Caring For Life, LLC
Health Care Education
2017-2018

Mission Statement

Caring For Life was founded on the idea that compassion is one of the major fundamentals of nursing that is required in today's healthcare field. We believe in keeping the human aspect in all areas of patient care. Our mission is to teach students to perform at their highest level in the health care field but to always put the patient's needs first. We believe if you emotionally care for your work, the practical care will excel. We teach that caring for others is not only a job, but a way of life. Our purpose is to encourage others to learn with the compassion and the skills to have them excel in the workforce. We appreciate the importance of the diversity of the individuals that live in eastern North Carolina and strive to offer them all of the available resources to promote individual growth, career success, and the tools for lifelong learning.

History

Caring For Life was started in July 2012 as a licensed North Carolina Proprietary School by Tanya L Fowler, MSN RN. Ms. Fowler began her nursing career as an Intensive Care Unit Nurse. She later specialized in Emergency Medicine and earned her National EMT-Paramedic certification. She has worked at numerous hospitals around the country. Ms. Fowler began teaching Nurse Aides in the North Carolina college system. She coordinated, planned, wrote, and taught the curriculum to over 500 students. In 2007, she was recognized as *a local Community College's Educator of Year.* In the same year, she was honored as one of the top ten individuals in the 58 North Carolina Community Colleges with the *R.J Reynolds Excellence in Teaching Award.* She has earned a reputation from her students to be a highly motivated and effective teacher that emphasizes the caring aspect of her field with exceptional learning.

Ms. Fowler has been involved in the health care field her entire life. Her mother was a Registered Nurse and introduced the world of caring for others to her at an early age. As she witnessed the care in the medical field as an occasional patient, a health care professional, and a caregiver for her own mother who suffers from dementia, Ms. Fowler was overwhelmed with the desire to educate others. It became her passion to inspire others to strife for the compassion, skill, and dedication to be an exceptional health care provider.

At Caring For Life, we don't just believe in training you for a job, we believe in training you for life.

Facilities

Our Jacksonville facility is located at 618A Court Street in historic downtown Jacksonville, NC and our Castle Hayne facility is located at 1915 North County Drive, Castle Hayne just outside of beautiful historic Wilmington, NC. Jacksonville offers over 5000sf and Wilmington offers over 2000sf of a comfortable classroom environment and an extensive lab that replicates a health care provider's office, hospital, and long term care setting to provide the student the best realistic hands on simulation opportunity. Our lab includes hospital beds, nightstands, over the bed tables, curtains, and so much more to provide the realistic training that will help the student excel.

Catalog Purposes

The purpose of this catalog is to introduce the student and the potential student to the different courses Caring For Life offers. It also serves as a guide to the policies of this Institution. The Institution reserves the right to add, change, or remove any of the course offerings and any of the policies at any time.

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2017 Observed Holidays

January 16 Martin Luther King, Jr. Holiday
February 20 Presidents' Day
April 10-17 Spring Break
May 29 Memorial Day Holiday
July 3-4 Summer Holiday Break
September 4 Labor Day Holiday
November 11 Veterans Day
November 23-24 Thanksgiving Holidays
December 22-January 2 Winter Holiday

2018 Observed Holidays

January 15 Martin Luther King, Jr. Holiday
February 19 Presidents' Day
March 30-April 8 Spring Break
May 28 Memorial Day Holiday
July 4-6 Summer Holiday Break
September 3 Labor Day Holiday
November 11 Veterans Day
November 22-23 Thanksgiving Holidays
December 21-January 2 Winter Holiday

Class Schedules

Programs will be offered on quarterly bases.
Winter term: January-March
Spring Term: April-June
Summer Term: July-September
Fall Term: October-December

Admissions Policy

Caring for Life, Inc. maintains an open-door admissions policy for all applicants. The institution serves students regardless of race, creed, sex, religion, national origin, age, or physical handicap.

Admissions Requirements

An applicant for admission to a program of study at Caring For Life must be a high school graduate or have GED scores (recognized by a state accredited provider) which qualify as a high school equivalency certificate within any of the fifty states or an equivalent secondary education approved by the Program Director.
A student should be eighteen (18) years of age or older. Individuals, ages 16 and 17, can be served if a minor applicant form is provided before class.

