



2013 Student Catalog

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“ALPI Technical Education Center (ATEC) is not accredited.”

**Licensed by the Commission for Independent Education,
Florida Department of Education. License No. 3269**

For additional information, contact the Commission at:

325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400
Toll Free: (888) 224-6684 • Fax: (850) 245-3234

ALPI Technical Education Center

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GENERAL INFORMATION

SCHOOL HISTORY

ALPI Technical Education Center was established in November of 2004 to provide career and employability skills training in high demand occupations.

PURPOSE

The purpose of the ALPI Technical Education Center is to provide State approved training programs to equip the graduating students with the skills and knowledge needed to take and pass Certification Examinations; pursue employment in the occupation trained for; or continue into other educational opportunities.

CAMPUS INFORMATION

The school campus is located on a major highway on the northside of Deland with easy access to dining and other businesses. Many of the services are located within one mile of the campus. The location has an office/waiting area along with classroom space, a skills lab, and a resource library.

Free parking is available and the facility is handicap accessible. Access to public dining is within walking distance, a common dining area is provided, and the facility is routinely patrolled by Volusia County Sheriff's Office and the Deland Police Department.

NOTE: Request for auxiliary aids or services in accordance with the ADA should be made prior to enrollment.

SCHOOL PHILOSOPHY AND OBJECTIVE

The ALPI Technical Education Center's philosophy believes that all individuals want access to career opportunities for the purpose of reaching their educational career goals. The school's objective is to provide a State approved training program to assist qualified individuals in becoming certified and/or eligible for employment in the healthcare field or other professions.

NON-DISCRIMINATION POLICY STATEMENT

The school does not discriminate regarding race, color, creed, national origin, or religion. Training offered by the school is also recommended to handicapped individuals who are unable to undertake strenuous vocations or lack the mobility required by other occupations.

LEGAL OWNERSHIP

The Agricultural and Labor Program, Inc. is the governing body and sole owner of the ALPI Technical Education Center.

BOARD OF DIRECTORS

William Holt, Board Chairperson
David Walker, Board Vice-Chairperson
Josephine Howard, Board Secretary
Christine Samuel, Board Treasurer
Katie Clarke, Board Member
Dorothy Curry, Board Member
Wanda Maulsby-Daley, Board Member
Alexis Echeverria, Board Member
Patricia Gamble, Board Member
Marjorie Gaskin, Board Member
Marva Hawkins, Board Member
Glenda Jones, Board Member
Chester McNorton, Board Member
Vernon McQueen, Board Member
Lester Roberts, Board Member
Janet Taylor, Board Member
Terry Wellington, Board Member
Tiffany Wilder, Board Member
Grace Miller, *Board EmeritusMember*

FACULTY AND STAFF

Chief Executive Officer, Deloris Johnson
School Administrator, Patty MacCollister, RN
Community Services and Economic Development Deputy Director, Al Miller
Program Coordinator/Academic Advisor, Patty MacCollister, RN
Admissions Coordinator/Financial Advisor, Robert Gayton

Instructional Staff:

Patty MacCollister - AS Nursing: Daytona Beach Community College; Registered Nurse Specialist (RNS), Pediatrics Certification, University of Miami; Practical Nursing (LPN), Venango County; and, CPR Instructor and CPR PRO Provider, American Safety & Health Institute: BLS & First Aid Instructor; Instructor Trainer.

Chester McNorton - BS/BA in Sociology, Bethune-Cookman College; Workforce Development Professional.

HOURS OF OPERATION

The School is open Monday – Friday, 9:00 a.m. to 5:00 p.m.

Student Services Office is open 9:00 a.m. – 5:00 p.m.

Classroom/Lab is open 9:00 a.m. – 5:00 p.m. (weekdays)

Library is open 9:00 a.m. – 5:00 p.m. (weekdays)

Classes/labs may be offered weeknights from 6:00 pm to 10:00 p.m.

Facilities are available during other times when required.

SCHEDULED SCHOOL CLOSINGS

The following holidays are observed by ATEC. During these Holidays the school facilities and offices will be closed.

| | |
|-----------------------------------|------------------------|
| NEW YEARS DAY | JANUARY 1, 2013 |
| DR. MARTIN LUTHER KING'S BIRTHDAY | JANUARY 21, 2013 |
| GOOD FRIDAY | MARCH 29, 2013 |
| MEMORIAL DAY | MAY 27, 2013 |
| INDEPENDENCE DAY | JULY 4 & 5, 2013 |
| LABOR DAY | SEPTEMBER 2, 2013 |
| VETERAN'S DAY | NOVEMBER 11, 2013 |
| THANKSGIVING DAY | NOVEMBER 21 & 22, 2013 |
| CHRISTMAS DAY | DECEMBER 24 & 25, 2013 |

UNSCHEDULED SCHOOL CLOSINGS

The School Administrator determines school closings due to an emergency, inclement weather, or unforeseen circumstances. Students will be notified as soon as possible, prior to the start of class. The instructor determines rescheduled hours. All required program hours must be completed prior to Graduation.

PROGRAM ENROLLMENT PROCEDURE

A Student Admission Application may be obtained from the Student Services office and submitted at any time during the year. The school provides Open Registration. Once the Student has submitted a completed application, an appointment for registration is made with the Student Services Office. Classes are scheduled based on minimum class sizes as determined by curriculum requirements.

Official Enrollment is granted when the student has met all Eligibility and Enrollment Requirements as determined by the Student Services Office.

SATISFACTORY ACADEMIC PROGRESS GRADING

Students are graded for each program on a pass/fail or numeric grade scale depending upon the particular program requirements. A student who successfully passes all components will graduate and receive a diploma. The Instructor, throughout the program, monitors students for success. Students who are in the unsatisfactory range (69 percentile and below) will be placed on academic probation. The school will assist the student to improve to at least a minimum 70 percentile (satisfactory).

The following Numeric and Alpha Grade Scales/Systems will apply:

NUMERIC GRADE SCALE

| | |
|--------------|----------------|
| A = 90-100% | Excellent |
| B = 80-89% | Good |
| C = 70-79% | Satisfactory |
| D = 60 – 69% | Unsatisfactory |
| F = <60% | Failing |

ALPHA GRADE SYSTEM

| | |
|-----|--------------------|
| P/F | Pass / Fail |
| I | Incomplete |
| C | Complete |
| AD | Academic Dismissal |
| W | Student Withdrawal |

STUDENT RULES AND REGULATIONS

The following rules and regulations apply to all students attending classes at the school.

1. Leave of Absence

A written request for a Leave of Absence must be submitted to the Program Coordinator (Student Services Office). The request shall have the expected date of the Students return. The leave may be granted up to 60 days. If a Leave of Absence is approved, the student may resume classes in the next scheduled class.

Students who do not return at the specified time, and do not notify the Program Coordinator of such, shall be terminated and will be given a refund (if applicable) according to the Refund Policy.

2. Make-Up Work

Students are required to make-up class time and work missed prior to advancing to the next course. Arrangements may be made with the individual Instructor.

STUDENT RULES AND REGULATIONS (cont'd)

3. Tardiness

Attendance is taken at the beginning of each class. Students arriving up to 15 minutes after attendance will be considered late. Students arriving after 15 minutes will be considered absent at the discretion of the Instructor. All late and absent time must be made-up prior to completion of the program.

4. Unauthorized Absence and lost Class Time

Students who receive a third unauthorized absence from the Instructor are referred to the Program Coordinator for counseling and placed on Academic Probation. Should another unauthorized absence be obtained, the student is referred to the Administrator and will be placed on Academic Warning prior to an Academic Dismissal. Unauthorized lost class time without prior instructor notification may constitute an unauthorized absence.

5. Interruptions in Training/Termination

Students are not terminated based on a failure to learn. Students who do not successfully complete an examination are encouraged to attend additional class sessions to obtain competency. Whenever possible, a student will be allowed to re-take an exam, at least one time, as arranged with the instructor. If the student fails the re-take, he/she will be referred to the Academic Advisor to discuss continuation in the program. Students who choose to continue are advised they will not receive a diploma.

6. Probation

Students may be placed on probation status by the Administrator for failure to comply with attendance requirements or failure to achieve a satisfactory academic progress. Re-evaluation of the student on probation will be conducted after 14 days.

7. Program Re-Entry

Students who cancel their program enrollment and elect to re-enter at a later date must notify the Academic Advisory in writing. Re-admission will follow standard admissions procedures. Students terminated under Academic Dismissal by the Administrator will not be allowed re-entry.

8. Conduct

Students are required to conduct themselves as professionals. Disrespect, illegal, or harmful behavior toward the staff, peers, clinical community, etc. are grounds for termination (academic dismissal).

Theft, illegal drugs, alcohol and weapons are not allowed on school or clinical property. Violation will result in a report to the local law enforcement agency.

GRIEVANCE POLICY

All students have the right to have their complaints recognized, reviewed, and addressed without fear of discrimination or reprisal. Student satisfaction is a priority. Individuals who wish to express their concerns or complaints may do so by writing or by telephone to:

ALPI Technical Education Center
1326 East International Speedway Blvd., Suite D-9
Deland, FL 33724
Phone: (386) 624-6912
(386) 624-6916
Fax: (386) 624-6917

All students and individuals have the right to a prompt and equitable resolution of any complaint.

The complaint/appeal procedure is as follows:

- Documentation of the nature and specifics shall be noted in writing on a complaint form.
- The School Administrator shall reply to all complaints and attempt to resolve.
- When the matter cannot be resolved at the school level, the individual may contact:

The Commission for Independent Education
Department of Education
325 West Gaines St., Suite 1414
Tallahassee, FL. 32399-0400
Telephone: 850-245-3234
Toll Free-888-224-6684

STUDENT SERVICES

A. Housing

The school does not provide housing for the students. A list of realtors and copies of local papers or publications are available in the Student Services Office for review by students to assist them in obtaining housing.

