

Rocky Mountain Education

Phlebotomy and IV Training



Handbook

Revised 4/2023

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Rocky Mountain Education

Phlebotomy: Student Admission Policy

Students registering for the Rocky Mountain Education Phlebotomy Course shall be subject to the following admissions policies:

1. Students must be 18 years of age or older and have a High School Diploma or GED or be in the process of actively completing their High School Diploma or GED.
2. Students are required to fill out a registration form that is available on our website online at: <https://www.expresslabidaho.com/phlebotomy-iv-courses-idaho-falls/>
3. Enrollment is on a first-come, first-serve basis. If the course is full, the student's name and contact information will be put on a waiting list and contacted when the next class will be available.
4. Payment for the Phlebotomy Course must accompany the registration form and be submitted before the first week of the course.
5. Payment for the Phlebotomy Course must be paid in full at the time of registration. Refunds will be issued in full if requested by the student before or after the first week of the class. After the first week, no refund requests will be allowed or processed unless approved by the management of the school.
6. Rocky Mountain Education reserves the right to refuse admission to any student.

ROCKY MOUNTAIN EDUCATION PHLEBOTOMY: STUDENT ADMISSION POLICY 04/2023



Rocky Mountain Education

IV Training: Student Admission Policy

Students registering for the Rocky Mountain Education IV Training Course shall be subject to the following admissions policies:

1. Students must be 18 years of age or older and have a High School Diploma or GED or be in the process of actively completing their High School Diploma or GED.
2. Students must have successfully completed a Phlebotomy Training Class within the past year -OR- prove at least one year of experience drawing blood through employment history verified through either note from their employer and/or time sheets. If the student has a situation where they cannot prove phlebotomy experience but want to take the class, they must email the school administrators directly at rockymountaineducation@gmail.com for a permissible exception.
3. Students are required to fill out a registration form that is available on our website online at:
<https://www.expresslabidaho.com/phlebotomy-iv-courses-idaho-falls/>
4. Enrollment is on a first-come, first-serve basis. If the course is full, the student's name and contact information will be put on a waiting list and contacted when the next class will be available.
5. Payment for the IV Training Course must accompany the registration form and be submitted before the first day of the class.
6. Payment for the IV Training must be paid in full at the time of registration. Refunds will be issued in full if requested by the student before or after the first week of the class. After the first week, no refund requests will be allowed or processed unless approved by the management of the school.
7. Rocky Mountain Education reserves the right to refuse admission to any student.

ROCKY MOUNTAIN EDUCATION IV TRAINING: STUDENT ADMISSION POLICY 04/2023



Rocky Mountain Education

Student Guidelines and Rights

Students enrolling for the Beginning Phlebotomy Course and/or IV Training Classes offered at Express Lab will be required to follow the guidelines outlined in the Student Policy. Students rights and responsibilities will also be outlined below.

Student Guidelines:

1. All students must be 18 years or older to register.
2. Students must pay for admission before or on the first day of class.
3. Students must adhere to the outlined curriculum and be present for all classes. (Exceptions will be made on attendance based on individual needs).
4. No more than one class absence will be allowed for the Phlebotomy Course (unless otherwise worked out with the instructor on an individual basis) to complete the 6-week course. No absences are permitted for the IV Training Classes.
5. Students must arrive on time and remain for the entire class.
6. For the Phlebotomy Course, students are expected to complete the required homework and pass the written as well as the practical exam before receiving a certificate of completion.
7. Students must come dressed in appropriate clothing including close-toed shoes.
8. Express Lab reserves the right to turn away or remove students that refuse to follow the guidelines or act inappropriately.

Students Rights:

1. Students have the right to learn in a clean, professional environment free of harassment.
2. Students have the right to withdraw from the class at any time but will not receive a refund.
3. Students have the right to refuse to have their blood drawn.
4. Students have the right to submit a grievance to the instructor or the management at any time during the course. All grievances will be addressed and handled without prejudice in a timely manner.
5. No refunds will be given unless approved by management on an individual basis.

ROCKY MOUNTAIN EDUCATION STUDENT GUIDELINES AND RIGHTS POLICY 04/2023



Rocky Mountain Education

School Closure Plan

In the event of a school closure beyond our control, the following accommodations and considerations will be made:

1. We have multiple qualified personnel that could step in and take over teaching the class in the event the original or main instructor is unable to finish teaching.
2. Students will be notified in advance if possible of any closure dates prior to completing the beginning phlebotomy course.
3. If closure becomes necessary, students will be refunded the cost of their tuition for the entire course.
4. If the course is forced to close, the State of Idaho will be notified of the closure in writing.
5. Course records for students will be retained and maintained for the course of seven years.
6. We will not offer a teach-out plan or accommodations to transfer students to another program for completion.

