographing exams

## Makeup Work Policy

No more than 5% of the total course time hours for a course may be made up. Make-up work shall

1. Be supervised by an instructor approved for the class being made up;
2. Require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
3. Be completed within two weeks of the end of the grading period during which the absence occurred.
4. Be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor; and
5. Be signed and dated by the student to acknowledge the make-up session.

The format and/or style for a make-up exam/quiz, at the discretion of the instructor, may differ from the regular exam. Exams are considered the property of the instructor. **Students may be charged \$35.00 per hour for makeup clinical hours at the Long-Term Care Facility at the discretion of the Program Director.** Clinical hours makeup is not guaranteed and is dependent upon availability of the clinical site and instructor. It is the responsibility of the student to request in writing the opportunity to schedule makeup time.

## Student Grievance Procedure

A student who has a concern about a school-related issue is encouraged to schedule a conference with the Program Director to find resolution. If an issue is not resolved to a student's satisfaction through the conference, the student can file a formal complaint in writing or through the program grievance form. This documented complaint can be emailed to the Program Director at [Jane.yeboah@dcilearning.com](mailto:Jane.yeboah@dcilearning.com) or delivered in person or via USPS. The Program Director will review all completed complaint forms, take appropriate action, and provide a written response to the student by the 10th business day after the formal written complaint is received. The school will then maintain the documented complaint including any associated documentation/ notes from the conference between the student and the program director. The school will diligently work to resolve all complaints at the local school level. However, if the student is not satisfied with the handling of the issue by the school, the student may file a complaint/grievance with the Texas Workforce Commission (TWC). The TWC-assigned school number for Diamond Career Institute is S6273

Texas Workforce Commission  
Career Schools and Colleges Section  
101 East 15th Street Room 226T  
Austin, Texas 78778-0001  
512-936-3100  
<http://csc.twc.state.tx.us>

Information on filing a complaint with the Texas Workforce Commission can be found on their Career Schools and Colleges website at [www.texasworkforce.org/careerschools](http://www.texasworkforce.org/careerschools), or <http://www.twc.texas.gov/files/jobseekers/csc-401a-student-complaint-form-twc.pdf>

Complaints may also be filed with NATCEP under Texas Health and Human Services at 512-438-2017.

## **ATTENDANCE POLICIES**

### **Attendance**

It is necessary for health care workers to be reliable and dependable employees. The patient's welfare is dependent on the worker being in the right place at the right time. We believe that is essential within the curriculum to teach employability skills as an integral part of the education program.

If a student is absent for 2 consecutive school days or more than 25% of the scheduled course time, whichever is less, the student's enrollment in the course will be terminated.

A student whose enrollment was terminated for violation of the attendance policy may not re-enroll before the start of the next progress course. This provision does not circumvent the approved refund policy.

### **Tardy**

Students are expected to be in class, at their desks, and prepared to work at the beginning of the designated class time, following breaks, and lunch periods. Students who are not on time will be marked tardy by the instructor who will track tardiness and report 3 tardiness as an absence.

## **Dismissal Policy**

### **Nurse Aide**

This school shall terminate the enrollment of a Nurse Aide student who accumulates less than 67 clock hours in the classroom/hybrid lectures and 40 hours in the clinical setting as the student must have 107 hours combined as defined by the Texas Department of Health and Human Services. A student may reenroll at the next scheduled start date if space is available.

### **Phlebotomy**

This school shall terminate the enrollment of a student who accumulates less than 54 clock hours, 31 clock hours in classroom and 23 hours lab. A student may reenroll at the next scheduled start date if space is available.

## REGISTRATION AND TUITION PAYMENT (NURSE AIDE)

### Financial Obligations

All pricing based per student for 5-week course Nurse Aide Program

Application fee/ deposit (is applied to tuition)	\$100
Nurse Aide training course tuition	\$530
Stethoscope/ Blood pressure cuff set	\$30
Books (Textbook & Workbook)	\$50
Student Liability Insurance	\$20
American Heart Healthcare Professionals BLS/CPR	\$45
Gait belt	\$10
Background check	\$30
Lab fee	\$60
Navy Blue Scrubs	\$45
<b>Total Cost of Nurse Aide Training Course</b>	<b>\$920</b>

*\* Fee is estimated and based on current cost and subject to change*

**Texas Nurse Aide Exam Fee \$125 is NOT included and must be paid directly to Prometric by student.** This can be done at <https://www.prometric.com/nurseaide/tx>

### Required Expenses NOT included in program cost:

TB testing/ CXR

Urine drug screen \* if required by LTC facility

Physical Health Assessment

### Payment Plan

Students may pay the full tuition upon enrollment or opt for a four-payment option with **no additional interest**. Those opting for the four-payment option must pay \$100.00 at time of enrollment, \$274.00 on the first day of class, \$273.00 on the Friday of the second week of class, and \$273.00 on the Thursday of the third week of class.

### Payment Methods

Acceptable payment methods include: Visa, Debit/ Credit cards, Cashier's Check or Money Order payable to "Diamond Career Institute". The school is not Title IV approved. No federal financial aid is offered or provided at this time.

**PLEASE NOTE:** Diamond Career Institute reserves the right to terminate any student from the program for nonpayment of their financial obligations to Diamond Career Institute by the required due dates. A student who is in arrears with the school will not receive reports of grades, academic transcript, or certificate of completion until the student has fulfilled their financial obligation to the Diamond Career Institute. The student will not be able to sit for the state Nurse Aide exam until all financial obligations to the school have been met.

