Oregon Medical Training
Private Career School

SCHOOL CATALOG 2027

Mission Statement
Oregon Medical Training is a Private Career School committed to providing low-cost, high-quality healthcare education, which provides our students with the foundation for attaining a professional career in the field of medicine.

History
Oregon Medical Training (OMT), formerly known as Oregon Phlebotomy Training (1999), is a locally-owned and operated private career school established in 2004. While initially only offering Phlebotomy Technician courses, it has grown to offer both EKG and Pharmacy Technician courses as well. OMT is licensed by the Oregon Department of Education's Higher Education Coordinating Commission (HECC) and its courses are approved by the National Healthcareer Association (NHA).

Statement of Non-Discrimination
Oregon Medical Training does not discriminate against any person on the basis of race, religion, color, national origin, disability or age in admission or participation in its programs, services and activities or in employment. Any person unlawfully discriminated against, as described in ORS 345.240 or ORS 659.850, may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries. Students who are members of protected classes will be treated equally by Oregon Medical Training. Any staff member found to have engaged in discriminatory behavior will face disciplinary action.

Campus and Administrative Office:
1126 Gateway Loop #108,
Springfield, OR 97477

Phone: (541) 343-3100
Fax: (541) 461-0251
Email: admin@orphleb.com
Website: https://www.oregonmedicaltraining.com
SCAN WITH YOUR PHONE
Open your phone's camera and scan.

STAFF AND FACULTY

DIRECTOR	Mario Pierce	mariop@orphleb.com
ADMINISTRATOR	Natalie Rabette	admin@orphleb.com
PHLEBOTOMY INSTRUCTOR	Marissa Lange	marissal@orphleb.com
EKG INSTRUCTOR	Josiah Rice	josiahr@orphleb.com
PHARMACY INSTRUCTOR	Daerly DePaule	daerlyd@orphleb.com

Subject Courses
The following subjects are available at the Oregon Medical Training, as they appear in the school's catalogs, class schedules, student schedules and completion documents.

Subject Codes:
PHLB Phlebotomy
EKG Electrocardiogram
PHRM Pharmacy

Weekday Abbreviations
M - Monday **T -** Tuesday **W -** Wednesday **TH -** Thursday **F -** Friday

Course Schedule

Program	Days	Time	Type
PHLEBOTOMY	M, T, TH	6:00 PM - 9:00 PM	On Campus
EKG	W	8:30 AM - 1:00 PM	Hybrid
PHARMACY	M, W	5:00 PM - 9:00 PM	Hybrid

Admission Requirements
Oregon Medical Training does not have a student transfer policy. Prospective students for Phlebotomy and Pharmacy must have a high school diploma or GED and be at least 18 years of age. EKG students must be at least 17 years of age at the commencement of the course. While a high school diploma or GED is not mandatory for EKG students, current school attendance is required. It is mandatory for students to provide documentation that these requirements have been met. Students that are accepted receive a confirmation email within 48 hours. Students that do not meet admission requirements will be notified and given an opportunity to resolve this within 48 hours.

Student Expectations
Additionally, prospective students should ensure that they possess all of the essential functions in the following list to provide reasonable assurance that they will be able to complete their course of study and participate fully in the required training:

- ☐ Project a well-groomed, neat appearance.
- ☐ Able to stand and/or walk for long periods of time.
- ☐ Demonstrate sufficient motor coordination to manipulate equipment used in EKG, Pharmacy and Phlebotomy.
- ☐ Demonstrate visual ability to read, discern colors, perform related procedures, and interpret prescriptions, test requests or EKG tracings.
- ☐ Demonstrate hearing ability to respond to instructors, patients, physicians, nurses, support staff and other personnel encountered throughout the course and eventually in your career.
- ☐ Demonstrate the ability to maintain patient confidentiality and exercise ethical judgment, integrity, honesty, dependability and accountability.
- ☐ Able to communicate professionally with instructors, fellow students, patients, physicians, nurses, support staff and other personnel encountered throughout the course and eventually in your career.

