

ELITE NURSE AIDE TRAINING

3300 E. Central Texas Expy. Ste. 300
Killeen, TX 76543
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CATALOG

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Physical Location & Available Space

3300 E. Central Texas Expy Ste. 300, Killeen, TX 76543

Hours of operation: Monday-Friday; 8-5pm

Closed Saturday and Sunday

These hours are subject to change

History and Accreditation:

Elite Nurse Aide Training is individually owned by Mrs. Samantha L. Shinn, BSN, RN as of January 03, 2014. The school is approved by the Texas Work Force Commission and the Texas Health and Human Services. The curriculum used by Elite Nurse Aide Training is adopted from the Texas Health and Human Services Nurse Aide curriculum.

Description of Available space:

1. **Reception area:** The reception area is a setting where prospective students can come to fill out paperwork and gather information about the school and its curriculum. The reception area provides a work area for staff and a sitting area for prospective and current students.
2. **Breakroom:** Provides a refrigerator, microwave, sink, table and chairs for the students and staff.
3. **Restrooms:** These rooms are equipped with a lavatory and sink for student and staff use and is handicap accessible.
4. **Storage:** Space designated for the storage of supplies, training aids, and models.
5. **Office:** Locked area for owner that contains and secures files and other confidential information.
6. **Classrooms:** These classrooms house enough room for up to 25 students comfortably, providing a desk and chair for each student. The desk arrangement is set so that each student can openly discuss any topics viewing the instructor as well as classmates. The classroom also is equipped with a basic dry erase board, TV and DVD player.
7. **Skills Laboratory:** The skill laboratory contains the equipment needed for a nurse aide trainee to practice and perform their job skills in a mock environment. The laboratory also contains mannequins, hospital beds, linens, wash items to perform bed baths and personal hygiene care items to use as teaching and instructional aides for the nurse aide trainees. Student capacity is held in a comfortable manner.

All skills are practiced and demonstrated in the skills laboratory prior to clinical and any direct resident contact. All nurse aide trainees must demonstrate skills to the instructor with a satisfactory rating before being allowed to attend clinical at the long-term care facility.

Listing of Faculty/Key Staff:

Owner/Instructor: Samantha L. Shinn, BSN, RN:

Director: Samantha L. Shinn, BSN, RN:

Programs offered:

- Nurse Aide
- Medication Aide Program
- Phlebotomy
- Electrocardiogram
- Clinical Medical Assistant
- Patient Care Technician
- Medication Aide Continuing Education Seminar

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Nurse Aide Course Description:

A nurse aide -- also known as a nursing assistant -- provides care for patients in hospitals, health care facilities, nursing homes, and mental health facilities. Nurse aides provide hands-on care for patients as well as assist doctors and nurses in a hospital or other medical facility. Some nurse aides provide care by visiting patients in their own homes at regular intervals.

Nurse aides give hands-on care to patients in a variety of health care environments, as well as aid doctors and nurses during patient procedures and treatments. Some of the tasks that a nurse aide is required to do are help patients eat, dress, and bathe, as well as monitor a patient's pulse, temperature, respiration, and blood pressure.

Nurse aides who work in a nursing home or other type of residential care facility are usually the primary caregivers for their patients. Thus, nurse aides often form very strong bonds with their patients.

Nurse aides also provide care in the home as well as the psychiatric ward or mental health facility, where they assist with care for patients who are mentally or emotionally disturbed. In this course, you will learn the fundamentals of taking care of residents in the long-term care facility. Our program is designed to prepare you for the world of work. We strictly follow the curriculum developed by the Texas Health and Human Services. Texas Health and Human Services require at least 100 hours of training, which is broken down into two areas. The first area is classroom instruction, which is 60 hours in a total of 3 weeks. The second is clinical hands-on experience in a long-term care facility. This consists of 2 weeks of training at a Nursing Home. Once all hours have met, you will be eligible to take the state exam. You will also be responsible for scheduling your exam with Prometric on the computer.

Class Schedule for Nurse Aide:

Office Hours: 8:00 AM-5:00PM Monday – Friday and by appointment. These hours are subject to change.

Length of course: 5 Weeks

Class Hours: Monday – Thursday (1-2,5 Weeks) 8:30AM-1:30PM (morning) / 5:00PM-10:00PM (evening).

Clinical Hours: Monday – Thursday (3-4 weeks) 8:30AM-1:30PM (morning) / 5:00PM-10:00PM (evening).

Breaks: A 10 min break will be given at the end of each hour while in class.

Holidays: If a federal holiday falls during your scheduled class day, then we will use one of the Fridays to make up the hours missed during the holiday. We will observe the following holidays: MLK Birthday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Eve and Christmas Day, New Year's Day

At the time of enrollment students must have:

- Photo ID (driver's license, military ID, government issued ID)
- Social Security card
- Proof of Education (proof of at least an 8th grade education, transcripts, diploma, certification, GED)
- Current Shot Record (proof of Tb test)

Down Payment (no less than \$500.00)

Entrance Exam: There will be no entrance exam to enroll with Elite Nurse Aide Training.

Financial Agreement: Elite Nurse Aide Training and _____ hereby agree on the following terms:

\$500.00- Down payment at registration.

\$500.00- Due by the third Thursday of the course (no interest will be charged)

\$1,000.00 Total Due for Nurse Aide

A \$25.00 late fee will be charged if not paid by the third Friday of the course. The total of \$1,000.00 must be paid in full no later than the third week of the course in order to continue the program. Payment can be made by: Cash, Money Order, Debit or Credit Card. A \$5.00 Fee will be added to any payment when made with a Debit or Credit Card.

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NURSE AIDE PROGRAM FEES

TUITION: \$1,000.00. This includes all materials needed for the duration of the course.

REGISTRATION FEE: Elite Nurse Aide Training requires a \$500.00 deposit at the time of registration. This amount is applied to the balance of the tuition.

BOOK FEE: Nursing books and other references are on hand for student use, as required by the Texas Health and Human Services. Handouts are provided for skills taught and used in this course.

SUPPLY FEES: No additional charges except for Black scrubs are required for this course.

LABORATORY FEE: Laboratory fees are included in the tuition for this course.

PAYMENT PLAN: If students utilize the school's payment plan, the remaining balance of \$500.00 is due by the third Thursday of the course.

FINANCIAL ASSISTANCE POLICY– Scholarship Funding

Students who choose to use a **scholarship** to cover tuition costs are **not permitted to combine** or “double up” scholarship funds with any other financial assistance programs. This includes, but is not limited to, **Military Benefits, Texas Workforce Commission funding, or MyCAA.**

Only **one** form of financial assistance may be applied toward tuition per enrollment.

OTHER EXPENSES: Students will need to purchase at least one set of Black Scrubs of their choice for the clinical portion of the course.

SERVICE CHARGE: A Service charge of \$50.00 will be charged if a class change is requested (for example: a student is enrolled in the AM class and requests to be moved to the PM or vice versa), with space permitting the request will be permitted. All students will be given an original copy of their certificate and transcript. Any request of additional copies will be \$10.00 per copy. Future record requests or school verifications will also be \$10.00 per copy.

STATE BOARD TEST: After graduation of the course, you can begin to register for the State Board Test. The fee for taking the State Board is \$125.00.

ADMISSION REQUIREMENTS/PROGRAM DESCRIPTION, OBJECTIVES, AND OUTLINE

Admission Requirements: A potential student must not be listed as unemployable on the employee misconduct registry (EMR) and they cannot have been convicted of a criminal offense as listed in Texas Health and Safety Code 250.006.

At the time of enrollment students must have:

- Photo ID (driver's license, military ID, government issued ID)
- Social Security card (Original)
- Proof of Education (proof of at least an 8th grade education, transcripts, diploma, certification, GED)
- Current Shot Record (proof of Tb test)

Program Description:

This course of instruction prepares individuals for entry-level jobs as nurse aides, home health aides, orderlies, or patient care attendants. Graduates may find suitable employment with nursing homes, assisted living facilities, home health agencies, clinics, and hospitals. Students will learn all skills necessary to take care of long-term care residents. Upon completion of this course students will be able to take the Certified Nurse Aide exam.