## REGISTRATION AND TUITION PAYMENT(PHLEBOTOMY)

### Financial Obligations

All pricing based per student **for 6-week Phlebotomy course**

Application fee/ deposit (is applied to tuition)	\$100
Phlebotomy training course tuition	\$800
Textbook	\$50
Background check	\$30
Student Liability insurance	\$20
Lab supply fee	\$50
Grey/ Pewter Uniform Scrubs	\$45
<b>Total Cost of Phlebotomy Training Course</b>	<b>\$1095</b>

*\* Fee is estimated and based on current cost and subject to change*

**The National Healthcare Association (NHA) Certified Phlebotomy Technician (CPT) exam fee \$125 is NOT included and must be paid directly to NHA by student.**

### Required Expenses NOT included in program cost:

TB testing/ CXR

### Payment Plan

Students may pay the full tuition upon enrollment or opt for a four-payment option with **no additional interest**. Those opting for the four-payment option must pay \$100.00 at time of enrollment, \$332.00 on the first day of class, \$331.50 on the Friday of the second week of class, and \$331.50 on the Thursday of the third week of class.

### Payment Methods

Acceptable payment methods: Visa, Debit/ Credit cards, Cashier's Check or Money Order payable to "Diamond Career Institute". The school is not Title IV approved. No federal financial aid is offered or provided at this time.

**PLEASE NOTE:** Diamond Career Institute reserves the right to terminate any student from the program for nonpayment of their financial obligations to Diamond Career Institute by the required due dates. A student who is in arrears with the school will not receive reports of grades, academic transcript, or certificate of completion until the student has fulfilled their financial obligation to the Diamond Career Institute. The student will not be able to sit for the NHA CPT exam until all financial obligations to the school have been met.

## Hours Of Operation

The school office shall be open Monday and Friday from 11:00am to 3:00pm (CST). For all other days, by appointment only.

## Enrollment Periods

Enrollment periods are open three calendar weeks prior to the first day of class and ends 2 weeks prior to the first day of class. Students can enroll and join a class 7 days prior to the start of the cohort provided there is space.

### SCHOOL TERM 2023-2024 CALENDAR- NURSE AIDE

Term Start Date	End Date Term	Term Start Date	End Term Date
January 30, 2023	March 3, 2023*	August 14, 2023	September 15, 2023
March 13, 2023	April 14, 2023*	September 25, 2023	October 27 2023
April 24, 2023	May 26, 2023	November 6, 2023	December 15, 2023*
June 26, 2023	July 28, 2023*		

*\*Alternate lecture/clinical days will be scheduled in observance of the holiday*

### SCHOOL TERM 2023 CALENDAR- PHLEBOTOMY

Term Start Date	End Date Term	Term Start Date	End Term Date
January 17, 2023	February 23, 2023	July 11, 2023	August 17, 2023
March 14, 2023	April 20, 2023	September 5, 2023	October 12, 2023
May 9, 2023	June 15, 2023		

*\*Alternate lecture/clinical days will be scheduled in observance of the holiday*

## CLASS SCHEDULES

### Nurse Aide Program (In Person & Hybrid)

Week/ (Day of week)	Class Times	Class Activities
Weeks 1,2,3 (Monday and Friday)	9:00am to 5:00pm	Lecture, Classroom assignments, Videos, Discussions,/Skills Lab
Week 4 (Sunday, Monday, Friday, and Saturday)	7:00am to 5:00pm	Clinical Externship
Week 5 (Monday Only)	10:00am-: 5:00pm	Lecture, Classroom assignments, Videos, Discussions,/Skills Lab

### Phlebotomy Program (In Person & Hybrid)

Day	Class Times	Class Activities
Tuesdays and Thursdays	5pm-9:30pm	Lecture, Classroom assignments, Videos, Discussions, Skills Lab



## Course Time Hours

The Nurse Aide program is 11 days in length, with 7 of those being lecture/ instructional days. Students will receive a 10-minute break after every 50 minutes of instruction. On clinical days student will get a 30-minute snack/lunch break, for which students are required to bring their own lunches and drinks. Students will not be allowed to leave the property during the classroom or clinical instruction sessions due to safety concerns. Leaving the property will result in the student being charged with an un-excused absence and may result in termination from the program.

The Phlebotomy program is 12 days in length of classroom/instructional and hands-on skills.

Hybrid classes for both Nurse Aide and Phlebotomy, respectfully, will be in asynchronous mode. Students will work independently on classroom assignments after a lecture and submit assignments the same day via Google Classroom.

Basic Life Support (BLS) Certification is part of the mandatory pre-clinical requirements. Students may take the American Heart Association Basic Life Support Course through Diamond Career Institute, which is including in the cost of course, or through other BLS instructors. The days and dates of offered BLS Classes may vary and will be announced prior to the start of the course. *Please note the American Heart Association Basic Life Support Course is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

## HOLIDAYS

The following holidays have been approved by the Program Director. Students will not have to attend class on these days.

Holidays	Dates
New Years Day	January 1, 2023
Martin Luther King Day	January 16, 2023
Memorial Day	May 29, 2023
Juneteenth	June 19, 2023
4th of July	July 4 <sup>th</sup> , 2023
Labor Day	September 4 <sup>th</sup> , 2023
Thanksgiving	November 23 <sup>rd</sup> - 25 <sup>th</sup> , 2023
Christmas Break	December 22, 2023-December 31, 2023

## Emergency Closings

In the event of severe weather conditions, such as snowstorms, ice storms or other acts of nature create hazardous conditions and/or extended power outages, the Program Director may find it necessary to close the school. In this case, students and faculty are advised to listen to local area radio and television stations for announcements and updates. During emergencies, unexpected closings, or school holidays an emergency message will be sent to all students via email and text message. A notice of closure will also be posted on the school's website.

## **Student Commitment**

All students must adhere to the school's requirements and must meet the school's competencies and objectives. A student who is employed must rearrange his/her work schedule so that it does not conflict with the school schedule to optimize potential for success.