- ☐ Establish effective working relationships.
- ☐ Able to organize and assume responsibility for one's work.
- ☐ Able to perform job functions accurately and quickly even under stressful conditions.
- ☐ Operate computers.
- ☐ Accurately follow written and oral instructions. If there are questions or concerns regarding any item listed above, please contact our administrator to determine your eligibility for the course and identify accommodations that may be offered to meet your instructional needs or provide you with resources to address your concern.

Full-Time and Part-Time Enrollment
Enrollment under two courses during a term is considered part-time enrollment, 2 or more courses is considered full-time enrollment.

Cancellation and Refund Policies (OAR 715-045-0001)
A student may cancel enrollment by submitting a Student Request Application (SRA) to the school. The "date of enrollment" is the date at which the enrollment agreement was signed by both the student and authorized school official. Students who withdraw from the course are not entitled to any further resources provided by OMT. Unless the school has discontinued the program of instruction, the student is financially obligated to the school according to the following:
● If cancellation occurs within five business days of the date of enrollment, and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded.
● If cancellation occurs after five business days of the date of enrollment, and before the commencement of classes, the school shall retain only the published registration fee. Such fee shall not exceed 15% of tuition cost, or $150, whichever is less.
● If withdrawal or termination occurs after the commencement of classes and before completion of 50% of the contracted instruction program, the student shall be charged according to the published class schedule. The student shall be entitled to a pro rata refund of the tuition when the amount paid exceeds the charges owed to the school. In addition to the prorated tuition, the school may retain the registration fee, supply fee, $25.00 withdrawal fee, and other legitimate charges owed by the student.
● Pro rata refund means a refund of tuition paid for that portion of the program not offered to the student prior to withdrawal. The date for determining that portion shall be the published course schedule and the last recorded date of attendance by the student.
● If withdrawal or termination occurs after the completion of 50% or more of the program, the student shall be obligated for the tuition charged for the entire program and shall not be entitled to any refund.

Re-Enrollment
A student who has withdrawn from a class or failed to meet the minimum requirements to pass a class may re-enroll. Students deciding to re-enroll are responsible for payment of tuition and fees regardless of payment for prior enrollment tuition and fees. Re-enrolling students are required to follow the registration steps and submit the following:

- ☐ A brief description of the student's reason for pursuing phlebotomy, EKG or pharmacy technician training
- ☐ A brief explanation for the previous withdrawal or inability to meet the minimum class requirements for the previously enrolled class
- ☐ An explanation or description of how the students has addressed, corrected or resolved the issue as described in #2 above The program director will review requests for re-enrollment and will approve or follow-up with the student if further remediation of the situation is deemed necessary prior to re-enroll.

Transfer Policy

Students wishing to transfer to a different course or term must have paid the tuition for their current course. If the new course or term has a higher tuition, the student must pay the difference. Transfers are limited to one per tuition payment. All transfer requests must be submitted via the Transfer Request Form and are subject to availability.

Attendance Policy

There is a direct correlation between attendance and student achievement. Any class session or activity missed, regardless of the cause, reduces the opportunity for learning and may adversely affect a student's achievement in the course. Attendance is required for every class and for the duration of each class, and this policy extends to job shadows and externships. This policy is intended to ensure the successful completion of course objectives of all enrolled students. Oregon Medical Training recognizes that unexpected events may warrant student absence from scheduled class times.

In the event of illness, injury or emergency the student is required to notify the instructor.

- Notification must occur prior to the class start time (exceptions may be made at the discretion of the instructor in conjunction with the director or administrator).
- Notification will constitute a good faith effort to contact the instructor according to the method described on the first meeting of the course.
- Notification must be made each day of absence.
- Absences that occur without notification are considered unexcused.
- Extended absences may preclude the student from obtaining the necessary skills and knowledge required to make satisfactory academic progress in the course. If a situation arises where a student may be absent from class for three or more consecutive classes, the student must notify the instructor who will determine, in conjunction with the director or administrator, the most appropriate course of action.
- After failure to attend the first week, the school will attempt to contact the student via phone and email. It will then become the student's responsibility to provide written notice (SRA) to the school to cancel enrollment. If a registered student is absent from every class and has failed to provide written notice (SRA) of withdrawal after the class has progressed to 50% or more completion, the student will forfeit the registration fee, supply fee (if given supplies) and 50% of the stated tuition for the class.