Course Objectives:

To prepare nurse aides with the knowledge, skills and abilities essential for the provision of basic care to residents in long-term care facilities. After completing this course, participants will be able to:

- provide basic care to residents of long-term care facilities.
- communicate and interact effectively with residents and their families, with sensitivity to the psychosocial needs of residents.
- assist residents in attaining and maintaining maximum functional independence.

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- protect, support and promote the rights of residents.
- provide safety and preventive measures in the care of residents.
- demonstrate skill in observing, reporting and documentation.
- function effectively as a member of the health care team.

Program Outline:

Subject	Subject Title	Clock Hours	
		Lec/Lab/Clinical/Total	
NA 101	Introduction to Long Term Care	14/02/00/16	
NA 102	Personal Care Skills	08/04/00/12	
NA 103	Basic Nursing Skills	06/10/00/16	
NA 104	Restorative Services	05/03/00/08	
NA 105	Mental Health and Social Services	4.5/0.5/00/05	
NA 106	Social Skills	03/00/00/03	
NA 107	Externship (Clinical)	00/00/40/40	
Total Hours:		40.5 / 19.5 / 40 / 100	

Theory Totals: 40.5 hours **Clinical (Externship) Totals:** 40 hours **Laboratory Totals:** 19.5 hours **TOTAL 100 Hours**

Subject Descriptions

NA 101 – Introduction to Long Term Care:

This subject introduces students to the role of the nurse aide in the long-term care setting. Overview of the nurse aide candidate handbook and Texas Health and Human Services requirements. This subject will also cover the following units: safety and emergency measures, resident's rights and independence, communication, and interpersonal skills, and taking care of yourself. Prerequisite: Admission into Program

NA 102 – Personal Care Skills:

Upon completion of this subject students to the skills necessary to care for the long-term care resident. Upon completion of this subject the student will be able to demonstrate: Body Mechanics, Positioning, Moving Residents, Taking Care of the Resident's Environment, Assisting with Bathing and Resident Hygiene Needs, Toileting and Perineal Care, Skin Care, Nutrition, Hydration and Elimination Skills. Prerequisite: NA101

NA 103 – Basic Nursing Skills

This subject is devoted to preparing students for their career as a Certified Nurse Aide and introduces students to promote a restraint-proper environment, vital signs, height and weight, observing/reporting/documenting, admission/transfer/discharge of residents, and coping with death of residents. Prerequisite: NA 102

NA 104 – Restorative Services

This subject is a time to review the restorative skills already taught, stress the importance of restoration, and add new knowledge and skill in restorative care for the nurse aide. Prerequisite: NA 103

NA 105 – Mental Health and Social Service Needs

During this subject mental health and social service needs will be integrates into the nurse aide course. The following units will be covered: Psychosocial Needs of the Resident, Culture Changes, Specific Behavior Problems, and Cognitive Impairment Problems such as Dementia and Alzheimer's. Prerequisite: NA 104

NA 106 – Social Skills

During this subject Conflict Resolutions and Technologies will be covered. Communication plays a big part in conflict resolution. Examples and scenarios of conflict resolution will be covered in this subject. Electronic health records, electronic documentation, and different programs/applications that the nurse aide may come across will be discussed so they can become familiar and comfortable using the technology available. Prerequisite: NA 105

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NA 107 – Externship (Clinical in the Long-Term Care Facility)

During this portion of the program, students will put into practice the skills they have gained in previous subjects. Each Nurse Aide Training Program must teach at least 40 hours of clinical training, defined as hands-on care of residents in a nursing facility by trainees under the direct supervision of a licensed nurse. The clinical training provides the opportunity for the trainee to learn to apply the classroom training to the care of residents with the assistance and direct supervision of the instructor. The trainee continues to be under the general supervision of a licensed nurse when providing services to a resident even after a trainee has been found competent by the program instructor. Prerequisite: NA 106

Medication Aide Fees, Tuition, and/or Special Charges:

Tuition Fee	\$1175.00
Total Cost.....	\$1175.00

The total cost includes all instruction, administration fees, required textbooks, and usage fees.

There will be a \$15.00/ per hour charge for make-up days

FINANCIAL ASSISTANCE POLICY– Scholarship Funding

Students who choose to use a **scholarship** to cover tuition costs are **not permitted to combine** or “double up” scholarship funds with any other financial assistance programs. This includes, but is not limited to, **Military Benefits, Texas Workforce Commission funding, or MyCAA.**

Only **one** form of financial assistance may be applied toward tuition per enrollment.

Class Schedule:

Day students will attend class Monday through Thursday from 8:30 A.M. to 12:30 P.M., for nine weeks. Evening students will attend class Monday through Thursday 3:00P.M. to 7:00P.M., for nine weeks. For day and evening students a ten-minute break will be taken every hour at ten-minutes until the hour and there are no scheduled mealtimes for any classes.

MEDICATION AIDE PROGRAM

Curriculum Outline

<i>Program Length:</i>	144 clock hours
Classroom Instruction	100 clock hours
Lab	32 clock hours
Externship	12 clock hours
Total Hours	144 clock hours
Total Length of Program	9 weeks

PROGRAM DESCRIPTION – MEDICATION AIDE PROGRAM

Students completing the Medication Aide Program may find entry-level employment as a Medication Aide in Long-Term Care (LTC) Facilities, Personal Care Facility, Correctional Institution or other related institutions. Graduates will be able to accomplish basic procedures established by the Texas Health and Human Services, for preparation, documentation and skills essential for safe administration of medications under the supervision of a licensed nurse in a clinical setting. Additionally, students will be able to define responsibilities and liabilities associated with the control, accountability, storage and safeguarding of medication. Students will learn to use common medical terminology, abbreviations and symbols. Additionally, they will be able to identify drugs, and discuss drug reactions and side effects of medications commonly administered to residents in LTC facilities. Furthermore, they will be able to use available reference materials to research drug information

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Program Outline:

Subject	Subject Title	Clock Hours Lec/Lab/Clinical/Total
MEDA-101	Introduction & Basic Concept of Medication Administration	20/00/00/20
MEDA-102	Administration of Medication & Effects on Body Systems	80/00/00/80
MEDA-103	Return Skills Demonstration (LAB) Clinical Externship	00/20/00/20 00/00/12/12

MEDA-104

MEDA-105	Final Return Skill Demonstration (LAB)	00/12/00/12
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Total Hours: 100 / 32 / 12 / 144

Theory Totals: 100 hours **Clinical (Externship) Totals:** 32 hours **Laboratory Totals:** 12 hours **TOTAL 144 Hours**

ADMISSION REQUIREMENTS

1. Students must be able to read, write, speak and understand English.
2. Students must be at least 18 years of age.
3. Students must be free of communicable diseases and suitable physical/emotional health to safely administer medications.
4. Students must have a high school diploma or GED.
5. Students must be free of previous felony convictions, which will be confirmed via the submission of a criminal background check.
6. Students must show proof of following their employer's immunization schedule.
7. Students must be employed as a Certified Nurse Aide in a licensed long-term care facility on the first official start date of the training program.
8. Students must be employed as non-licensed direct care staff in a licensed personal care home, state school, ICF-MR, or correctional facility. On the first official start date of the training program, the student must be employed in this capacity.

COURSE DESCRIPTION

MEDA-101 Introduction & Basic Concept of Medication Administration **20/00/00/20**

Within this unit, the student will be presented with the advantages of becoming a certified medication aide and some of the many career opportunities available. Introduction will be given for the necessary skills that must be developed and the general knowledge that must be acquired to function effectively will be presented. Personality traits and professional appearance will be covered. The student will be informed that whoever accepts this career must be willing to accept the responsibilities inherent in the industry standards. Student will be introduced into the basic concepts such roles & responsibilities, History of drug use, reasons for giving drugs, problems with drug administration, legislation, involvement in drug therapy, use of resource references & pharmacodynamics. As well as drug forms and preparations, common medical terms, abbreviations, symbols, terminology and drug names, weights, measures & simple math and finally generic drug usage.