B. Student Records

Hard copies of student records are permanently retained on the premises in a safe, confidential, and fire proof file cabinet. Duplicate records shall be kept on a secured computer system. Students may submit a written request for records and must sign a written request for release to potential employers.

C. Student Placement

- Students are assisted with job placement and provided contact information of employment opportunities through the Program Coordinator.
- Job postings are placed on a bulletin board in the Student Services Office when received.
- ATEC is a Volusia/Flagler Country Workforce Board Career Link resource with a computer system offering job search assistance available in the Student Services Office.
- Although assistance is provided there is no expressed guarantee of employment.

D. ATEC Catalog Information

The student catalog will be on display at the site and a copy will be provided upon enrollment. There is also a copy of the ATEC catalog on the web at: www.ALPI.org, click on ATEC and then click catalog.

GENERAL ADMISSION REQUIREMENTS

The completed application is reviewed by the Student Services Office and sent to the Admissions Coordinator/Financial Advisor. The Test of Adult Basic Education (TABE), if required, is scheduled at that time. The application is then forwarded to the Program Coordinator/Academic Advisor. An applicant must have a minimum TABE Test Score of 7 for admission. The Advisor and Student will discuss plans, goals, and pathways for success. At the completion, the Student will be enrolled for the next scheduled class. The Student will be provided a tour and given a catalog at the time of enrollment.

DENIAL OF ADMISSIONS

A student applicant may be denied admission if he/she does not meet the applicable program Admissions and Eligibility Requirements outlined in this catalog. An applicant who has been academically dismissed by the school previously may not be readmitted.

CANCELLATION AND REFUND POLICY:

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant; if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment; or, if class is cancelled by an authorized representative.
3. Cancellation after the third (3rd) Business Day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee (not to exceed \$150.00).
4. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing 40% of the program will result in no refund.
6. Termination Date: When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.
7. Any eligible refunds will be made within 30 days of termination of the student's enrollment or receipt of a Cancellation Notice from the student.

PROGRAM AND COURSE DESCRIPTION(S)

HOME HEALTH
AIDE PROGRAM

HOME HEALTH AIDE PROGRAM

PROGRAM OBJECTIVE

Provide students with 75 hours of instruction in the delivery of home health care services to allow the student to obtain employment as a Home Health Aide. Students graduating from this program will qualify to work with agencies that provide service to Medicare/Medicaid eligible patients.

PROGRAM DESCRIPTION

The program is comprised of a total of 75 hours of instruction and practical experience in all phases of a Home Health Aide's responsibilities in accordance with a patient's "Plan of Care". Classroom hours include instruction in: (1) Understanding Home Health Aide services; (2) Before client care; (3) Holistic approach to understanding clients; (4) Caring for Special Clients with special needs; (5) Practical knowledge and skills in home management; and, (6) Caring for yourself and your career. The skills lab will include personal care and basic healthcare skills.

PROGRAM ENROLLMENT AND ELIGIBILITY REQUIREMENTS

The student applicant must be:

1. A US citizen or registered alien
2. 18 years of age or older at the time of admission or by Graduation
3. Able to communicate using the English language
4. Able to pass the Criminal Background Screening as required by regulation.
5. A High School Graduate, GED, or score (7) on the Test of Adult Basic Education (TABE), students under 18 years of age must have parental consent.
6. Able to meet the financial obligations prior to enrollment.
7. Able to provide medical and communicable disease health clearances
8. Pre-registered and have completed application on file.
9. A community member of good moral and ethical character

GRADUATION REQUIREMENTS

A diploma is granted to students who have:

1. Successfully completed and passed all required components of the program
2. Completed the full 75 clock hours required
3. Fulfilled all monetary obligations to the school

TOTAL COSTS

Following is a list of the total costs to the student. Items 1 through 4 are payable directly to the School by the student prior to enrollment. Item 5 are estimated costs that may be incurred solely by the student, but not payable to the School, for successful completion of the curriculum.

| Costs Payable to the School Prior to Enrollment | |
|--|---------------|
| 1. Tuition | 260.00 |
| 2. Fees (Application) | 50.00 |
| 3. Books & Supplies (including laboratory supplies) | 140.00 |
| 4. Any Other Costs – Payable to the School | |
| a. Uniforms | 30.00 |
| b. CPR Certification | 25.00 |
| TOTAL COSTS PAYABLE TO ATEC | 505.00 |
| Additional Costs to the Student | |
| 5. Any Other Costs – For detail listing see Additional Costs on page 12. | 125.00 |
| TOTAL ESTIMATED PROGRAM COSTS | 630.00 |

ADDITIONAL COSTS TO THE STUDENT

In addition to the fees identified above that are payable to ATEC, following is a list of additional fees and approximate costs that will be the responsibility of the student. This schedule is for the purpose of providing the student with a total estimated cost for completing the Home Health Aide Program:

| Additional Fees/Costs | Amount (approximate) | When required |
|---|-------------------------|--|
| Physicals/Vaccines (including TB Testing) For TB test this cost may be higher if a chest x-ray is required. | \$ 50.00 | Students are required to be approved by a physician and have received all required series of tests prior to completion of the curriculum |
| Background Checks | \$75.00 | Some employers may require a criminal background check prior to employment |

The fees reflect current costs and may be subject to change. Prior notice of any changes in fees will be posted and provided to the students upon enrollment. Price increases shall not affect currently enrolled students.

FEE PAYMENT SCHEDULE

Payment of School Fees is due in accordance with the following schedule:

1. Full payment at time of signing Enrollment Agreement
2. Registration Fee at time of signing Enrollment Agreement and balance of fee prior to first day of class.

CURRICULUM AND GRADUATION SUMMARY

The ALPI Technical Education Center is a 75 Clock Hour Program for Home Health Aide. One (1) Clock Hour equals 60 minutes and includes: time spent in classroom training and lab training. The total curriculum is comprised of 2 different courses with multiple components.

COURSE GRADE/COMPLETION REQUIREMENTS

All components of the two (2) courses must be successfully completed prior to graduation from the program and receipt of a 75 Hour Home Health Aide Diploma. The Instructor will evaluate the Academic, Hands on Skills, and Professionalism achieved to determine the final grade. Grading will be a combination of Pass/Fail and Numeric Grades in accordance with the following scales.

| | |
|---------|---|
| HHA 100 | Home Health Theory - 70% minimum on numeric scale |
| HHA 101 | Home Health Skills Lab - Pass on Pass/Fail Scale |

*A written mid-term exam may be given midway through the class. A written final exam is given prior to completion of the program.

ADDITIONAL PROGRAM INFORMATION

Program Instruction: Consists of verbal lectures, audio/visual support, and hands on demonstrations taught by a qualified instructor.

Transfer of Credits: Home Health Aide credits are not transferable to or from the school. Credit for previous training or experience will not be granted.

Clock Hour: One clock hour is a period of sixty (60) minutes with a minimum of 50 minutes of direct instruction in the presence of an instructor.

HOME HEALTH AIDE PROGRAM - CURRICULUM SUMMARY

| <u>Course Number</u> | <u>Course Name</u> | <u>Total Clock Hours</u> |
|----------------------|---|--------------------------|
| HHA 100 | HOME HEALTH THEORY (comprised of the following) | 50 |

Section Names and Components

Understanding Home Health Aide Services (includes 4 hrs of HIV/Aids Awareness/Safety) (8 Clock Hours)

- The Healthcare System
- The Home Health Aide's Role in the Home
- HIV/AIDS Awareness (4 hrs)
- Verbal and Written Communications

Building a Foundation: Before Client Care (8 Clock Hours)

- Communicable Disease and Infection Control
- Workplace Safety/Fire Safety
- Adequate Nutrition
- Client's Rights
- Elements of Body Functions

Holistic Approach to Understanding Clients (8 Clock Hours)

- Difference in Families
- Client Plan of Care
- Emotional Support
- Documentation

Caring for Clients with Special Needs (8 Clock Hours)

- Care of Geriatric/Alzheimer's/Dementia/Parkinson's Patients
- Development Disabilities Patients
- Cancer Patient Care
- AIDS Patient Care

Practical Knowledge/Skills in Home Management (10 Clock Hours)

- Recognizing Emergencies
- Recording of Vital Signs
- Personal Client Care
- Safe Transfer Techniques
- Bed Making
- Domestic Violence
- Rehabilitative Activities ROM
- Hypertension and Diabetes
- CPR

Caring for Yourself and Your Career (includes 2 hrs – Prevention of Medical Errors) (8 Clock Hours)

Professional and Job Seeking Skills

Legal and Ethical Issues

HOME HEALTH AIDE PROGRAM - COURSE DESCRIPTIONS

Course Number

Course Description

HHA 100: HOME HEALTH THEORY-- 50 Total Clock Hours

Classroom instruction provided to assist students in learning essential information to permit them to successfully function as a home health aide. Courses are comprised of the following components:

Section/Component Descriptions

UNDERSTANDING HOME HEALTH AIDE SERVICES (INCLUDES 4 hrs of HIV/Aids Awareness/Safety) (8 Clock Hours)

Provides students with a basic foundation that will assist them in succeeding as a Home Health Aide.

The Healthcare System

Healthcare delivery, organization and insurance with specific focus on home healthcare delivery.

The Home Health Aide's Role in the Home

Care, comfort, monitoring and safety of clients in the home environment. Preserving independence and dignity of patients.

HIV/AIDS Awareness

Four (4) hours of HIV/AIDS Awareness. Microorganisms, pathogens, and non-pathogens. Universal precautions in the client's home.