Admissions Procedure

The admissions procedure requires that the student fulfill the following requirements:
1. Submit an application. Admission applications may be submitted to the Institution in person, by mail, or via the Institution's website (caringforlifenc.com).
2. Submit a copy of a copy of a high school transcript showing proof of graduation, or GED scores (recognized by a state accredited provider) which qualify as a high school equivalency certificate within any of the fifty states, college transcripts, or successful completion of a placement test.
3. The Institution reserves the right to refuse admission to any student whose enrollment or continued presence is considered a risk for campus safety or disruption of the educational process. Prior disciplinary records may be considered when students seek admission to the Institution.
4. Application desired course date is verified and student is notified of class availability.
5. After desired course date is verified by the Institution of availability, the student must submit the non-refundable enrollment fee to complete the registration process for that particular class.
6. If the desired class date is not available, the student will be given a list of available class dates and the non-refundable deposit may be applied to any of the dates given.
7. The registration is completed once the student has submitted an application, received notice of class availability, and paid the required non-refundable enrollment fee.
8. The Institution is not responsible for students who apply, receive notice of class availability, but fail to pay the non-refundable enrollment fee in a timely manner with regards to receipt of class availability notice. The Institution reserves the right to accept students with completed registrations on a first-come, first-served basis.
9. Students who apply, receive notice of availability, and pay the non-refundable enrollment fee after a course has closed its registration due to a lapse of time, will be offered the next available class.

Technical Requirements for Completing Online Classes

Caring For Life offers online and hybrid course that require the use of a Student-Provided personal computer. Sufficient technology and Internet access is required to complete online classes when you take a online course with Caring For Life. The following list will help verify that you are adequately equipped.

NOTES: Specific curricula for college courses may require additional software purchases. Any additional software requirements will be provided in the syllabi for your courses.

- Computer specifications are reviewed and revised bi-annually to accommodate changes in technology. While every attempt is made to ensure that these specifications satisfy all curricular needs for students completing courses, Caring For Life reserves the right to require upgrades in the event of technology changes. Students will be given 90 days notice before such changes are implemented.
- While tablets, smartphones and other mobile devices may allow for some completion of coursework, they are not guaranteed to work in all areas. Please ensure you have a Windows or Mac based computer available to complete coursework in the event your selected mobile device does not meet the needs of the course.

Equal Education Opportunity and Equal Employment Opportunity Policy

No person shall on the basis of race, color, creed or religion, age, sex, national origin, or physical disability status, except where age or physical disabilities are found to be a bona fide occupational qualification, be excluded from employment or participation in, be denied the benefits of, or be subject to discrimination under any program or activity of this institution.

It is the policy of this institution not to discriminate on the basis of sex in the admission requirements, educational programs, activities, or employment policies as required by Title IX in the Educational Amendments of 1972. In conformance with the provisions of the Rehabilitation Act of 1973, and other applicable laws and regulations, Caring For Life will not discriminate against any student, employee, or applicant for admission or employment because of physical disabilities.

The main campus of Caring for Life has been designed with the elimination of physical obstacles so that buildings, restrooms, laboratories, and classrooms are readily accessible to and usable by those with physical disabilities.

Any student or prospective student who believes that discrimination has limited any educational opportunity, or any Institution employee who believes employment rights have been denied on the basis of discrimination, or any individual who desires information concerning this policy should contact the following designated responsible employee: Program Director.

Tuition and Fees

In accordance with the basic concept of comprehensive community colleges, all fees are nominal. Please refer to the Course Fees Addendum page for all current course fees, books, and supply costs related to course materials. The tuition rate is subject to change and will be noted on the Course Fees Addendum page.

Insurance Fees

Student Insurance --$20
Accident insurance is required for all students at a nominal rate. It is included in the Tuition Fee and is maintained with the Program Director.