ROCKY MOUNTAIN EDUCATION SCHOOL CLOSURE PLAN POLICY 04/2023



Rocky Mountain Education

Code of Ethics

In accordance with the standards of the Rocky Mountain Education Phlebotomy and IV Training, our policy is to operate legally and ethically while treating our students with dignity and respect. This code will be reviewed periodically and revised as necessary to meet regulatory requirements that may arise from resolution of ethical issues.

Rocky Mountain Education employs a variety of individuals who are credentialed and have agreed to comply with the school's standards.

We ensure appropriate treatment of students, regardless of race, gender, age, religion, national origin, disability, or sexual preference.

ROCKY MOUNTAIN EDUCATION CODE OF ETHICS POLICY 04/2023



Rocky Mountain Education

Phlebotomy: Curriculum Policy

The Phlebotomy Course is designed to teach the basics of phlebotomy as well as, meet the requirements for the State of Idaho to work as a phlebotomist in the State of Idaho. This school provides students with enough training to be hired in most physician offices and hospitals.

Students will learn from a written curriculum as well as hands-on experience to properly collect and handle blood samples. Principles of safety for students and patients will be taught.

This school does not offer National Credentialing and students will not be certified when completing this course. Students will be given a “Course Completion Certificate” at the end of successfully completing the class and passing the final exams.

Certificates will be mailed to the students within 2 weeks of the course completion.

ROCKY MOUNTAIN EDUCATION PHLEBOTOMY: CURRICULUM POLICY 04/2023



Rocky Mountain Education

IV Training: Curriculum Policy

The IV Training Course is designed to teach the basics of placing an IV catheter, as well as meet the requirements for the State of Idaho to work under a provider placing IV's in the State of Idaho. This school provides students with enough training to be hired in most physician offices and hospitals.

Students will learn from a written curriculum as well as hands-on experience to properly place an IV catheter and flush it with normal saline. Principles of safety for students and patients will be taught.

This school does not offer National Credentialing and students will not be certified when completing this course. Students will be given a "Course Completion Certificate" at the end of successfully completing the class and passing the final exam.

Certificates will be mailed to the students within 2 weeks of the course completion.

ROCKY MOUNTAIN EDUCATION IV TRAINING: CURRICULUM POLICY 04/2023



Rocky Mountain Education

Student Grievance/Complaint Policy

Students wishing to file a complaint or grievance against the Rocky Mountain Education Courses should do so in writing within 30 days of the course completion.

All complaints/grievances should be submitted directly to the school at 3910 Washington Parkway, Idaho Falls, Idaho 83404 or by email to lori@idahomed.com

Complaints/grievances will be reviewed by the management of the school and responded to within 14 days of receipt.

No grievance for grades will be accepted nor will course completion certificates be issued for students that do not complete the course or pass the final written and practical exam.

ROCKY MOUNTAIN EDUCATION STUDENT GRIEVANCE/COMPLAINT POLICY 04/2023



Rocky Mountain Education

Transcript Records and Retention Policy

Rocky Mountain Education will maintain a confidential personnel record on each student. As a student, your transcript file is available for review upon request.

All applicants shall be required to present documentation of a Government issued ID. Access to personnel files is restricted to authorized personnel. All requests for information regarding transcripts must be directed to the Express Lab General Manager.

All records will be stored in a secure facility for seven years and will be available upon request. After seven years, student's records will be destroyed via Western Records Destruction, a licensed record destruction company, and will no longer be available.

ROCKY MOUNTAIN EDUCATION TRANSCRIPT RECORDS AND RETENTION POLICY 04/2023



Rocky Mountain Education

Enrollment Limits

The enrollment limits for the Rocky Mountain Education Phlebotomy Course per class shall be as follows:

Minimum enrollment: 5 students

Maximum enrollment: 18 students

The enrollment limits for the Rocky Mountain Education IV Training Course per class shall be as follows:

Minimum enrollment: 5 students

Maximum enrollment: 10 students

ROCKY MOUNTAIN EDUCATION ENROLLMENT LIMITS POLICY 04/2023



Rocky Mountain Education

Phlebotomy: Tuition Schedule

Tuition Fee: \$300.00

Tuition payment for the Rocky Mountain Education Phlebotomy Course will be due on or before the start of the first class. Tuition includes 6 weeks of instruction, course materials, and draw supplies. No refunds will be accepted after the first week unless approved by the management.

Course Syllabus will be provided upon registration.

Payment options include: Check, Cash, Credit, or Debit card.