Verbal and Written Communication

Importance of clear and accurate communication. Types of communications. Special techniques for effective communication with clients. Listening skills.

BUILDING A FOUNDATION: BEFORE CLIENT CARE (8 Clock Hours)

Provides students with a basic foundation to allow them to quickly learn the needs and responsibilities of home health aide services to clients.

Communicable Disease and Infection Control

Immune system, medical asepsis, isolation procedures, infection control in home healthcare setting.

Workplace Safety/Fire Safety

Lifting, falls, fire safety.

Adequate Nutrition

Importance of nutrition in maintaining health. Food categories. Food preparation. Meal planning. Intake and Output. Therapeutic diets. Feeding techniques.

Client's Rights

Clients' rights and responsibilities.

Elements of Body Functions

Understanding how the body works. Organization of the human body. Body systems and functions. How body systems work together.

HOME HEALTH AIDE PROGRAM - COURSE DESCRIPTIONS (Cont'd)

Section/Component Descriptions

HOLISTIC APPROACH TO UNDERSTANDING CLIENTS (8 Clock Hours)

Provides students knowledge of the various elements involved in delivering home health services as well as basic service delivery.

Difference in Families

Sociologic changes, cultural difference, and family roles.

Client Plan of Care

Adhering to content format. HHA participation. Forms used. Outcomes

Emotional Support

Support groups, Community/Religious Activities, Family interaction.

Documentation

Purpose, accuracy, and technique for recording client care. Types of observation. Basic medical terminology and abbreviations.

CARING FOR CLIENTS WITH SPECIAL NEEDS (8 CLOCK HOURS)

Provides understanding of care of clients with special needs/disease involvement.

Care of Geriatric/Alzheimer's/Dementia/Parkinson's Patients

Common physical changes in older adults. Warning signs of suicide. Adjusting to growing older. Safety factors. Client Behaviors. Elopement precautions.

Development Disabilities Patients

Types of disorders, special needs, communication rights.

Cancer Patient Care

Types, treatments, physical/emotional needs, care.

AIDS Patient Care

Risks, rights, physical/emotional needs, care.

Death and Dying

Grief, dignity, effective care, Hospice, physical/emotional needs, post-mortem care.

PRACTICAL KNOWLEDGE/SKILLS IN HOME MANAGEMENT (10 Clock Hours)

Provides instruction for the actual delivery of home health services.

Recognizing Emergencies

Preparing for medical emergencies. First Aid procedures. Importance of recording and reporting your actions to the agency in an emergency. Rules to follow in an emergency. Common emergencies.

Recording of Vital Signs

Importance of measuring vital signs. Normal range of vital signs. Guidelines for taking pulse, temperature, and respiration. Recording and reporting.

HOME HEALTH AIDE PROGRAM - COURSE DESCRIPTIONS (Cont'd)

Section/Component Descriptions

Personal Client Care

Bathing. Promoting independence. Safety factors while giving personal care. Oral hygiene, grooming, caring for nails and feet. Helping the client to dress.

Safe Transfer Techniques

Good body mechanics. Procedures for moving, transferring, and positioning clients. Using assistive devices. Types of Positions such as Fowler's, spine, lateral.

Bed Making

Occupied and unoccupied bed. Handling bed linens. Types of beds.

Domestic Violence

Signs of abuse (physical, emotional, financial, spiritual), Reporting.

Rehabilitative Activities ROM

Benefits of Range of Motion (ROM) activities. Assistance with ROM.

Hypertension

Measuring and recording blood pressure. Factors affecting blood pressure.

Diabetes

Insulin and non-insulin dependent diabetes. Symptoms. Diet. Safety. Recording.

Cardio-Pulmonary Resuscitation (CPR)

Certification in CPR.

CARING FOR YOURSELF AND YOUR CAREER (includes 2 hrs-Prevention of Medical Errors) (8 Clock Hours)

Providing students with basic job and employment skills related to employment as a home health aide.

Professional and Job Seeking Skills

Development of professional demeanor. Maintaining appropriate records. Preparation of resumes. Interviewing for jobs.

Legal and Ethical Issues

Client rights, ethic guidelines for behavior, prevention of medical errors

HOME HEALTH AIDE PROGRAM - COURSE DESCRIPTIONS (Cont'd)

**Course
Number**

Course Description

HHA 101: HOME HEALTH SKILLS LAB -- 25 Total Clock Hours

It is in the skills lab setting that students acquire the knowledge and hands on experience of performing the various skills and procedures required of home health aides.

Section/Component Descriptions

Personal Care and Basic Healthcare Skills – as follows:

Interpersonal Skills

Communicating with patients and team members

Hand washing/Gloving

Techniques and types

Pulse/Respiration/Blood Pressure/Temperature/2 Step Blood Pressure

Techniques, recording and reporting

Mouth Care and Dentures

Morning/evening care techniques, safety with denture cleaning and storage

Transfers

Equipment, techniques, patient/Nursing Assistant safety, restraints

Hair/Nail Care

Cleansing, maintenance, patient choices

Range of Motion Upper/Lower Extremities

Assisted exercises and reporting pain

Bed Making/Changing an Occupied Bed

Types, handling of linens, comfort

Height and Weight

Purpose, technique, recording, reporting

Repositioning of Patient

Equipment, technique, recording frequency, pressure ulcer prevention

Bedpan/Disposable Briefs/Colostomy Care

Equipment, techniques, recording/reporting

Dressing AM/PM

Assistance with dressing, decision-making, patients with weakness independence

Perineal Care

AM/PM Post Elimination, cleansing techniques/equipment

Feeding

Techniques equipment, measuring, recording/reporting

Bathing/Partial Bed Bath

Techniques, comfort, skin care, reporting

Isolation Techniques

Purpose, equipment, infection control

Patient Environments

Privacy, Rights, Cleanliness, Comfort

HOME HEALTH AIDE PROGRAM - COURSE DESCRIPTIONS (Cont'd)

Section/Component Descriptions

CPR

Students will learn adult, child, infant Basic Life Support for the Healthcare Provider.

AED training, Certification will be granted upon successful completion.

Catheter care/Urinary Drainage Bag (Measuring and Recording Contents)

Maintenance, types, precautions, reporting/recording contents of drainage bag.

HOME HEALTH AIDE PROGRAM - RESOURCES

Equipment

Hospital beds with rails
Overbed Tables
Bedside Tables
Practice Mannequins
Bedside Commode
Wheelchair
Cane
Pair of Crutches
2-sided Stethoscopes
Blood Pressure Cuffs
Blackboard
Dry Erase Board
Overhead projector
13" Color TV
Dell Computers with monitors and
internet access
Bookcase
Oxygen equipment
14 Foley Catheter

Supplies

Ace Wraps
Airway Demos
Wash/Emesis Basins
Fracture Bedpan
Standard Bedpan
Catheters
Under pads/chuxs
Colostomy Demos
Isolation Packs
Elastic Stockings
Enema Kits
Gloves
Graduated containers
Hospital food trays
Linen (towels, sheets, etc.)
Hair/Nail care sets
Paper towels
Specimen cups
Personal care items (combs, soap)
Urinals
Patient clothing
Transfer belts
Clipboards
Student tables and chairs
Mouth care sets

TEXTBOOKS/WORKBOOKS

Providing Home Care, A Textbook for Home Health Aides, 3rd Edition;
Hartman Publishing, Inc.; Leahy, William, MD ©2009

NURSING ASSISTANT
PROGRAM

NURSING ASSISTANT PROGRAM

PROGRAM OBJECTIVE

Provide the requisite 120 hours of instruction (lecture and practical application) to allow a student to sit for and successfully complete the State of Florida examination to become a Certified Nursing Assistant.

PROGRAM DESCRIPTION

The program is comprised of a total of 120 hours of instruction and practical experience in all phases of a Nursing Assistant's responsibilities. Instruction includes 50 classroom hours of Nursing Assistant Theory; 30 lab hours of Nursing Assistant Skills Lab; and, 40 hours of Clinical Practicum. The classroom hours include: (1) Introduction to Healthcare; (2) Safety; (3) basic Patient and Resident Care; (4) Death and Dying; (5) Structure and Function of the Human Body; (6) Special Care Concerns; (7) Common Chronic and Acute Disorders; and, (8) Rehabilitation and Restorative Care/Sub-Acute Care. Lab instruction includes, but is not limited to, interpersonal skills, hand washing, mouth care, patient transfers, isolation techniques, CPR, and Catheter Care. The Clinical Practicum is provided through arrangements with local nursing homes to allow the students to work in Clinical Rotation for the purpose of providing "hands-on" experience in total patient care.