Excused Absences

Only two occurrences of absence will be excused for illness, injury or emergency of the student or a family member (considered to be a relative or a person living in the home of the student). A doctor's note may be required upon return to class.

Unexcused Absences

Greater than two occurrences of unexcused absence will result in termination from the course. The student will be terminated upon the third occurrence of unexcused absence and will be notified of termination and will be refunded according to the cancellation and refund policy.

Unexcused absences include:

- Each absence for illness, injury or emergency in excess of the maximum allowable excused absence.
- Each instance of excessive tardiness. Excessive tardiness is defined as arriving to class more than 15 minutes late and/or consistently arriving to class between 1-15 minutes late.
- Failure to stay for the duration of class (except when dismissed by the instructor).
- Failure to properly notify the instructor of absence.

Warnings

[LEVEL 1] Verbal Warning: The instructor or office administrator will provide the student two verbal warnings and the

student's status is in academic probation. If that number exceeds and the student continues to disregard the previous warning(s), a student may be entitled to academic suspension and so on. A verbal warning may be in person or email.

[LEVEL 2] Written Warning: A corrective action letter, a written warning, will be provided to a student twice and the student's status is in academic suspension. If that number exceeds and the student continues to disregard the previous warning(s), a student may be entitled to termination. A written warning may be print or email. Student Acknowledgement: The student will sign an acknowledgement form and will specify that they have received a written or verbal warning. This acknowledgement does not constitute agreement by the student with the content of the warning.

[LEVEL 3] Termination Notice: A student will receive a written termination notice if they failed to follow student conduct standards and/or if the student's status is in probation or suspension. A termination notice may be printed or email.

Student Conduct Standards
Violation may result in a written and/or verbal warning; depending on the severity of the situation.

- No discriminatory behaviors against other students, school personnel or other related people.
- No use of cell phones, laptops and other digital devices during class time.

Student Code of Conduct
Oregon Medical Training is committed to creating a safe environment that promotes learning as well as teaching. It is necessary that each student behaves in a safe, ethical, and professional manner. Unsafe or unprofessional behavior will result in disciplinary action. Initially the student will receive a verbal warning either from the instructor, administrator or director. One (1) more incident will result in a written warning and the student will meet with the instructor or other school official to develop a corrective action plan. If the problem persists, the student's enrollment may be terminated and tuition refunded according to the cancellation and refund policy. Oregon Medical Training reserves the right to implement reasonable corrective action which may deviate from the general description above depending on the severity of the situation.

Examples of unsafe or unprofessional behavior include, but are not limited to:

- Excessive tardiness/absenteeism
- Inappropriate Attire, see Dress Code Policy
- Failure to follow written and verbal instructions
- Threatening, aggressive or hostile behavior directed at the instructor, fellow students or school officials
- Behavior that interferes with or disrupts teaching and learning
- Academic dishonesty such as cheating, tampering or plagiarism
- Attending class under the influence of any drug of abuse or legal/prescribed drug that impairs judgment, or may interfere with the student's ability to safely perform classroom procedures (including alcohol)
- For the Phlebotomy Technician Course only:
    - Performing venipuncture/capillary puncture procedures without appropriate supervision
    - Disregard for Universal Precaution, Standard Precautions or proper handling of sharps

Dress Code Policy
Closed-toed shoes are required and jewelry accessories must be removed for safety. Students with long hair must tie hair back when performing phlebotomy, EKG or pharmacy procedures. It is acceptable to wear healthcare uniforms, like scrubs, if no company names or logos exist. Perfume or cologne during class time is not allowed.

Unacceptable attire includes:

- Unprofessional outfits, including ripped and revealing clothing
- Attire with offensive images/words
- Healthcare uniforms bearing the name or logo of another business/institution
- Open-toed shoes (flip flops, slippers, heels)
- Unnecessary accessories, including dangling necklaces and bracelets

Students violating the dress code policy will not be permitted to participate in classroom activities and must leave class to correct the violation. Repeated violation of the dress code policy will be subject to disciplinary action as described in the Student Code of Conduct.