Prerequisites: none

MEDA-102 Administration of Medication & Effects on Body Systems **80/00/00/80**

Within this unit, the material covered, the student will be able to demonstrate how to store and medications and various supplies used for medication administration. Implement and document medication orders and communicate the orders as appropriate. Define potential causes of medication errors and roles and responsibilities of drug therapy. Demonstrate correct preparation of drugs for administration. Properly perform procedures and techniques

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for administering medications. Perform safe use, storage and administration of oxygen. Define responsibilities post medication administration. Students will show proper use of the medical record.

Prerequisites: MEDA – 101

MEDA-103 Return Skills Demonstration

00/20/00/20

Students will put into practice everything learned and demonstrate full knowledge and skills needed to administer medications safely and communicate appropriately in a safe and secured setting prior to entering the clinical externship.

Prerequisites: MEDA – 102

MEDA-104 Clinical Externship

00/00/12 /12

The student will be assigned to their practical site in order to experience the daily operations of a medication aide. Students will demonstrate and productively utilize all competencies (resources, information, systems, technologies and interpersonal skill). Students will apply entry level skills, problems solving & personal qualities for securing a gainful position as a medication aide.

Prerequisites: MEDA – 103

MEDA-105 Final Return Skill Demonstration

00/12/00/12

Student will return to the lab setting for a final demonstration of all skills learned and put into practice at the clinical site. This is

to ensure that the student understood and properly administered medications safely and communicated appropriately.

Prerequisites: MEDA – 104

MEDICATION AIDE - CONTINUING EDUCATION

SEMINAR (Online)

(maCEtp)

CURRICULUM OUTLINE

Medication Aide Continuing Education Seminar (maCEtp)

Students will attend class for one day from 9am to 5pm in the classroom/online. Students will receive a ten-minute break every hour until a one-hour lunch then will resume a ten-minute break every hour until the end of class.

Seminar Cost:

Total cost for this one-day seminar course is \$50.00. This fee includes all registration, tuition, and supplies.

Seminar Length 1 day Classroom Instruction 07 clock hours Total Hours 07 clock hours

PROGRAM DESCRIPTION – Medication Aide Continuing Education Seminar (maCEtp)

The seven (7) hour Medication Aide Continuing Education Seminar (maCEtp) is required annually by the Texas Health and Human Services Medication Aide Program. The content is directed to the responsibility of Medication Aides for their and the resident's benefit. It will enhance the knowledge and skills of Medication Aides and make the best use of medications.

Content will target patient compliance with medication regimens, promote health Professionals' communication skills and disease management as well as ensure optimal therapeutic outcomes. The student will learn how to assist the multi-disciplinary approaches to effective medicine communications and treatments. Students will be provided with the "Communicate before You Medicate" principles.

Number	Subject Title	<u>Seminar Outline</u>				Total
		<u>Lec</u>	<u>Lab</u>	<u>Ext</u>	<u>Total</u>	
MACE 101	Medication Aide Continuing Education Program/Seminar (maCEtp)	07	00	00	07	
	Total	07	00	00	07	

Admission Requirements

1. Be at least 18 years of age.
2. Complete registration/application packet.
3. Have a current and valid state or military identification and social security card.
4. Current Medication Aide Certification.

COURSE DESCRIPTION

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Seminar (maCEtp) Lec Lab Ext

101 Medication Aide Continuing Education Seminar (maCEtp) Lec Lab Ext	Total
07 00 00	07

This (maCEtp) class is scheduled for seven hours and will be completed in one day. It meets the annual requirements for Medication Aides by the Texas Health and Human Services Medication Aide Seminar. The first 30 minutes will consist of introductions and distributing course materials. Then will be a review of Medication Aide rules and regulations and a review of 40TAC §95 and other regulations. Students will know the authorized and unauthorized functions of a Medication Aide, the requirements of §95.103(b) and any rule changes during the last year and pertinent changes to the Medication Aide curriculum. A major topic is determined by the maCEtp approved instructor. Approved by both the Texas Health and Human Services - Medication Aide Program and the Texas Workforce Commission - Career Schools and Colleges department. The closing will consist of evaluation handouts and exams if appropriate.

As of 05/01/1996 the Texas Department of Human Services (DHS) recommends only selected introductory and closing content for the maCEtp, leaving the instructor free to determine the major content for the maCEtp. At the completion of the course the roster of medication aides and their information will be signed by the instructor and mailed to the Texas DHS – Medication Aide Program. Because the Texas DHS as allowed the maCEtp instructor is free to choose the major content, the course content will change from time to time. Here are some examples, provided by the Texas DHS – Medication Aide Program, to be taught. 1. Role of the Medication Aide on the Interdisciplinary Team 2. Communication Skill for Medication Aides 3. Role of Medication Aide in comprehensive drug management 4. Role of Medication Aide in resident assessment and care planning 5. New health care policies 5. New clinical guidelines 7. New clinical treatments and techniques 8. Automated and integrated health care systems 9. Trends in patient care/clinical practice 10. Current research related to medication aide 11. Clinical and pharmacologic management of

6.residents with specific clinical conditions such infectious diseases, AIDS, eye disorders, diabetes, decubitus ulcers, TB, etc. 12. Role of the Medication Aide in meeting the psychosocial needs of residents 13. Skills and techniques for Medication Aides 14. Review of changes in health care regulations and standards pertinent to Medication Aides such as Nurse Aides Rules, Texas Curriculum for Nurse Aides in Long Term Care Facilities, Licensing Standards for Long Term Care facilities, etc. 15. Drug review and update, such as review of new drugs, drugs frequently used in facilities and/or avoiding common medication errors.

MEDICATION AIDE - CONTINUING EDUCATION

SEMINAR

(maCEtp)

CURRICULUM OUTLINE

Medication Aide Continuing Education Seminar (maCEtp)

Students will attend class for one day from 9am to 5pm in the classroom. Students will receive a ten-minute break every hour until a one-hour lunch then will resume a ten-minute break every hour until the end of class.

Seminar Cost:

The total cost for this one-day seminar course is \$50.00. This fee includes all registration, tuition, and supplies.

Seminar Length 1 day Classroom Instruction 07 clock hours Total Hours 07 clock hours

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Seminar Outline

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Lec Lab

Number	Subject Title	Lec	Lab	Ext	Total
MACE 101	Medication Aide Continuing Education Program/Seminar (maCEtp)	07	00	00	07
	Total	07	00	00	07

Admission Requirements

1. Be at least 18 years of age.
2. Complete registration/application packet.
3. Have a current and valid state or military identification and social security card.
4. Current Medication Aide Certification.

COURSE DESCRIPTION

101 Medication Aide Continuing Education Seminar (maCEtp)	Lec	Lab	Ext	Total
	07	00	00	07

This (maCEtp) class is scheduled for seven hours and will be completed in one day. It meets the annual requirements for Medication Aides by the Texas Health and Human Services Medication Aide Seminar. The first 30 minutes will consist of introductions and distributing course materials. Then will be a review of Medication Aide rules and regulations and a review of 40TAC §95 and other regulations. Students will know the authorized and unauthorized functions of a Medication Aide, the requirements of §95.103(b) and any rule changes during the last year and pertinent changes to the Medication Aide curriculum. A major topic is determined by the maCEtp approved instructor. Approved by both the Texas Health and Human Services - Medication Aide Program and the Texas Workforce Commission - Career Schools and Colleges department. The closing will consist of evaluation handouts and exams if appropriate.

As of 05/01/1996 the Texas Department of Human Services (DHS) recommends only selected introductory and closing content for the maCEtp, leaving the instructor free to determine the major content for the maCEtp. At the completion of the course the

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PHLEBOTOMY:

Tuition and Fees

Book Fee	Included
Laboratory Fee	Included
Tuition	\$1,000.00
Total Cost.....	\$1,000.00

+ National Testing Fees

*All fees and arrangements must be in place prior to class start. *Students cannot sit for National Exam if any monies are owed**

Course Description and Clock Hours the Phlebotomy Technician program is a 75-clock hour course that teaches the student skills and training necessary to become a phlebotomist.