PROGRAM ENROLLMENT AND ELIGIBILITY REQUIREMENTS

The student applicant must be:

1. A US citizen or registered alien
2. 18 years of age or older at the time of admission or by Graduation
3. Able to communicate using the English language
4. Able to pass the Criminal Background Screening as required by regulation.
5. A High School Graduate, GED, or score (7) on the Test of Adult Basic Education (TABE), students under 18 years of age must have parental consent.
6. Able to meet the financial obligations prior to enrollment.
7. Able to provide medical and communicable disease health clearances
8. Pre-registered and have completed application on file.
9. A community member of good moral and ethical character

GRADUATION REQUIREMENTS

A diploma is granted to students who have:

1. Successfully completed and passed all required components of the program
2. Completed the full 120 clock hours required
3. Fulfilled all monetary obligations to the school

TOTAL COSTS

Following is a list of the total costs to the student. Items 1 through 4 are payable directly to the School by the student prior to enrollment. Item 5 shows approximate costs that may be incurred solely by the student, but not payable to the School, for successful completion of the curriculum and taking the State CNA Exam.

| Costs Payable to the School Prior to Enrollment | |
|---|-----------------|
| 1. Tuition | 700.00 |
| 2. Fees (Registration) | 50.00 |
| 3. Books & Supplies (including laboratory supplies) | 145.00 |
| 4. Any Other Costs – Payable to the School | |
| a. General Liability Insurance | 20.00 |
| b. Professional Liability Insurance | 20.00 |
| c. CPR Certification | 20.00 |
| d. Scrubs | 30.00 |
| TOTAL COSTS PAYABLE TO ATEC | 985.00 |
| Other Costs that may be incurred by Student | |
| 5. Any Other Costs – For detail listing see Additional Costs on page 24 | 315.00 |
| TOTAL ESTIMATED PROGRAM COSTS | 1,300.00 |

ADDITIONAL COSTS TO THE STUDENT

In addition to the fees identified above that are payable to ATEC, following is a list of additional fees and approximate costs that will be the responsibility of the student. This schedule is for the purpose of providing the student with a total estimated cost for completing the Nursing Assistant Program and becoming a State Certified Nursing Assistant:

| Additional Fees/Costs | Amount (approximate) | When required |
|--|-----------------------------|---|
| CNA State Certification Examination Fee | \$ 165.00 | Student will pay this fee to the testing agency prior to scheduling the Certification examination. |
| Physicals/Vaccines (including Hepatitis B Shot and TB Testing) For TB test this cost may be higher if a chest x-ray is required. | \$ 50.00 | Students are required to be approved by a physician and have received all required series of tests prior to participation in the Clinical Practicum (Course NA 102) |
| Federal Bureau of Investigation (FBI) – Background Check Fees | \$ 65.00 | Payable to the testing agency prior to certification for student living outside of Florida during previous five years. |
| Electronic Fingerprinting – Required for the FBI Background Check. | \$ 35.00 | The student must submit an electronic copy of his/her fingerprints to the testing agency prior to certification. |

The fees reflect current costs and may be subject to change. Prior notice of known changes will be posted and provided to the students upon enrollment. Price increases shall not affect currently enrolled students.

FEE PAYMENT SCHEDULE

Payment of School Fees is due in accordance with the following schedule:

1. Full payment at time of signing Enrollment Agreement
2. Registration Fee at time of signing Enrollment Agreement and balance of fee prior to first day of class.

CURRICULUM AND GRADUATION SUMMARY

The ALPI Technical Education Center is a 120 Clock Hour Program for Nursing Assistant. One (1) Clock Hour equals 60 minutes and includes: time spent in classroom training, lab training, and practicum training at a local healthcare facility. The total curriculum is comprised of 3 different courses with multiple components.

COURSE GRADE/COMPLETION REQUIREMENTS

All components of the three (3) courses must be successfully completed prior to graduation from the program and receipt of a 120 Hour Nursing Assistant Program Diploma. The Registered Nurse Instructor will evaluate the Academic, Hands on Skills, and Professionalism achieved to determine the final grade. Grading will be a combination of Pass/Fail and Numeric Grades according to the following scales.

| | |
|--------|---|
| NA 100 | Nursing Assistant Theory - 70% minimum on numeric scale |
| NA 101 | Nursing Assistant Lab - Pass on Pass/Fail Scale |
| NA 102 | Clinical Practicum – Satisfactory Completion |

*A written mid-term exam is given midway through the class. A written final exam is given prior to completion of the program.

ADDITIONAL PROGRAM INFORMATION

Program Instruction: Consists of verbal lectures, audio/visual support, and hands on demonstration taught by Registered Nurses (RN).

Transfer of Credits: Nursing Assistant credits are not transferable to or from the school. Credit for previous training or experience will not be granted.

Clock Hour: One clock hour is a period of sixty (60) minutes with a minimum of 50 minutes of direct instruction in the presence of an instructor.

NURSING ASSISTANT PROGRAM - CURRICULUM SUMMARY

| <u>Course Number</u> | <u>Course Name</u> | <u>Total Clock Hours</u> |
|----------------------|--|--------------------------|
| NA 100 | Nursing Assistant Theory (comprised of the following) | 50 |

Section Names and Components

Introduction to Healthcare (includes 2 hrs of Prevention of Medical Errors) (8 Clock Hours)

- The Health Care System
- The Nursing Assistant
- Professional and Job Seeking Skills
- Legal and Ethical Issues
- Communication Skills
- Those We Care For

Safety (includes 4 hrs-HIV/Aids Awarness/Safety) (8 Clock Hours)

- Communicable Disease and Infection Control
- Blood borne and Airborne Pathogens (HIV/AIDS)
- Workplace Safety/Fire Safety
- Patient/Resident Safety and Restraints
- Positioning/Lifting/Transferring Patients
- Basic First Aid/Emergency Care/Disaster Preparation
- HIV/AIDS Awarness (4 clock hours)

Basic Patient and Resident Care (includes Patient Abuse Prevention) (8 Clock Hours)

- Patient/Resident Environment
- Admissions/Transfer/Discharges
- Bed Making
- Vital Signs/Height and Weight
- Cleanliness and Hygiene
- Grooming
- Basic Nutrition
- Urinary/Bowel Elimination

Death and Dying (2 Clock Hours)

- Terminally Ill Patient Care/Hospice
- Dying Patient Care/Post Mortem Care

Structure and Function of the Human Body (8 Clock Hours)

- Human Body Structure/Functions
- The Integumentary/ Musculoskeletal System
- The Cardiovascular/Respiratory System
- The Nervous/Sensory System
- The Endocrine/Reproductive System

NURSING ASSISTANT PROGRAM - CURRICULUM SUMMARY (cont'd)

Section Names and Components (cont'd)

Structure and Function of the Human Body (cont.)

The Urinary/Gastrointestinal System

The Immune/Lymphatic System

Special Care Concerns (includes Dementia Management) (8 Clock Hours)

Developmental Disabilities Patient Care

Mental Illness Patient Care

Dementia/Alzheimer's Patient Care, including Dementia Management-

Cancer Patient Care

AIDS Patient Care

Common Chronic and Acute Disorders (4 Clock Hours)

Diseases/Disorders of Musculoskeletal/Nervous Systems

Diseases/Disorders of Circulatory/Respiratory Systems

Diseases/Disorders of Urinary/Gastrointestinal Systems

Diseases/Disorders of Endocrine/Reproductive Systems

Diseases/Disorders of the Immune/Lymphatic Systems

Integumentary Systems

Rehabilitation and Restorative Care/Sub Acute Care (4 Clock Hours)

Promoting Patient/Resident Independence

Ambulation with a cane, walker, crutches

Body Alignment

Range of Motions Exercises

Maintaining Airway

NURSING ASSISTANT PROGRAM - CURRICULUM SUMMARY (cont'd)

| <u>Course Number</u> | <u>Course Name</u> | <u>Total Clock Hours</u> |
|----------------------|--|--------------------------|
| NA 101 | Nursing Assistant Skills Lab (comprised of the following) | 30 |
| | <u>Components</u> | |
| | Interpersonal Skills Hand washing/Gloving Pulse/Respiration/Blood Pressure/Temperature/ 2 Step Blood Pressure Mouth Care and Dentures Transfers Hair/Nail Care Range of Motion Upper/Lower Extremities Bed making/Changing an Occupied bed Height and Weight Repositioning of Patient Bedpan/Disposable briefs/Colostomy care Dressing AM/PM Perineal Care Feeding Bathing/Partial Bed Bath Isolation Techniques Patient Environments CPR Catheter Care/ Urinary Drainage Bag, Measuring and Recording Contents | |

**NURSING ASSISTANT PROGRAM -
CURRICULUM SUMMARY (cont'd)**

| <u>Course Number</u> | <u>Course Name</u> | <u>Total Clock Hours</u> |
|---------------------------------|--|-------------------------------------|
| NA 102 | Clinical Practicum (Externship) (comprised of the following) <u>Components</u> Clinical Rotation-Long Term Care Facility Total Patient Care in a Workplace Environment | 40 |

NURSING ASSISTANT PROGRAM – COURSE DESCRIPTIONS

**Course
Number**

Course Description

NA 100

NURSE ASSISTANT THEORY

50 Clock Hours

Classroom instruction provided to assist students in learning essential information to permit them to become certified and function as skilled nursing assistants.

Section/Component Descriptions

INTRODUCTION TO HEALTHCARE (8 Clock Hours)

Provides students with a foundation that will ensure their success in a Nursing Assistant Health Care Career.

The Healthcare System

Healthcare delivery, organization and insurance

The Nursing Assistant

OBRA (Omnibus Budget Reconciliation Act), responsibilities, teamwork, registry

Professionalism and Job-Seeking

Job seeking, ethics, personal hygiene

Legal and Ethical Issues

Patient rights, ethic guidelines for behavior

Communication Skills

Telephone, team members, tactics, conflict resolution.

Those We Care For

Growth & Development, Basic Human Needs, Culture/Religion

SAFETY including HIV/AIDS Awareness (8 Clock Hours)

Provides students with necessary information to protect them while providing nursing assistant care to their patients/residents.

Communicable Disease/Infection Control

Immune system, medical asepsis, isolation procedures, infection control in healthcare setting.

Blood borne and Air borne Pathogens

Standard precautions, Hepatitis B and C. Provides required 4 hours of HIV/AIDS Awareness Training.

Workplace Safety/ Fire Safety

Lifting, Falls, Fire Safety

Patient/Resident Safety and Restraints

Risk Factors, use of restraints, application, avoiding and reporting accidents

Positioning/Lifting/Transferring Patients

Positions, mechanical and ambulatory assistance, lifting techniques

Basic First Aid/Emergency Care/Disaster Preparation

Responding, equipment, training required, role of the Nursing Assistant

NURSING ASSISTANT PROGRAM – COURSE DESCRIPTIONS (cont'd)

Section/Component Descriptions

BASIC PATIENT AND RESIDENT CARE (8 Clock Hours)

Providing instructions for basic Patient/Resident needs.