Satisfactory Academic Progress
Students must maintain satisfactory academic progress in courses offered by Oregon Medical Training. Satisfactory Academic Progress is defined as:
- Submitting completed assignments on time and on a consistent basis.
- Scoring greater than 60% on all quizzes and examinations.
- Demonstrating comprehension and acquisition of technical skills relevant to the course.

Academic progress will be evaluated continuously throughout the course. Any student failing to demonstrate satisfactory academic progress will be notified and will develop a corrective action plan with the instructor that clearly states agreed upon actions and expectations. If the agreed upon actions and expectations fail to be met by the agreed upon timeline, the student's enrollment will be terminated and refunded tuition and fees according to the cancellation and refund policy.

Academic Standings

Good Standing: The student excellently follows the school catalog accordingly. No policies were violated.

Academic Probation: If probation is invoked, the student will receive two verbal warnings that they are at risk of suspension or termination. To return back to good standing, the student must show gradual improvements throughout the term. The student must dedicate time to follow the requirements and policies accordingly.

- Failure to meet attendance policy for an illness, injury or emergency of the student or family member; see page (4)
- Failure to attend the first week of school without prior notice to the instructor or office administrator; see page (4)
- Failure to notify the instructor or office administrator of an absence; see page (4)
- Failure to provide a doctor's note upon return to class; see pages (4)
- Failure to meet excused/unexcused absences; see pages (4)
- Failure to pay tuition costs by 50% of course completion; see page (11)
- Failure to meet satisfactory academic progress; see page (6)
- Failure to follow the student dress code policy; see page (5-6)
- Failure to follow the student code of conduct; see page (5)
- Failure to maintain an effective learning environment for the student or peers; see page (5)

Academic Suspension: If suspension is invoked, the student may be at threat of termination. The student will receive two written warnings from the instructor or office administrator that explains in detail that they are at risk of termination. To return back to good standing, the student must show gradual improvements throughout the term. The student must dedicate time to follow the requirements and policies accordingly.

- The student meets one or more of the probation violations listed above; see academic probation.
- Failure to communicate within 1-2 school days if the instructor and office administrator try to connect.
- Failure to demonstrate academic progress when in probation or throughout the term.

Termination: If termination is invoked, the student will no longer be entitled to any of the school's programs or services (with the exception of re-enrollment; see page (3). The school will examine the student's payments and either refund or charge the student according to the Cancellation and Refund Policies (OAR 715-045-0001). The student will receive a written termination notice from the office administrator that explains in detail that they are terminated from the course immediately.

- The student meets one or more of the probation and suspension violations listed above; see probation and suspension.
- If a student's withdrawal is voluntary and the student is compliant with all school policies.
- If a student's withdrawal is not voluntary and is noncompliant of academic, attendance, conduct, financial obligations or any combination thereof.

Safety

The clinical portion of the courses offered by Oregon Medical Training introduces students to the proper and safe use of equipment and devices related to their chosen field of study. There is an inherent safety risk when using certain devices including venipuncture equipment and as such students will be held to strict guidelines about use of venipuncture equipment, sharps handling and sharps disposal. Disregard for safe practices will result in disciplinary action as described in the Student Code of Conduct.

Students may be exposed to potentially infectious material, primarily students enrolled in the Phlebotomy Technician course, and therefore Standard Precautions and Universal Precautions must be followed at all times to ensure the safety of all students. Strict observance of these precautions is mandatory. Failure to comply may result in expulsion from this course. In the event of exposure students and staff are expected to follow the exposure guidelines in the safety manual.

Safety Precautions

The CDC recommends the use of Standard Precautions to prevent the transmission of microorganisms from known and unknown sources in the healthcare setting. Blood and most body fluids are considered potentially infectious regardless of the known status of the source patient.

Universal Precautions is an approach to minimize the risk of transmission of blood borne pathogens (HIV/AIDS, Hepatitis B and Hepatitis C).

In accordance with these precautions, students are expected to use proper hand hygiene and appropriate personal protective equipment, including gloves and splash shields whenever performing procedures where there is a risk of exposure to blood or potentially infectious material. All biohazardous material will be disposed of in the appropriate regulated biohazardous waste containers and all surfaces will be appropriately disinfected.
Students with physical limitations may be admitted to or continue with any course offered by Oregon Medical Training, however the student understands that excessive absenteeism, or inability to adequately achieve the required objective may necessitate withdrawal from the course. The student must obtain and provide the school written medical release to participate in all course activities from their physician. Oregon Medical Training is not responsible for any exacerbation of the problem that may occur from student participation in the course.