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Enrollment Requirements

Must be 18 years or older

Must have at least GED or High School Diploma

Student Enrollment Agreement

Graduation Requirements

Complete 75 hours of class, skills and labs

Pass total of all tests/exams with 70% or better

Complete 30 successful venipuncture draws, and 10 successful capillary draws

Tuition paid in full

ADMISSION REQUIREMENTS/PROGRAM DESCRIPTION, OBJECTIVES, AND OUTLINE

Admission Requirements:

At the time of enrollment students must have:

- Photo ID (driver’s license, military ID, government issued ID)
- Social Security card (Original)
- Proof of Education (proof of Education. I.E., diploma, GED)
- 18 Years of Age or Older

Program Description:

Students will be trained to perform a variety of blood collection methods using proper techniques and precautions including vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture specimen collection on adults, children and infants. Through lecture and lab experiences, students will receive training in infection prevention, proper patient identification, proper labelling of specimens, and quality assurance. Students will be taught specimen handling, processing, and accessioning. Upon successful completion of the program the student will qualify to sit for the National Health Career Association Certified Phlebotomy Technician (CPT) exam and American Medical Certification Association (AMCA) exam.

Course Objectives:

Phlebotomists are proficient in:

- collecting, transporting, handling, and processing blood specimens for analysis.
- recognizing the importance of specimen collection in the overall patient care system.
- relating the anatomy and physiology of body systems and anatomic terminology to the major areas of the clinical laboratory, and to general pathologic conditions associated with body systems.
- identifying and selecting equipment, supplies and additives used in blood collection.
- recognizing factors that affect specimen collection procedures and test results, and taking appropriate actions within predetermined limits, when applicable.
- recognizing and adhering to infection control and safety policies and procedures.
- monitoring quality control within predetermined limits.
- recognizing the various components of the health care delivery system.
- recognizing the responsibilities of other laboratory and health care personnel and interacting with them with respect for their jobs and patient care.

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- demonstrating professional conduct, stress management, interpersonal and communication skills with patients, peers and other health care personnel and with the public.
- demonstrating an understanding of requisitioning and the legal implications of their work environment.
- applying basic principles in learning new techniques and procedures; Recognizing and acting upon individual needs for continuing education as a function of growth and maintenance of professional competence.

Program Outline:

Subject	Subject Title	Clock Hours			
		Lec	Lab	Clinical	Total
PLAB 101	Introduction to Phlebotomy	4	0	0	4
PLAB 102	Medical Law and Ethics	4	0	0	4
PLAB 103	Anatomy, Physiology, Medical Terms	12	0	0	12
PLAB 104	Infection Control	6	0	0	6
PLAB 105	Venipuncture	0	40	0	40
PLAB 106	Career Development	6	0	0	6
PLAB 107	Certification Exam Review	3	0	0	3
Total Hours:		35	40	0	75

Theory Totals: 35 hours

Laboratory Totals: 40 hours

TOTAL 75 Hours

Subject Descriptions

PLAB 101 – Introduction to Phlebotomy

Introductory course that explains the function of today's Phlebotomy Technician. This course identifies the Phlebotomists role on the healthcare team. Students will be introduced to various departments within the laboratory setting and the role of each department.

PLAB 102 – Medical Law and Ethics

This is a course of instruction in principles, procedures, and regulations involving legal and ethical relationships among physicians, patients, and medical assistants. It includes current ethical issues as they relate to the practice of medicine and conformity responsibilities.

PLAB 103 – Anatomy, Physiology and Medical Terminology

The overall objective of this program is to acquire knowledge of the anatomy and physiology of the human body. Includes an overview of the diseases related to each anatomical system. Functional concepts and internal structure are related as a basis for performing a physical examination. Course also includes a broad understanding of the language of medicine.

PLAB 104 – Infection Control

A study of standard protocol, for the protection of the healthcare worker and patient, to ensure that the procedures and treatments prescribed by the physician are safely and properly performed to assist the patient's return to health. Overview of causes and prevention of chain of infection will be addressed.

PLAB 105 – Venipuncture

This course is designed to instruct the student in the proper methods of both capillary and venous blood collection. Equipment, legal issues and specimen transport are taught and practiced. Proper methods of blood collections and processing are taught and practiced.

PLAB 106 – Career Development

This course is designed to assist the student in resume development, soft skills, interviewing strategies and decision-making skills to assist the student in obtaining employment. Optional externships are encouraged to offer the student the opportunity of real-life experience and additional 'on-the-job' training.

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PLAB 107 – Certification Exam Review

This workshop is designed to offer the student a review of the National Health Career Association’s certification exam. Module is offered as an addendum to the curriculum. Instructors are encouraged to contact the National Health Career Association for an updated study guide.

Electrocardiogram:

Tuition and Fees

Book Fee	Included
Laboratory Fee	Included
Tuition	\$1,000.00
Total Cost.....	\$1,000.00

+ National Testing Fees

*All fees and arrangements must be in place prior to class start. *Students cannot sit for National Exam if any monies are owed**

Course Description and Clock Hours the EKG program is a 30-clock hour course that teaches the student skills and training necessary to become an EKG/ECG Technician.

FINANCIAL ASSISTANCE POLICY– Scholarship Funding

Students who choose to use a **scholarship** to cover tuition costs are **not permitted to combine** or “double up” scholarship funds with any other financial assistance programs. This includes, but is not limited to, **Military Benefits, Texas Workforce Commission funding, or MyCAA.**

Only **one** form of financial assistance may be applied toward tuition per enrollment.

Enrollment Requirements

- Must be 18 years or older.
- Must have at least GED or High School Diploma
- Complete Registration Form and Student Enrollment Agreement

Graduation Requirements

Complete 30 hours of class, skills and labs
Pass total of all tests/exams with 70% or better
Tuition paid in full.

ADMISSION REQUIREMENTS/PROGRAM DESCRIPTION, OBJECTIVES, AND OUTLINE

Admission Requirements

At the time of enrollment students must have:

- Photo ID (driver’s license, military ID, government issued ID)
- Social Security card (Original)
- Proof of Education (proof of Education. I.E., diploma, GED)
- 18 Years of Age or Older

Program Description:

This is a 30 Clock Hour Course that prepares the student with Basic Knowledge of the Cardiovascular System, and the ability to demonstrate correct lead placement and identify and record a quality 12 lead EKG.

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Course Objectives:

Objectives are as follows: On completion of the course, the student should be able to:

- Define basic Cardiovascular System.
- Basic Anatomy and Physiology of the heart
- Introduction to the EKG – ECG Machine.
- Proper skin preparation for transmitting of EKG.
- Demonstrate correct lead placement.
- Identify a quality EKG and Record.
- Demonstrate the ability to troubleshoot to improve a quality EKG.
- Student will be able to transmit an EKG.
- Develop a Resume and Cover letter for Interview purposes.
- Basic Knowledge of drugs and how they can alter an EKG reading.
- Patient Care and Education overview of some diagnosis, Vital Sign that may affect patient during the procedure complete a CPR – Basic / AED – 3 Hours.

Program Outline:

Subject	Subject Title	Clock Hours			
		Lec	Lab	Clinical	Total
EKG 101	Define Cardiovascular System	.5	0	0	.5
EKG 102	Basic Anatomy and Physiology	3	0	0	3
EKG 103	Introduction to EKG machine	1	1	0	2
EKG 104	EKG Testing	.5	0	0	.5
EKG 105	Correct Lead Placement	2	2	0	4
EKG 106	Recording and Identifying quality EKG	1	1	0	2
EKG 107	Read and Record a Heart Rate	1	1	0	2
EKG 108	Troubleshooting a patients' EKG	2	1	0	3
EKG 109	Transmitting EKG/Patient Info	1	2	0	3
EKG 110	Developing Resumes/ Interview skills	3	0	0	3
EKG 111	Drug Review and their interactions	1	0	0	1
EKG 112	Patient Care/CPR basic and AED	2	4	0	6
Total Hours: 30 Hours		18	12	0	30

Theory Totals: 18 hours

Laboratory Totals: 12 hours

Subject Descriptions

EKG 101 – Define Cardiovascular system

Introductory course that explains and defines the Cardiovascular System.