## **CLINICAL EXPERIENCE**

### **Nurse Aide Externship/ Clinical Rotation**

Clinical will take place in a Long-Term Care Facility. The days set for clinical rotations are mandatory. Students will attend rotations on the designated days and times set by the school and nursing home. Students are responsible for their own transportation to and from clinical sites. Students are expected to be on time, in uniform, according to dress code and expected to behave in a professional and respectful manner. Clinical hours may be made up in a skills lab or alternative clinical setting per program instructor availability.

### **Phlebotomy Externship/ Clinical Rotation**

Of the 54 hours of the phlebotomy program, 23 of those hours will be spent in the skills lab in which students will spend time practicing on the specialized simulation venipuncture arms as well on each other/ fellow students and family and friend volunteers.

For successful completion of the course students will be required to complete 30 successful unassisted venipunctures and 10 capillary sticks on live individuals.

At this time no external externship has been established, all required hands-on training will be performed on site.

### **Clinical Practicum Rules and Regulations**

- Eating may be permitted in the clinical setting in designated areas only.
- Smoking is not permitted when wearing the clinical uniform.
- The student is to provide direct client care only when the instructor is in the clinical facility, and the instructor is aware of the student's clinical objectives.
- Clinical facility phones shall not be used for personal calls.
- Interactions with clients, their families, staff, faculty and peers must be professional and courteous at all times.
- Taking photographs is prohibited in all clinical settings.
- Students are advised that any sharing of clinical information on a social networking site, through email or text message is a violation of HIPAA and is forbidden.
- Students must read, agree to, sign and abide by the HIPPA Confidentiality Agreement. Any student who violates the privacy policies and procedures of the clinical site, applicable to law, of the HIPPA Confidentiality Agreement will be subject to program dismissal and possible legal action.

## **Classroom & Clinical Uniform Attire and Regulation**

### **Identification (ID)**

When in the skills lab and clinical setting students are required to wear the student picture ID issued by Diamond Career Institute.

### **Uniform**

Appropriate attire is required for lecture, no revealing clothing will be allowed. No clothing with holes or cut-outs will be permitted. Students are welcome to wear their scrubs to lecture provided they remain clean and presentable.

In order to participate in the clinical portion of the program, students must have a clean, pressed uniform, provided by the program. Closed-toe shoes/ clogs or as specified by the clinical site can be worn. Shoes with cutouts or mesh are not acceptable. Clean socks or hosiery are permitted. Students may wear a solid navy, royal blue or black lab jacket or sweater in the clinical setting if needed. Print or floral lab jackets or sweaters will not be permitted in the clinical setting.

### **Hair**

Hair must be clean, neatly arranged and away from the face and neck. Hair below shoulder length must be pinned or tied back securely. Males must be clean shaven or have neatly trimmed mustaches or beards.

### **Equipment**

A stethoscope and Blood Pressure kit will be provided for clinical use and practice outside of class/ clinical hours

### **Confidentiality**

Students must sign and abide by the HIPAA Confidentiality Agreement. Students who violate the privacy policies and procedures of the clinical site, applicable law, or HIPAA Confidentiality Agreement, will be subject to disciplinary action which may include dismissal from the Nurse program.

## **SKILLS LABORATORY**

### **Course Skill Lab**

Planned skills lab hours are included in the respective Nurse Aide and Phlebotomy programs. These required lab sessions will be taught by the respective course instructor.

### **Open Lab/Practice Lab**

Extra lab access/ sessions for practicing skills can be scheduled with program director. The instructor may or may not be present for these additional sessions. Extra lab sessions are available to the students at no extra cost, within reason. Each student is allowed a maximum of 3, one-hour lab slots per week, in addition to the already allotted Skills lab times. Any additional requested time above the 3 hours will be charged at an hourly rate of \$25 per student. For times in which the instructor is required to assist the student in mastering of skills, these sessions may be signed up for 45- minute slots. In the event the student needs to cancel said appointment they are required to do so by emailing the instructor or speaking to her directly, either in person or via phone. Voicemail messages are not allowable.

## GRADUATION REQUIREMENTS

### Nurse Aide

Upon completion of the program, students will receive a certificate of completion from Diamond Career Institute and will be eligible to sit for the respective course certification exam.

To qualify for graduation from the program and receive a certificate of completion the following criteria must be met:

1. Pass all chapter exams with a cumulative grade “C” or better and receive an overall grade of C or a GPA of 2.0 or higher.
2. Full payment of all monetary obligations to Diamond Career Institute.
3. The student must have satisfactorily completed a minimum of 107 clock hours of Nurse Aide training that includes 67 clock hours of classroom training that doesn't involve direct resident care; and 40 clock hours of hands-on resident care in a Long Term Care Nursing Facility or alternative clinical training under the direct supervision of a licensed nurse as approved by the Texas Department of Health and Human Services.
4. Successfully complete the program skills checklist defined by Diamond Career Institute.
5. The checklist requires the verification of successful performance of skills be initialed and dated by the students on the date the skill is taught, practiced, and performed and verified with the initials of the instructor.
6. The student must have satisfactorily completed the Texas Department of Health and Human Services’ established curriculum, including at least 16 introductory hours of training in the following areas before direct client contact:
  - ✚ Communication and interpersonal skills;
  - ✚ Infection control;
  - ✚ Safety and emergency procedures, including the Heimlich maneuver;
  - ✚ Promoting residents' independence; and
  - ✚ Respecting residents' rights.
  - ✚ Personal care skills;
  - ✚ Basic Nurse skills;
  - ✚ Mental health and social service needs;
  - ✚ Care of cognitively impaired residents;
  - ✚ Basic restorative services; and
  - ✚ Residents’ rights

### Phlebotomy

Students who successfully complete the course will graduate and received a certificate of completion from Diamond Career Institute, based on the following completion criteria:

1. Pass all chapter exams with a cumulative grade “C” or better and receive an overall grade of C or a GPA of 2.0 or higher.
2. Full payment of all monetary obligations to Diamond Career Institute.
3. The student must have satisfactorily completed a minimum 54 clock hours of training, 31 hours of instructional lecture and the remaining 23 hours will be spent in the skills lab in which students will spend time practicing on the specialized simulation venipuncture arms as well on each other/ fellow students and family and friend volunteers.
4. For successful completion of the course students will be required to complete 30 successful unassisted venipunctures and 10 capillary sticks on live individuals.