Statement of Non-Research Use of Blood Specimens To ensure adequate privacy of students, Oregon Medical

Training, PCS does not utilize any human blood specimens collected as a result of training in this course for research purposes. All human blood specimens collected during this course are disposed of in bio hazardous regulated waste and destroyed by the regional waste-handling company.

Cell Phones/Laptops/Tablets
In order to maintain an effective learning environment, the use of cell phones, laptops and other devices may be prohibited by course instructors at their discretion. It is acceptable to bring silenced cell phones into the classroom, however they must not be used during class. If a call must be taken, the student is expected to remove themselves from the classroom in the least disruptive manner.

Facilities and Resources
Our facility used for class has its own set of 7 regulations for use. Students will be notified of pertinent rules (such as parking, smoking and bathrooms etc.). Students are required to maintain the facility so as to be considered safe for the use of the general public.

Active students will have access to various texts and reference materials in the classroom. Each course has a dedicated space equipped with supporting materials and training devices specific to each field of study. The school offers blood collection equipment, prosthetic blood collection devices, an EKG machine and tools for preparing mock prescriptions.

Maximum Time Allowed to Complete the Program
The maximum time allowed to complete any program is the last day of class stated in the school calendar unless otherwise approved by the director. In circumstances where the director has approved extending the maximum allowable time beyond the last day of class, the student will be required to sign a new enrollment agreement indicating the new terms of the agreement between the student and Oregon Medical Training. The cost per hour of extending the course will be billed at $50.00 hourly.

Student Services
Oregon Medical Training does not offer financial assistance programs. The school does not and cannot guarantee employment following completion of the course. Job contacts and job interviews are not provided by the school. Limited career counseling, such as help with job search, information on enhancing resume writing and interviewing is available. Our instructors will provide you with further information on career development during the course. Or you may contact our main office for assistance. Student housing is not available. Check local listings for housing inquiries.

Staff Qualifications OAR 715-045-0012
Instruction staff at Oregon Medical Training must hold all Oregon Licenses, certificates and ratings and successfully pass qualifying exams legally required for employment in the field in which they teach. Instructors have at least two years of work experience or two years of education, or any combination of both, in the subject that they instruct. For new teachers, the work experience must have been within the last five years.
Instructional staff must be registered with the State of Oregon Department of Education prior to engaging in any classroom instruction.

Inclement Weather
Oregon Medical Training uses FlashAlert, an Internet-based system for delivering changes in schedule (such as snow closures), and other news, to its students.School closure (temporary cancellation of classes) or delayed start

will be announced via FlashAlert. To check for announcements go to www.FlashAlert.net and click on our region on the map. Choose our organization category
(Private/Charter Schools) and then our name.

Student safety is extremely important to us, so please use your best judgment in determining if it is safe for you to travel to and from class.

Internal Grievance Policy/ Student Complaint Process

The Student Complaint Process ensures fair and reasonable resolution of student complaints. Student complaints addressed by this process may include, but are not limited to classroom instruction issues, administrative services as well as issues pertaining to discrimination. The student will not be retaliated against as a result of filing a complaint. Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail students may contact: Higher Education Coordinating Commission, Private Postsecondary Education, 3225 25th St, SE. Salem, Oregon 97302. After consultation with appropriate Commission staff and if the complaint alleges a violation of Oregon Revised Statutes 345.0100 to 345.470 or standards of the Oregon Administrative Rules 715-045-0001 through 715-045-0210, the Commission will begin the complaint investigation process as defined in OAR 715-045-0023.

- If applicable, the student should first attempt to resolve the complaint with the person involved in a meeting outside of classroom hours. Documentation of meeting details is necessary should further action need to be taken. This step may be skipped in certain situations.
- Should the initial meeting fail to resolve the complaint, students may request a meeting with the Administrator within 10 business days of the incident.
- Students may appeal to the Program Director any decision made by the Administrator within 10 business days of meeting with the Administrator. Appeals are made by submitting a formal written complaint to the Program Director. The Program Director will contact the student and schedule a meeting 8 with the Student within 10 days of receiving the written complaint. Decisions made by the Program Director are final.
- As stated above, if the complaint alleges a violation of law or private career school standards, or a student wishes to appeal the school's decision, they may contact the Higher Education Coordinating Commission, Private Postsecondary Education, 3225 25th St, SE. Salem, Oregon 97302.