Tuition Refund Policy

1. A refund shall not be made except under the following circumstances.
    a) The policy and regulations shall provide for, at a minimum, a full refund (minus the $50 enrollment fee) if a student withdraws before the first day of class or the school cancels the class and
    b) A seventy-five percent (75%) refund if the student officially withdraws in writing within the first twenty-five percent (25%) of the period of enrollment for which the student was charged: for hybrid and online classes, the first ten percent (10%) point. The 10% point is deemed met after access to online material and participation in one online lesson (includes downloading material) or participation in in-class instruction time which equals 25% of the class time, whichever comes first.
2. All refunds will be issued to the student who officially withdraws in writing no later than 4 weeks from the receipt of the approved written withdraw.
3. A student who is unable to attend the class they are registered for due to illness, family emergency, or military orders may apply their $50 enrollment fee or 100 percent of the paid course fee to the next available open class date at no additional charge and with no loss of original payments. For these students, the same refund policy as noted above will apply to the second class date. Proof by documentation from the hospital, ER, clinic, (all signed by a Doctor), a copy of the military orders, and written requests must be presented to the Program Director. All others who fall outside of the stated refund policy will be reviewed on a case by case basis.
4. **Note: Family is considered as follows: grandparents, parents, siblings, spouse, children, and legally adoptive children**
5. If a student who has requested a second class date due to reason stated in section 3 of the Tuition Refund Policy and is unable to complete the class a second time, that student will forfeit all refund rights and course fees.

Program Re-entry - Student Re-entry after Dismissal

Students dismissed from the program due to misconduct or infraction of the academic integrity code cannot re-enter any training programs Caring for Life. The student will be dismissed with status of not eligible for program reentry.

Students dismissed due to poor attendance or failing grades will be considered for re-entry into the program 90 days after the student was dismissed from the program. The student must meet with the instructor and/or program director to obtain approval for re-entry first. Upon approval, the student can begin the admission process. **Note: upon re-entry, the student will be required to re-pay all tuition and fees. Tuition and fees paid previously will not be applied to future classes unless they meet the requirements of the Tuition Refund Policy.**

Textbooks and Supplies

Students are required to have the necessary textbooks and supplies for courses. Students will be provided with the textbook information, including the title, author, and edition number for each course and may purchase the text at Caring For Life or from another provider. Any additional supplies are the responsibility of the student.

Attendance

Caring For Life is dedicated to the principle that class attendance is a vital part of its educational standards. Lectures, hands on demonstrations, clinical, lab practices, and other in-class

experiences are regarded as important components of the educational process that cannot be easily reproduced with out-of-class make-up work. Each course of study will have its maximum course absences and Instructors will be advised to drop any student who misses more than what is allotted for that particular program of study.

Student Absences
Student absences will be counted from the first day of the course to the final day of the course completion, including all lectures, labs, and clinical days. A student is considered tardy if 15 or more minutes late for classroom/lab instruction. Excessive tardiness will not be tolerated. Any minutes late are totaled and considered as part of the maximum allowable absences for each course. If a student misses a test or skills check off, it is to be made up the first day the student returns to class. For a missed test, the test grade will be lowered ten points for each school day which lapses until the student makes arrangements to take the test/exam.

Online Attendance
CFL's online courses are equivalent to their seated courses in both academic rigor and student requirements. Online students are required to regularly attend their online courses and complete assignments. Because online courses require a student to be in continuous contact with the instructor, CFL's online course instructors will administratively drop students who miss more than the equivalent of 8 of class hours. Instructors will identify in their syllabi what the equivalent of 8 of class hours is for each course. Students who do not adhere to the specific attendance guidelines established by their instructor will be dropped from the course. Students should carefully review the attendance policy as stated in the course syllabus.
Students should be further advised that some programs may have more stringent attendance requirements due to the nature of the specific programs and various regulations established by state and federal licensing agencies.

Such additional attendance requirements are to be stated in the respective program descriptions or course syllabi, and are to be maintained on file in the office of the Program Director.

Attendance Policy
It is the responsibility of each student to understand and to abide by the attendance requirements, as well as any additional guidelines developed by faculty members concerning such things as advance notice of absences and make-up work requirements. Students should be mindful that they remain accountable for any information or assignments missed because of class absence.

If a student has concerns with the attendance policy, s/he must notify the Instructor prior to the 25% point of the class. If the issue regarding a student's unsatisfactory attendance cannot be resolved, the student may present the concern to the Program Director for further evaluation. The Program Director will take a written statement from both the Instructor and the student with regards to the absences. The Program Director will determine the student's class eligibility based on the Attendance policy, the individual circumstances of the student, and the Instructor's statement. The Institution will adhere to the refund policy for any student who meets the criteria.

