

# JOURNEY MEDICAL TRAINING CENTER

## Journey Medical Training Center Vocational Training Course Catalog



Catalog Volume 7

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## WELCOME

Welcome to Journey Medical Training Center (JMTC). The faculty wishes you success as you undertake this exciting and demanding step in your education as a Healthcare Provider. This school catalog is designed to provide you with information specific to the Nursing Assistant, Medical Assistant, and Phlebotomy programs. It is important to read the entire catalog, familiarizing yourself with the content.

If you have further questions or need additional information, please contact your instructor or the Program Director by calling (469) 803-5575.

Additional information about JMTC may be found on the Journey Medical Training Center's Web page at [www.journeymedicaltrainingcenter.com](http://www.journeymedicaltrainingcenter.com).

## MISSION STATEMENT

Journey Medical Training Center's mission is to empower and equip individuals with the tools for a successful entry into the healthcare setting.

## SCHOOL APPROVAL AND REGULATION

Journey Medical Training Center is a small proprietary career school as defined by Texas law. The school provides training and certification preparation for Certified Nurse Aide candidates and the National Healthcareer Association Phlebotomy Certification. This catalog is specifically for the Nurse Aide Program, Medical Assistant Program, and the Phlebotomy Program. Students completing the Nurse Aide Program course are prepared to take the state examination for certification as a nurse aide. Students completing the Medical Assistant and Phlebotomy Program course are prepared to take the National Healthcareer Association certification examination for certification as a Phlebotomist or Medical Assistant.

Journey Medical Training Center holds a Certificate of Approval from the Texas Workforce Commission Career Schools and Colleges, Austin, Texas. The TWC-assigned school number for Journey Medical Training Center is S5490. The school is approved to provide /conduct a Nurse Aide Training and Competency Evaluation Program (NATCEP) by the Texas Department of Health and Human Services and Texas Workforce Commission. The Medical Assistant and Phlebotomy Programs are approved by the Texas Workforce Commission. Journey Medical Training Center was established in November 2018.

## OWNER/PROGRAM DIRECTOR

Journey Medical Training Center was founded in 2018 by Deadra Thomas, RN, MHA, BSN. It is Mrs. Thomas' vision to open a vocational school to help others enter the healthcare profession and provide continue education to healthcare professionals. Mrs. Thomas has over 30 years of professional nursing experience that includes education, leadership, management, and patient care in several specialties and will be the primary instructor for the classroom instruction and clinicals.

## ADVISORY BOARD

Member	Position	Member	Position
Deadra Thomas, MHA, BSN, RN	CEO/Program Director	John Thomas, PhD	Advisor
Lisa Ngufor, RN, BSN, MSN	LTC Director/Educator	Regina Richardson, M.A.	Education Success Coach
Elizabeth Boyd, BSN, RN	RN Advisor/Instructor	Tasha Whitaker, B.S.	Education Consultant
Mindy Michel, MSN, RN	RN Advisor/Adjunct Faculty UNT	Shanice Griffin, CPT, CCMA, CPI	Phlebotomy Instructor
Eddie Newman IV, M.A., BBA	Health Insurance Specialist	Jasmine Davis, CPT, CCMA, CET	Phlebotomy Instructor
Tamara Macon	School Representative	Akeia Lenhardt	School Representative

Deundra Poole	Community Advocate		Sharon Gardner-Joyner, CPT	Phlebotomy Instructor
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### **FACILITY & EQUIPMENT**

Journey Medical Training Center is located at 8668 John Hickman Parkway, Unit 602, Frisco, TX. The facility is equipped with desks, chairs, television, Blu-ray Disc Player, whiteboard, projector, and reference materials. There are three skills laboratories equipped with two hospital beds, exam table, manikins, electronic vital signs machine, wheelchairs, and equipment to practice the required skills. The school has a break area and restroom for student use.

### **HOURS OF OPERATION**

The school office shall be open Monday through Friday from 9:00am to 5:00pm Central Standard Time.

## REGISTRATION AND TUITION PAYMENT (Financial Obligations)

### Nurse Aide Program

Application Fee	\$75.00
Nurse Aide Training Total Course Fee	\$1110.00
Books (Textbook & Workbook)	\$80.00
Lab Fee	\$65.00
Student Liability Insurance	\$20.00
<b>Total</b>	<b>\$1350.00</b>

### Other Requirements not Included in Course Fees

Clinical Lab Kit	\$75.00
Urine Drug Screen	\$30.00 (if required for clinicals and paid to vendor)
Texas Nurse Aide Exam Fee	\$125.00 (Student pays to Prometric)
American Heart Healthcare Professionals CPR	\$45.00 Skills Course
Navy Blue Scrubs	\$45.00 (Required for clinicals and skills lab; Outside vendor purchase optional)

### Late Fees and Replacement Costs

Tuition late fee	\$50.00 (Assessed on first day of missed payment)
Lab Skills Practice	\$40.00 per day (Outside of regular business and class hours)
Lost Textbook	\$70.00
Lost Workbook	\$40.00
Replacement Blood Pressure Set	\$40.00
Replacement Gait Belt	\$20.00
Replacement Stethoscope	\$25.00

### Phlebotomy Program

Application Fee	\$75.00
Phlebotomy Training Total Course Fee	\$1110.00
Books (Textbook & Workbook)	\$70.00
Lab Fee	\$100.00
Student Liability Insurance	\$20.00
<b>Total</b>	<b>\$1375.00</b>

### Other Requirements not Included in Course Fees

American Heart Healthcare Professionals CPR	\$45.00 Skills Course
Clinical Lab Kit	\$75.00
Lab Skills Practice	\$40.00 per day (Outside of regular business and class hours)
National Healthcare Association (NHA) Test Fee	\$117.00 (Paid to NHA)
Navy Blue Scrubs	\$45.00 (Required for clinicals and skills lab; Outside vendor purchase optional)

### Late Fees and Replacement Costs

Tuition late fee	\$50.00 (Assessed on first day of missed payment)
Lost Textbook	\$55.00
Lost Workbook	\$35.00

### Medical Assistant Program

Application Fee	\$75.00
Medical Assistant Training Total Course Fee	\$2755.00
Textbook	\$175.00
Lab Fee	\$150.00
Student Liability Insurance	\$20.00
<b>Total</b>	<b>\$3175.00</b>

### Other Requirements not Included in Course Fees

American Heart Healthcare Professionals CPR	\$45.00 Skills Course
Clinical Lab Kit	\$75.00
Lab Skills Practice	\$40.00 per day (Outside of regular business and class hours)
National Healthcare Association (NHA) Test Fee	\$155.00 (Paid to NHA)
Black Scrubs	\$45.00 (Required for clinicals and skills lab; Outside vendor purchase optional)

### Late Fees and Replacement Costs

Tuition late fee	\$45.00 (Assessed on first day of missed payment)
Lost Textbook	\$200.00

## Required Supplies not Included in Course Fees:

- Watch with a second hand
- Athletic shoes are acceptable

## Lab Kit

**Nurse Aide students** may purchase an optional clinical lab kit for at home practice for \$75.00. Lab kit includes gait belt, basin, isolation kit, denture cleaning kit, blood pressure kit, bed pan, and urine drainage bag.

**Phlebotomy students** may purchase an optional clinical lab kit for at home practice for \$75.00. Lab kit includes Phlebotomy Skills Reference Guide, BD Vacutainer Eclipse Blood Collection Needle, BD Vacutainer One Use Needle Holder, BD Vacutainer Tubes, Tourniquet, Gauze, 70% Isopropyl Alcohol Pads, Requisitions, and Biohazard Bag.

**Medical Assistant students** may purchase an optional clinical lab kit for at home practice for \$75.00. Lab kit includes Blood Pressure Collection Kit and Blood Drawing Kit.

## Payment Plan

After payment of the \$75.00 application fee, Nurse Aide and Phlebotomy students may pay the full tuition upon acceptance or opt for a three-payment option. Medical Assistant students may opt for a five-payment option.

**Nurse Aide Students:** The payment plan includes 10% interest (\$1,275.00+ \$127.50=\$1,402.50). Schedule payments for the three-payment option:

Payment 1: \$467.50 (due at acceptance into the program)

Payment 2: \$467.50 (due on the second Friday of class)

Payment 3: \$467.50 (due on the fourth Friday of class)

**Phlebotomy Students:** The payment plan includes 10% interest (\$1,300.00+\$130.00=\$1,430.00). Schedule payments for the three-payment option:

Payment 1: \$476.66 (due at acceptance into the program)

Payment 2: \$476.66 (due on the third Friday of class)

Payment 3: \$476.66 (due on the sixth Friday of class)

**Medical Assistant Students:** The payment plan includes 10% interest (\$3,100.00 + \$310.00= \$3,410.00). Schedule payments for the five-payment option:

Payment 1: \$682.00 (due at acceptance into the program)

Payment 2: \$682.00 (due on the third Friday of class)

Payment 3: \$682.00 (due on the sixth Friday of class)

Payment 4: \$682.00 (due on the ninth Friday of class)

Payment 5: \$682.00 (due on the twelfth Friday of class)

## Payment Methods

Acceptable payment methods include Cash, Credit Card, Debit Card, PayPal, Cashier's Check, or Money Order payable to "Journey Medical Training Center." The school is not Title IV approved. No federal financial aid is offered or provided.

