



# **2014 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 (approx.. 1,600 square feet) 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  
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  
Ruby Willix, Board Member  
Grace Miller, *Board EmeritusMember*

## **FACULTY AND STAFF**

Chief Executive Officer, Deloris Johnson  
School Administrator, Pa Houa Lee-Yang  
Community Services and Economic Development Deputy Director, Al Miller  
Program Coordinator/Academic Advisor, Pa Houa Lee Yang  
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, 2014
DR. MARTIN LUTHER KING'S BIRTHDAY	JANUARY 20, 2014
GOOD FRIDAY	APRIL 18, 2014
MEMORIAL DAY	MAY 26, 2014
INDEPENDENCE DAY	JULY 3 & 4, 2014
LABOR DAY	SEPTEMBER 1, 2014
VETERAN'S DAY	NOVEMBER 10, 2014
THANKSGIVING DAY	NOVEMBER 27 & 29, 2014
CHRISTMAS DAY	DECEMBER 24 & 25, 2014

## 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/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](http://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.

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

## 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	ATEC does not require a background check; however, most employers will require a criminal background check prior to employment. This is the sole responsibility of the student.

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. Clock hour means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor. This includes time spent in a classroom as well as a lab. 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.



## HOME HEALTH AIDE PROGRAM - CURRICULUM SUMMARY

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

### 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 -  
CURRICULUM SUMMARY (cont'd)**

<b><u>Course Number</u></b>	<b><u>Course Name</u></b>	<b><u>Total Clock Hours</u></b>
<b>HHA 101</b>	<b>HOME HEALTH SKILLS LAB</b> (comprised of the following components)  <u>Personal Care and Basic Healthcare Skills</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	<b>25</b>

# 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**

The Home Health Aide Handbook (3<sup>rd</sup> Edition);  
Hartman Publishing, Inc.; Fuzzy, Jetta ©2011

**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.

<b>Costs Payable to the School Prior to Enrollment</b>	
1. Tuition	700.00
2. Fees (Registration)	50.00
3. Books & General Practice 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
<b>TOTAL COSTS PAYABLE TO ATEC</b>	<b>985.00</b>
<b>Other Costs that may be incurred by Student</b>	
5. Any Other Costs – For detail listing see Additional Costs on page 24	315.00
<b>TOTAL ESTIMATED PROGRAM COSTS</b>	<b>1,300.00</b>

## 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:

<b>Additional Fees/Costs</b>	<b>Amount (approximate)</b>	<b>When required</b>
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	ATEC does not require background checks; however, such checks are required for testing. This is the sole responsibility of the student and is 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	ATEC does not require background checks; however, such checks are required for testing. This is the sole responsibility of the student and the student must submit an electronic copy of his/her fingerprints to the testing agency prior to certification.
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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. Clock hour means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor. This includes time spent in classroom training as well as lab and practicum training. 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.

## 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)**

<b><u>Course Number</u></b>	<b><u>Course Name</u></b>	<b><u>Total Clock Hours</u></b>
<b>NA 101</b>	<b>Nursing Assistant Skills Lab</b> (comprised of the following)	<b>30</b>
	<b><u>Components</u></b>	
	<ul style="list-style-type: none"> <li>Interpersonal Skills</li> <li>Hand washing/Gloving</li> <li>Pulse/Respiration/Blood Pressure/Temperature/ 2 Step</li> <li>Blood Pressure</li> <li>Mouth Care and Dentures</li> <li>Transfers</li> <li>Hair/Nail Care</li> <li>Range of Motion Upper/Lower Extremities</li> <li>Bed making/Changing an Occupied bed</li> <li>Height and Weight</li> <li>Repositioning of Patient</li> <li>Bedpan/Disposable briefs/Colostomy care</li> <li>Dressing AM/PM</li> <li>Perineal Care</li> <li>Feeding</li> <li>Bathing/Partial Bed Bath</li> <li>Isolation Techniques</li> <li>Patient Environments</li> <li>CPR</li> <li>Catheter Care/ Urinary Drainage Bag, Measuring and Recording Contents</li> </ul>	

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

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

## 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, Gonorrhea, 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**

Hartman's Nursing Assistant Care, Longterm Care, 3<sup>rd</sup> Edition; Hartman Publishing, Inc.;  
Alvare, Susan and, Fuzy, Jetta, RN MS ©2014

# **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 employment. Upon student request, an externship of no less than 10 hours in a physician's office or medical clinic will be developed. The externship will be at no additional cost to the student and will allow the student to participate in supervised application of phlebotomy 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 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.

<b>Costs Payable to the School Prior to Enrollment</b>	
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
<b>TOTAL COSTS PAYABLE TO ATEC</b>	<b>1,055.00</b>
<b>Other Costs that may be incurred by Student</b>	
5. Any Other Costs – For detail listing see Additional Costs on page 40	50.00
<b>TOTAL ESTIMATED PROGRAM COSTS</b>	<b>1,105.00</b>

### **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:

<b>Additional Fees/Costs</b>	<b>Amount (approximate)</b>	<b>When required</b>
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. Clock hour means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor. This includes time spent in classroom as well as 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.

## PHLEBOTOMY PROGRAM – CURRICULUM SUMMARY

<u>Course Number</u>	<u>Course Name</u>	<u>Total Clock Hours</u>
<b>PHL 100a</b>	<b>CORE COURSES</b> (comprised of the following)	<b>90</b>
	<b><u>Section Names and Components</u></b>	
	<p><b>Blood Borne Diseases(includes 4 hrs HIV/AIDS Awareness) (8 Clock Hours)</b>  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</p>	
	<p><b>Healthcare Delivery System and Health Occupations (9 Clock Hours)</b>  Basic Components of Healthcare System  Types of Providers  The Healthcare Team  Factors Influencing Current Delivery System of Healthcare  Emerging Issues in Healthcare</p>	
	<p><b>Communication and Using Interpersonal Skills Effectively (9 Clock Hours)</b>  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</p>	
	<p><b>Legal and Ethical Responsibilities (includes 2 hrs-Prevention of Medical Errors) (8 Clock Hours)</b>  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</p>	
	<p><b>Understanding and Applying Wellness and Disease Concepts (8 Clock Hours)</b>  Basic Structure and Function of Body Systems  Prevention of Diseases  The psychology of Illness and Defense Mechanisms</p>	

# 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	<b>CORE COURSES - PHLEBOTOMY SKILLS</b> (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)**

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

## 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**

Phlebotomy Procedures and Practices, Second Edition;  
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