Patient/Resident Environment

Familiarizing student with Patient/Resident unit and what is found there

Admissions, transferring, discharges

Process for identifying new surroundings, preparing to move current surroundings, preparing to return to previous surroundings.

Bed Making

Different types, proper handling of linens

Vital Signs height and weight

Monitoring normal measurements

Cleanliness and Hygiene

Assisting Patients with routine personal hygiene care

Grooming

Assisting with Hair/Nails, Dressing, Shaving, Makeup application

Basic Nutrition

Special diets, meal tray preparation, feeding assistance, fluids/hydration, Measuring/recording intake and output

Urinary/Bowel Elimination

Various equipment and use (bedpan, urinal, catheters), obtaining samples, recording and reporting

Patient Abuse Prevention

Methods and techniques to identify and prevent patient abuse

DEATH AND DYING (2 Clock Hours)

Aiding students in understanding and preparing for the grieving process and caring for Patients/Residents at end of life

Terminally Ill Patient Care

Grief, will, dignity, effective care, Hospice

Dying Patient Care / Post Mortem Care

Physical/Emotional needs, family, post-mortem care

STRUCTURE AND FUNCTION OF THE HUMAN BODY (8 Clock Hours)

Provides understanding of the human body systems, and how they pertain to the nursing assistant duties

The Integumentary/Musculoskeletal System

Structures, functions, disorders, general measures, fluid balance, heat and cold application, pressure sores.

NURSING ASSISTANT PROGRAM – COURSE DESCRIPTIONS (cont'd)

Section/Component Descriptions

The Cardiovascular/Respiratory System

Disorders, functions, structures, general care measures, oxygen use, blood vessel identification, disease state

The Nervous/Sensory System

Structures, functions, disorders, taste, smell, hearing, effects of aging, care of eye and ear devices

The Endocrine/Reproductive System

Gland structure, hormones, functions, disorders, male/female reproductive systems, sexually transmitted diseases

The Urinary/Gastrointestinal System

Urinary structure, function, disorders, digestive system structure, effects of aging, Ostomy care

The Immune/Lymphatic System

Nonspecific and specific immunity, lymphatic structure

SPECIAL CARE CONCERNS (8 Clock Hours)

Provides understanding of care of patients/residents with special needs/disease involvement.

Developmental Disabilities Patient Care

Types of disorders, special needs, rights, communication

Mental Illness Patient Care

Copying/defense mechanisms, types of illness, care and assistance with ADL's rights.

Dementia/Alzheimer's Patient care and Management

Causes and Symptoms, caring for Alzheimer's Patients, including management of the diseases

Cancer Patient Care

Types, treatments, physical/emotional needs, care

AIDS Patient Care

Risks, rights, physical/emotional needs, care

COMMON CHRONIC AND ACUTE CONDITIONS (4 Clock Hours)

Purpose is to familiarize students with common disorders that are found in the patients/residents the nursing assistant cares for.

Diseases/Disorders of Musculoskeletal/ Nervous Systems

Arthritis, rheumatoid arthritis, osteoporosis, fractures, muscular dystrophy, amputation, C.V.A, Parkinson's disease, multiple sclerosis, epilepsy, hearing impairment, vision impairment

NURSING ASSISTANT PROGRAM – COURSE DESCRIPTIONS (cont'd)

Section/Component Descriptions

Diseases/Disorders of Circulatory / Respiratory Systems

Hypertension, CAD, Angina Pectoris, Myocardial Infraction, CHF, PVD COPD, Asthma, Pneumonia.

Diseases/Disorders of Urinary/ Gastrointestinal Systems

UTI, Kidney Failure, GERD, Ulcerative Colitis, Peptic, Ulcers, Constipation

Diseases/Disorders of Endocrine/Reproductive Systems

Diabetes Mellitus, Chlamydeous, Syphilis, Gonorrhoea, Benign Prostatic hypertrophy

Disorders of Immune/Lymphatic/Integumentary Systems

AIDS, HIV, Decubitus Ulcers, Pressure Sores

REHABILITATION, RESTORATIVE & SUB ACUTE CARE (4 Clock Hours)

Providing students with understanding of patient/resident care found in settings aside from hospital and nursing home.

Promoting Patient/Resident Independence

Understanding goal setting, purpose of keeping patient/resident active

Ambulation with a cane, walker, crutches

Equipment, transfer belt use, guidelines for patient safety

Body Alignment

Positioning, contractures

Range of Motion Exercises

Active Rom, Passive Rom

Airway Maintenance

Tracheostomy management, mechanical ventilation

NURSING ASSISTANT PROGRAM – COURSE DESCRIPTIONS (cont'd)

**Course
Number**

Course Description

NA 101

NURSING ASSISTANTS SKILLS LAB

30 Clock Hours

It is in the skills lab setting that students acquire the knowledge and hands on experience of performing the various skills and procedures required of nursing assistants in the State of Florida.

Section/Component Descriptions

Interpersonal Skills

Communicating with patients and team members

Hand washing/Gloving

Techniques and types

Pulse/Respiration/Blood Pressure/Temperature/2 Step Blood Pressure

Techniques, recording and reporting

Mouth Care and Dentures

Morning/evening care techniques, safety with denture cleaning and storage

Transfers

Equipment, techniques, patient/Nursing Assistant safety, restraints

Hair/Nail Care

Cleansing, maintenance, patient choices

Range of Motion Upper/Lower Extremities

Assisted exercises and reporting pain

Bed Making/Changing an Occupied bed

Types, handling of linens, comfort

Height and Weight

Purpose, technique, recording, reporting

Repositioning of Patient

Equipment, technique, recording frequency, pressure ulcer prevention

Bedpan/Disposable Briefs/Colostomy Care

Equipment, techniques, recording/reporting

Dressing AM/PM

Assistance with dressing, decision-making, patients with weakness independence

Perineal Care

AM/PM Post Elimination, cleansing techniques/equipment

Feeding

Techniques equipment, measuring, recording/reporting

Bathing/Partial Bed Bath

Techniques, comfort, skin care, reporting

Isolation Techniques

Purpose, equipment, infection control

Patient Environments

Privacy, Rights, Cleanliness, Comfort

NURSING ASSISTANT PROGRAM – COURSE DESCRIPTIONS (cont'd)

Section/Component Descriptions

CPR

Students will learn adult, child, infant Basic Life Support for the Healthcare Provider. AED training, Certification will be granted upon successful completion by Certified Instructor.

Catheter care/Urinary Drainage Bag (Measuring and Recording Contents)

Maintenance, types, precautions, reporting/recording contents of drainage bag

**NURSING ASSISTANT PROGRAM –
COURSE DESCRIPTIONS (cont'd)**

**Course
Number**

Course Description

NA 102

CLINICAL PRACTICUM

40 Clock Hours

Students are provided “hands-on” experience in a healthcare facility.

Component Descriptions

Clinical Rotation-Long Term Care

- Students will provide Nursing Assistant care to residents in a nursing home setting for a total of 40 hours.
- All aspects of activities of daily living will be performed under the supervision of a faculty registered Nurse from the school.
- Theory learned from the classroom and skills acquired in the lab will help prepare the student to give patient care and communicate with team members in a workplace environment.

NURSING ASSISTANT PROGRAM – RESOURCES

Equipment

Adult Anatomical Model
Ambu Bag
Bedside Commode
Wall Clock
Pair of Crutches
Hospital Beds with Rails
Linen Hamper
Over the Bed Table
Oxygen Demo Set
Height and Weight Scale
Bio Hazard Disposal Set
Sphygmomanometers/Stethoscopes
Thermometers (glass, digital, electronic)
Walkers
Wheelchairs
CPR Training Equipment
Teaching Stethoscopes
Blackboards
Dry Erase Board
Bookcase
Overhead Projector
Computers with Internet Access
File Cabinet
TV/VCR with Nursing Assistant Tapes
IV Poles
Resuscitation Training Model
Blood Glucose Meters

Supplies

Ace Wraps
Airway Demos
Wash/Emesis Basins
Fracture Bedpan
Standard Bedpan
Catheters
Under Pads/Chuxs
Colostomy Demos
Isolation Packs
Elastic Stockings
Enema Kits
Gloves
Graduated Containers
Hospital Food Trays
Linen (towels, sheets, etc.)
Nail Care Sets
Restraints
Specimen Cups
Personal Care Items (Combs, soap)
Urinals/Urinary Drainage Bags
Patient Clothing
Transfer Belts
Clipboards
Student Tables and Chairs
Hot Water Bags
Thermometer
Urine Testing Strips
Anatomical Charts

TEXTBOOKS/WORKBOOKS

Nursing Assistant Care, Longterm Care, 2nd Edition; Hartman Publishing, Inc.;
Alvare, Susan; Dugan, Diane RN; and, Fuzy, Jetta, RN MS ©2010

PHLEBOTOMY PROGRAM

PHLEBOTOMY PROGRAM

PROGRAM OBJECTIVE

Provide students 165 hours of instruction in the skills and knowledge necessary to perform phlebotomy, utilizing safety and universal practices. Students will be able to sit for a national certification examination and will demonstrate the skills necessary to qualify for employment as phlebotomists.

PROGRAM DESCRIPTION

The program is comprised of instruction in basic laboratory procedures of obtaining specimens, recognizing and identifying collections supplies and equipment, reagents, and interfacing chemical substances. The core objective will be covered to facilitate increased safety measures and interpersonal and employability skills in preparation for national testing and employment. Upon student request, an externship of no less than 10 hours in a physician's office or medical clinic will be developed at no additional cost to the student.