## Refund Policy

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.



2. The effective date of termination for refund purposes will be the earliest of the following:

- a) The last day of attendance, if the student is terminated by the school
- b) The date of receipt of written notice from the student; or
- c) Ten school days following the last date of attendance.

3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.

4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.

5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

7. A full refund of all tuition and fees is due and refundable in each of the following cases:

- a. An enrollee is not accepted by the school
- b. If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
- c. An enrollee is not accepted by the school
- d. If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
- e. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

## **8. Refund Policy for Students Called to Active Military Service**

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

- a. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal.

- b. A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- c. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
  - (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
  - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination

## **ADMISSION/ENROLLMENT POLICIES**

### **Non-Discrimination Policy**

Journey Medical Training Center does not discriminate based on race, color, religion, national origin, disability, age, marital status, veteran's status, sex or sexual orientation in admission to and participation in its educational programs, school activities and services, or its employment practices.

### **Admission Requirements**

The school shall require for admission into its programs proof of one of the following:

1. Be at least 17 years of age.
2. Have a social security card.
3. Have a valid driver's license or state or federally issued photo ID.
4. Be able to read, write, and speak English.
5. Successful completion of public, private, or home schooling at the high school level or obtainment of a recognized high school equivalency credential or GED. High school seniors who have been accepted into a nursing program or are in their last semester will be considered on a case-by-case basis.
6. Current American Heart Association or Red Cross Healthcare Provider Basic Life Certification (BLS).
  - Heartsavers CPR is not accepted.
  - The American Heart Association and Red Cross Basic Life Support Course is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.

### **Prospective students must also:**

1. Pass the school's required urine drug screen prior to onsite clinical practice.
2. Cannot be listed as unemployable on the Employee Misconduct Registry (EMR) (Nurse Aide Students) and cannot have been convicted of a criminal offense as listed in Texas Health and Safety Code 250.006.
3. Be in good health and able to bend, twist, lift at least 50 pounds, and be free from communicable disease.
4. Undergo an admission interview by the Program Director or admissions representative.
5. Present evidence of current MMR, Tetanus, negative TB screen, Influenza, and completed Hepatitis B series for clinical practice.

## **Technical Requirements**

Students are required to have internet and computer access with a web camera to attend lectures and complete all assignments and testing. Video must be on during class and mute the audio when not participating in class discussions.

## **Required Electronic Device**

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

## **Required Software**

The following software and applications are required:

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

## **Credit for Previous Education, Training, or Experience**

The school will evaluate and maintain a written record of the previous education or training submitted with the student application.

## **Course or Program Withdrawal**

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

## **Cancellation Policy**

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

# **HEALTH AND SAFETY**

## **Health Requirements**

**Vaccinations:** The expense for vaccinations and/or chest x-ray are the responsibility of the student. To participate in clinical exercises at long-term care centers, students must provide current documentation (copy) in the following vaccinations:

- Hepatitis B, Influenza immunization during Influenza season, and Tetanus immunization within the past ten years
- MMR immunization or a positive Rubella titer, Rubella titer, and Mumps titer
- TB test that is negative or chest x-ray that shows no communicable disease or active TB completed within the preceding 12 months. A student who does not produce the TB or chest-x ray by the third day of class will be placed on hold and scheduled into the next class available as they will not qualify to continue the curriculum.
- Coronavirus vaccination may be required by some clinical sites.

**Drug Screen:** Students must have a negative drug screen for externship and/or clinical practice. Students who receive a positive drug screen will be terminated from the program.

## **Change in Health Status**

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

## **Occupational Safety**

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

## NURSE AIDE PROGRAM SYLLABUS

### Hybrid Program Declaration

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

Students must have documentation of the COVID-19 vaccination when restrictions have been lifted for externship.

### Program Description- Nurse Aide

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

The approximate time required to complete the Nurse Aide Program is four weeks for both day and evening classes. The course is offered every 5 weeks. Students will have daily homework assignments, and a weekly quiz and/or exam.

<b>Course Hours:</b>	106 clock hours (49 hours lecture, 17 hours lab, 40 hours externship)
<b>Prerequisites:</b>	The AHA Basic Life Support Provider Certification
<b>Required Textbooks:</b>	Hartman's Nursing Assistant Care, Long-Term Care, 5th Ed 2022, (Susan Alvare Hedman, Jetta Fuzy, and Suzanne Rymer), Hartman's Nursing Assistant Workbook, 5th Ed 2022
<b>Instructional Methods</b>	Lecture, PowerPoint, Clinical Skills Lab, Return Demonstration, Videos, and Games
<b>Student Instructor Ratio</b>	10:1 (Clinical Practice)
<b>Grades Evaluation</b>	Tests (30%), Quizzes (10%), Homework (20%), Final Exam (40%), Clinical Practice (Pass/Fail)

Program Outline		
Course	Prerequisite	Contact Hours Lec/Lab/Ext/Total
NA-101 Introduction to Long-Term Care	N/A	16/00/00/16
NA-102 Personal Care Skills	NA-101 Introduction to Long-Term Care	12/08/00/20
NA-103 Basic Nursing Skills	NA-102 Personal Care Skills	12/09/00/21
NA-104 Restorative Services	NA-103 Basic Nursing Skills	04/00/00/04
NA-105 Mental Health & Social Services Needs	NA-104 Restorative Services	05/00/00/05
NA-106 Clinical Practice	NA-101 Introduction to Long-Term Care	00/00/40/40
<b>Total Course Hours</b>		<b>49/17/40/106</b>

## NURSE AIDE PROGRAM COURSE DESCRIPTIONS

### **NA-101 Introduction to Long-Term Care (16 hours lecture)**

Students will learn the role of the nursing assistants in LTC facilities, safety and emergency measures, infection prevention, resident rights, communications, etc.

### **NA-102 Personal Care Skills (12 hours lecture/8 hours lab/20 hours total)**

Students will learn proper body mechanics, positioning and moving residents, care of the resident's environment, assisting with bathing, toileting, perineal and skin care, hygiene and grooming, nutrition, hydration, and elimination.

### **NA-103 Basic Nursing Skills (12 hours lecture/9 hours lab/21 hours total)**

Students will learn to promote a restraint-proper environment, how to obtain, observe, report, and document vital signs, height and weight, learn the various types and the role of the nursing assistant in admissions, transfers, and discharges. Students will learn the signs of approaching death, the role of the nurse assistant in meeting the physical and emotional needs of the dying resident and the various ways that residents cope with death.

### **NA-104 Restorative Services (4 hours lecture)**

Students will learn the role of the nurse assistant in restorative care, guidelines and key terms in restorative services, the interdisciplinary team in a LTC Facility, the Omnibus Budget Reconciliation Act, prosthetic devices, passive range of motion exercises.

### **NA-105 Mental Health & Social Services Needs (5 hours lecture)**

Students will learn the Maslow Hierarchy of Needs original five-stage model, the developmental task of older adults, normal responses to losses and changes associated with aging, the professional boundary guide, learn the types of residents with psychosis, dementia, and are combative, and the role of the nurse assistant in assisting with specific behavioral management plans.

### **NA-106 Clinical Practice (40 hours externship)**

Students will provide direct patient care to assigned residents utilizing the skills learned in the classroom and laboratory setting.

### Nurse Aide Program School Term 2024 Calendar

<b>Term</b>	<b>Start Date</b>	<b>End Date</b>		<b>Start Date</b>	<b>End Date</b>
Winter	1/08/2024	2/06/2024		2/12/2024	3/11/2024
Spring	3/18/2024	4/16/2024		4/22/2024	5/21/2024
Summer	5/27/2024	6/26/2024		7/8/2024	8/6/2024
Fall	8/12/2024	9/11/2024		9/23/2024	10/22/2024
Winter	10/28/2024	11/26/2024		12/2/2024	1/7/2024

**Enrollment Periods-** Enrollment periods are open three calendar weeks prior to the first day of class and ends one week prior to the first day of class.

### **Hybrid Nurse Aide Class Schedule**

Day Class Lecture	Monday-Thursday	9:00am-11:30am	Assignments, Skills Videos, & Demonstration	Asynchronous	Due end of day or per instructor's deadline
Evening Lecture	Monday-Thursday	5:30pm-8:00pm	Assignments, Skills Videos, & Demonstration	Asynchronous	Due next day or per instructor's deadline
Clinical Week	Monday-Friday	7:30am-4:00pm	Direct Patient Care at a Long-term Care Facility (Evening Hours may be available when an instructor is available)		

## PHLEBOTOMY PROGRAM SYLLABUS

### Hybrid Program Declaration

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

Students must have documentation of the COVID-19 vaccination when restrictions have been lifted for externship.

### Program Description

Phlebotomy Technician program is designed to teach the knowledge in technical and procedural aspects of basic phlebotomy, including collection of blood specimens and venipuncture required to become a Phlebotomy technician. The Phlebotomy Technician program includes theory and hands-on instruction. The program will teach students the concepts of Introduction to Phlebotomy & Infection Control, Legal Issues in Healthcare, Introduction to Human Anatomy & Physiology, Phlebotomy Equipment & Supplies, Phlebotomy Procedures, and Phlebotomy Fundamental Essentials. This program is designed for learner's who want to advance their career or interested in starting a career in the medical field to become a phlebotomy technician. This is a comprehensive 80-hour program.