EKG 102 – Basic Anatomy and Physiology

Basic Anatomy and Physiology of the Heart. Review the Blood Flow through the Heart, parts of the heart and diseases affecting the heart.

EKG 103 – Introduction to EKG machine

Introduction to EKG – ECG machine, the parts, paper, lead wires, electrodes. EKG tech duties and scope of practice.

EKG 104 – EKG Testing

Proper preparation of the skin, such as shave off hair, skin to be free of lotion and oil.

EKG 105 – Correct Lead Placement

Correct lead placement, Student will learn proper placement of leads using an EKG – ECG machine and the difference in a resting EKG 5 Lead and a 12 Lead.

EKG 106 – Recording and identifying quality EKG

The student will learn to identify a faulty EKG and record findings.

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EKG 107 – Read and Record a Heart Rate

The student will be able to read and record the heart rate from an EKG strip.

EKG 108 – Troubleshooting a patients’ EKG

The student will be able to trouble shoot a patients’ EKG if the reading requires adjustments of the electrodes or lead wires .

EKG 109 – Transmitting EKG / Patient Info

The student will be able to transmit an EKG, correctly input patient information.

EKG 110 – Developing Resumes / Interview Skills

The student will be developing Resume and Cover letter and have mock interviews. Job search ideas and follow up skills after interview.

EKG 111 – Drug Review and their interactions

Basic Review of drugs and how drugs can alter EKG readings.

EKG 112 – Patient Care/CPR basic and AED

Patient care and education – overview of some diagnosis vital signs and CPR – Basic / AED = 3 hours

Clinical Medical Assistant

Tuition and Fees

Book Fee	Included
Laboratory Fee	Included
Tuition	\$4,500.00
Total Cost.....	\$4,500.00

+ National Testing Fees

*All fees and arrangements must be in place prior to class start. *Students cannot sit for National Exam if any monies are owed**

FINANCIAL ASSISTANCE POLICY– Scholarship Funding

Students who choose to use a **scholarship** to cover tuition costs are **not permitted to combine** or “double up” scholarship funds with any other financial assistance programs. This includes, but is not limited to, **Military Benefits, Texas Workforce Commission funding, or MyCAA.**

Course Description and Clock Hours the Clinical Medical Assistant program is a 225-clock hour course that teaches the student skills and training necessary to become a Clinical Medical Assistant. The student will have to complete the 100-Hour Nurse Aide Course, complete the 75-Hour Phlebotomy Technician Course, 30-Hour Electrocardiogram Technician Course and the 20-Hour Office Administration course and is required to pass all State/National Exams to become certified to be eligible to sit for the Clinical Medical Assistant Exam through AMCA/NHA.

Enrollment Requirements

- Must be 18 years or older.
- Must have at least GED or High School Diploma
- Complete Registration Form and Student Enrollment Agreement

Graduation Requirements

Complete 225 hours of class, skills and labs to include successfully completing the pre-requisites necessary for graduation
Pass total of all tests/exams with 70% or better.
Tuition paid in full.

ADMISSION REQUIREMENTS/PROGRAM DESCRIPTION, OBJECTIVES, AND OUTLINE

Admission Requirements

At the time of enrollment students must have:

- Photo ID (driver’s license, military ID, government issued ID)
- Social Security card (Original)
- Proof of Education (proof of Education. I.E., diploma, GED)
- 18 Years of Age or Older

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Program Description:

The Medical Assistant program is designed to provide the student with the knowledge and skills required for entry-level work performing the administrative and clinical functions of a medical assistant. Students learn how to schedule appointments, maintain patient records, perform billing and coding duties, assist physicians with examinations, prepare patients for laboratory and diagnostic imaging procedures, and administer medications. Graduates are eligible to sit for the Certified Medical

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Assistant (CMAC) exam administered by the American Medical Certification Association (AMCA) and the National Healthcareer Association (NHA).

Course Objectives:

Objectives are as follows: On completion of the course, the student should be able to:

- Outline the typical responsibilities of a medical office assistant, describe the personal and professional ethics required for success in this profession, and explain how medical office assistants are impacted by HIPAA and other healthcare-related regulations.
- Describe how a medical front office is typically managed, focusing on administrative processes and procedures.
- Explain the procedures to follow to create and maintain accurate medical documentation, especially with regards to patient records, procedural and diagnostic coding, insurance claim forms, and other healthcare documentation.
- Demonstrate knowledge of medical insurance by outlining typical claims-processing procedures and explaining the difference between government and commercial health insurance plans.
- Using standard medical terminology, explain the structures and functions of the human body, including the senses and body systems.
- Identify and describe the medical office assistant's role in standard patient interactions in the medical office, including in-office diagnostic tests and procedures, specimen sampling, medication administration, and the preparation of patients for examination.
- Describe universal precautions and explain how to maintain a safe environment in the medical office, even during emergency situations.

Pre-Requisites Needed:

Program Outline:

Subject	Subject Title	Clock Hours			
		Lec	Lab	Clinical	Total
NA 101	Introduction to Long Term Care	14	2	0	16
NA 102	Personal Care Skills	8	4	0	12
NA 103	Basic Nursing Skills	6	10	0	16
NA 104	Restorative Services	5	3	0	8
NA 105	Mental Health and Social Services	4.5	.5	0	5
NA 106	Social Skills	3	0	0	3
NA 107	Externship (Clinical)	0	0	40	40
Total Hours:		40.5	19.5	40	100

Theory Totals: 40.5 hours

Clinical (Externship) Totals: 40 hours

Laboratory Totals: 19.5 hours

TOTAL 100 Hours

Subject Descriptions

NA 101 – Introduction to Long Term Care:

This subject introduces students to the role of the nurse aide in the long-term care setting. Overview of the nurse aide candidate handbook and Texas Health and Human Services requirements. This subject will also cover the following units: safety and emergency measures, resident's rights and independence, communication, and interpersonal skills, and taking care of yourself.

Prerequisite: Admission into Program

NA 102 – Personal Care Skills:

Upon completion of this subject students to the skills necessary to care for the long-term care resident. Upon completion of this subject the student will be able to demonstrate Body Mechanics, Positioning, Moving Residents, Taking Care of the Resident's Environment, Assisting with Bathing and Resident Hygiene Needs, Toileting and Perineal Care, Skin Care, Nutrition, Hydration and Elimination Skills. Prerequisite: NA101

NA 103 – Basic Nursing Skills

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This subject is devoted to preparing students for their career as a Certified Nurse Aide and introduces students to promote a restraint-proper environment, vital signs, height and weight, observing/reporting/documenting, admission/transfer/discharge of residents, and coping with death of residents. Prerequisite: NA 102

NA 104 – Restorative Services

This subject is a time to review the restorative skills already taught, stress the importance of restoration, and add new knowledge and skill in restorative care for the nurse aide. Prerequisite: NA 103

NA 105 – Mental Health and Social Service Needs

During this subject mental health and social service needs will be integrates into the nurse aide course. The following units will be covered: Psychosocial Needs of the Resident, Culture Changes, Specific Behavior Problems, and Cognitive Impairment Problems such as Dementia and Alzheimer’s. Prerequisite: NA 104

NA 106 – Social Skills

During this subject Conflict Resolutions and Technologies will be covered. Communication plays a big part in conflict resolution. Examples and scenarios of conflict resolution will be covered in this subject. Electronic health records, electronic documentation, and different programs/applications that the nurse aide may come across will be discussed so they can become familiar and comfortable using the technology available. Prerequisite: NA 105

NA 107 – Externship (Clinical in the Long-Term Care Facility)