Inclement Weather Policy
Course hours missed due to inclement weather equal to or less than four (4) hours per session do not have to be made up, but all missed conduct will be made up. If course hours missed exceeds four hours per session hours must be made up.

Program Completion
Successful completion of the program is dependent upon the student completing the minimum hours of instruction per program. Individuals absent on the day of a test or final exam will be permitted to take the exam/test, at a time arranged by the instructor. The test or exam must be taken within 3 days of the absence.

Student Withdrawal
A student may voluntarily withdrawal from any program. It is the student's responsibility to obtain a withdrawal form, present it to the program instructor for completion, and submit the completed form to the Program Director's Office. The official date of withdrawal is the date the completed withdrawal form is received by the Program Director's office. The official date of the withdrawal will be used in determining tuition refund eligibility according to the tuition refund policy. Students who do not complete the withdrawal form, notify the school of departure, or fail to inform the school of absences after the allowed missed time, will be considered dropped from the selected program and all other rules regarding the tuition policy will apply.

Grading System

Official grades are issued for each student at the end of each course. Students enrolled in academic programs will be graded by the following letter grade system.
Numerical Grade
A-Excellent 93-100
B-Good 85-92
C-Average 77-84
D-Below Average 70-76
F-Unsatisfactory Below 70

At the midpoint of the course, the Instructor will provide written feedback on the progress of the individual student. The Institution will also provide feedback through quizzes and testing material. At any point during the program, a student may ask for a statement of progress from the Instructor.

A student with a grade of D or below 77 will be dismissed from the program unless they seek additional assistance throughout the program as stated below. The Institution will attempt to work with the student prior to dismissal if the student has attended the class per the attendance policy.

If a student displays a difficulty with learning the provided material, the Instructor and the Institution will provide extra time and learning materials for the student at no extra cost. If the student does not participate in the additional assistance, does not show to the extra prearranged review time, or refuses to partake in the extra learning material, the Institution reserves the right to discontinue the additional review time.

Assistance for Students with Disabilities

The Institution intends that all courses of study be fully accessible to all qualified students. Reasonable accommodations for verified disabilities are available upon request. Students must take the responsibility to make their disability known and request academic adjustments or

auxiliary aids. To establish the student's eligibility for services, documentation of disability may be required. Requests for information and assistance should be made to the Program Director.

Discipline - Policies on Student Rights and Discipline

Policy Statement

Caring For Life adopts this policy on student discipline in recognition of the need to preserve the orderly processes of the Institution, as well as to provide the best environment that is beneficial for the student to practice and to learn. As used herein, "student" means any person who is registered for a course or program.

Rights of Students

Students are entitled to an atmosphere conducive to learning and to impartial treatment in all aspects of the teacher-student relationship. The student should not be forced by the authority inherent in the instructional role to make particular personal choices as to political action or his own part in society. Evaluation of students and the award of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance, such as the personality, race, religion, degree of political activism, or personal beliefs. Students are free to take reasoned exception to the data or views offered in any course of study, but they are responsible or learning the content of the course of study, as defined by official publications. Institution students are both citizens and members of the academic community. As citizens, they enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy, and as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership.

Professional Responsibility/Behavior

The Institution may discipline a student in the following situations:
1. For conduct that damages or destroys or attempts to damage or destroy, Institution property or the property of others located at the Institution or Institution-related premises;
2. For conduct that constitutes a danger to the personal safety of other members of the Institution community, including guests or licensees of Caring For Life (Intentionally causing or attempting to cause injury is included within the meaning of this provision.);
3. For conduct that materially and adversely affects the educational process. Complete honesty is essential for a healthy learning environment.
4. For sexual assault, defined as any attempted or actual sexual activity carried out by and/or against a member of Caring For Life and/or it's students that is unwanted or nonconsensual, including forcible or non-forcible sex offenses;
5. For behavior that distracts from or disrupts the learning environment and is not considered professional. Examples of disruptive behavior include but are not limited to suggestive or revealing clothing, use of profanity, suggestive email addresses.
6. The Institution prohibits the use of alcoholic beverages or illegal drugs on campus or at its activities. This includes clinical labs, classes on and off campus and events in which the student is representing the Institution.