The approximate time required to complete the Phlebotomy Program is six weeks with evening and weekend classes. The course is offered every 7 weeks. Students will have homework assignments, quizzes, exams, and return demonstrations.

Course Hours:	80 clock hours (42 hours lecture, 38 hours lab)
Prerequisites:	The AHA Basic Life Support Provider Certification
Required Textbooks:	Hartman's Complete Guide for the Phlebotomy Technician
Instructional Methods	Lecture, PowerPoint, Clinical Skills Lab, Return Demonstration, Videos, and Games
Student Instructor Ratio	10:1 (Clinical Practice)
Grades Evaluation	Tests (30%), Quizzes (10%), Homework (20%), Final Exam (40%), Clinical Practice (Pass/Fail)

Program Outline		
Course	Prerequisite	Contact Hours Lecture/Lab
PHB-101 Introduction to Healthcare	N/A	7/0
PHB-102 Infection Prevention and Control	PHB-101 Introduction to Healthcare	7/0
PHB-103 Anatomy	PHB-102 Infection Prevention and Control	7/0
PHB-104 Specimen Collection	PHB-103 Anatomy	21/0
PHB-105 Skills Lab	PHB-104 Specimen Collection	0/38
Total Course Hours		80

## PHLEBOTOMY COURSE DESCRIPTIONS

### **PHB-101      Introduction to Healthcare**

Students will learn the function and roles of the healthcare team, organizations, and clinical laboratories. Students will learn the role of the Phlebotomy Technician, professional, ethical, and legal behavior, and the certification process.

### **PHB-102      Infection Prevention and Control**

Students will understand the importance and responsibilities of infection prevention and control and laboratory safety. They will learn Standard Precautions and Transmission-Based Precautions, and the guidelines for handling equipment and specimens.

### **PHB-103      Anatomy**

Students will learn the human body systems with an emphasis on the circulatory system, key anatomical terms, components of blood, and the ABO Blood Group System.

### **PHB-104      Specimen Collection**

Students will prepare specimen collections according to the proper order of draw, identify different types of specimens and additives, and learn preparation for protecting the specimens during collection and transport. Students will learn the furniture and accessories necessary to a phlebotomy station.

### **PHB-105      Skills Collection**

Students will learn to collect blood specimen by venipuncture and capillary puncture, and the process for nonblood specimens.

### **Phlebotomy Program School Term 2024 Calendar**

<b>Term</b>	<b>Start Date</b>	<b>End Date</b>		<b>Start Date</b>	<b>End Date</b>
Winter	1/23/2024	3/2/2024		3/12/2024	4/20/2024
Spring	4/30/2024	6/8/2024		6/18/2024	7/27/2024
Summer	8/6/2024	9/14/2024		9/24/2024	11/2/2024
Autumn	11/12/2024	12/31/2024			

**Enrollment Periods-** Enrollment periods are open three calendar weeks prior to the first day of class and ends one week prior to the first day of class.

### **Hybrid Phlebotomy Class Schedule**

<b>Day</b>	<b>Class Times</b>	<b>Class Activities</b>
Tuesday	6:00pm-9:30pm	Lecture, Classroom Assignments, Videos, Games, Group Discussions
Thursday	6:00pm-9:30pm	Lecture, Classroom Assignments, Videos, Games, Group Discussions
Saturday	1:00pm-7:00pm	Skills Practice and Demonstrations



## MEDICAL ASSISTANT PROGRAM SYLLABUS

### Hybrid Program Declaration

Students pursuing a Certificate of Completion for the Medical Assistant Program will receive class lectures via Zoom and hands on demonstrations via the campus skills lab. Students will perform and complete classroom assignments and skills in an asynchronous mode. There will be frequent checkpoints with the instructor. Class assignments will be located on Google Classroom and in the course syllabus. Students must complete a 160-hour externship with a physician office. The externship sites must be approved by the Program Director.

### Program Description

The Medical Assistant Program prepares graduates for entry level positions as Medical Assistants. A medical administrative assistant works in physician offices, general medical and surgical hospitals, offices of dentists and other health practitioners, outpatient care centers, clinics, and urgent care facilities. Medical administrative assistants perform duties using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties may include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence. Graduates of this program may find entry-level employment as a Medical Assistant within physician offices.

The approximate time required to complete the Medical Assistant Program is fourteen weeks.

Course Hours:	286 clock hours (96 hours lecture, 30 hours lab, 160 hours Externship)
Prerequisites:	The AHA Basic Life Support Provider Certification
Required Textbooks:	Kinn's The Medical Assistant, An Applied Learning Approach, 14 <sup>th</sup> Edition, Brigitte Niedzwiecki, Julie Pepper, & P. Ann Weaver, 2022.
Instructional Methods	Lecture, PowerPoint, Clinical Skills Lab, Return Demonstration, Videos, and Games
Student Instructor Ratio	10:1 Lab                  20:1 Classroom
Grades Evaluation	Tests (30%), Quizzes (10%), Homework (20%), Final Exam (40%), Clinical Practice/Externship (Pass/Fail)

Course	Description	Prerequisite	Contact Hours			
			Lecture	Lab	Extern	Total
MA-101	Introduction to Medical Assisting	BLS	10	0	0	10
MA-102	Coding and Medical Billing	MA-102	6	0	0	6
MA-103	Fundamentals of Clinical Medical Assisting	MA-104	12	5	0	17
MA-104	Vital Signs	MA-105	12	5	0	17
MA-105	Physical Examination	MA-106	14	5	0	19
MA-106	Pharmacology and Medication Administration	MA-107	12	5	0	17
MA-107	Medical Specialties	MA-108	14	5	0	19
MA-108	Clinical Laboratory Procedures	MA-109	14	5	0	19
MA-109	Clinical Medical Assistant Externship & Healthcare Careers	MA-111	2		160	162
<b>Total Course Hours</b>						<b>286</b>

## **MEDICAL ASSISTANT COURSE DESCRIPTIONS**

### **MA-101 Introduction to Medical Assisting**

This course introduces the theory and foundational skills in medical assisting for the student. Content includes lectures and discussion on the responsibilities of the medical assistant, scope of practice, legal principles, healthcare laws and ethics, and the healthcare teams and therapeutic communication.

### **MA-102 Coding and Medical Billing**

This course provides instruction on health insurance essentials, diagnostic and procedural coding essentials, the fundamentals of medical billing and reimbursement.

### **MA-103 Fundamentals of Clinical Medical Assisting**

This course introduces anatomy and medical terminology and proper use of terms for body cavities, body planes, and pathology basics. Course content includes infection prevention and control with an emphasis of the Chain of Infection, types of infections, OSHA standards, and Aseptic Techniques.

### **MA-104 Vital Signs**

This course provides instruction in understanding the importance of vital signs, abnormal and normal findings, and the equipment used to obtain vital signs.

### **MA-105 Physical Examination**

This course provides instructions in the importance of obtaining medical history, interviewing patients, assisting with physical examinations, and principles of body mechanics. The importance of proper nutrition, dietary guidelines, and various diets are discussed. Lecture content includes surgical supplies and instruments and assisting with surgical procedures. Cardiovascular systems are reviewed, and the principles of electrocardiography and supplies are taught. Instruction in the types and management of medical emergencies is provided.

### **MA-106 Pharmacology and Medication Administration**

This course provides principles of Pharmacology including medication orders, medication math, and medication administration.

### **MA-107 Medical Specialties**

This course provides an overview of the various medical specialties and common procedures that the Medical Assistant performs and provides procedural set up.

### **MA-108 Clinical Laboratory Procedures**

This course introduces the clinical laboratory, quality assurance guidelines, specimen collection, microbiology and immunology.

### **MA-109 Healthcare Careers and Externship**

This course provides an overview of opportunities for the Medical Assistant. Lecture content includes assessing strengths and skills, developing a resume, interviewing, credentialing, career paths, and continuing education. The Medical Assistant Externship provides learning opportunities for the students within a clinical setting with a reputable partner of Journey Medical Training Center.

### Medical Assistant Program School Term 2024 Calendar

Term	Start Date	End Date
Winter	1/2/2024	4/19/2024
Spring	4/8/2024	7/26/2024
Summer	7/15/2024	11/1/2024
Autumn	10/21/2024	2/14/2025

**Enrollment Periods-** Enrollment periods are open three calendar weeks prior to the first day of class and ends one week prior to the first day of class.

### Hybrid Medical Assistant Class Schedule

#### Weeks 1-12

Day	Class Times	Class Activities
Monday	6:00pm-8:00pm	Lecture, Classroom Assignments, Videos, Games, Group Discussions
Tuesday	6:00pm-8:00pm 8:15pm-9:30pm	Lecture, Classroom Assignments, Videos, Games, Group Discussions Lab
Wednesday	6:00pm-8:00pm 8:15pm-9:30pm	Lecture, Classroom Assignments, Videos, Games, Group Discussions Lab
Thursday	6:00pm-8:00pm	Lecture, Classroom Assignments, Videos, Games, Group Discussions

#### Weeks 13-16 Externship (Hours may vary according to facility hours)

Monday	8:00am-4:30pm	Externship at Clinic
Tuesday	8:00am-4:30pm	Externship at Clinic
Wednesday	8:00am-4:30pm	Externship at Clinic
Thursday	8:00am-4:30pm	Externship at Clinic
Friday	8:00am-4:30pm	Externship at Clinic

## Holidays

The program director has approved the following dates for holidays. Students will not be required to attend class.