Release of Student Information

After completing the course students who have turned in a copy of their ID and diploma will receive a signed transcript and certificate of completion (based on whether they have passed the class). Students may access their student files, such as attendance records, grading summary, written evaluations, corrective action plans, notifications or other written agreements.
Requests for student records must be submitted in writing. Requests for student records must be made by the student to Oregon Medical Training, 1126 Gateway Loop, Suite 108, Springfield, OR, 97477.
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. In general, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- Specified officials for audit or evaluation purposes
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena

- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law

Pricing

NOTE: Any required textbooks for the course and the NHA certification exam are not included in not included in the payment plan.

	PHLEBOTOMY	EKG	PHARMACY
REGISTRATION FEE	$150.00	$150.00	$150.00
SUPPLY FEE	$100.00	$100.00	$100.00
TUITION	$3,250.00	$2,400.00	$2,600.00
TOTAL COST	**$3,500.00**	**$2,650.00**	**$2,850.00**

$25.00 (OPTIONAL) SET-UP FEE

*Tuition and Fees costs do not cover textbooks, school supplies or the NHA certification exam fees.

PHARMACY LICENSING FEES

FEES ASSOCIATED WITH LICENSING:

Oregon Board of Pharmacy Technician License (Good for ~2 years-every even year)	$140.00
Criminal Background Check with fingerprint processing fee through the Board*	$48.00
Fingerprinting to be done at a Fieldprint Fingerprinting Service Location (fee)	$12.50

FEES ASSOCIATED WITH EXAM:

PTCB Certified Pharmacy Technician Exam	$129.00
NHA Certified Pharmacy Technician Exam (ExCPT)	$125.00

Withdrawal and Other Fees
Students must provide written notice of withdrawal or deferment. There is a $25.00 withdrawal processing fee for withdrawal or deferment. There is also a $25.00 fee for processing for disputed charges and $7.00 for a re-processing fee.

Late Fees
Failure to pay tuition costs by 50% of course completion will result in Academic Probation. Continued failure to resolve outstanding tuition fees may lead to Academic Suspension or Termination.

Accrediting/Authorizing Institutions & Addresses

Higher Education Coordinating Commission, Private Postsecondary Education 3225 25th St. SE. Salem, Oregon 97302 (503) 378-5690	**National Healthcareer Association** 11161 Overbrook Rd. Leawood, Kansas 66211 (800) 499-9092	**Pharmacy Technician Certification Board** 2215 Constitution Ave. NW, Ste. 101 Washington D.C., 20037 (202) 888-1699

Phlebotomy Technician Course

Careers in Phlebotomy: A phlebotomist is a healthcare professional that collects blood specimens for the purposes of laboratory testing. Additional duties may be performed by a phlebotomist depending on the clinical setting they work, such as clerical duties, point-of-care testing, collection and transport of other types of laboratory specimens, and specimen processing. Phlebotomists may work in hospitals, physician's clinics, blood donation centers or laboratory collection sites. Professionalism and effective communication skills are an essential part of working as a phlebotomist.

Job Outlook and Wage Summary 2024: Employment in this occupation in 2024 was similar to most occupations across the state. The total number of job openings is projected to be larger than most occupations in Oregon through 2027. This occupation is expected to grow at a somewhat faster rate than the statewide average growth rate for all occupations through 2027.Reasonable employment opportunities exist largely due to the significant number of job openings projected for this occupation.The average entry level hourly wage for a phlebotomist in the state of Oregon is $19-$25.