Discipline Procedures

1. A statement of possible violation must be filed in writing with the Program Director within five (5) working days of the date of the alleged violation or within five (5) working days of the date the alleged violation was known. Said statement must specify the student conduct in question. Once the process has been initiated, as provided in Item 1, all subsequent decisions concerning possible discipline of a student or students rests with the Program Director.

Academic Integrity Policy

Students are expected to conduct themselves according to generally accepted standards of scholarship and conduct. Students are prohibited from engaging in any conduct that materially and adversely affects the educational process. Complete honesty is essential for a healthy learning environment.

A student is dishonest when s/he plagiarizes material, collaborates with other students in assignments when prohibited, uses resources other than those authorized by the instructor, or lies to the instructor or another student. Academic dishonesty will result in appropriate consequences, up to and including a grade of "I" (incomplete) for the course.

Professional Responsibility Policy

Part of the educational process for students is learning behaviors that promote the image of health care providers as a professional discipline. Behavior that distracts from or disrupts the learning environment is not considered professional. Examples of disruptive behavior include but are not limited to suggestive or revealing clothing, use of profanity, suggestive email addresses. Students will be counseled regarding disruptive behavior.   Disciplinary action will be taken if the disruptive behavior continues.

Substance Abuse Policy

The Institution prohibits the use of alcoholic beverages or illegal drugs on campus or at its activities. For students who attend any program, this includes clinical, labs, classes on campus and events in which the student is representing the Institution. Students who are convicted for the possession of or the use of controlled substances (drugs), or who appear in the classroom or the clinical setting under the influence of such drugs or alcohol will be evaluated for suspension from the Program

Exposures/Biohazards

Any exposure to blood or body fluids must be reported immediately to the clinical site and to the CFL clinical and lead instructor. An incident report must be filed immediately with the clinical site to ensure proper follow-up and with the Institution to file an insurance claim. Clinical instructors should contact the Program Director.

Smoking

Smoking is prohibited in all Institution buildings. During clinical labs, students should abide by the agency policy regarding smoking. Care must be taken to avoid the smell of smoke on the breath or on clothing.

Accepting Gifts

Gifts of money and/or gifts of significant monetary value should not be accepted by students in the clinical setting. Students do not accept "tips" or other gratuities for their services. Students may accept token gifts such as flowers, fruit, candy, or other small items offered as gestures of

appreciation. This is especially true if the student believes that refusal of the small gift would be hurtful to the client or family member. When in doubt about whether accepting a gift is permissible, the student should consult with the clinical instructor.

Cellular Telephones/Pagers

In the Classroom: Cellular phones in the classroom should not be audible to others. Individual instructors may require no cellular use during class.
In the Clinical Setting: Most hospitals and other healthcare facilities prohibit the use of cellular telephones inside the agency as these interfere with internal healthcare communications equipment. Please do not carry these items into the agencies. Some classes restrict cellular use for all clinical experiences and will result in program dismissal. Please see individual course syllabi for information.

Student Identification

Students are provided with identification badges by the Institution prior to off campus Institution sponsored activities.

Injury in the Clinical Setting

Accidents or injuries occurring during a clinical lab should be reported to the clinical instructor immediately and the student will be expected to comply with the policy of the clinical agency in regard to follow-up and reporting such injuries. An Incident Report will be completed immediately, or no later than prior to the close of the business day, for any incident or injury involving a student, instructor, clinical staff, clinical client, clinical client's family or any combination thereof. Incidents must also be reported verbally as soon as possible to the Program Director at Caring For Life.

Criminal Background Check

Affiliating health care agencies with which the college has contracted to provide clinical experiences for offsite students require students to submit to criminal background checks and/or drug testing (all fees are included in the course tuition unless otherwise noted) prior to or during participation in clinical experiences at the site. In the event that a positive history is identified, the clinical agencies will determine if the student is allowed in the agency for clinical learning experiences. When a clinical agency does not allow the student in the agency for clinical learning experiences, the student will not be allowed to progress in the curriculum. Refusal to submit to testing or background checks will result in dismissal from the program.

Transcript Requests

Students are required to provide documentation of an unofficial high school transcript, unofficial college transcript, or equivalent showing proof of graduation, or GED® scores (recognized by a state accredited provider) which qualify as a high school equivalency certificate within any of the fifty states. Students will be directed to contact their Board of Education in the county where the school is located. Transcript requests can be faxed from Caring For Life to the designated school at no additional cost to the student.