During this portion of the program, students will put into practice the skills they have gained in previous subjects. Each Nurse Aide Training Program must teach at least 40 hours of clinical training, defined as hands-on care of residents in a nursing facility by trainees under the direct supervision of a licensed nurse. The clinical training provides the opportunity for the trainee to learn to apply the classroom training to the care of residents with the assistance and direct supervision of the instructor. The trainee continues to be under the general supervision of a licensed nurse when providing services to a resident even after a trainee has been found competent by the program instructor. Prerequisite: NA 106

Subject Descriptions

Program Outline:

Subject	Subject Title	Clock Hours			
		Lec	Lab	Clinical	Total
PLAB 101	Introduction to Phlebotomy	4	0	0	4
PLAB 102	Medical Law and Ethics	4	0	0	4
PLAB 103	Anatomy, Physiology, Medical Terms	12	0	0	12
PLAB 104	Infection Control	6	0	0	6
PLAB 105	Venipuncture	0	40	0	40
PLAB 106	Career Development	6	0	0	6
PLAB 107	Certification Exam Review	3	0	0	3
Total Hours:		35	40	0	75

Theory Totals: 35 hours

Laboratory Totals: 40 hours

TOTAL 75 Hours

Subject Descriptions

PLAB 101 – Introduction to Phlebotomy

Introductory course that explains the function of today’s Phlebotomy Technician. This course identifies the Phlebotomists role on the healthcare team. Students will be introduced to various departments within the laboratory setting and the role of each department.

PLAB 102 – Medical Law and Ethics

This is a course of instruction in principles, procedures, and regulations involving legal and ethical relationships among physicians, patients, and medical assistants. It includes current ethical issues as they relate to the practice of medicine and conformity responsibilities.

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PLAB 103 – Anatomy, Physiology and Medical Terminology

The overall objective of this program is to acquire knowledge of the anatomy and physiology of the human body. Includes an overview of the diseases related to each anatomical system. Functional concepts and internal structure are related as a basis for performing a physical examination. Course also includes a broad understanding of the language of medicine.

PLAB 104 – Infection Control

A study of standard protocol, for the protection of the healthcare worker and patient, to ensure that the procedures and treatments prescribed by the physician are safely and properly performed to assist the patient's return to health. Overview of causes and prevention of chain of infection will be addressed.

PLAB 105 – Venipuncture

This course is designed to instruct the student in the proper methods of both capillary and venous blood collection. Equipment, legal issues and specimen transport are taught and practiced. Proper methods of blood collections and processing are taught and practiced.

PLAB 106 – Career Development

This course is designed to assist the student in resume development, soft skills, interviewing strategies and decision-making skills to assist the student in obtaining employment. Optional externships are encouraged to offer the student the opportunity of real-life experience and additional 'on-the-job' training.

PLAB 107 – Certification Exam Review

This workshop is designed to offer the student a review of the National Healthcare Association's certification exam. Module is offered as an addendum to the curriculum. Instructors are encouraged to contact the National Healthcare Association for an updated study guide.

Program Outline:

Subject	Subject Title	Clock Hours Lec/Lab/Clinical/Total
EKG 101	Define Cardiovascular System	.5/0/0/.5
EKG 102	Basic Anatomy and Physiology	3/0/0/3
EKG 103	Introduction to EKG machine	1/1/0/2
EKG 104	EKG Testing	.5/0/0/.5
EKG 105	Correct Lead Placement	2/2/0/4
EKG 106	Recording and Identifying quality EKG	1/1/0/2
EKG 107	Read and Record a Heart Rate	1/1/0/2
EKG 108	Troubleshooting a patients' EKG	2/1/0/3
EKG 109	Transmitting EKG/Patient Info	1/2/0/3
EKG 110	Developing Resumes/ Interview skills	3/0/0/3
EKG 111	Drug Review and their interactions	1/0/0/1
EKG 112	Patient Care/CPR basic and AED	2/4/0/6
Total Hours: 30 Hours		18 / 12 / 0 / 30

Theory Totals: 18 hours

Laboratory Totals: 12 hours

Subject Descriptions

EKG 101 – Define Cardiovascular system

Introductory course that explains and defines the Cardiovascular System

EKG 102 – Basic Anatomy and Physiology

Basic Anatomy and Physiology of the Heart. Review the Blood Flow through the Heart, parts of the heart and diseases affecting the heart.

EKG 103 – Introduction to EKG machine

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Introduction to EKG – ECG machine, the parts, paper, lead wires, electrodes. EKG tech duties and scope of practice.

EKG 104 – EKG Testing

Proper preparation of the skin, such as shave off hair, skin to be free of lotion and oil.

EKG 105 – Correct Lead Placement

Correct lead placement, Student will learn proper placement of leads using an EKG – ECG machine and the difference in a resting EKG 5 Lead and a 12 Lead.

EKG 106 – Recording and identifying quality EKG

The student will learn to identify a faulty EKG and record findings.

EKG 107 – Read and Record a Heart Rate

The student will be able to read and record the heart rate from an EKG strip.

EKG 108 – Troubleshooting a patients' EKG

The student will be able to trouble shoot a patients' EKG if the reading requires adjustments of the electrodes or lead wires.

EKG 109 – Transmitting EKG / Patient Info

The student will be able to transmit an EKG, correctly input patient information.

EKG 110 – Developing Resumes / Interview Skills

The student will be developing Resume and Cover letter and have mock interviews. Job search ideas and follow up skills after interview.

EKG 111 – Drug Review and their interactions

Basic Review of drugs and how drugs can alter EKG readings.

EKG 112 – Patient Care/CPR basic and AED

Patient care and education – overview of some diagnosis vital signs and CPR – Basic / AED = 3 hours

Program Outline:

Subject	Subject Title	Clock Hours			
		Lec	Lab	Clinical	Total
OFA 101	Patient Reception and Appointment Scheduling	4	0	0	4
OFA 102	Technology and Correspondence in the Medical Office	3	2	0	5
OFA 103	Medical Office Management	5	0	0	5
OFA 104	Fundamentals of the Medical Office	5	0	0	5
OFA 105	Medical Terminology for the Medical Assistant	2	0	0	2
Total Hours: 20 Hours		18	2	0	20

Theory Totals: 18 hours

Laboratory Totals: 2 hours

OFA 101 – Patient Reception and Appointment Scheduling

Receptionist responsibilities and legal and ethical duties; opening and closing the medical office; obtaining information from new patients; handling angry patient and waiting room emergencies; scheduling systems and equipment; maintaining correct documentation; scheduling hospital admissions and surgeries; ethical issues related to scheduling; conditions for emergencies.

OFA 102 – Computer Applications

Elements of office flow; HIPAA regulations for medical records; basic office equipment; handling drug samples; letter writing considerations; drafting; proofreading; and editing letters; preparing envelopes; mail service classifications; computer hardware, software, security, and maintenance, ergonomic workstations.

OFA 103 – Medical Office Management

The systems approach to management; personnel management duties; monthly planning and staff meetings; time management principles; the personnel policy manual and the office policy and procedure manuals; medical meetings and presentations; patient information booklets.

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OFA 104 – Fundamentals of the Medical Office

This course will introduce the student to the administrative, front office, roles and responsibility of the professional medical assistant working in an ambulatory health care setting. Emphasis will be placed on managing the front office and administrative procedures, scope of practice and standards of care, legal and ethical issues, Patient's Bill of Rights, Federal and State laws affecting the medical office and interacting with patients.

OFA 105 – Medical Terminology for the Medical Assistant

This course is the study of medical terms and medical abbreviations associated with body systems and procedures that are used in the ambulatory health care setting.

Patient Care Technician

Tuition and Fees

Book Fee	Included
Laboratory Fee	Included
Tuition	\$3,000.00
Total Cost.....	\$3,000.00

+ National Testing Fees

*All fees and arrangements must be in place prior to class start. *Students cannot sit for National Exam if any monies are owed**

FINANCIAL ASSISTANCE POLICY– Scholarship Funding

Students who choose to use a **scholarship** to cover tuition costs are **not permitted to combine** or “double up” scholarship funds with any other financial assistance programs. This includes, but is not limited to, **Military Benefits, Texas Workforce Commission funding, or MyCAA.**

Course Description and Clock Hours the Patient Care Technician program is a 205-clock hour course that teaches the student skills and training necessary to become a Patient Care Technician.