Source: www.qualityinfo.org

Phlebotomy Technician Course Description: This course is designed to provide basic knowledge and skills necessary to perform venipuncture (phlebotomy) in a clinical setting. In addition, this course will prepare students to obtain phlebotomy certification from the National Healthcareer Association. Students receive instruction in basic anatomy and physiology, regulatory and ethical issues, safety and infection control, blood collection equipment, and venipuncture procedures. Venipuncture procedures are performed in accordance with current standards under the guidance of instructors using a variety of prosthetic devices as well as fellow students. All students must be willing participants as providers and receivers of phlebotomy. This is a 108 hour course lasting 12 weeks.

Certification: Certification is not required by the state of Oregon to practice phlebotomy and employers may not require certification for employment purposes. However, this program is approved by the National HealthCareer Association (NHA) and students may choose to take the certification exam upon successfully completing this course. Students will be given information regarding registering for the NHA certification exam during class.

Phlebotomy Technician Course Objectives: Upon successful completion of this course, students will be able to:

- Identify the role and function of a phlebotomist in the health care team.
- Demonstrate knowledge of safety and infection control.
- Understand and follow OSHA Universal Precautions and Standard Precautions.
- Demonstrate basic understanding of anatomy and physiology as they relate to general pathologic conditions.
- Demonstrate understanding of the importance of patient identification in specimen collection.
- Determine appropriate venipuncture and capillary puncture sites.
- Identify and select appropriate collection equipment and additive collection tubes used in venipuncture.
- Perform venipuncture using the evacuated tube method and syringe method.
- Identify and select appropriate capillary puncture equipment.
- Perform adult capillary puncture.

Grading — Course objectives will be met using a combination of lecture and practical laboratory experience. Students will be given assignments based on lecture material to complete during class hours as well as outside of the classroom. Grading will come from a combination of assigned homework, quizzes/exams, completion of minimum successful venipuncture/capillary punctures, attendance and classroom participation.

Grading Scale

A	**90.0 - 100%**	**PASS**
B	**80.0 - 89.0%**	**PASS**
C	**70.0 - 79.0%**	**FAIL**
D	**60.0 - 69.0%**	**FAIL**
F	**50.0 - 59.0%**	**FAIL**

Students must achieve a grade of 80% as well as 30 successful unaided venipunctures and 10 unaided capillary punctures to pass this course, without exception. This is the minimum requirement to receive a certificate and to be eligible to register for the NHA certification exam. If a student is concerned about their progress in the class, it is the responsibility of the student to meet with the instructor regarding the concern.

EKG Technician Course

Careers in EKG Technology: EKG technicians are healthcare professionals trained in the practice of electrocardiography. EKG Technicians perform 11 electrocardiograms, a diagnostic procedure in which electrodes are applied to a patient and electrical impulses transmitted by the heart are measured and recorded. An EKG Technician with advanced training that performs Holter monitoring and stress testing is also called a Cardiographic Technologist. Professionalism and effective communication skills are an essential part of working as an EKG Technician.

Job Outlook and Wage Summary 2024: Employment in this occupation in 2023 was similar to most occupations across the state. This occupation is expected to grow larger than the statewide average growth rate for all occupations through 2027.

The average entry level hourly wage for an EKG technician in the state of Oregon is $24-$34.

Source: www.qualityinfo.org

Course Description: This course is designed to provide students the necessary training to properly perform EKGs. Students receive instruction in patient preparation, operation of EKG equipment, performing and mounting 12 leads, performing single channel tracings, and Holter monitoring. An overview of the cardiovascular system and how it relates to electrocardiograph procedures is covered, focusing on basic rhythm identification and classification of heart disease. CPR and first aid certification training is provided. Emphasis is placed on participation in class discussion to foster cooperation, collaboration, respect and listening skills as health care professionals work in a setting in which there is daily interaction with a diverse population in sometimes stressful situations. This is a 54 hour course lasting 12 weeks.

EKG Technician Course Objectives: Upon successful completion of this course, students will be able to:

- Identify the structures of the cardiovascular system and their function.
- Describe the process of EKG wave formation and its components.
- Exhibit competency and proper technique in use of EKG equipment.
- Prepare patients for an electrocardiogram procedure.
- Identify normal and abnormal electrocardiogram readings.
- Recognize artifacts in the tracing of an EKG.
- Identify the major risk factors for heart disease.
- Describe and demonstrate CPR and first aid procedures.
- Communicate at a level consistent with mastery of electrocardiography.