## **TRANSCRIPT**

Upon graduation from the program and a written request to the Program Director, the student will be provided with an official copy of their program transcript. The first copy of the transcript will be provided free of charge, any additional copies will carry a \$5.00 service fee.

## **TRANSFER OF CREDIT HOURS**

Students planning to transfer should check the transfer institution's requirements/guides or discuss their options with an academic advisor or counselor. There are no credit transfer agreements for this program with other institutions.

## **CERTIFIED NURSE AIDE EVALUATION EXAM**

Students meeting the requirements outlined in the graduation requirements section of this catalog will receive a Certificate of Completion of the Nurse Aide Training Program which qualifies them to sit for the Certified Nurse Aide Evaluation Exam to become a Certified Nurse Aide in the State of Texas.

Prometric is responsible for administering the state CNA exam. The \$125.00 exam testing fee is **not** covered by the program fee paid to Diamond Career Institute. The testing fee should be paid directly to Prometric. For more information you may contact Prometric by phone at 800.488.5787 or via email: [txcna@prometric.com](mailto:txcna@prometric.com)

Additional information can be found on their website at <https://www.prometric.com/nurseaide/tx>

## **NATIONAL HEALTHCAREER ASSOCIATION**

Phlebotomy students who successfully complete the course and meet the graduation requirements outline in this catalog will receive a certificate of completion of the Phlebotomy course, making them eligible to sit of the National Healthcareer Association (NHA). The exam fee is \$125.00, which is **not** part of the fees charged by Diamond Career Institute. Additional information can be found on the website at <https://www.nhanow.com>.

## **JOB PLACEMENT**

Graduation is not a guarantee of employment. However, following completion of the program, graduation, and completion and passing of the state Certification Nurse Aide exam, graduates will be provided the opportunity to apply for and interview for open Nurse Aide positions at the affiliate clinical sites and the local long-term care facilities, home health agencies, and hospitals. Diamond Career Institute will provide guidance on interviews, resume writing and prospect job openings.

## **PROFESSIONAL CODES & STANDARDS**

It is the policy of this school to require students to use professional, courteous behavior in the classroom and in the clinical setting. Students who violate a Professional Code of Conduct and Standard may receive a verbal warning, written warning, or immediate termination. Students who violate HIPAA or engage in academic dishonesty will be terminated immediately from the program. Students may appeal an immediate termination in writing utilizing the Student Grievance Form and emailing it to the Program Director at [jane.yeboah@dcilearning.com](mailto:jane.yeboah@dcilearning.com)

The student will be notified in writing of the decision made and if readmittance may be granted for the next available scheduled course.

## **STUDENT CODE OF CONDUCT AND PROFESSIONAL BEHAVIOR**

- Students must be courteous to staff and fellow students and avoid cell phone interruptions. Cell phone must be muted during class. Messages or calls can be checked and returned when on break.
- Students that harass, threaten, or use inappropriate language with fellow students, staff, or patients shall be terminated from the school immediately.
- Students must notify the instructor if late or will be absent.
- Be punctual.
- Students are responsible for all material covered in class, the assigned readings, and the information covered in the student handbook.
- When participating in class, only one student should talk at a time.
- In the student Nurse lab, there will be no playing with equipment or lying or sitting on the beds except in mock clinical practicum.
- Students are responsible to use equipment and supplies with care and return all equipment to its appropriate storage area. Any damage of equipment should be reported to your instructor and charge nurse or designated facility leader.
- The instructor and student must report to the appropriate office at the community facility when equipment has been broken or damaged and complete an Incident Report. Charges that result from the negligence or horseplay of a student are the responsibility of the student.
- The school encourages friendliness, but never familiarity with staff or patients.
- Students are not to make engagements with or to take gifts from clients or residents, nor are students to give clients or residents gifts. This is both unprofessional and unethical.

## **Disruptive Behavior Policy**

Situations that warrant immediate withdrawal from the program include (but are not limited to):

- Theft of supplies or possessions from clinical sites, patients/residents, the school, other students or employees of the school or clinical agencies.
- Destruction of property or possessions of patients/residents, other students or employees of the school or clinical agencies.
- Falsifying documentation at clinical sites or on campus.
- Engaging in disorderly conduct or creating a disturbance on campus or clinical sites.
- Jeopardizing the safety of patients/residents, students, faculty or employees of clinical agencies or school through neglect of duty or through disregard for others.
- The use, sale, or possession of alcohol, drugs or controlled substances or being under the influence of alcohol or drugs on campus or at clinical.
- Any refusal or intentional failure to follow direct instructions from the school's faculty or a person in authority at a clinical site or school.
- Any challenge to obstruct, abuse or interfere with patient/resident care.
- Use of or possession of guns, knives, explosives or other weapons on campus or at clinical site.
- Harassment of an individual based on race, gender, age, national origin, religion, physical or mental disability at a clinical site or school.
- Violation of Health Insurance Portability Accountability Act (HIPAA) policies and procedures in all clinical agencies related to copying and/or disclosure of patient/resident information.
- Physical and or verbal abuse of an individual on campus or at clinical site.

## **Personal Appearance**

Students should be overall well-groomed with neat and clean hair.