ROCKY MOUNTAIN EDUCATION PHLEBOTOMY: TUITION SCHEDULE POLICY 04/2023



Rocky Mountain Education

IV Training: Tuition Schedule

Tuition Fee: \$200.00

Tuition payment for the Rocky Mountain Education IV Training Course will be due on or before the start of the first class. Tuition includes 2 days of instruction, course materials, and IV supplies. No refunds will be accepted after the first week unless approved by the management.

Payment options include: Check, Cash, Credit, or Debit card.

ROCKY MOUNTAIN EDUCATION IV TRAINING: TUITION SCHEDULE POLICY 04/2023



Rocky Mountain Education

Dismissal, Suspension, & Readmissions Policy

Rocky Mountain Education reserves the right to dismiss and/or suspend students based on the following criteria:

Standards of Conduct:

1. Failure to follow policies set forth in the Rocky Mountain Education School regulations.
2. Inappropriate behavior at any time during the class including but not limited to;
 - a. Harassment, including sexual harassment.
 - b. Use or under the influence of illegal drugs or alcohol during class.
 - c. Inappropriate or excessive cell phone use during class.
 - d. Violence of any kind.
 - e. Inappropriate dress.
 - f. Crude or inappropriate language.
 - g. Misuse or destruction of company property.
 - h. Failure to participate in class or complete assignments.

Attendance Policy:

1. Attendance:

Phlebotomy Course: Students are allowed to miss one class during the 6-week course if necessary as long as they approve the absence with the instructor.

IV Training: Students are not permitted to miss any classes.

2. Tardies:

Students more than 15 minutes late will be considered tardy. More than three tardies will be considered an absence in the Phlebotomy Course unless previously approved by the instructor or the management. Only one tardy is permitted in the IV Training Course.

Dismissal/Suspension:

Students who violate the Standards of Conduct or the Attendance Policy will be subject to immediate dismissal or suspension from the program.

Readmission Policy:

Readmission to the program for any student will be at the discretion of the instructor and/or management. If the student is suspended or dismissed from the program, no refund or reimbursement of the registration fee will be refunded.

If a student is dismissed or suspended, based on the circumstances and reasons for suspension/dismissal, they may be eligible to enroll for the next available class at the management's discretion. The tuition fee for re-enrollment may be pro-rated or waived based on individual circumstances. If not, full tuition will be required at the time of registration.

ROCKY MOUNTAIN EDUCATION DISMISSAL, SUSPENSION, & READMISSIONS POLICY 04/2023

Rocky Mountain Diabetes and Osteoporosis Center, PA

3910 Washington Parkway • Idaho Falls, ID 83404-7596 • Phone 208-522-6005 • Fax 208-542-1548



Rocky Mountain Education

Acknowledgement of Receipt of Privacy Notice

I have received a copy of the Rocky Mountain Education Notice of Privacy Practices. In connection with the Phlebotomy and/or IV Training Course that I am taking from Rocky Mountain Education, I acknowledge that while taking the Phlebotomy Course and/or IV Training Course, I may intentionally or unintentionally have access to confidential or proprietary information, including but not limited to information concerning RMDC's trade secrets, intellectual property; or other confidential information concerning RMDC's records, systems, operations, policies, patients, software, etc.

I will comply with all applicable laws and regulations relating to the Confidential Information, including but not limited to the HIPAA Privacy and Security Rules, 45 C.F.R. part 164. In addition, I agree to abide by Rocky Mountain Education's policies and procedures concerning the Confidential Information.

This consent is valid from the date executed until revoked in writing by myself.

Student Signature

Date



Rocky Mountain Education

Purchase Statement

"I understand that Rocky Mountain Education is registered with the State Board of Education in accordance with Section [33-2403](#), Idaho Code. I also understand that the State Board of Education has not accredited or endorsed any course of study being offered by Rocky Mountain Education, and that these courses may not be accepted for transfer into any Idaho public postsecondary institution."

Student Signature

Date



Rocky Mountain Education

Student Acknowledgment

I acknowledge that I have received a copy of, or access to, and will read the Rocky Mountain Education Phlebotomy and IV Training handbook provided at the time of registration and I will become familiar with its terms. I agree that if I do not understand or agree with any provision of the handbook, I will discuss the provision with my instructor or the Administrator within ten (10) days from the signing of this acknowledgement. I agree that it is not a binding contract, but a set of guidelines for the implementation of student policies. I agree that RMDC Beginning School of Phlebotomy may modify any of the provisions of the handbook at any time.

In consideration of my registration and acceptance into the school, I agree to conform to the rules and the regulations of Rocky Mountain Education Phlebotomy and IV Training. I also agree that any misconduct or failure to meet the standards set forth may result in my dismissal or suspension from this class.

Student Signature

Date