Holidays	Dates
New Year's Day	1/01/2024
Memorial Day	5/27/2024
Independence Day	7/04/2024
Labor Day	9/02/2024
Thanksgiving	11/28/2024-11/29/2024
Christmas/Winter Break	12/23/2024-12/27/2024

## Emergency Closings

In the event severe weather conditions, such as snowstorms, ice storms or other acts of nature create hazardous conditions and/or extended power outages, the Program Director may find it necessary to close the school. In this case, students and faculty are advised to listen to local area radio and television stations for announcements and updates. During emergencies, unexpected closings, or school holidays an emergency number will be posted on the outside door.

## Course Time Hours

Course time hour is at least 50 minutes of instruction during a 60-minute period.

### Breaks:

**Campus Classes:** There will be approximately 20 class days. Students will receive a 10-minute break in the morning on half days, a 10-minute break in the morning and afternoon on full class days on campus, and an additional 30-minute lunch break on clinical/externship days at the facility.

**Hybrid Class:** Classes will be in asynchronous mode. Students will work independently on classroom assignments after a two-hour lecture and submit assignments the same day via approved classroom avenues.

**Breaks: Externship:** Students are required to bring their own lunches, drinks and snacks to externship. Students will not be allowed to leave the property during the classroom or clinical instruction sessions. Leaving the property will result in the student being charged with an un-excused absence and may result in termination from the program.

## **FACULTY**

### **Deadra Thomas, MHA, BSN, RN**

### **Program Director/Instructor**

Deadra Thomas brings over 30 years of unique experience in healthcare that includes leadership, education, and clinical expertise. Her clinical experience includes both adult and pediatric care in the acute and post-acute settings, Long-Term Care, nursing education, nursing administration, and healthcare leadership. Her teaching experience includes military healthcare professionals, Vocational Nursing Programs, RN staff education, corporate staff education, and patient education.

Deadra Thomas holds a Master of Arts, Healthcare Administration and a Bachelor of Science in Nursing. In 2017, Thomas received the prestigious DFW Great 100 Nurses award for her excellence in nursing leadership and community service and was recognized in D'Magazine as a finalist for the Excellence in Nursing.

Introduction to Long-Term Care (CNA)  
Basic Nursing Skills (CNA)  
Mental Health & Social Service Needs (CNA)  
Introduction to Healthcare (PHB)  
Anatomy (PHB)  
Skills Lab (PHB)  
Fundamentals Clinical Medical Assisting (MA)  
Physical Examination (MA)  
Medical Specialties (MA)

Personal Care Skills (CNA)  
Restorative Services (CNA)  
Clinical Practice (CNA)  
Infection Prevention/Control (PHB)  
Specimen Collection (PHB)  
Intro to Medical Assisting (MA)  
Vital Signs (MA)  
Pharmacology & Medication Administration (MA)  
Clinical Laboratory Procedures (MA)

### **Lorie Rorabaugh, LVN Instructor**

### **Nurse Aide/Phlebotomy/Medical Assistant**

Lorie Rorabaugh brings over 14 years of Long-term Care experience in nursing. She has a rich history of teaching nurse aide students, direct patient care, and nursing management. She holds a bachelor's degree from the University of Philippines and received her registered practical nurse certificate in Canada.

Introduction to Long-Term Care (CNA)  
Basic Nursing Skills (CNA)  
Mental Health & Social Service Needs (CNA)  
Introduction to Healthcare (PHB)  
Anatomy (PHB)  
Skills Lab (PHB)  
Fundamentals Clinical Medical Assisting (MA)  
Physical Examination (MA)  
Medical Specialties (MA)

Personal Care Skills (CNA)  
Restorative Services (CNA)  
Clinical Practice (CNA)  
Infection Prevention/Control (PHB)  
Specimen Collection (PHB)  
Intro to Medical Assisting (MA)  
Vital Signs (MA)  
Pharmacology & Medication Administration (MA)  
Clinical Laboratory Procedures (MA)

### **Sharon Joyner-Gardner, CPT**

### **Phlebotomy/Medical Assistant Instructor**

Sharon Joyner-Gardner brings over 15 years of unique experience in healthcare that includes leadership, teaching, and clinical expertise. Her clinical experience includes both EMT and medical assistant. Her career includes working with various physician specialists and research labs. Ms. Joyner-Gardner currently works as the director of a lab. She has maintained ASCP PBT since 2006.

Introduction to Healthcare (PHB)  
Anatomy (PHB)  
Skills Lab (PHB)

Infection Prevention/Control (PHB)  
Specimen Collection (PHB)  
Intro to Medical Assisting (MA)

**Jasmine Davis, CCMA, CPT, CET****Phlebotomy/Medial Assistant Instructor**

Jasmine Davis brings over 15 years of unique experience in healthcare that includes leadership and clinical expertise. Her clinical experience includes both adult and pediatric care in the acute and post-acute settings, Long-Term Care, Special Needs for pediatric care, and Gynecology/Cosmetic Surgery. Her leadership experience includes Co leading the Medical Ministry at her Church.

Jasmine Davis holds an Associates of Science, with numerous certifications including Certified Clinical Medical Assistant, Certified Electrocardiogram Technician, and Certified Phlebotomy Technician. She now works as a surgical assistant and clinical assistant.

Introduction to Healthcare (PHB)

Anatomy (PHB)

Skills Lab (PHB)

Fundamentals Clinical Medical Assisting (MA)

Physical Examination (MA)

Medical Specialties (MA)

Healthcare Careers (MA)

Infection Prevention/Control (PHB)

Specimen Collection (PHB)

Intro to Medical Assisting (MA)

Vital Signs (MA)

Pharmacology & Medication Administration (MA)

Clinical Laboratory Procedures (MA)

**LaTasha Rivers, CCMA, CPC****Medical Assistant Instructor**

LaTasha Rivers brings over 15 years of experience in healthcare that includes management, direct patient care, and education. Her experience includes Family Medicine, Billing and Coding, and Paramedical Examiner. She holds certifications in Medical Assistant and Billing and Coding.

Introduction to Medical Assisting (MA)

Fundamentals Clinical Medical Assisting (MA)

Physical Examination (MA)

Medical Specialties (MA)

Healthcare Careers (MA)

Healthcare Careers (MA)

Vital Signs (MA)

Pharmacology & Medication Administration (MA)

Clinical Laboratory Procedures (MA)

## ACADEMIC POLICIES

### Classroom Evaluation Method:

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

### Grading Scale

Grade	Letter	GPA	Comments
90-100	A	4	Outstanding Achievement
80-89	B	3	Above Satisfactory
70-79	C	2	Satisfactory (Student must pass theory with a minimum grade of C or better to graduate.)
60-69	D	1	
Below 60	F	0	
Incomplete	I	0	
Withdrawal	W	0	

### Clinical Evaluation

A satisfactory level must be attained at the completion of the designated hours in the clinical setting according to the course curriculum. Nurse Aide students must complete the skills demonstrations outlined in the Texas Nurse Aide Performance Record evaluation tool. Phlebotomy students are required to complete 30 capillary sticks and 10 venipunctures on a live person. Medical Assistant students must complete the skills demonstrations outlined in their course syllabus. A lab grade is assigned based on a Pass/Fail criterion.

### Examinations

**Virtual:** Testing should take place on a desktop computer or laptop. Your webcam must show your workspace. Fully charge your computer prior to testing. Video must be on with your face visible during the exam.

### Classroom:

If a student is present on campus for a test, social distancing protocol will be implemented to include a 6-foot space between the student and any other person in the room. Bags and all personal items will be kept in the front or outside of the classroom. If you are anticipating an emergency contact, please inform those persons to call the front office to contact you.

### Other Expectations:

- Attend to all personal items before the exam. Most tests are between 30-60 minutes long (with the exception of the final exam) and most adults can manage without a break during that time frame.
- There may be more than one proctor in the room while exams are being taken.
- Notes may not be taken, and recording is prohibited during the exam review.
- Picture taking or scanning of the exam is not permitted.
- As part of the nursing student code of conduct, nursing students are expected to maintain confidentiality with regards to exam questions, wherein the contents of an exam are not to be shared with other students.

### Integrity Pledge

Students will be required to sign an Integrity Pledge. Any student who engages in cheating, sharing exams or classroom homework, HIPAA Violations, or any other dishonest behavior will be terminated.

## **Academic Dishonesty**

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

- Cheating on exams
- Sharing exams
- Photographing exams
- Turning off video camera during virtual class session without permission of instructor or during testing
- Falsifying documentation on patient records
- Leaving clinical site early without permission from the clinical instructor
- Taking a patient's medication

## **Progress Reports**

A cumulative grade average of at least 70% is required for the student to receive the course certificate. Students will receive written notification of their progress at the midpoint, the Monday and/or Tuesday following the second Friday of class, and the week following the completion of the 4-week course. Students will have access to their grades on the student portal or may request printed copies from the instructor.