## **Dress Code**

Wearing apparel shall be such that it does not disrupt the classroom atmosphere. Short shorts, halters, or other wearing apparel with suggestive messages are not appropriate.

## **Electronic Devices**

Personal cell phone should be kept to a minimum with absolutely no recordings or taking pictures of class or clinical areas or material. Laptops, or tablet may be used in the classroom or clinical setting provided their use is directly linked to the task at hand.

## **Eating**

Eating, drinking, chewing gum, and smoking are prohibited in the Diamond Career Institute classroom and in the clinical setting. The instructor may approve drinking in the classroom.

## **Social Media**

Communication Inappropriate use of social media (e.g., Facebook, Instagram, Twitter, Snapchat, YouTube, blogs, list serves, etc.) for posting content that exhibits undesirable or disruptive behaviors or conduct will result in a withdrawal from the program.

## TRUE AND CORRECT STATEMENT

I hereby certify that the statements and information in this catalog is true and correct to the best of my knowledge.

Signature: Jane Yeboah

Jane A. Yeboah, Program Director



## **APPENDICES**

## **Appendix A**

### **Student Catalog Acknowledgement Nurse Aide/ Phlebotomy Training Program**

By signing below, I acknowledge that I have read, understand, and agree to abide by the information and requirements presented in the Diamond Career Institute Catalog.

Student Name (print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix B**  
**Student Grievance Procedure Acknowledgement**

By signing below, I acknowledge that I have received a copy of the Student Grievance Procedure and I understand and agree to abide by the information and requirements presented in the procedure.

Student Name (print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

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






## Appendix C

### Grievance/Appeal Form

Please carefully read the Student Grievance and Appeals Procedures document before filing this application. Fill in all information requested completely, including any documents needed to consider the appeal. Place the form in a sealed envelope and deliver to the Program Director.

Name:	Student ID #
Address	
Phone number mobile:	Alternate phone number:
Email address:	
Name and title of person (s) involved:	
Explain any attempts to settle the problem with the person(s) involved with the case (Instructor or staff person), or with that person's supervisor. Please use separate pages if necessary.	
List and attach copies of any documents you are submitting with this application such as: grade reports, letters, correspondence, etc.	
State a summary of the desired outcome you wish as the result of this grievance or appeal:	
The information contained in this application is not shared with anyone outside the grievance/appeals process without your express permission. The Director is not allowed to discuss cases except in the context of the grievance/appeals process	
Following the completion of the Appeal/Grievance process, should the student not yet be satisfied with the resolution offered, he/she may contact Texas Workforce Commission Texas Workforce Commission for information on filing a formal complaint at Career Schools and Colleges Section, 101 East 15th Street Room 226T, Austin, Texas 78778-0001. 512-936-3100. <a href="http://csc.twc.state.tx.us">http://csc.twc.state.tx.us</a> . The TWC-assigned school number for Diamond Career Institute is <u>S6372</u> . Students may also contact NATCEP at 512-438-2017.	
Signature:	Date:

## Appendix D Student Voluntary Withdrawal Form

Name:	Student ID #:
Address:	
Phone number:	
Email address:	
Start date:	Withdrawal date:
Reason for Withdrawal:	
Refund Information	
<ul style="list-style-type: none"> <li> No refund on Application Fee.</li> <li> A full refund will only be allowed if student withdrawal is submitted prior to conclusion of first 3 days of classroom instruction. (See Student Handbook)</li> <li> A 50% refund will only be allowed if withdrawal is submitted prior to conclusion of 5 days of classroom instruction. (See Student Handbook)</li> <li> A 25% refund will only be allowed if withdrawal is submitted prior to conclusion of 8 days of classroom instruction. (See Student Handbook)</li> <li> No refund will be given after the conclusion of 8 days of classroom instruction. (See Student Handbook)</li> </ul>	
Student Signature: _____ Date: _____	

Instructor/ Program Director Comments:	
Program director Signature	Date:

**Appendix E**  
**Consent To Drug/ Alcohol Testing**  
**Statement Of Acknowledgement and Understanding Release of Liability**

I, \_\_\_\_\_ am enrolled in Diamond Career Institute. I acknowledge receipt and understanding of the institutional policy regarding drug and alcohol testing, and the potential disciplinary sanctions which may be imposed for violation of such policy as stated in the student handbook.

I understand the purpose of this policy is to provide a safe working and learning environment for patients, students, clinical and the Diamond Career Institute staff, and property.

Accordingly, I understand that prior to participation in the clinical experience, I may be required to undergo drug/alcohol testing of my urine. I further understand that I am also subject to testing based on reasonable suspicion that I am using or am under the influence of drugs or alcohol.

I acknowledge and understand the intention to test for drugs and/or alcohol and agree to be bound by this policy. I hereby consent to such testing and understand that refusal to submit to testing or a positive result of the testing may affect my ability to participate in a clinical experience and may also result in disciplinary action up to and including dismissal from Diamond Career Institute.

My signature below indicates that:

1. I consent to drug/alcohol testing as required by clinical agencies or as directed by Diamond Career Institute.
2. I authorize the release of all information and records, including test results relating to the screening or testing of my urine specimen, to the Program Director of Diamond Career Institute and others deemed to have a need to know.
3. I understand that I am subject to the terms of the general regulations on student conduct and disciplinary sanctions of Diamond Career Institute and the Policy Statement on Drug-Free Campus, as well as federal, state and local laws regarding drugs and alcohol.

My signature indicates that I have read and understand this consent and release, and that I have signed it voluntarily in consideration of enrollment at Diamond Career Institute.

---

Student's Signature

Date

## Appendix F Instructor Evaluation Form

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

Course:	Instructor:
---------	-------------

Your honest and sincere evaluation of this course helps ensure that our programs are of the highest caliber and that they meet or exceed your training needs. Thank you.