PROGRAM ENROLLMENT AND ELIGIBILITY REQUIREMENTS

The student applicant must be:

1. A US citizen or registered alien
2. 18 years of age or older at the time of admission or by Graduation
3. Able to communicate using the English language
4. Able to pass the Criminal Background Screening as required by regulation.
5. A High School Graduate, GED, or score (7) on the Test of Adult Basic Education (TABE), students under 18 years of age must have parental consent.
6. Able to meet the financial obligations prior to enrollment.
7. Able to provide medical and communicable disease health clearances
8. Pre-registered and have completed application on file.
9. A community member of good moral and ethical character

GRADUATION REQUIREMENTS

A diploma is granted to students who have:

1. Successfully completed and passed all required components of the program
2. Completed the full 165 clock hours required
3. Fulfilled all monetary obligations to the school

TOTAL COSTS

Following is a list of the total costs to the student. Items 1 through 4 are payable directly to the School by the student prior to enrollment. Item 5 are estimated costs that may be incurred solely by the student, but not payable to the School, for successful completion of the curriculum.

| Costs Payable to the School Prior to Enrollment | |
|---|-----------------|
| 1. Tuition | 700.00 |
| 2. Fees (Registration) | 50.00 |
| 3. Books & Supplies (including laboratory supplies) | 250.00 |
| 4. Any Other Costs – Payable to the School | |
| a. Scrubs | 30.00 |
| b. CPR Certification | 25.00 |
| TOTAL COSTS PAYABLE TO ATEC | 1,055.00 |
| Other Costs that may be incurred by Student | |
| 5. Any Other Costs – For detail listing see Additional Costs on page 40 | 50.00 |
| TOTAL ESTIMATED PROGRAM COSTS | 1,105.00 |

ADDITIONAL COSTS TO THE STUDENT

In addition to the fees identified above that are payable to ATEC, following is a list of additional fees and approximate costs that will be the responsibility of the student. This schedule is for the purpose of providing the student with a total estimated cost for completing the Nursing Assistant Program and becoming a State Certified Nursing Assistant:

| Additional Fees/Costs | Amount (approximate) | When required |
|--|-----------------------------|--|
| Physicals/Vaccines (including Hepatitis B Shot and TB Testing) For TB test this cost may be higher if a chest x-ray is required. | \$ 50.00 | Students are required to be approved by a physician and have received all required series of tests prior to completion of the curriculum |

The fees reflect current costs and may be subject to change. Prior notice of any changes in fees will be posted and provided to the students upon enrollment. Price increases shall not affect currently enrolled students.

FEE PAYMENT SCHEDULE

Payment of School Fees is due in accordance with the following schedule:

1. Full payment at time of signing Enrollment Agreement
2. Registration Fee at time of signing Enrollment Agreement and balance of fee prior to commencement of class

CURRICULUM AND GRADUATION SUMMARY

The ALPI Technical Education Center is a 165 Clock Hour Program for Phlebotomy. One (1) Clock Hour equals 60 minutes and includes: time spent in classroom training and lab training. The total curriculum is comprised of 4 different courses with multiple components.

COURSE GRADE/COMPLETION REQUIREMENTS

All components of the three (3) courses must be successfully completed prior to graduation from the program and receipt of a 165 Hour Phlebotomy Diploma. The Instructor will evaluate the Academic, Hands on Skills, and Professionalism achieved to determine the final grade. Grading will be a combination of Pass/Fail and Numeric Grades in accordance with the following scales.

| | |
|----------|--|
| PHL 100a | Core Courses - 70% minimum on numeric scale |
| PHL 100b | Core Courses – Phlebotomy Skills - Pass on Pass/Fail Scale |
| PHL 101 | Phlebotomy Skills Lab – Pass on Pass/Fail Scale |

*A written mid-term exam may be given midway through the class. A written final exam is given prior to completion of the program.

ADDITIONAL PROGRAM INFORMATION

Program Instruction: Consists of verbal lectures, audio/visual support, and hands-on demonstrations taught by a qualified instructor.

Transfer of Credits: Phlebotomy credits are not transferable to or from the school. Credit for previous training or experience will not be granted.

Clock Hour: One clock hour is a period of sixty (60) minutes with a minimum of 50 minutes of direct instruction in the presence of an instructor.

PHLEBOTOMY PROGRAM – CURRICULUM SUMMARY

| <u>Course Number</u> | <u>Course Name</u> | <u>Total Clock Hours</u> |
|--------------------------|---|------------------------------|
| PHL 100a | CORE COURSES (comprised of the following) | 90 |
| | <u>Section Names and Components</u> | |
| | Blood Borne Diseases(includes 4 hrs HIV/AIDS Awareness) (8 Clock Hours) Emerging Diseases and Disorders Transmission and Treatment of Diseases of Blood Borne Pathogens, including Hepatitis B “At Risk” Behaviors Community Resources and Services Infection Control Techniques Legal Aspects and Awareness of HIV/AIDS | |
| | Healthcare Delivery System and Health Occupations (9 Clock Hours) Basic Components of Healthcare System Types of Providers The Healthcare Team Factors Influencing Current Delivery System of Healthcare Emerging Issues in Healthcare | |
| | Communication and Using Interpersonal Skills Effectively (9 Clock Hours) Basic Communication Skills Observational Skills Verbal and Non-verbal Cues Composition of Written Communication Medical Terminology and Abbreviations Appropriate Behavior Towards Patients and Fellow Professionals | |
| | Legal and Ethical Responsibilities (includes 2 hrs-Prevention of Medical Errors) (8 Clock Hours) Law and the Healthcare Professionals Understanding Malpractice, Liability or Negligence Appropriate Documentation Healthcare Policies and Procedures Legal and Ethical Issues Recognizing and Reporting Illegal or Unethical Practices Recognizing and Reporting Abuse | |
| | Understanding and Applying Wellness and Disease Concepts (8 Clock Hours) Basic Structure and Function of Body Systems Prevention of Diseases The psychology of Illness and Defense Mechanisms | |

PHLEBOTOMY PROGRAM – CURRICULUM SUMMARY (cont'd)

Section Names and Components

How to Develop a Wellness and Stress Control Plan
The Grieving Process

Safety and Security Procedures (8 Clock Hours)

Personal and Jobsite Safety Rules and Regulations
Safe Usage of Medical Equipment
Reducing and Preventing Medical Errors
OSHA Regulations
Body Mechanics and Ergonomics
Properly Identifying Patients
Safe Transport and Transfer of Patients
Emergency Procedures

Recognition and Response to Emergency Situations (8 Clock Hours)

Vital Signs
Administration of Emergency Care
CPR Training and Certification
Adverse Drug Related Emergencies

Recognize and Practice Infection Control Procedures (8 Clock Hours)

Infection Control
Medical Asepsis and Practice Procedures
Surgical Asepsis
Biohazardous Materials

Computer Literacy (8 Clock Hours)

Computers in Healthcare
Basic Computer Skills
Technology Applications in Healthcare
Electronic Medical Documents
Workflow

Employability Skills (8 Clock Hours)

The Healthcare Worker
Looking and Applying for Jobs
Resume Preparation
Job Search, Application and Interview Techniques
Education Levels and Credentialing
Acceptable Work Habits
Developing a Personal Career Plan
Maintaining Employment
Professional Development
Entrepreneurship Opportunities

PHLEBOTOMY PROGRAM – CURRICULUM SUMMARY (cont'd)

Section Names and Components

Basic Math and Science Skills (8 Clock Hours)

Basic Mathematics
Organizing and Communicating Results
Analyzing and Applying Data and Measurements

| <u>Course Number</u> | <u>Course Name</u> | <u>Total Clock Hours</u> |
|----------------------|---|--------------------------|
| PHL 100b | CORE COURSES - PHLEBOTOMY SKILLS (Comprised of the following) | 35 |

Section Names and Components

Accepted Professional Communication and Interpersonal Skills (4 Clock Hours)

Profession Behavior for the Phlebotomist
Specimen Collection
Proper Labeling of Specimens
Correct Identification of Patient
JCAHO Patient Safety Goals

Phlebotomy in Relation to the Healthcare Setting (3 Clock Hours)

Departments and Services within a healthcare setting
Departments and Sections within the Clinical Lab
Procedures and Specimen Requirements
Clinical Laboratory Personnel

Anatomical Structure/Function of Body Systems in Relation to Phlebotomy (6 Clock Hours)

Major Body Systems – Circulatory System
Identifying Appropriate Sites for Capillary/Venipunction
Blood Components

Recognize and Identify Collection Reagents, Supplies, Equipment and Interference with Chemical Substances (5 Clock Hours)

Proper Use of Equipment for Collection of Specimens
Special Precautions and Types of Equipment for Blood Collection
Proper Use of Supplies in Collecting Microspecimens
Various Types of Anticoagulants, preservatives, and gels used in Blood Collection
Collection and Transporting Specimens
Substances that Interfere with Analysis of Blood Constituents
Medical Terminology and Metric Measurement in Speciment Collection

PHLEBOTOMY PROGRAM – CURRICULUM SUMMARY (cont'd)

Section Names and Components

Skills and Knowledge Necessary to Perform Phlebotomy (5 Clock Hours)

- Requisitions for Specimen Collections
- Facilitation of Capillary/Venipuncture Collection
- Protocols for Patient and Specimen Identification
- Antiseptic Agents and Site Preparation
- Use of Evacuated Tubes and Syringe Systems
- Draw Order
- Capillary Punction Techniques

Skills and Knowledge Necessary to Perform Phlebotomy (Cont'd)

- Complications Associated with Capillary and Venipunctures
- Disposal of Used Supplies
- Making Peripheral Blood Smears for Hematologic Evaluation

Infection Control – Universal Precautions (4 Clock Hours)

- Nosocomial Infections
- Practice and Procedures for Infection Prevention
- Isolation Procedures
- Potential Routes of Infection

Accepted Procedures of Transporting, Accessioning, and Processing Specimens (4 Clock Hours)

- Procedures for Transporting and Processing Specimens
- Time Constraints for Specimen Collection and Delivery
- Accessioning Procedures
- Aliquot Testing Samples
- Verbal Test Orders
- Personal OSHA Safety Precautions

Quality Assurance and Safety (4 Clock Hours)

- Ensuring Reliability of Test Results
- Patient Safety
- Workplace and Sample Collection Safety
- Documenting Work Related Accidents
- Role of Center for Disease Control

**PHLEBOTOMY PROGRAM –
CURRICULUM SUMMARY (cont'd)**

| <u>Course Number</u> | <u>Course Name</u> | <u>Total Clock Hours</u> |
|---------------------------------|---|-------------------------------------|
| PHL 101 | PHLEBOTOMY SKILLS LAB Students will practice the skills learned during the Core and Phlebotomy Practice Courses. | 40 |

PHLEBOTOMY PROGRAM - COURSE DESCRIPTIONS

**Course
Number**

Course Description

PHL 100a CORE COURSES -- 90 Total Clock Hours

Classroom instruction provided to assist students in acquiring basic healthcare related knowledge to assist them in functioning in the healthcare industry as a Phlebotomist.