## **Probation**

A student who is not making satisfactory progress at the midpoint will be placed on academic probation for the remainder of the progress evaluation period. A student may be placed on probation for failure to maintain a "C" grade point average, committing an unsafe clinical practice, or unprofessional conduct.

The school director and/or the instructor will counsel the student placed on probation prior to the student returning to class. A student on probation will receive a plan of action by the instructor. The date, action taken, terms of probation will be clearly indicated in the student's permanent file. If the plan of action is not followed or the student does not achieve satisfactory progress by the end of the probationary period, the student's enrollment will be terminated.

## **Reenrollment**

A student whose enrollment was terminated for unsatisfactory progress may reenroll after a minimum of one progress evaluation period. Such reenrollment does not circumvent the approved refund policy. A student who returns after termination of enrollment for unsatisfactory progress will be placed on academic probation for the next grading period. The student will be advised of this action, and it will be documented in the student's file. If the student does not demonstrate satisfactory progress at the end of this probationary period, the student's enrollment will be terminated.

## **Incompletes**

Under Texas Education Code, Section 132.061 (f), A student who is obligated for the full tuition may request a grade of "Incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic status. A student who receives a grade of incomplete may reenroll in the program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition for that portion of the course or program.

A student who receives an Incomplete (I) at the end of the withdrawn course may not proceed to the next course in the sequence until all work has been completed. The student may complete the course if space is available at the next



scheduled course. If the class has been discontinued, the student may receive a refund in accordance with the refund policy.

## **CLINICAL EXPERIENCE**

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

#### **Nurse Aide Program Externship/Clinical Practicum**

Clinical Practice is in a Long-Term Care setting. The clinical week is a mandatory 40-hour week. Students attend clinicals Monday-Friday from 7:30am-4:00pm. Students are responsible for their own transportation to clinicals. Students are expected to dress appropriately according to dress code, and to behave professionally. Missed clinical days must be made up within one week of missing clinical if an instructor is available. Clinical hours may be made up in a skills lab or alternative clinical setting per the instructor's availability.

#### **Phlebotomy Program Externship/Clinical Practicum**

Students will obtain clinical lab hours via classroom activities, simulations, return demonstrations, in the skills lab. Students are required to complete 30 capillary sticks and 10 venipunctures on a live person. Students may participate in observational clinical training as scheduled by the instructor when available.

#### **Medical Assistant Externship/Clinical Practicum**

Students will obtain clinical lab hours via classroom activities, simulations, return demonstrations, in the skills lab. The externship is 160 hours and performed in an outpatient clinical setting that has an agreement with the school. Students may request particular clinics for the externship; however, all clinics must have a clinical agreement in place prior to the student participating in the externship.

#### **Confidentiality**

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

No smoking is permitted when wearing the clinical uniform. Clinical facility phones shall not be used for personal calls. Students may not use cell phones in the clinical area.

The student is to provide direct client care only when the instructor is in the clinical facility, and the instructor is aware of the student's clinical objectives. Interactions with clients, their families, staff, faculty and peers must be professional, courteous and diplomatic at all times.

### **Clinical Uniform Attire and Regulation**

**ID:** Students are required to wear the student picture ID issued by Journey Medical Training Center in the clinical setting.

**Uniform:** In order to participate in the clinical portion of the program, students will need to purchase a nursing uniform, commonly called scrubs. Your instructor will provide you with information on where to purchase your scrubs. A clean, pressed uniform is worn for each clinical experience and for activities as specified by the faculty. White nursing shoes or all white athletic shoes, as approved by the clinical site, are required. Backless shoes or shoes with cutouts or mesh are not acceptable. Shoes worn in the clinical area should be used only in the clinical setting and not for outside use. Only all white or neutral socks or hosiery are permitted. It is essential that hosiery, shoes and shoelaces be clean and in good repair. Students may wear a solid navy blue or black lab jacket or sweater in the clinical setting. Print or floral lab jackets or sweaters are not permitted in the clinical setting.

**Hair:** Hair must be clean, neatly arranged and away from the face and neck. Hair below shoulder length must be pinned or tied back securely and off the collar. Hair ribbons or ornate hair decorations are not allowed. Males must be clean shaven or have neatly trimmed mustaches or beards.

**Jewelry:** A wedding and/or engagement ring may be worn when in uniform. Any other jewelry is inappropriate with the uniform except one pair of post earrings, which are to be worn only in the earlobe.

**Perfume:** Perfumes and colognes are not to be used when in the clinical setting.

**Equipment:** Students will also need to have a watch with a rotating second hand. Clinical supplies and equipment are available in the campus skills lab for practice. Students may purchase an optional clinical kit for additional practice at home.

### **Skills Laboratory**

Course/Skill Lab is included in courses and required lab sessions are taught by the course instructor. Students are required to make an appointment for additional skills lab time.

Students will obtain clinical lab hours via classroom activities, simulations, return demonstrations, time spent in the skills lab. All 22 clinical skills required for Texas Nurse Aide Clinical Exam must be demonstrated via video or in the campus skills lab. Students will perform classroom assignments and skills in an asynchronous mode. There will be frequent checkpoints with the instructor.

**Skills Laboratory Screening:** Handwashing must be complete prior to entering the skills lab. Laboratory cleaning instructions will be posted in the skills lab. Students must participate in cleaning the lab after use of equipment. No student will be allowed to enter the skills lab with respiratory symptoms or other signs of illness.

Open Lab or Practice Lab hours will be posted for all programs and are subject to change according to instructor availability. Students may have extra sessions to be used for practicing skills in when the lab is not used for school lab. The instructor may or may not be present. Supervised Lab are extra sessions scheduled with and under the supervision of the instructor. Students may sign up for one-hour slots and must email the instructor to cancel the session.

Students may also present a recording of skill demonstration in lieu of demonstrating the skill at the skills lab.

## **ATTENDANCE POLICIES**

### **Attendance**

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

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

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

### **Tardy**

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

### **Makeup Work Policy**

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

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

The format and/or style for a make-up exam/quiz, at the discretion of the instructor, may differ from the regular exam. Exams are considered the property of the instructor. Nurse Aide Students may be charged \$35.00 per hour for makeup clinical hours at the Long-Term Care Facility or contracted laboratories at the discretion of the Program Director, and \$5.00 an hour for classroom hours. Clinical hours makeup is not guaranteed and is dependent upon availability of the clinical site and instructor. It is the responsibility of the student to request in writing the opportunity to schedule makeup time.

### **Leave of Absence**

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

### **Dismissal Policy**

#### **Nurse Aide Student**

This school shall terminate the enrollment of a student who accumulates less than 66 clock hours in the classroom and 40 hours in the clinical setting as the student must have 106 hours combined as defined by the Texas Department of Health and Human Services. A student may reenroll at the next scheduled start date if space is available.

#### **Phlebotomy Student**

This school shall terminate the enrollment of a student who accumulates less than 42 clock hours in the classroom and 38 hours in the clinical setting.

### **Course or Program Readmission**

It is the policy of this school that a student may be granted readmission privileges after termination for unsatisfactory attendance. The student may not reenter before the start of the next grading period if terminated for violation of the attendance policy. A Student may reenter if the following criterion is/are met:

- There is available space, and the student commits to arriving on time to classes.
- The student has rectified the issue causing the attendance problem to begin with. (i.e., not having transportation, illness, etc.)

### **STUDENT EMPLOYMENT**

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

### **PROFESSIONAL CODES & STANDARDS**

It is the policy of this school to require students to use professional, courteous behavior in the classroom and in the field. Students who violate a Professional Code of Conduct and Standard may receive a verbal warning, written warning, or immediate termination. Students who violate HIPAA or engage in academic dishonesty will be terminated immediately from the program. Students may appeal an immediate termination in writing utilizing the Student Grievance Form and email to the Program Director at [Deadra.thomas@journeymedicaltrainingcenter](mailto:Deadra.thomas@journeymedicaltrainingcenter), or delivered in person or via USPS. The student will be notified in writing of the decision made and if readmittance may be granted for the next available scheduled course.

### **Student Code of Conduct and Professional Behavior**

- Students should turn off cell phones during class and clinicals and put them away inside their personal property such as a backpack or purse. Students may check their messages when on break.
- Students that harass, threaten, or use inappropriate language with fellow students, staff, or patients shall be terminated from the school immediately.
- Students must be punctual and notify the instructor if late or will be absent.
- Students are responsible for all material covered in class, the assigned readings, and the information covered in the student handbook.
- When participating in class, only one student should talk at a time.
- In the student nursing lab, there will be no playing with equipment or lying or sitting on the beds except in mock clinical practicum.
- Students are responsible to use equipment and supplies with care and return all equipment to its appropriate storage area. Any damage of equipment should be reported to your instructor and charge nurse or designated facility leader.
- The instructor and student must report to the appropriate office at the community facility when equipment has been broken or damaged and complete an Incident Report. Charges that result from the negligence or horseplay of a student are the responsibility of the student.
- The school encourages friendliness, but never familiarity with staff or patients.
- Students are not to make engagements with or to take gifts from clients or residents, nor are students to give clients or residents gifts. This is both unprofessional and unethical.

