***Welcome Letter***

*August 1, 2018*

**ABOUT JIMMY**

Welcome and thank you for choosing Lincoln County Technical Skills Services for your phlebotomy course. My name is James Hurt but you may call me Jimmy. Allow me to tell you a bit about myself. I graduated from Silex High School in 2009. While still in high school I took dual certificate programs through Pike Lincoln Technical Center. At graduation I was already a certified CNA as well as a Phlebotomist. After graduation I was offered a job in the Emergency Room at Lincoln County Medical Center.

In 2010, I attended Respond Right EMS Academy and received my EMT license, which I still possess. I also became a BLS Instructor through the American Heart Association. In 2012 I earned my Phlebotomist Instructor License and was offered a position at Pike Lincoln Technical Center as a phlebotomy instructor, where I provided necessary restructuring to their phlebotomy program and trained a class of 10 students, helping them to get their phlebotomy license. In 2013 I also received my ACLS and PALS Instructor certification through the American Heart Association as well as DOT certified specimen collection specialist and breath alcohol technician.

**UPCOMING COURSE & SKILLS LAB**

PHLEBOTOMY PROGRAM

Start Date: **Wednesday September 5, 2018**

Time: 6:00 pm to 9:00 pm Every Wednesday

Location: **2585 Hwy E Silex, MO 63377 (Classic Designs Complex)**.

The program run through the last week of December, given the weather is cooperative.

We will have to meet twice a month for skills lab day. These days will only take approximately four hours. The dates of these days each month are to be determined. On skills lab days you are invited to bring a friend or spouse to practice drawing blood on. This participation is entirely voluntary, and any volunteers will be required to sign a waiver prior to participation. Please no children under 16, and please no individuals with decreased or compromised immune systems, for their own safety.

For maximum success, please read the unit text the evening before we are covering that unit. This will provide you with the capacity to review the material we will cover, and answer any questions asked by the instructor. Also please answer the questions at the end of that unit. After we lecture on a unit there will be a unit test over the covered material. The unit test will be administered the following week. We will have one mid-term, and a final. These tests are major parts of your grade. Class participation and attendance are a must, relevant to the guidelines of the course and the amount of material that we are covering, and will count as part of your grade. No more than two class absences will be allowed. I will attempt to make our time together fun for all of us!

**PROGRAM – LECTURES & LAB**

Completion of the program will result in 48 hours of lecture and approximately 25 hours of lab skills practice. In order to fully complete this program you are required to successfully perform 30 venipuncture and 10 capillary sticks. THESE MUST BE COMPLETED BEFORE YOU START CLINICALS.

**PROGRAM – CLINICALS**

Clinicals start in February. You are required to complete 80 hours clinical rotation in a lab of your choice, during which you must complete 80 venipunctures. Once Clinicals are finished you will receive a certificate of completion, as well as become a licensed Certified Phlebotomy Technician through the National Healthcare Association. This is the only program offered in Pike and Lincoln Counties with this type of accreditation.

The National Healthcare Career Association will come to our class at the end of lectures in May and administer an exam. Prior to the exam I will administer needed study material to the class. The test is computerized, so you will know your results that same day.

*No one will fail this program. I will not let you fail if you dedicate yourself 100% and give it your all. Please never hesitate to ask me if you need more help with a topic, or you are having difficulties with material, skills, or scheduling. I believe that you will make a successful and competent certified phlebotomy tech. This is a new journey in your life, embrace it and do your best.*

*Best Regards,*

*James E. Hurt II*

*Founder/Instructor, Lincoln County Technical Skills & Services*

**CONTACT INFORMATION**

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