Transferring Credits

Caring For Life at this time does not accept credits from other educational institutions.

Student Records

Caring For Life recognizes the responsibility for maintaining records for each student in order to preserve authentic records of the educational endeavors and accomplishments. Further, the Institution recognizes the privacy of much of the information contained in such records and has established general principles and security procedures governing release of information from student official records. The Institution has also established a challenge procedure for any information a student may consider to be inaccurate, misleading, or otherwise in violation of his/her privacy or other rights. Regulations indicating compliance with the Family Educational Rights and Privacy Act of 1974 have been adopted by Caring For Life.
When an applicant's application for admission is received, a student record file is established. It is the policy of the Institution that this student record file shall be used throughout the student's enrollment to collect and maintain pertinent basic data relative to the individual's admission and academic progress.
The contents of the student's permanent record are as follows: application for admission; assessment scores; medical history; academic progress, laboratory competencies, and disciplinary actions; and miscellaneous data related to admission and academic progress.

Access to Student Records

The Buckley Amendment (The Family Education Rights and Privacy Act) gives students 18 and over, on request, the opportunity to inspect their educational records and an opportunity, if they wish, to challenge the contents of their records. The parents of students under 18 years of age have the same rights as noted above.

Retention and Disposal of Records

Permanent record files of students shall be kept in a locked file cabinet, which provides maximum safety against fire, theft, destruction, and other hazards. Unnecessary and outdated material may be deleted from the student's record at any time except when a request for a review by a student or parent is pending. The student's records may be reviewed for unnecessary and outdated information when he/she completes a program of study, and unnecessary materials may be shredded and incinerated five years following the date of last enrollment. Material which is considered permanent will be archived and stored.

Instructor Accessibility

Instructors will be available for assistance prior to, immediately after class or during breaks and/or by appointments. Each course of study and instructor may designate their own individual office hours and a student should refer to the individual syllabi for more information.

Governing Body/Faculty

Director of Health Care Education and Program Coordinator

Tanya L Fowler, MSN RN

Faculty and Staff

Karen Robertson, RN
Instructor

Daniele Echols, AAS, BBM
Instructor

Brandi Bera, RN
Instructor

Juli Book, RN
Instructor

Dana McMullen
Administrative Assistant

Bess Clancy-Baker, RN
Instructor

Marlene Deavors, LPN, RMA
Instructor

Raelyn Maddux, CPT ASCP
Instructor

Loretta Maiori, CMA, CPT
Instructor

Resources:

Arlene M Baldizon, MSE
Educational Consultant

Course Listings

Phlebotomy *Hybrid and In-Class*

This course is designed to train the individual to be a phlebotomy technician. A phlebotomist is a vital member of the clinical laboratory team whose main function is to obtain patients' blood specimens by venipuncture and microcollection and transportation of other clinical specimens. Phlebotomists are employed throughout the health care system in hospitals, neighborhood health centers, medical group practices, HMOs, public health facilities, and veterans' hospitals.

This course provides instruction in the skills needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities, medical terminology, safety and standard precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. This course also provides supervised practical work experience in the performance of venipuncture and microcollection techniques in a laboratory and clinical setting. Emphasis is placed on patient interaction and application of standard precautions, proper collection techniques, special procedures, specimen handling, and data management. Upon completion, students should be able to safely perform procedures necessary for specimen collections on patients in various health care settings. This is a certificate program.
Completion of this program allows the individual to be eligible for the National Certification Exam through the National Healthcareer Association. Graduates may qualify for employment in hospitals, clinics, physicians' offices, and other health care settings and may be eligible for national certification as phlebotomy technicians.

Phlebotomy Hybrid: Includes all of the same learning aspects of the Phlebotomy program while utilizing a classroom and online environment. Students will participate in discussion boards, online materials, quizzes, and access to videos. The students will also be required to attend the practical portion which includes laboratory, clinical, and work experiences
This is a certificate-level course.

Total Course Hours: 160

Phlebotomy Refresher

This course is a review of the practical training for a phlebotomy technician. It is available to students who have completed a formal Phlebotomy Training Program with in the past 2 years with proof of a minimum of 100 successful venipunctures. If formal training has been in the past 2-5 years, student must provide documentation of 2 years of Phlebotomy work experience. Emphasis is placed on patient interaction and application of standard precautions, proper collection techniques, special procedures, specimen handling, and data management.