Grading: Course objectives will be met through a combination of online coursework and scheduled classroom hours for lectures, discussion and practical experience. Independent study constitutes approximately 2-4 hours/week in which students are expected to review assigned lecture material and complete any assigned materials prior to the next scheduled in-class meeting. Assignments include homework, take-home exams and research papers. Late assignments will decrease in point value 10% for each day it is late. No assignments will be accepted one week past the deadline. Take-home exams require an 85% minimum score.

Grading Scale

A	**90.0 - 100%**	**PASS**
B	**80.0 - 89.0%**	**PASS**
C	**70.0 - 79.0%**	**PASS**
D	**60.0 - 69.0%**	**PASS**
F	**50.0 - 59.0%**	**FAIL**

The passing score for this course is 60.0%. This is the minimum requirement to receive a certificate and to be eligible to register for the NHA certification exam. If a student is concerned about their progress in the class, it is the responsibility of the student to meet with the instructor regarding the concern.

Pharmacy Technician Course

Careers in Pharmacy Technology — Pharmacy technicians assist licensed pharmacists as they provide medication and other health care products to patients. Pharmacy technicians measure medication, maintain patient records and assist patients in hospitals, community pharmacies, outpatient clinics, pharmaceutical companies and assisted living facilities. Professionalism, effective communication skills and attention to detail are essential components of working as a Certified Pharmacy Technician.

Job Outlook and Wage Summary 2024 — Employment in this occupation in 2023 was somewhat larger than most occupations across the state. The total number of job openings is projected to be somewhat larger than most occupations in Oregon through 2027. This occupation is expected to grow at a somewhat faster rate than the statewide average growth rate for all occupations through 2027.

Reasonable employment opportunities exist largely due to the significant number of job openings projected for this occupation.

The average entry level hourly wage for Pharmacy technicians in the state of Oregon is $22-$27.

Source: www.qualityinfo.org

Course Description — This course is designed to provide students the necessary training to become successful pharmacy technicians. Students will be learning how to utilize appropriate health and safety procedures (accurately handling and preparing sterile products and prescriptions); apply fundamental understanding of anatomy, physiology,
pharmacology, medical terminology, math, and common disease states; apply basic understanding of merchandising in the daily performance of pharmaceutical services; recognize and handle all aspects of managed care prescriptions; recognize practice limitations and follow legally accepted procedures and responsibilities when qualified and authorized by pharmacists in accurately filling prescriptions; adhere to legal considerations in the performance of all pharmaceutical services; provide clear and appropriate communication to patients and healthcare personnel; and proficiently and skillfully use computers and other technology to achieve pharmacy objectives. This is a 120 hour course lasting 14 weeks.

Pharmacy Technician Course Objectives — Upon successful completion of this course, students will be able to:
- Utilize appropriate health & safety procedures as set forth by the ISO and defined by OSBP in accurately handling and preparing sterile products and prescriptions.
- Apply fundamental understanding of anatomy, physiology, pharmacology, medical terminology, math, and common disease states in the execution of pharmaceutical services.
- Apply basic understanding of merchandising in the daily performance of pharmaceutical services.
- Recognize and handle all aspects of managed care prescriptions.
- Recognize practice limitations and follow legally accepted procedures and responsibilities when qualified and authorized by pharmacists in accurately filling prescriptions.
- Adhere to legal considerations in the performance of all pharmaceutical services.
- Provide clear and appropriate communication to patients and healthcare personnel.
- Proficiently and skillfully use computers & other technology to achieve pharmacy objectives.

Certification — This program is approved by the National Healthcareer Association (NHA) and PTCB students are encouraged to take either certification exam upon successfully completing this course. Once a student has passed a national certification exam he or she will complete the licensing process through the State of Oregon Board of Pharmacy by downloading and completing the Certified Oregon Pharmacy Technician License Application.

To request an application, email:
pharmacy.board@state.or.us

Once the Board receives an application, a fingerprint packet with instructions will be mailed to the applicant. This new procedure will increase the time it takes to process a complete application and issue a license.

Grading — Course objectives will be met through a combination of online coursework and scheduled classroom hours for lectures, discussion and practical experience. Students will be assessed on assigned coursework as well as quizzes/exams.