Section/Component Descriptions

BLOOD BORNE DISEASES (8 Clock Hours)

Section provides students with basic information with regards to various diseases they may be exposed to in performing their duties as a Phlebotomist. This course includes 4 hours of HIV/AIDS Awareness.

Emerging Diseases and Disorders

Basic identification and symptoms of blood borne diseases.

Transmission and Treatment of Diseases of Blood Borne

Fact and fallacy in the transmission and treatment of blood borne pathogens such as Hepatitis B and C.

“At Risk” Behaviors

Identification of behaviors that promote the spread of diseases and education of the public necessary to combat the spread of these diseases.

Community Resources and Services

Identifying resources and services in the community that are available to individuals with diseases caused by blood borne pathogens.

Infection Control Techniques

Applying techniques designed to prevent the spread of diseases caused by blood borne pathogens following Centers for Disease Control (CDC) guidelines.

Legal Aspects and Awareness of HIV/AIDS

Learning the legal aspects of HIV/AIDS, including becoming aware of the disease as well as testing requirements and recommendations.

HEALTHCARE DELIVERY SYSTEM/HEALTH OCCUPATIONS (9 Clock Hours)

Section is designed to provide students with a general knowledge of the healthcare delivery system

Basic Components of Healthcare System

Identifying the basic components of the healthcare delivery system including public, private, government, and non-profit. This includes roles and responsibilities of the consumer in the Healthcare System.

Types of Providers

Describing and identifying the various types of healthcare providers and the range of services available as well as payment options.

PHLEBOTOMY PROGRAM - COURSE DESCRIPTIONS (cont'd)

Section/Component Descriptions

The Healthcare Team

The composition and functions of the various members of the Healthcare team. Characteristics of and effective team. Building positive relationships. Effective Leadership. Identifying and resolving conflicts within the team.

Factors Influencing Current Delivery System of Healthcare

Identifying the various factors that influence and/or affect the successful delivery of healthcare services.

Emerging Issues in Healthcare

Recognizing the impact of issues such as technology, epidemiology, bioethics, and socioeconomic in the delivery of healthcare delivery.

COMMUNICATIONS AND USING INTERPERSONAL SKILLS EFFECTIVELY (9 Clock Hours)

Section provides students with the various communication and interpersonal skills necessary to work within a healthcare setting.

Basic Communication Skills

Developing basic speaking and active listening skills. Adapting communication skills to varied levels of understanding. Elements of communication. Selecting and employing appropriate communication concepts and strategies.

Observational Skills

Developing and documenting basic observational skills in written and oral form.

Verbal and Non-verbal Cues

How to provide and respond to verbal and non-verbal cues.

Composition of Written Communication

Composing written communications using correct spelling, grammar, formatting and the confidentiality of such communications.

Medical Terminology and Abbreviations

Recognizing and using correct medical terminology and abbreviations.

Appropriate Behavior Towards Patients and Fellow Professionals

The importance of courtesy and respect for patients and healthcare professionals as well as patient/client education concerning healthcare.

LEGAL AND ETHICAL RESPONSIBILITIES (8 Clock Hours)

This section teaches the student the basic legal and ethical obligations and responsibilities that are inherent to the healthcare professional.

Law and the Healthcare Professional

The legal framework of Florida Statutes and Regulations affecting healthcare occupations.

PHLEBOTOMY PROGRAM - COURSE DESCRIPTIONS (cont'd)

Section/Component Descriptions

Understanding Malpractice, Liability or Negligence

Identifying practices that could result in malpractice, liability or negligence claims against the healthcare professional.

Appropriate Documentation

Demonstration of proper procedures for documentation and record keeping.

Healthcare Policies and Procedures

Interpretation of policies and procedures. The patients' "Bill of Rights". The Health Insurance Portability and Accountability Act (HIPAA). Advance Directives. Informed consent. Laws governing harassment, labor and employment.

Legal and Ethical Issues

Identifying the difference between legal and ethical issues. A healthcare Code of Ethics. Personal, professional and organizational ethics.

Recognizing and Reporting Illegal or Unethical Practices

Recognizing and responding to illegal or unethical practices by other workers. Consequences of unethical practices. Limits and authority of healthcare workers with regards to legal and ethical practice.

Recognizing and Reporting Abuse

Recognition of the different types of abuse, including domestic violence, and reporting procedures when recognized.

UNDERSTANDING AND APPLYING WELLNESS AND DISEASE

CONCEPTS (8 Clock Hours)

This section introduces students to concepts of wellness and disease including activities that affect a person's health and well being.

Basic Structure and Function of Body Systems

Developing a basic understanding of the structure and functions of body systems.

Prevention of Diseases

Strategies for the prevention of diseases including health screenings and examinations.

The Psychology of Illness and Defense Mechanisms

Identification of personal health practices and environmental factors that affect the functioning of the major body systems. Identification of psychological reactions to illness. Complementary and alternative health practices.

How to Develop a Wellness and Stress Control Plan

Basic concepts of self image, wellness and stress. Adverse effects of alcohol, illegal drugs, steroids, and other "high risk" behaviors on the human body. Development of personal and professional wellness and stress control plans. The nutrition pyramid.

The Grieving Process

Identifying the steps involved in the grieving process.

PHLEBOTOMY PROGRAM - COURSE DESCRIPTIONS (cont'd)

Section/Component Descriptions

SAFETY AND SECURITY PROCEDURES (8 Clock Hours)

This section provides students with a foundation in jobsite and patient safety and security.

Personal and Jobsite Safety Rules and Regulations

Personal and jobsite safety rules and regulations that maintain a safe and health work environment. Studying the theory of root-cause analysis.

Safe Usage of Medical Equipment

Demonstrating the safe and effective use of medical equipment.

Reducing and Preventing Medical Errors

Identifying and using methods to reduce and/or prevent medical errors in the healthcare setting.

OSHA Regulations

Personal safety based on Occupations Safety and Health Administration (OSHA) as well as CDC Regulations including standard precautions. Practicing security procedures for medical supplies and equipment. Recognizing Materials Data Safety Sheets (MSDS) and complying with safety signs, symbols and labels.

Body Mechanics and Ergonomics

Learn proper body mechanics and ergonomics to reduce on-the-job injuries.

Properly Identifying Patients

The proper procedures and practices for identifying patients.

Safe Transport and Transfer of Patients

Property techniques to safely transport and transfer patients.

Emergency Procedures

Proper fire safety, disaster and evacuation procedures. Creation of a disaster and/or emergency response plan. The patient safety goals of the Joint Commission (formerly JCAHO).

RECOGNITION AND RESPONSE TO EMERGENCY SITUATIONS (8 Clock Hours)

Recognizing and preparing the correct response to emergency situations that may be encountered within the healthcare profession.

Vital Signs

Monitoring and recording vital signs.

Administration of Emergency Care

Identifying and providing emergency care. The legal parameters relating to the administration of emergency care.

Cardiopulmonary Resuscitation (CPR) Training and Certification

Obtaining and maintaining training or certification in CPR, automated external defibrillator (AED), foreign body airway obstruction (FBAO), and first aid.

Adverse Drug Related Emergencies

Recognizing and responding to drug related emergencies.

PHLEBOTOMY PROGRAM - COURSE DESCRIPTIONS (cont'd)

Section/Component Descriptions

RECOGNIZE AND PRACTICE INFECTION CONTROL

PROCEDURES (8 Clock Hours)

This Sections provides students with the skills and knowledge necessary to recognize and prevent infections.

Infection Control

The principles of infection control.

Medical Asepsis and Practice Procedures

Recognition and knowledge of medical asepsis and practice procedures such as handwashing and isolation.

Surgical Asepsis

Recognition of surgical asepsis.

Biohazardous Materials

Correct disposal of biohazardous materials in accordance with appropriate government guidelines such as OSHA.

COMPUTER LITERACY (8 Clock Hours)

Provision of computer skills needed for working within the healthcare field.

Computers in Healthcare

The current usages of computers in the delivery of healthcare services.

Basic Computer Skills

Terms and development of basic computer skills for the healthcare professional.

Technology Applications in Healthcare

Recognition of various technology applications in the healthcare setting.

Electronic Medical Documents

Interpretation of electronic medical documents.

Workflow

Use of software such as: Word processing; databases; report writers; spreadsheets, etc. Use of personal information management applications to increase efficiency. Employing computer applications to access, create, manage, integrate, and store information. Employment of collaborative/groupware.