### RATING SCALE:












5- Outstanding

4- More than satisfactory


3- Satisfactory


2- Less than satisfactory

1-Poor N/A- Not applicable

		5	4	3	2	1	N/A
<b>Classroom</b>	 Knew subject thoroughly						
	 Related course materials to class needs.						
	 Made course requirements and objectives clear.						
	 Encouraged class participation.						
	 Answered questions completely						
	 Stayed on subject.						
<b>Skills Laboratory</b>	 Technique demonstration was provided if needed or requested.						
	 Provided time for skills practice						
<b>Clinical</b>	 Verbal and Written feedback was provided in a timely manner						
	 Additional assistance was provided when needed or requested						
	 Communicated clearly student responsibilities.						

### Suggestions:

 How could the instructor improve the class delivery?

 Please describe anything else you wish to share with the instructor or the program.

**APPENDIX G**  
**STUDENT RECEIPT OF INSTRUCTOR EVALUATION FORM**

I, \_\_\_\_\_, received an instructor evaluation form to be completed at the end of my course.

Instructors name:	Course:
-------------------	---------

Date of Course: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## APPENDIX H

### HIPAA CONFIDENTIALITY AGREEMENT FOR STUDENTS

Print Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

*\*Read and initial if you understand and agree.*

\_\_\_\_\_ The discussions, uses and disclosures addressed by this agreement mean any written, verbal or electronic communications such as email, Facebook, Twitter, (X) or any other social media platform.

\_\_\_\_\_ I understand that I am never to discuss or review any information regarding a patient at a clinical site unless the discussion or review is part of my assignment to the site and includes the participation of a faculty member. This includes verbal and electronic discussions.

\_\_\_\_\_ I understand that I cannot access any chart other than that of an assigned patient. I am not allowed to access my own personal chart or that of family, friends or acquaintances.

\_\_\_\_\_ I understand that I am obligated to know and adhere to the privacy policies and procedures of the clinical site to which I am assigned.

\_\_\_\_\_ I acknowledge that medical records, accounting information, patient information and conversations between or among healthcare professions about patients are confidential under law and this agreement. I further understand that it is a violation of HIPAA to access any patient information other than for those to whom I am assigned.

\_\_\_\_\_ I understand that, while in the clinical setting, I may not disclose any information about a patient during the clinical portion of my clinical assignment to anyone other than the medical staff of the clinical site.

\_\_\_\_\_ I understand that I may not remove any record from the clinical site without the written authorization of the site. I understand that, before I use or disclose patient information in a learning experience, classroom, case presentation, class assignment or research I must attempt to exclude as much of the following information as possible.

\_\_\_\_\_ I acknowledge that any patient information, whether it excludes some, or all those identifiers, may be used or disclosed for health care training and educational purposes at Diamond Career Institute and must otherwise remain confidential. I understand that I must promptly report any violation of the clinical site's privacy policies and procedures, applicable law, or this agreement to an appropriate instructor or Program Director.

\_\_\_\_\_ Finally, I understand that if I violate the privacy policies and procedures of the clinical site, applicable law, or this agreement, I will be subject to disciplinary action which may include dismissal from the Nurse program.

**By signing this agreement, I certify that I have read and understand its terms and will comply with them.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix I Clinical Evaluation Criteria

Students must demonstrate the following skills and behaviors in the clinical setting. Failure to do so will result in a failing grade for the required clinical hours.

Category	Passing Behavior	Failing Behavior
Interpersonal Skills	-Greet staff and patient professionally. -Utilize professional language.	-Utilizing foul or abuse language.
Professionalism	-Clean and neat uniform	-Uniform wrinkled, stained, or unwashed. -Chewing gum. -Talking on the phone during clinicals. -Using facility phone for personal calls.
Attitude	-Accept feedback positively, and use it as a tool to improve clinical practice -Attitude of respect and collaboration with patients, families, and healthcare team	-Evidence of defensiveness, disrespect, disengagement, or difficulty with teamwork. -Unmotivated to learn or work – not interested in learning procedures or taking direction from instructor. -Dismiss learning opportunities such as “done that before” or “I don’t want to repeat it.” -Defensiveness toward preceptor’s feedback
Communication Skills	-The ability to effectively communicate. -Address patient by preferred name. -Asks questions when unsure of procedure -Seeks clarification -Charts correctly -Notifies instructor and/or nurse of changes in patient status	-Calling patient by pet names such as “Honey”, “Sweetie”, “Grandma/Grandpa”, etc.
Infection Prevention	-Understand and follow isolation precautions. -Demonstrate proper handwashing technique. -Utilize appropriate PPE. Proper disposal of soiled linen	-Observed not washing hands or using hand sanitizer prior to patient care. -Not wearing gloves when handling body fluids
Quality of Care	-Accurately obtain vital signs. -Answers call lights -Reviewing and following the patient care plan. -Report patient changes in condition to the instructor and/or nurse. -Performs critical elements in patient care skills as taught in skills lab.	-Failing to follow plan of care. -Failure to accurately performs basic patient care skills according to the steps taught in skills lab or classroom
Organization	-Organize their time	-Inappropriate use of clinical time.
Patient Safety	-Utilizing siderails -Utilize appropriate ambulation tools -Remove visible hazards from patient	-Minimize importance of patient safety
Attendance	-Arrive on time for clinicals	-Tardy for clinicals

## APPENDIX J

**TEXAS HEALTH AND HUMAN SERVICES COMMISSION REGULATORY SERVICES**  
**NURSE AIDE TRAINING PROGRAM DAILY SIGN-IN RECORD**

Each student is required to sign the daily sign-in record. It is the program instructor's responsibility that the information on this form is correct and complete. This form must be maintained as part of the NATCEP records. If the classroom portion of the training is completed via zoom, the NATCEP must have a daily attendance sheet that shows how many hours each student completes each day.