### **Disruptive Behavior Policy**

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

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

### **Personal Appearance**

The well-groomed nurse aide should shower/bathe daily, shampoo hair frequently and keep it neat, use deodorant daily, and practice good oral hygiene. The instructor will do regular grooming checks.

### **Dress Code**

**Classroom Attire-**Wearing apparel shall be such that it does not disrupt the classroom atmosphere. See through shirts or other wearing apparel with suggestive messages are not appropriate.

**Clinical Attire-** Navy blue scrubs are required for the course skills lab and externship delivering patient care. No acrylic nails are allowed.

### **Electronic Devices**

No personal cell phone may be used during the class session or clinical setting unless authorized by instructor.

### **Eating**

Eating, drinking, chewing gum, and smoking are prohibited in the Journey Medical Training Center classroom, skills lab, or in the clinical setting. Eating may be permitted in the clinical setting in designated areas only. The instructor may approve drinking in the classroom.

### **Social Media Communication**

Inappropriate use of social media (e.g., Facebook, Instagram, Twitter, Snapchat, YouTube, TikTok, blogs, list serves, etc.) for posting content that exhibits undesirable or disruptive behaviors or conduct will result in a withdrawal from the program. Students are advised that any sharing of clinical information on a social networking site, or through email is a violation of HIPAA, and is forbidden. Taking of photographs is prohibited in all clinical settings.

## **GRADUATION REQUIREMENTS**

### **Nurse Aide Students**

Students will graduate, receive a certificate of completion from Journey Medical Training Center based on the completion of the following:

- Pass all chapter exams with a cumulative grade “C” or better and receive an overall grade of C/GPA of 2.0 or higher.
- Full payment of all monetary obligations to Journey Medical Training Center.
- The must have satisfactorily completed a minimum of 106 clock hours of training that includes 66 clock hours of classroom training that doesn’t involve direct resident care; and 40 clock hours of hands-on resident care in a nursing facility or alternative clinical training under the direct supervision of a licensed nurse as approved by the Texas Department of Health and Human Services.
- Successfully complete the program skills checklist defined by Journey Medical Training Center. The checklist requires the verification of successful performance of skills be initialed and dated by the students on the date the skill is taught, practiced and performed and verified with the initials of the instructor.
- The student must have satisfactorily completed the Texas Department of Health and Human Services’ established curriculum, including at least 16 introductory hours of training in the following areas before direct client contact:
  - Communication and interpersonal skills
  - Infection control
  - Safety and emergency procedures, including the Heimlich maneuver
  - Promoting residents’ independence; and respecting residents’ rights.
  - Personal care skills
  - Basic nursing skills
  - Mental health and social service needs
  - Care of cognitively impaired residents
  - Basic restorative services; and residents’ rights

### **Phlebotomy & Medical Assistant Students**

Students will graduate, receive a certificate of completion from Journey Medical Training Center based on the completion of the following:

- Pass all chapter exams with a cumulative grade “C” or better and receive an overall grade of C/GPA of 2.0 or higher.
- Full payment of all monetary obligations to Journey Medical Training Center.
- **Phlebotomy Students:**
  - Satisfactorily complete a minimum of 80 clock hours of training that includes 42 clock hours of classroom training that doesn’t involve direct patient care, and 38 clock hours of hands-on training in the skills lab or clinical setting
  - Completion of complete 30 capillary sticks and 10 venipunctures on a live person.
- **Medical Assistant Students:**
  - Satisfactorily complete a minimum of 286 clock hours of training that includes 96 clock hours of classroom training, 30 hours of hands-on training in the skills lab, and 160 Externship hours.

## **TRANSCRIPT**

Upon graduation from the program and a written request to the Program Director, the student will be provided with an official copy of their program transcript. The transcript will be provided free of charge.

## **TRANSFER OF CREDIT HOURS**

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

### **CERTIFIED NURSE AIDE EVALUATION EXAM**

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

Prometric is responsible for administering the state CNA exam. The state testing fee for first time takers is \$125.00. For more information you may contact Prometric at 800-488-5787 and download candidate information from the Prometric website at <https://www.prometric.com/nurseaide/tx>.

### **NATIONAL HEALTHCAREER ASSOCIATION CERTIFICATION**

Phlebotomy students meeting the requirements outlined in the graduation requirements section of this catalog will receive a Certificate of Completion of the Phlebotomy Program which qualifies them to sit for the National Healthcareer Association (NHA). The exam fee is \$117.00. Medical Assistant students meeting the requirements outlined in the graduation requirements section of this catalog will receive a Certificate of Completion of the Medical Assistant Program which qualifies them to sit for the National Healthcareer Association (NHA). The exam fee is \$160.00. More information may be found at <https://www.nhanow.com>.

### **JOB PLACEMENT ASSISTANCE**

Graduation is not a guarantee of employment. However, following completion of the program, graduation, and completion and passing of the certification exam, graduates will be provided the opportunity to apply for and interview for open positions at the affiliate clinical sites, local long-term care facilities, home health agencies, hospitals, doctors' offices, blood banks, and medical and diagnostic laboratories. Journey Medical Training Center will provide guidance on interviews and prospect job openings.

### **STUDENT GRIEVANCE PROCEDURE**

Each student shall receive a copy of the grievance procedure and the school shall maintain proof of the delivery. A student who has a concern about a school-related issue is encouraged to schedule a conference with the instructor or school's Program Director to find resolution. If an issue is not resolved to a student's satisfaction through the conference, the student can file a formal complaint in writing documented on the Student Grievance Form and email to the Program Director at [Deadra.thomas@journeymedicaltrainingcenter](mailto:Deadra.thomas@journeymedicaltrainingcenter), or delivered in person or via USPS. The Program Director will review all completed complaint forms, take appropriate action, and provide a written response to the student by the 10<sup>th</sup> business day after the formal written complaint is received by any member of the school faculty or staff. The school will then maintain the complaint report including any associated documentation. The school will diligently work to resolve all complaints at the local school level.

**Unresolved Grievances:** A student who is dissatisfied with the school's Program Director's response can file a complaint with the Texas Workforce Commission (TWC). The TWC-assigned school number for Journey Medical Training Center is S5490.

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

**Unresolved Grievances Continued:**

Information on filing a complaint with the Texas Workforce Commission can be found on their Career Schools and Colleges website at [www.texasworkforce.org/careerschools](http://www.texasworkforce.org/careerschools).

Complaints may also be filed with NATCEP under Texas Health and Human Services at 512-438-2017. Information on filing a complaint with the Texas Workforce Commission can be found on their Career Schools and Colleges website at [www.texasworkforce.org/careerschools](http://www.texasworkforce.org/careerschools).

### **ADDITIONAL CLASSES OFFERED**

*\*These courses are not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.*

**Basic Life Support (BLS) Certification** is part of the mandatory pre-admission requirements. Students may take the American Heart Association Basic Life Support Course through Journey Medical Training Center if seats are available or at other BLS providers. One instructor to 6 students for BLS. Students participate in simulated clinical scenarios and learning stations. Students work with an AHA BLS Instructor to complete BLS skills practice and skills testing. Students also complete a written exam and will receive a course completion card, valid for two years. "This program is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges."

**Babysitter Class-** An interactive class that aid in assisting individuals with learning about CPR, basic childcare and safety, sanitation, simple food preparation, and life skills. This intended audience is pre-teen and teenagers. Students will receive a certificate of completion at the end of the course. "This program is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges."

**Heartsaver Bloodborne Pathogens-** This course teaches employees how to protect themselves and others from being exposed to blood or blood-containing materials. This course is designed to meet OSHA requirements for bloodborne pathogens training when paired with site-specific instruction. "This program is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges."

**Heartsaver First Aid-** is a classroom, Instructor-led course designed to prepare students to provide first aid in a safe, timely, and effective manner. Upon successful completion of the course, including a first aid skills demonstration, students receive a Heartsaver First Aid course completion card, valid for two years. "This program is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges."

**Stop The Bleed-** Stop The Bleed class provides hands on training to individuals to control bleeding in emergency or urgent situations by applying direct pressure, packing a wound, and using a tourniquet to stop bleeding. Upon completion, the student will receive a certificate of participation. "This program is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges."

**Nurse Aide In-Service Education Classes-** Journey Medical Training Center is approved by the Texas Health and Human Services to provide continuing education classes for Nurse Aides renewing the Texas CNA certification. Topics may include Resident Rights, Infection Control and Prevention, Dementia Disorders, Dementia-related Conditions, Clinical Skills, and Legal and Ethical Concerns. Several CNA CEU classes may be offered throughout the year. These classes are 1-8 hours in length and are scheduled on a case-by-case basis. "This program is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges."

**IV Certification Class-** This is an asynchronous course of instruction that includes didactic and hands on skills demonstrations. Content includes Anatomy Review, Dosage Calculations, IV Therapy Administrations, Safety Considerations, and IV Insertion Techniques. "This program is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges."