This is a certificate-level course.

Total Course Hours: 10

Medication Aide

The Medication Aide Training Course is the 24 hour course developed by the Department of Health and Human Services and the North Carolina Board of Nursing to provide a consistent educational experience for unlicensed persons to administer medications in a variety of settings. The materials utilized include the Instructor Manual, Student Manual, video, and toolbox as prescribed by the above regulatory agencies. The course is designed to provide an experiential learning environment and prepare the student to perform the basic competencies required to safely administer medication by the following routes: oral, buccal, sublingual, ear, nose, skin, inhalant, vaginal and rectal.

Upon completion of the program, the student will be eligible to take the competency test required for listing as a Medication Aide in the state of North Carolina.

This is a certificate level course.

Total Course Hours: 24

Medical Assistant (Clinical)

This course prepares the individual to work as a clinical medical assistant in doctor's offices and clinics. Topics include communication techniques, medical law and ethics, laboratory duties, scope of practice, medical terminology, anatomy and physiology, infection control measures, general patient care procedures, basic office administration, phlebotomy, and basic ekg monitoring.

Upon the completion of this course the student will be able to work under the supervision of a doctor or physician and can chart a new patient's medical history, keep records, schedule appointments, take height, weight, temperature, and blood pressure information. In addition, they may prepare and administer injections (upon direction from a physician) and also prepare a patient for their physical exam. Their responsibilities may also include performing many of the administrative duties needed by the staff of a medical practice.

Students must complete 145 hours of supervised externship time at a health care provider's office.

Completion of this program allows the individual to be eligible for the National Certification Exam through the National Healthcareer Association.

This is a certificate level course

Total Course Hours: 400

Administrative Medical Assistant   *Online*

This course prepares for national certification as a Certified Medical Administrative Assistant (CMAA) and to work in doctor's offices and clinics. Topics include Medical terminology, Communication skills, electronic health records, administrative duties, scheduling, and introduction to billing and coding.

Also referred to as Medical Office Secretary or Medical Office Assistant, the Certified Medical Administrative Assistant (CMAA) will perform routine administrative tasks to help keep the physicians' offices and clinics running efficiently. Upon completion of this program the student may perform some or all of the following tasks: Review and answer practice correspondence, operate computer systems or other types of technology to accomplish office tasks, answer calls, schedule appointments, greet patients, and maintain files, update and maintain patient and other practice-specific information, and coordinate collection and preparation of operating reports such as time and attendance.

Completion of this program allows the individual to be eligible for the National Certification Exam through the National Healthcareer Association.

This is a certificate level course

Total Course Hours: 140

Medical Billing and Coding *Online*

Students in this class will learn the skills to work in this profession and should be prepared for the Certified Billing and Coding Specialist (CBCS) National certification examination which is given on campus. The class includes modules of Medical terminology, Medical Coding utilizing ICD-9 and ICD-10, Medical insurance, advanced Medical Coding, and National Certification Preparation. This program utilizes an online medical office environment that gives the student real world experience with working for over 60 physicians from various specialties and completing reports with the electronic health record (EHR). There are 18 modules that cover every area of the CPT Manual.

A Certified Medical Billing and Coding Specialist's main focus is on converting a medical procedure, diagnosis, or symptom into specific codes for submitting a claim for reimbursement. As a CBCS, you may perform some or all of the following tasks:
- Accurately locate documentation in the patient record to support coding and billing process
- Accurately assign codes for diagnoses and procedures
- Submit claims for reimbursement based on payer policies and procedures
- Coach providers on the best documentation practices to support quality coding and optimal reimbursement

Completion of this program allows the individual to be eligible for the National Certification Exam through the National Healthcareer Association.

This is a certificate level course

Total Course Hours: 350

EKG Technician

This 40-hour program prepares students to function as EKG technicians. Students will become familiar with basic EKG interpretation of normal rhythms and arrhythmias. Students will be prepared to take the National Certification Exam.