Instructor's Name: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_

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

[illegible]

**Total Class Hours:** \_\_\_\_\_

## APPENDIX K

### Hybrid Attendance Sheet

HYBRID ATTENDANCE SHEET	
Student:	Start Date:
Instructor:	End Date:

[illegible]

Student will enter the start and end times for virtual classroom assignments on each day. Instructor will take daily attendance for lectures. All lecture attendance is mandatory.

## APPENDIX L

### OPEN LAB SIGN UP

Open Lab Hours:

[illegible]

## **APPENDIX M**

### **PROMETRIC CLINICAL SKILLS**

The Prometric Clinical Skills List is a list of skills that a Nurse Aide candidate may be asked to demonstrate during the Skills Evaluation.

1. Hand washing
2. Indirect care
3. Ambulate the resident using a transfer/gait belt
4. Assist resident needing to use a bedpan
5. Change bed linen while the resident remains in bed
6. Change residence position to a supported sideline position
7. Dress a resident who has a weak arm
8. Empty contents of a residence urinary drainage bag, and measure and record your new output or an intake and out take (I &O) form
9. Feed a resident who is sitting in a chair
10. Measure and record a residence radio pulse
11. Measure and record a residence respirations
12. Provide catheter care to a female resident who has an indwelling urinary catheter
13. Provide foot care to a resident who is sitting in a chair
14. Provide mouth care to a resident who has a denture
15. Provide mouth care to a resident who has teeth
16. Provide perineal care for a female resident who is incontinent of urine
17. Provide resident hand and nail care
18. Provide resident a partial bed bath and back rub
19. Provide resident with passive range of motion (ROM) exercise to one elbow and wrist
20. Provide resident with passive range of motion (ROM) exercise to one shoulder
21. Provide resident with passive range of motion (ROM) exercises to one hip, knee, and ankle
22. Transfer the resident from the bed into a wheelchair using a pivot technique and a transfer/gait belt

**APPENDIX N**

**TEXAS HEALTH AND HUMAN SERVICES**

**TEXAS NURSE AIDE PERFORMANCE RECORD**

**Form 5497-NATCEP**



**Nurse Aide Training and Competency Evaluation Program (NATCEP)**  
Texas Nurse Aide Performance Record

Nurse Aide Name:		Last 4 digits of Social Security No.:	
NATCEP Name:		NATCEP Location:	
Program Code No.:	Clinical Training Site:	Training Begin Date:	Training End Date:

Initials	Corresponding Signature of Instructor	Title

Letters listed in parentheses next to each skill identify the Exam Prometric Skill. Checkpoints associated with the skills are found on the website at [www.prometric.com/sites/default/files/NAClinicalSkillsChecklist.pdf](http://www.prometric.com/sites/default/files/NAClinicalSkillsChecklist.pdf).

S = Satisfactory Performance U = Unsatisfactory Performance									
	Classroom/Online			Skills Lab			Clinical		
Procedures Guidelines	S/U	Date	Initials	S/U	Date	Initials	S/U	Date	Initials
<b>Section I, Safety and Emergency Program</b>									
1. Fainting and Falls									
2. Seizures									
3. Clearing the Obstructed Airway									
4. Personal Protective Equipment (PPE)									
5. Body Mechanics for Nurse Aides									
<b>Section II, Infection Control</b>									
6. Hand Washing (A)									
7. Isolation Precautions									
8. 8 hours of Personal Protective Equipment (PPE)									
<b>Section III, Communication</b>									
9. Communication and Interpersonal Skills									
<b>Section IV, Nutrition and Hydration</b>									
10. Assisting with Meals									
11. Feeding the Dependent Resident (I)									
<b>Section V, Resident's Environment</b>									
12. Making the Unoccupied Bed									
13. Making the Occupied Bed (E)									
<b>Section VI, Basic Nursing Skills</b>									
14. Intake and Output (I&O) (H)									
15. Temperature (Oral and Axillary)									
16. Manual Pulse and Respiration (J,K)									
17. Blood Pressure									
18. Height and Weight									



	Classroom/Online			Skills Lab			Clinical		
Procedures Guidelines	S/U	Date	Initials	S/U	Date	Initials	S/U	Date	Initials
<b>Section VII, Personal Care</b>									
19. Tub or Shower Bath									
20. Complete Bed Path (R)									
21. Perineal Care/Incontinent Care – Female (With or Without Catheter) (L, P)									
22. Perineal Care/Incontinent Care – Male (With or Without Catheter)									
23. Cather Care									
24. Brushing the Teeth									
25. Denture Care (N)									
26. Special Mouth Care (O)									
27. Hair Care									
28. Shampooing the Hair									
29. Shaving the Resident									
30. Fingernail Care (Q)									
31. Foot Care									
32. Dressing and Undressing the Resident (G)									
33. Applying Knee High Elastic (Compression) Stocking									
<b>Section VIII, Elimination Care</b>									
34. Bedpan (D)									
35. Urinal									
36. Indwelling Urinary Catheter Care									
37. Urine Specimen Collection									
38. Stool Specimen Collection									
<b>Section IX, Carrying for Resident Death</b>									
39. Postmortem Care									
<b>Section X, Basic Restoration Services</b>									
40. Assisting Resident to Transfer to Chair or Wheelchair (V)									
41. Ambulation or Ambulation Aids (C)									
42. Passive Range of Motion Exercises (PROM) (S, T, U)									
<b>Section XI, Prevention of Pressure Ulcers</b>									
43. Positioning Residents (F)									
44. Turning Resident on Side Toward You									
45. Moving Resident in Bed									
46. Assisting with Resident to Sit Up on Side of Bed									