**TRUE AND CORRECT STATEMENT**

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

---

Deadra L Thomas

## **APPENDICES**

**Appendix A**  
**Student Catalog Acknowledgement**

By signing below, I acknowledge that I have read, understand, and agree to abide by the information and requirements presented in the Journey Medical Training Center Student Catalog.

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

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

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

**Appendix B**  
**Student Grievance Procedure Acknowledgement**  
Nurse Aide Training Program

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

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

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

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

## Appendix C

### Grievance/Appeal Form

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

Name	Student ID
Address	
Home Phone	Mobile/Alternate Phone
Email	Program
Person (s) involved in this case: (Name (s) & Title)	
Explain any attempts to settle the problem with the person(s) involved with the case (Instructor or staff person), or with that person's supervisor. Please use separate pages if necessary:	
List and attach copies of any documents you are submitting with this application such as: grade reports, letters, correspondence, etc.	
State a summary of the desired outcome you wish as the result of this grievance or appeal:	
The information contained in this application is not shared with anyone outside the grievance/appeals process without your express permission. The Director is not allowed to discuss cases except in the context of the grievance/appeals process.	
Signature	Date
Following the completion of the Appeal/Grievance process, should the student not yet be satisfied with the resolution offered, he/she may contact Texas Workforce Commission	

Texas Workforce Commission for information on filing a formal complaint at Career Schools and Colleges Section, 101 East 15<sup>th</sup> Street Room 226T, Austin, Texas 78778-0001. 512-936-3100. <http://csc.twc.state.tx.us>. The TWC-assigned school number for Journey Medical Training Center is\_\_\_\_\_. Students may also contact NATCEP at 512-438-2017.

## Appendix D

### Student Voluntary Withdrawal Form

Name		Date
Social Security Number		
Address		
Preferred Phone Number	Email	
Start Date	End Date	
Reason for Withdrawal (Provided by Student):		
Student Signature		
Date		
Instructor Comments:		
Program Director Signature		Date
Refund Information		
<ul style="list-style-type: none"> <li>• No refund on Application Fee.</li> <li>• A full refund will only be allowed if student withdrawal is submitted prior to conclusion of first 3 days of classroom instruction. (See Student Handbook)</li> <li>• A 50% refund will only be allowed if withdrawal is submitted prior to conclusion of 5 days of classroom instruction. (See Student Handbook)</li> <li>• A 25% refund will only be allowed if withdrawal is submitted prior to conclusion of 8 days of classroom</li> </ul>		

instruction. (See Student Handbook)

- No refund will be given after the conclusion of 8 days of classroom instruction. (See Student Handbook)

Copies: 1- Student

1- School

1- Finance

## **Appendix E**

### **Consent to Drug/Alcohol Testing**

#### **Statement of Acknowledgment and Understanding Release of Liability**

I, \_\_\_\_\_ am enrolled in Journey Medical Training Center. I

acknowledge receipt and understanding of the institutional policy with regard to drug and alcohol testing, and the potential disciplinary sanctions which may be imposed for violation of such policy as stated in the student handbook.

I understand the purpose of this policy is to provide a safe working and learning environment for patients, students, clinical and the Journey Medical Training Center's staff, and property. Accordingly, I understand that prior to participation in the clinical experience, I may be required to undergo drug/alcohol testing of my urine. I further understand that I am also subject to testing based on reasonable suspicion that I am using or am under the influence of drugs or alcohol.

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

My signature below indicates that:

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

My signature indicates that I have read and understand this consent and release, and that I have signed it voluntarily in consideration of enrollment at Journey Medical Training Center.

---

Student's Signature

Date

## Appendix F

### Instructor Evaluation Form

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

INSTRUCTOR: \_\_\_\_\_

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

**RATING SCALE:**

- 5- Outstanding
- 4- More than satisfactory
- 3- Satisfactory
- 2- Less than satisfactory
- 1- Poor
- N/A- Not applicable

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





**Appendix H**  
**HIPAA Confidentiality Agreement for Students**

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

\_\_\_\_\_ The discussions, uses and disclosures addressed by this agreement mean any written, verbal or electronic communications such as email, Facebook and Twitter.

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

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

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

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

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

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

\_\_\_\_\_ I acknowledge that any patient information, whether or not it excludes some or all of those identifiers, may be used or disclosed for health care training and educational purposes at Journey Medical Training Center and must otherwise remain confidential. I understand that I must promptly report any violation of the clinical site's privacy policies and procedures, applicable law, or this agreement to an appropriate instructor or Program Director.

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

dismissal from the nursing program. By signing this agreement, I certify that I have read and understand its terms and will comply with them.

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

\_\_\_\_\_  
Date

## Appendix I

### Clinical Evaluation Criteria

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

Category	Passing Behavior	Failing Behavior
Interpersonal skills	<ol style="list-style-type: none"> <li>1. Greet staff and patient professionally.</li> <li>2. Utilize professional language.</li> </ol>	<ol style="list-style-type: none"> <li>1. Utilizing foul or abuse language.</li> </ol>
Professionalism	<ol style="list-style-type: none"> <li>1. Clean and neat uniform</li> </ol>	<ol style="list-style-type: none"> <li>1. Uniform wrinkled, stained, or unwashed.</li> <li>2. Chewing gum.</li> <li>3. Talking on phone during clinicals.</li> <li>4. Using facility phone for personal calls.</li> </ol>
Attitude	<ol style="list-style-type: none"> <li>1. Accept feedback positively, and use it as a tool to improve clinical practice</li> <li>2. Attitude of respect and collaboration with patients, families, and healthcare team members.</li> </ol>	<ol style="list-style-type: none"> <li>1. Evidence of defensiveness, disrespect, disengagement, or difficulty with teamwork.</li> <li>2. Unmotivated to learn or work – not interested in learning procedures or taking direction from instructor.</li> <li>3. Dismiss learning opportunities such as “done that before” or “I don’t want to repeat it.”</li> <li>4. Defensiveness toward preceptor’s feedback</li> </ol>
Communication Skills	<p>The ability to effectively communicate.</p> <p>Understand</p> <ol style="list-style-type: none"> <li>1. Address patient by preferred name.</li> <li>2. Asks questions when unsure of procedure</li> <li>3. Seeks clarification</li> <li>4. Charts correctly</li> <li>5. Notifies instructor and/or nurse of changes in patient status</li> </ol>	<ol style="list-style-type: none"> <li>1. Calling patient by pet names such as “Honey”, “Sweetie”, “Grandma/Grandpa”, etc.</li> </ol>
Infection Prevention	<ol style="list-style-type: none"> <li>1. Understand and follow isolation precautions.</li> <li>2. Demonstrate proper handwashing technique.</li> <li>3. Utilize appropriate PPE.</li> <li>4. Proper disposal of soiled linen.</li> </ol>	<ol style="list-style-type: none"> <li>1. Observed not washing hands or using hand sanitizer prior to patient care.</li> <li>2. Not wearing gloves when handling body fluids.</li> </ol>
Quality of Care	<ol style="list-style-type: none"> <li>1. Accurately obtain vital signs.</li> <li>2. Answers call lights</li> <li>3. Reviewing and following the patient care plan.</li> <li>4. Report patient changes in condition to the instructor and/or nurse.</li> <li>5. Performs critical elements in patient care skills as taught in skills lab.</li> </ol>	<ol style="list-style-type: none"> <li>1. Failing to follow plan of care.</li> <li>2. Failure to accurately performs basic patient care skills according to the steps taught in skills lab or classroom.</li> </ol>

Organization	1. Organize their time	1. Inappropriate use of clinical time.
Patient Safety	1. Utilizing siderails 2. Utilize appropriate ambulation tools 3. Remove visible hazards from patient	1. Minimize importance of patient safety
Attendance	1. Arrive on time for clinicals	1. Tardy for clinicals

## Appendix J



Nurse Aide Training and Competency Evaluation Program (NATCEP)  
**Nurse Aide Daily Sign-in Sheet**

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

Instructor's Name:	Instructor's Signature:	Class Date:
--------------------	-------------------------	-------------

Student's Name	Time In	Time Out	Student's Signature

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

**Appendix K**  
**Online Attendance Sheet**

ONLINE ATTENDANCE SHEET					
<b>Student</b>		<b>Start Date</b>			
<b>Instructor</b>		<b>End Date</b>			

  

Date	Lecture Times	Electronic Signature	Classroom Assignments Start time	Classroom Assignments Finish Time	Electronic Signature

Student will enter the Start time and End time for virtual classroom assignments on each day.  
 Instructor will take daily attendance for lecture.  
 Lecture attendance is mandatory.