EMPLOYABILITY SKILLS (8 Clock Hours)

Teaching students basic skills and knowledge that will enable them to seek, obtain and maintain employment within the healthcare field.

The Healthcare Worker

Identifying personal traits and attitudes desirable in members of a healthcare team. Defining professional standards as they apply to hygiene, dress, language, confidentiality, and behavior.

Looking and Applying for Jobs

Identifying documents that may be required when applying for jobs. Maintaining a career portfolio to document knowledge, skills, and experiences.

Resume Preparation

Developing and writing an appropriate resume.

Job Search, Application and Interview Techniques

Conducting a job search. Completing a job application. Learning good job interview techniques.

Education Levels and Credentialing

Recognizing levels of education and credential requirements. Identifying employment opportunities, workplace environments, and career growth potential.

Acceptable Work Habits

Identifying and learning acceptable work habits including positive work behaviors needed for continued employment.

Developing a Personal Career Plan

Comparison of health science career pathways and developing a personal career plan with goals, objectives, and strategies.

Maintaining Employment

Identifying and exhibiting traits that will help retain employment.

Professional Development

Identify opportunities and research requirements for career advancement. The benefits of ongoing professional development.

Entrepreneurship Opportunities

Examine entrepreneurship opportunities as part of a career planning.

BASIC MATH AND SCIENCE SKILLS (8 Clock Hours)

Teaching students basic educational skills that are required for success in the workforce.

Basic Mathematics

Construction of charts, tables, and graphs. Measuring time, temperature, distance, capacity and mass/weight. Using traditional and metric units of measurement. Conversion of regular time to a 24-hour clock. Evaluating and drawing conclusions based on data.

Organizing and Communicating Results

Identifying, organizing, and communicating results obtained from observations and experimentation. Formulating scientifically investigable questions, collecting and evaluating data, and development scientific recommendations.

Analyzing and Applying Data and Measurements

Solving problems and interpreting documents through analysis of data.

PHLEBOTOMY PROGRAM - COURSE DESCRIPTIONS (cont'd)

**Course
Number**

Course Description

PHL 100b

CORE COURSES - PHLEBOTOMY SKILLS -- 35 Total Clock Hours

Classroom instruction and demonstrations provided to assist students in acquiring specific knowledge of the phlebotomy profession.

Section/Component Descriptions

**PROFESSIONAL COMMUNICATION AND INTERPERSONAL
SKILLS (4 CLOCK HOURS)**

This Section teaches students the property means of communicating professionally and interacting with other healthcare professionals.

Professional Behavior for the Phlebotomist

How to work and interact with healthcare professionals and patients.

Specimen Collection

Use of proper equipment and techniques for collecting specimens.

Proper Labeling of Specimens

Procedures for assuring the proper labeling of specimens.

Correct Identification of Patient

Procedures for assuring the correct identification of patients.

JCAHO Patient Safety Goals

Introduction to industry standards concerning patient safety.

**PHLEBOTOMY IN RELATION TO THE HEALTHCARE
SETTING (3 Clock Hours)**

Presenting students the basic structures that affect the provision of phlebotomy services within a healthcare and/or laboratory environment.

Departments and Services within a healthcare setting

Basic information on the organizational structure of a healthcare facility.

Departments and Sections within the Clinical Lab

Basic information on the organizational structure of a medical laboratory.

Procedures and Specimen Requirements

Industry standards and procedures for the collecting, storage

Clinical Laboratory Personnel

The structure of laboratories and where the phlebotomist specialty is located in that structure.

**ANATOMICAL STRUCTURE/FUNCTION OF BODY SYSTEMS IN
RELATION TO PHLEBOTOMY (6 Clock Hours)**

Providing students with the knowledge of the human body involved in the provision of Phlebotomy services.

PHLEBOTOMY PROGRAM - COURSE DESCRIPTIONS (cont'd)

Section/Component Descriptions

Major Body Systems – Circulatory System

Introducing the circulatory system and its function.

Identifying Appropriate Sites for Capillary/Venipuncture

Developing the knowledge required for successful blood draws and collection of specimens.

Blood Components

Structure and composition of human blood.

RECOGNIZE AND IDENTIFY COLLECTION REAGENTS, SUPPLIES, EQUIPMENT AND INTERFERENCE WITH CHEMICAL SUBSTANCES (5 Clock Hours)

Provides the requisite knowledge for students to be able to collect and process specimens.

Proper Use of Equipment for Collection of Specimens

Proper use of equipment, utensils, etc. for the successful collection of specimens.

Special Precautions and Types of Equipment for Blood Collection

Knowledge of precautions as to equipment used for blood collection.

Proper Use of Supplies in Collecting Microspecimens

Introduction to various types of supplies needed for the collection of micro specimens.

Various Types of Anticoagulants, preservatives, and gels used in Blood Collection

Types of chemicals needed for the proper collection, storage and processing of blood specimens.

Collection and Transporting Specimens

Exercising proper techniques in collecting and transporting specimens.

Substances that Interfere with Analysis of Blood Constituents

Introduction of the types of substances that may affect the analysis of specimens

Medical Terminology and Metric Measurement in Specimen Collection

Introduction to basic medical terminology and measurement techniques used in the collection and processing of specimens.

SKILLS AND KNOWLEDGE NECESSARY TO PERFORM PHLEBOTOMY (5 Clock Hours)

Development of the skills and knowledge needed to perform as a phlebotomist.

Requisitions for Specimen Collections

Identifying proper paperwork needed for specimen collection.

Facilitation of Capillary/Venipuncture Collection

Best practices to facilitate the collection of specimens through capillary and venipuncture.

Protocols for Patient and Specimen Identification

Procedures for the identification of patients and specimens.

Antiseptic Agents and Site Preparation

Types of antiseptics and site preparation to avoid contamination of specimens.

Use of Evacuated Tubes and Syringe Systems

Proper use of specimen collection systems

Draw Order

The sequence for drawing samples to provide the best possible specimen.

Capillary Puncture Techniques

Proper techniques for collection of capillary specimens.

Complications Associated with Capillary and Venipunctures

Problems associated with the collection of specimens through capillary and venipuncture draws.

Disposal of Used Supplies

Industry standards for the proper disposal of equipment and supplies used in the collection of samples.

Making Peripheral Blood Smears for Hematologic Evaluation

Proper preparation of slides for analysis.

INFECTION CONTROL – UNIVERSAL PRECAUTIONS (4 Clock Hours)

Introduction to the standards, practices and procedures to reduce or eliminate the possibility of infections resulting from sample collection and processing.

Nosocomial Infections

Identification and handling of nosocomial infection.

Practice and Procedures for Infection Prevention

Industry practices and procedures for identifying and preventing infections.

Isolation Procedures

The practice and techniques of isolation in infection prevention and control.

Potential Routes of Infection

Identifying and controlling potential routes of infections.

ACCEPTED PROCEDURES OF TRANSPORTING, ACCESSIONING, AND PROCESSING SPECIMENS (4 Clock Hours)

Introduction to industry procedures for preparing and transporting specimens.

Procedures for Transporting and Processing Specimens

Proper procedures to be used in the transporting and processing of specimens.

Time Constraints for Specimen Collection and Delivery

The effect of time on the validity and reliability of specimens.

Accessioning Procedures

Proper procedures in the accessioning of specimens.

Aliquot Testing Samples

Proper preparation and testing of aliquot samples.

PHLEBOTOMY PROGRAM - COURSE DESCRIPTIONS (cont'd)

Section/Component Descriptions

Verbal Test Orders

Use and reliability of verbal test orders in the collection of samples.

Personal OSHA Safety Precautions

OSHA Standards for personal safety in the collection of samples.

QUALITY ASSURANCE AND SAFETY (4 Clock Hours)

Introduction to quality control in the collection of specimens.

Ensuring Reliability of Test Results

Proper techniques for ensuring the quality and reliability of test results.

Patient Safety

Proper techniques for the assurance of patient safety.

Workplace and Sample Collection Safety

Procedures to be followed in the workplace to assure safety in the collection process.

Documenting Work Related Accidents

Proper documentation of accidents resulting from the collection process.

Role of Center for Disease Control

The Center for Disease Control's (CDC) role in the collection, transporting, and analysis of blood samples.

**PHLEBOTOMY PROGRAM -
COURSE DESCRIPTIONS (cont'd)**

PHL 102 PHLEBOTOMY SKILLS LAB – 40 Total Clock Hours
Students will practice the skills learned during the Core and Phlebotomy Practice Courses.

PHLEBOTOMY PROGRAM - RESOURCES

Equipment

Blood Drawing Chair
Sterilization Equipment
Centrifuge
Safety Goggles
Training Arms
IV Stands
Hospital Beds
Carry-on Lab Tray
DVD Player and/or Power Point with Color TV
Dell Computers with Internet Access
Students' Tables and Chairs
Overhead Projector

Supplies

Tourniquets
Vacuum Tubes
Vacutainer Hubs
Vacutainer Needles
Butterfly Syringe Drawing Set
3 ml Syringes
18, 20, and 21 Gauge Needles
5/8 Inch Linch Needles
Disposable Ice Packs
Sterile Drapes
Urinalysis Chemstix
Sharps Containers
Red Dye Concentrates for IV Bags
Urine Catheter Tubes
Urine Culture Vacutainer
 Hub with Long Puncture Needle
Quiac Cards, Hemacult Cards
O & P Kits (OVA and Parasite) –
 Vials and Bags
Culture Swabs
Anaerobic Wound Culture Swabs
PKU Specimen Card
Gloves
IV Bags with Tubing
Alcohol Swabs
Band Aids
Cotton Balls
Micropore Tape
Smelling Salts
Bleach
Paper Towels

TEXTBOOK

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