## **APPENDIX O**

### **PHLEBOTOMY SKILLS**

1. Handwashing
2. Donning and Doffing PPE: Gown, Gloves, Mask, Goggles, and Face Shield
3. Perform 30 Routine Venipuncture with Multi-sample Needle and Evacuated tube (s)
4. Perform 10 Routine Capillary Puncture by Fingerstick
5. Perform Routine Capillary Puncture by Heel Stick
6. Perform Venipuncture in the Hand with Winged Collection System and Evacuated Tube
7. Perform Routine Blood Pressure
8. Collect a Clean-catch (Midstream) Urine Specimen
9. Test Urine with a Reagent Strip

## APPENDIX P

### PHLEBOTOMY RELEASE OF LIABILITY FORM-STUDENT

Diamond Career Institute is a for-profit educational institution. References to Diamond Career Institute includes its, owner, faculty employees' students and clinical affiliations.

I \_\_\_\_\_, of my free will choose to participate in the Phlebotomy Program offered by Diamond Career Institute. In consideration of my voluntary participation in this program I agree to the following procedures performed among students

1. Phlebotomy- the inserting of a needle into the arm of another person for the purpose of withdrawing blood
2. Finger stick-the inserting of a Lancet into the finger of another person for the purpose of withdrawing blood

I understand and I hereby expressively acknowledge that, as part of the instruction that I will receive in the Phlebotomy program, I may be asked to perform venipuncture and venous stick procedures or that another student may be asked to practice these procedures on me. I understand that if I choose not to let another student draw my blood, I cannot draw another student's blood.

I understand that my participation in the aforementioned, may pose potential exposures to bodily injury, communicable and infectious disease.

#### ***Assumption of risk and release of liability:***

Knowing and understanding all the risks described above, I voluntarily and knowingly assume all the risks inherent to enrolling and participating in this program. I agreed to release indemnity of all staff faculty and persons associated with Diamond Career Institute from and against any, and all claims, of any kind in which, I the participant, my parents or legal Guardian or any other person may have for any losses damages or injuries arising out of, or in connection with my participation in this program. I indicate that by my signature below that I have read the terms and conditions of participation in this program, and I agree to abide by them. I have carefully read this voluntary assumption of risk and release of liability and insist that I understand it.

No representation statements oral or written apart from the above written statement have been made. This voluntary assumption of risk and release of liability shall be governed by the laws of the state of Texas that shall be the forum for any lawsuits filed under or incident to this form or to the program. If any portion of this form is held invalid the rest of the document shall continue in full force in effect.

Student Name (Printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX Q

### VENIPUNCTURE CONSENT & WAIVER & RELEASE OF LIABILITY FORM-VOLUNTEER

Diamond Career Institute offers a Phlebotomy program designed to prepare students for employment as a Phlebotomist. As part of the program, students are trained to draw and collect blood samples. In order for students to meet the required number of “sticks” and blood draws to complete this training, volunteers are needed.

If you are willing to be a volunteer, please carefully review the information below and sign and date.

Student volunteers under 18 years of age, must also have a parent/guardian review and sign this form. Volunteers under the age of 16 will not be considered despite parent/ guardian approval.

#### Important information

- The program involves learning to draw and collect blood samples.
- After a student has developed a level of expertise in drawing fluid from inanimate objects and with the use of training tools, he/she must develop expertise by practicing drawing blood from a human volunteer.
- All blood draws taken by occur under the direct and close supervision of an instructor.
- When drawing blood, the student will wear latex gloves and use a sterile needle, rubbing alcohol (70% isopropyl) to ensure the site of the puncture is protected from bacteria. A latex tourniquet will then be applied.
- The student must check for latex allergies.
- Following the blood draw, volunteers are provided with a sterile gauze pad to enable the student to apply pressure to the site to lessen potential bruising. An adhesive strip will then be applied to hold the sterile gauze pad in place, thus maintaining the pressure once the puncture site has stopped bleeding.
- Possible side effects during and/or immediately after the blood draw may include light-headedness, dizziness, localized pain, bruising and/or minor swelling around the puncture site.
- Volunteers are encouraged to drink water or other fluids the day before and the day of the practice blood draw to assist the blood draw by ensuring that the volunteer’s veins are fully hydrated.

#### Informed consent:

By my signature below, I understand and agree as follows:

- I have read the information provided in this form and had the opportunity to ask any questions I have.
- I am providing my informed consent for the permitting student to take a blood draw from me under the direct and close supervision of a program instructor. Student may perform blood draw on volunteer outside of skills lab using kit after receiving instructor approval.
- I have no medical conditions that would be adversely impacted by my participation in the blood draw.

#### Waiver of liability and release of claims: by my signature below, I understand and agree as follows:

- I voluntarily assume any and all risks relating to the participation as a volunteer.
- I, my heirs, assigns and representatives hereby release, waive, discharge, hold harmless, defend and indemnify Diamond Career Institute and/or the program, their officers, agents, volunteers, and employees from any and all liability, claims, demands, damages, fees or expenses, or actions whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by the volunteer as a result of the volunteer’s participation in the program.
- The program cannot be expected to control all of the risks associated with this program and that there may be the need for a response to accidents and potential emergencies. Therefore, I give my consent for any medical treatment that may be required as determined by a licensed healthcare professional during the participation as a volunteer in the program, with the understanding that I will be financially responsible for all costs of treatment.
- I have read this consent and waiver and release of liability form, understand it and sign it voluntarily.

Volunteer First and Last Name(Print): \_\_\_\_\_

Signature of Volunteer: \_\_\_\_\_

Volunteer Date of Birth: \_\_\_\_\_

Signature of Parent/Guardian (Volunteers under 18 years old): \_\_\_\_\_

Phlebotomy Student’s First and Last Name: \_\_\_\_\_

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