Enrollment Requirements

- Must be 18 years or older.
- Must have at least GED or High School Diploma
- Complete Registration Form and Student Enrollment Agreement

Graduation Requirements

Complete 205 hours of class, skills and labs to include successfully completing the pre-requisites necessary for graduation
Pass total of all tests/exams with 70% or better.
Tuition paid in full.

ADMISSION REQUIREMENTS/PROGRAM DESCRIPTION, OBJECTIVES, AND OUTLINE

Admission Requirements

At the time of enrollment students must have:

- Photo ID (driver's license, military ID, government issued ID)
- Social Security card (Original)
- Proof of Education (proof of Education. I.E., diploma, GED)
- 18 Years of Age or Older

Program Description:

The Patient Care Technician Program is designed to generate the Patient Care Technician, a vital member of the healthcare team, who will be expected to perform clinical and administrative duties in a medical office nursing home and hospital. Graduates are

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eligible to sit for the Certified Medical Administrative Assistant (CMAA) exam administered by the American Medical Certification Association (AMCA) and the National Healthcareer Association (NHA).

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Course Objectives:

Objectives are as follows: On completion of the course, the student should be able to:

- Carry out clinical procedures.
- Conduct routine office-lab procedures.
- Perform routine office diagnostic procedures.
- EKGs
- Preparing the patient for physical exams
- Taking Vital Signs
- Medical Terminology, Anatomy & Physiology
- Clinical and Administrative
- EKG
- Phlebotomy procedures
- Infection Control procedures

Pre-Requisites Needed:

Program Outline:

Subject	Subject Title	Clock Hours			
		Lec	Lab	Clinical	Total
NA 101	Introduction to Long Term Care	14	2	0	16
NA 102	Personal Care Skills	8	4	0	12
NA 103	Basic Nursing Skills	6	10	0	16
NA 104	Restorative Services	5	3	0	8
NA 105	Mental Health and Social Services	4.5	.5	0	5
NA 106	Social Skills	3	0	0	3
NA 107	Externship (Clinical)	0	0	40	40
Total Hours:		40.5	19.5	40	100

Theory Totals: 40.5 hours

Clinical (Externship) Totals: 40 hours

Laboratory Totals: 19.5 hours

TOTAL 100 Hours

Subject Descriptions

NA 101 – Introduction to Long Term Care:

This subject introduces students to the role of the nurse aide in the long-term care setting. Overview of the nurse aide candidate handbook and Texas Health and Human Services requirements. This subject will also cover the following units: safety and emergency measures, resident's rights and independence, communication and interpersonal skills, and taking care of yourself.

Prerequisite: Admission into Program

NA 102 – Personal Care Skills:

Upon completion of this subject students to the skills necessary to care for the long-term care resident. Upon completion of this subject the student will be able to demonstrate Body Mechanics, Positioning, Moving Residents, Taking Care of the Resident's Environment, Assisting with Bathing and Resident Hygiene Needs, Toileting and Perineal Care, Skin Care, Nutrition, Hydration and Elimination Skills. Prerequisite: NA101

NA 103 – Basic Nursing Skills

This subject is devoted to preparing students for their career as a Certified Nurse Aide and introduces students to promote a restraint-proper environment, vital signs, height and weight, observing/reporting/documenting, admission/transfer/discharge of residents, and coping with death of residents. Prerequisite: NA 102

NA 104 – Restorative Services

This subject is a time to review the restorative skills already taught, stress the importance of restoration, and add new knowledge and skill in restorative care for the nurse aide. Prerequisite: NA 103

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NA 105 – Mental Health and Social Service Needs

During this subject mental health and social service needs will be integrates into the nurse aide course. The following units will be covered: Psychosocial Needs of the Resident, Culture Changes, Specific Behavior Problems, and Cognitive Impairment Problems such as Dementia and Alzheimer’s. Prerequisite: NA 104

NA 106 – Social Skills

During this subject Conflict Resolutions and Technologies will be covered. Communication plays a big part in conflict resolution. Examples and scenarios of conflict resolution will be covered in this subject. Electronic health records, electronic documentation, and different programs/applications that the nurse aide may come across will be discussed so they can become familiar and comfortable using the technology available. Prerequisite: NA 105

NA 107 – Externship (Clinical in the Long-Term Care Facility)

During this portion of the program, students will put into practice the skills they have gained in previous subjects. Each Nurse Aide Training Program must teach at least 40 hours of clinical training, defined as hands-on care of residents in a nursing facility by trainees under the direct supervision of a licensed nurse. The clinical training provides the opportunity for the trainee to learn to apply the classroom training to the care of residents with the assistance and direct supervision of the instructor. The trainee continues to be under the general supervision of a licensed nurse when providing services to a resident even after a trainee has been found competent by the program instructor. Prerequisite: NA 106

Subject Descriptions

Program Outline:

Subject	Subject Title	Clock Hours			
		Lec	Lab	Clinical	Total
PLAB 101	Introduction to Phlebotomy	4	0	0	4
PLAB 102	Medical Law and Ethics	4	0	0	4
PLAB 103	Anatomy, Physiology, Medical Terms	12	0	0	12
PLAB 104	Infection Control	6	0	0	6
PLAB 105	Venipuncture	0	40	0	40
PLAB 106	Career Development	6	0	0	6
PLAB 107	Certification Exam Review	3	0	0	3
Total Hours:		35	40	0	75

Theory Totals: 35 hours

Laboratory Totals: 40 hours

TOTAL 75 Hours

Subject Descriptions

PLAB 101 – Introduction to Phlebotomy

Introductory course that explains the function of today’s Phlebotomy Technician. This course identifies the Phlebotomists role on the healthcare team. Students will be introduced to various departments within the laboratory setting and the role of each department.

PLAB 102 – Medical Law and Ethics

This is a course of instruction in principles, procedures, and regulations involving legal and ethical relationships among physicians, patients, and medical assistants. It includes current ethical issues as they relate to the practice of medicine and conformity responsibilities.

PLAB 103 – Anatomy, Physiology and Medical Terminology

The overall objective of this program is to acquire knowledge of the anatomy and physiology of the human body. Includes an overview of the diseases related to each anatomical system. Functional concepts and internal structure are related as a basis for performing a physical examination. Course also includes a broad understanding of the language of medicine.

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PLAB 104 – Infection Control

A study of standard protocol, for the protection of the healthcare worker and patient, to ensure that the procedures and treatments prescribed by the physician are safely and properly performed to assist the patient's return to health. Overview of causes and prevention of chain of infection will be addressed.

PLAB 105 – Venipuncture

This course is designed to instruct the student in the proper methods of both capillary and venous blood collection. Equipment, legal issues and specimen transport are taught and practiced. Proper methods of blood collections and processing are taught and practiced.

PLAB 106 – Career Development

This course is designed to assist the student in resume development, soft skills, interviewing strategies and decision-making skills to assist the student in obtaining employment. Optional externships are encouraged to offer the student the opportunity of real-life experience and additional 'on-the-job' training.

PLAB 107 – Certification Exam Review

This workshop is designed to offer the student a review of the National Healthcareer Association's certification exam. Module is offered as an addendum to the curriculum. Instructors are encouraged to contact the National Healthcareer Association for an updated study guide.