## Appendix L

### Texas Health and Human Services Commission Texas Nurse Aide Performance Record

Nurse Aide Name		SS#	
NATCEP Name and Location			
Program Code #			
Clinical Training Site			
Dates of Training			
Beginning Date		End Date	
Place a full signature here to correspond with each set of initials on form.			
Initials	Corresponding Signature of Instructor		Title
S=Satisfactory Performance    U=Unsatisfactory Performance    *= NNAAP Skill    INTS=Initials			
Procedural Guidelines		Classroom	Clinical
<b>Section I Safety and Emergency Pro</b>			
1. Fainting and Falls			
2. Seizures			
3. Clearing the Obstructed Airway			
4. *Personal Protective Equipment (PPE)			
5. Body Mechanics for Nurse Aides			
<b>Section II Infection Control</b>			
6. *Hand Washing			
7. Isolation Precautions			
<b>Section III Communication</b>			
8. Communication and Interpersonal Skills			
<b>Section IV Nutrition &amp; Hydration</b>			
9. Assisting with Meals			
10. *Feeding the Dependent Resident			
<b>Section V Resident's Environment</b>			
11. Making the Unoccupied Bed			
12. Making the Occupied Bed			
<b>Section VI Basic Nursing Skills</b>			
13. *Intake and Output (I&O)			
14. Temperature (Oral and Axillary)			
15. *Manual Pulse and Respiration			
16. *Blood Pressure			
17. *Height and Weight			
<b>Section VII Personal Care</b>			
18. Tub or Shower Bath			
19. *Complete Bed Bath			
20. *Perineal Care/Incontinent Care-Female			
21. (With or Without Catheter)			
22. Catheter Care			
23. Brushing the Teeth			
24. *Denture Care			
25. *Special Mouth Care			
26. Hair Care			
27. Shampooing the Hair			
28. Shaving the Resident			
29. Fingernail Care			
30. *Foot Care			
31. *Dressing and Undressing the Resident			
32. *Applying Knee High Elastic (Compression) Stocking			
<b>Section VIII Elimination Care</b>			
33. *Bedpan			
34. Urinal			
35. Indwelling Urinary Catheter Care			
36. *Urine Specimen Collection			
37. Stool Specimen Collection			
<b>Section IX Carrying for Resident Death</b>			
38. Postmortem Care			
<b>Section X Basic Restoration Services</b>			
39. *Assisting Resident to Transfer to Chair or Wheelchair			
40. *Ambulation and Ambulation Aids			
41. *Passive Range of Motion (PROM) Exercises			
<b>Section XI Prevention of Pressure Ulcer</b>			
42. Positioning Residents			
43. *Turning Resident on side Toward You			
44. Moving Resident in Bed			
45. Assisting with Resident to Sit Up on Side of Bed			

**Appendix M**  
**Nurse Aide Clinical Skills**

The Prometric list of skills that a nurse aide candidate may be asked to demonstrate during the Skills Evaluation.

1. Hand Hygiene (Hand Washing)
2. Ambulate the Resident Using a Transfer/Gait Belt
3. Assists Resident Needing to use a Bedpan
4. Change Bed Linen While the Resident Remains in Bed
5. Change Resident's Position to a Supported Side-lying Position
6. Dress a Resident Who Has A Weak Arm
7. Empty Content of Resident's Urinary Drainage Bag, and Measure and Record Urine Output on an Intake and Output (I&) Form
8. Feeds a Resident Who is Sitting in a Chair
9. Indirect Care
10. Measure and Record a Resident's Radial Pulse
11. Measure and Record a Resident's Respirations
12. Provides Catheter Care to a Female Resident Who Has an Indwelling Catheter
13. Provides Foot Care to a Resident Who is Sitting in a Chair
14. Provides Mouth Care to a Resident Who Has a Denture
15. Provide Mouth Care to a Resident Who Has Teeth
16. Provides Perineal Care to a Female Resident Who is Incontinent of Urine
17. Provide Resident Hand and Nail Care
18. Provide Resident a Partial Bed Bath and Back Rub
19. Provide Resident with Passive Range of Motion (ROM) Exercises to One Elbow and Wrist
20. Provide Resident with Passive Range of Motion (ROM) Exercises to One Shoulder
21. Provide Resident with Passive Range of Motion (ROM) Exercises to One Hip, Knee, and Ankle
22. Transfer the Resident from The Bed into a Wheelchair Using a Pivot Technique and a Transfer/Gait Belt



## **Appendix N**

### **Phlebotomy Skills**

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

## Appendix O

### Phlebotomy Clinical Consent

During this course you will be participating in the clinical skills laboratory in which learning by students requires the use of human subjects as part of the training. As a part of these learning activities, you will be asked to perform specific skills as well as be the subject of specific skills practiced by students. These learning activities will be conducted under the supervision of the course instructor. Choosing not to participate in this clinical activity will prevent the student from obtaining a phlebotomy certificate as a minimum number of “sticks” is required.

<u>Learning Activity</u>	<u>Specific Benefit</u>	<u>Risks/Discomfort</u>
Venipuncture using both evacuated tube system (ETS) and syringe system	Student gains experience needed prior to performing procedures on actual patients	Possibility of hematoma or bruising; slight, temporary pain with procedure; slight risk of temporary nerve inflammation
Skin puncture of the fingertip	Same as above	Slight, temporary pain upon puncture; minimal possibility of infection (provided area is kept clean)

I have read the above and agree to participate in the above learning activities. I understand if I choose not to let another student draw my blood, I cannot draw another student's blood.

---

Student name

Date

If student is a minor:

---

Parent/guardian name

Date

## Appendix P

### Venipuncture Consent & Waiver & Release of Liability Form

Journey Medical Training Center offers Phlebotomy and Medical Assistant Programs designed to prepare students for immediate employment as a Phlebotomist or Medical Assistant, or to improve the technical skills of healthcare professionals. As part of the program, students are trained to draw and collect blood samples. In order for students to complete this training, volunteers are needed.

If you are willing to be a Volunteer, please carefully review the information below and sign and date where indicated at the end of the form. Student Volunteers under 18 years of age, must also have a Parent/Guardian review and sign this form.

#### Important Information

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

#### Informed Consent:

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

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

**Waiver of Liability and Release of Claims:** By my signature below, I understand and agree as follows:

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

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

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

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

Signature of Parent/Guardian (Volunteers under 18 years of age):

\_\_\_\_\_

Phlebotomy Student First and Last

Name: \_\_\_\_\_

Date

## Appendix Q

### Medical Assistant Skills (Not an Exhaustive List)

<b>Measure and record:</b> <ol style="list-style-type: none"> <li>1. Height</li> <li>2. Weight</li> <li>3. Head Circumference (infant)</li> <li>4. Length (Infant)</li> <li>5. Temperature</li> <li>6. Pulse</li> <li>7. Respiration</li> <li>8. Blood Pressure</li> <li>9. Pulse Oximetry</li> <li>10. Peak Flow Rate</li> </ol>	<b>Perform:</b> <ol style="list-style-type: none"> <li>1. Blood Withdrawal</li> <li>2. Venipuncture</li> <li>3. Phlebotomy</li> <li>4. Hematocrit</li> <li>5. Hemoglobin Screening</li> <li>6. EKG, ECG</li> <li>7. Audiometric Screening (Screen for Hearing)</li> <li>8. Screen for Vision</li> <li>9. Spirometry</li> <li>10. Prepare Breathing Treatment for Asthma</li> <li>11. Application of Ortho Appliances</li> <li>12. Cast Removal</li> <li>13. Accu-check</li> <li>14. Urine Dipstick/Urinalysis</li> <li>15. EKG, ECG</li> <li>16. Prepare sterile trays</li> <li>17. Pap Smear set-up</li> <li>18. Assist with Pap exam</li> <li>19. Collect Specimens</li> <li>20. Sterilization/Autoclave</li> <li>21. Assist with surgeries and/or biopsies</li> <li>22. Application of dressings and bandages</li> <li>23. Removal of Sutures</li> <li>24. Ear Lavage</li> <li>25. Eye Irrigation</li> <li>26. Perform Clia-Waived Tests</li> <li>27. Perform a Throat Culture</li> <li>28. Set up For a Gynecological Exam</li> </ol>
<b>Administration Skills</b> <ol style="list-style-type: none"> <li>1. Pharmacy Calls for Refills</li> <li>2. Stock rooms with supplies, instruments, linens</li> <li>3. Order Supplies</li> <li>4. Inventory Control</li> <li>5. Chart preparation</li> <li>6. Medical Release/Med Records</li> <li>7. Filing/Purge/Archive</li> <li>8. Appropriate ICD-9, CPT codes</li> <li>9. Manage appointment schedules</li> <li>10. Schedule patient procedures</li> <li>11. Utilize EMR</li> </ol>	<b>Medications</b> <ol style="list-style-type: none"> <li>1. Administer Oral Medication</li> <li>2. Administer Intramuscular injection</li> <li>3. Administer Subcutaneous injection</li> <li>4. Administer an Intradermal Injection</li> <li>5. Administer an Intramuscular Injection Using Z-Track Method</li> <li>6. Prepare a Medication From an Ampule</li> <li>7. Reconstitute Powdered Medication</li> <li>8. Prepare a Medication From a Vial</li> <li>9. Administer Medications via Nebulizer</li> <li>10. Administer Oxygen Via Nasal Cannular &amp; Mask</li> <li>11. Calculating dosages</li> </ol>
<b>Apply:</b> <ol style="list-style-type: none"> <li>1. Hot Pack</li> <li>2. Cold Pack</li> </ol>	<b>Demonstrate:</b> <ol style="list-style-type: none"> <li>1. Proper Hand Washing</li> <li>2. Donning/Doffing PPE</li> <li>3. Sims Position</li> <li>4. Fowler/Semi Fowler Position</li> <li>5. Supine Position</li> <li>6. Prone Position</li> <li>7. Dorsal Recumbent Position</li> </ol>