Program Outline:

Subject	Subject Title	Clock Hours			
		Lec	Lab	Clinical	Total
EKG 101	Define Cardiovascular System	.5	0	0	.5
EKG 102	Basic Anatomy and Physiology	3	0	0	3
EKG 103	Introduction to EKG machine	1	1	0	2
EKG 104	EKG Testing	.5	0	0	.5
EKG 105	Correct Lead Placement	2	2	0	4
EKG 106	Recording and Identifying quality EKG	1	1	0	2
EKG 107	Read and Record a Heart Rate	1	1	0	2
EKG 108	Troubleshooting a patients' EKG	2	1	0	3
EKG 109	Transmitting EKG/Patient Info	1	2	0	3
EKG 110	Developing Resumes/ Interview skills	3	0	0	3
EKG 111	Drug Review and their interactions	1	0	0	1
EKG 112	Patient Care/CPR basic and AED	2	4	0	6
Total Hours: 30 Hours		18 / 12 / 0 / 30			

Theory Totals: 18 hours

Laboratory Totals: 12 hours

Subject Descriptions

EKG 101 – Define Cardiovascular system

Introductory course that explains and defines the Cardiovascular System

EKG 102 – Basic Anatomy and Physiology

Basic Anatomy and Physiology of the Heart. Review the Blood Flow through the Heart, parts of the heart and diseases affecting the heart.

EKG 103 – Introduction to EKG machine

Introduction to EKG – ECG machine, the parts, paper, lead wires, electrodes. EKG tech duties and scope of practice.

EKG 104 – EKG Testing

Proper preparation of the skin, such as shave off hair, skin to be free of lotion and oil.

EKG 105 – Correct Lead Placement

Correct lead placement, Student will learn proper placement of leads using an EKG – ECG machine and the difference in a resting EKG 5 Lead and a 12 Lead.

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EKG 106 – Recording and identifying quality EKG

The student will learn to identify a faulty EKG and record findings.

EKG 107 – Read and Record a Heart Rate

The student will be able to read and record the heart rate from an EKG strip.

EKG 108 – Troubleshooting a patients' EKG

The student will be able to trouble shoot a patients' EKG if the reading requires adjustments of the electrodes or lead wires.

EKG 109 – Transmitting EKG / Patient Info

The student will be able to transmit an EKG, correctly input patient information.

EKG 110 – Developing Resumes / Interview Skills

The student will be developing Resume and Cover letter and have mock interviews. Job search ideas and follow up skills after interview.

EKG 111 – Drug Review and their interactions

Basic Review of drugs and how drugs can alter EKG readings.

EKG 112 – Patient Care/CPR basic and AED

Patient care and education – overview of some diagnosis vital signs and CPR – Basic / AED = 3 hours

School Policies

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.

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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.

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 prorated 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.

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.

REFUND POLICY FOR PROGRAMS OF 40 HOURS OR LESS

1. Refund computations will be based on the period of enrollment computed on basis of course time (clock hours).
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) the last date of attendance; or
 - (b) the date of receipt of written notice from the student.
3. If tuition and fees are collected in advance of entrance, and the student does not enter school, not more than \$100 shall be retained by the school.
4. If the student fails to enter the program, withdraws, or is discontinued at any time before completion of the program, the student will be refunded the pro rata portion of tuition, fees, and other charges that the number of class hours remaining in the program after the effective date of termination bears to the total number of class hours in the program.
5. A full refund of all tuition and fees is due in each of the following cases:

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- (a) an enrollee is not accepted by the school.
- (b) if the program of instruction is discontinued by the school and this prevents the student from completing the program; or
- (c) if 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.

Attendance:

Every student is required to be present and on time for all scheduled classes. If a student has an emergency, we will refer to the readmission/cancellation and or refund policy. If a student is absent for one, but no more than two days, he or she must make up the missed time in addition to the scheduled class hours. If a student is continuously more than fifteen minutes late for class, the time will be recorded. In the event the tardiness adds up to four or more hours, it will be considered as a missed class. If more than two class days are missed, he or she will be terminated from the program. At this time, we would refer to the cancellation/refund policy. Students may not clock in early unless an instructor is present and available for instruction.

****FEE: \$15/per hour for Make-Up class****

Policy of progress:

Students must maintain a grade of 70% or higher in order to still attend a program. Students may not be absent for more than two days of class. Military students may not miss more than 20% of any class they are taking.

Progress reports:

Students are given a verbal report at the end of each week as to their status in the class. A written grade report will be provided upon request only.

Policy for Readmission: If a student has an emergency and must terminate their enrollment, he or she can return when a solution is found. Recycled students are not eligible for any refund of program fees. Students can only recycle to the next scheduled class. If the student does not return to the class, the cancellation/refund policy would be in effect.

Job Placement: Job placement is not guaranteed. All Students are informed of this regulation on the day of orientation as well as in the catalog. Elite Nurse Aide Training will give out verbal references for every student on the day of graduation. Written references will be made per student request.

Job Research skills: Job leads, resumes and how to conduct an interview are not included in the curriculum. Elite Nurse Aide Training offers this service if requested by the student on an individual basis.

Absences: it is prohibited for any student to be absent on either the first or second day of class. The maximum number of days a student may be absent is two (2). Hours are mandatory, a doctor's note does not excuse student absences.

Tardiness: If you are tardy, one (1) minute after the start time of class, you will be required to stay after class to make up the time. After 15 minutes, it is considered an absence and will be treated as such.

Make-up Work: Students, who must be absent or otherwise miss class work/tests, must make up said work after class when Instructor is available. There is an additional fee for make-up classes (\$15.00/hr.).

Interruption or termination for unsatisfactory work or attendance: (3 strike rule) student will be given three notifications of unsatisfactory progress/participation. After the third such notification, student will be terminated. There is to be NO SLEEPING and NO CELL PHONE use during class, lab, or clinicals.

1st offense - You will receive verbal warning.

2nd offense - You will receive a written statement.

3rd offense - You **WILL** be asked to leave the program.

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Grading System

90 – 100% = A

80 – 89% = B

70 – 79% = C

Percentages under 70% are unsatisfactory. The lowest satisfactory passing grade is 70%. Students are required to take a daily test over the material covered the previous day. If a student misses a scheduled test because of a tardy, he or she will receive a zero as a grade on that test. Make-up tests will be allowed with a doctor's excuse. If a student is not able to maintain a 70% grade average, he or she will be terminated, and the cancellation/refund policy would be in effect.

Unsatisfactory Progress: three exams under 70%, tardiness (three unexcused), two unexcused absences. Students who reach this unsatisfactory level of progress will be put on a probationary period for the duration of class.

I understand that my certificate of completion and my transcript may be withheld if I have not fulfilled my financial obligations to this institution at the time of my graduation. (This will include financial assistance.)

NOTICE STUDENT COMPLAINT POLICY Elite Nurse Aide Training

Dear Students:

This school has a Certificate of Approval from the Texas Workforce Commission (TWC).

The TWC-assigned school number is S0642.

The school's programs are approved by TWC, as well as Texas Health and Human Services.

Students must address their concerns about this school or any of its educational programs by following the grievance process outlined in the school's catalog. Schools are responsible for ensuring and documenting that all students have received a copy of the school's grievance procedures and for describing these procedures in the school's published catalog. If, as a student, you were not provided with this information, please inform school management.

Students dissatisfied with this school's response to their complaint or who are not able to file a complaint with the school, can file a formal complaint with TWC, as well as with other relevant agencies or accreditors, if applicable.

Information on filing a complaint with TWC can be found on TWC's website at www.texasworkforce.org/careerschoolstudents.

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Very Respectfully,

Samantha L. Shinn, BSN, RN

I certify that I have been provided all the information above *prior to my enrollment*.

I understand that it is my responsibility to notify the school if I withdraw prior to completion.

I will receive a copy of this completed form and a copy of my enrollment agreement when signed.

SIGNATURE OF STUDENT

DATE

SIGNATURE OF SCHOOL OFFICIAL

DATE

Authority for Data Collection: *Texas Education Code, Section 132.055 & Texas Administrative Code, Section 807.193.*

Planned Use of the Data: To provide evidence of receipt of that information which is required by law to be provided to the student prior to enrollment.

Approved and Regulated Statement

"Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas."

True and Correct Statement:

"The information contained in this catalog is true and correct to the best of my knowledge."

Samantha L. Shinn, BSN, RN
Elite Nurse Aide Training, Owner

Samantha L. Shinn, BSN, RN
Elite Nurse Aide Training, Director