As a Certified EKG Technician, you'll operate machines that record the electrical activity of a patient's heart. EKG rhythms provide important data for the diagnosis of heart conditions. As a CET, you may perform some or all of the following tasks: Set up and administer EKGs, stress tests; Prepare patients for Holter, or ambulatory monitoring; Edit and deliver final test results to physicians for analysis; Schedule appointments; Transcribe physicians' interpretations.

Completion of this program allows the individual to be eligible for the National Certification Exam through the National Healthcareer Association.

This is a certificate level course

Total Course Hours: 40

Nurse Aide I *Hybrid and In-Class*

The Nurse Aide I training program prepares graduates to provide personal care and perform basic nursing skills for the elderly and other ill or injured individuals. Emphasis is placed on the process of aging including mental, social, and physical needs of the elderly, patient's rights, nutrition management, elimination procedures, safe environment, restorative services, personal and special care procedures and activities, human body structure, function and related common health problems, communication and documentation, death and dying, and roles of the nursing assistant and health team members. Students will complete class, laboratory and clinical learning experiences. Clinical learning experiences are obtained in long-term facilities. In all employment settings, the Nurse Aide I will work under the direction and supervision of licensed personnel.

Hybrid Nurse Aide I: Includes all of the same learning aspects of the Nurse Aide I program while utilizing the classroom and online environment. Students will participate in discussion boards, online materials, quizzes, and access to videos. The students will also be required to attend laboratory and clinical experiences.

This is a certificate level course

Total Course Hours: 122

Nurse Aide I Refresher

This Nurse Aide I Refresher program is a review of the written and skills material outlined on the North Carolina Nurse Aide I exam and prepares the individual who wishes to take the Exam:

- who has previously completed a Nurse Aide I program and their listing has expired
- who is a Naval Hospital Corpsman who wishes to be listed on the Nurse Aide I Registry
- who is nursing student who has completed the first semester of a nursing fundamentals course and wishes to be listed on the Nurse Aide I registry
- who has completed an approved State program and is currently listed in another State and wishes to be listed on NC Nurse Aide I registry

This is a certificate level course

Total Course Hours: 40

Nurse Aide II *Hybrid and In-Class*

The Nurse Aide II Course is designed to train individuals to perform more complex nursing skills and offer career advancement for Nurse Aides listed on the Nurse Aide I Registry. The Nurse Aide II performs more complex nursing skills with emphasis on the following: Role of the Nurse Aide II, Oxygen Therapy, Sterile Technique, Wound Care, Suctioning, Peripheral IVs, Urinary Catherization, Feeding Tubes, and Ostomy Care. Also included in this course is the introduction of phlebotomy procedures and ekg monitoring, allowing the individual to work as a Patient Care Technician in hospitals.

The classroom/lab portion of the course provides instruction in the skills needed to complete the Nurse Aide II Board of Nursing modules.   Emphasis is placed on ethics, scope of practice, medical terminology, safety and standard precautions, infection control, health care delivery systems, patient communication, anatomy and physiology, sterile technique, and proper procedures of the NA II modules in the health care setting. Students will complete online discussion boards, access online lessons, online quizzes, and attend onsite lecture and lab experiences.
The clinical portion of the course provides supervised experience in the performance of the Nurse Aide II modules in a clinical facility. Emphasis is placed on patient interaction and application of standard precautions, proper collection techniques, special procedures, specimen handling, and data management. This course also includes components of phlebotomy blood draw skills, and ekg administration. Upon completion, students should be able to safely perform procedures necessary for patient care by the unlicensed assistive personnel, Nurse Aide II, as prescribed by the North Carolina Board of Nursing in various health care settings. Successful completion of this program allows the student to apply for listing on the North Carolina Nurse Aide II Registry.

Completion of this program allows the individual to be eligible for the National Certification Exam for a Patient Care Technician, through the National Healthcareer Association.

Prerequisite: Successful completion of a State Approved Nurse Aide I program and Current NC Nurse Aide I Registry listing

Nurse Aide II Hybrid: Includes all of the same learning aspects of the Nurse Aide II program while utilizing the classroom and online environment. Students will participate in discussion

boards, online materials, quizzes, and access to videos. The students will also be required to attend laboratory and clinical experiences.

This is a certificate-level course.

Total Course Hours: 175

Electronic Health Records Specialist *Online*

This course will prepare students to become Certified Electronic Health Records Specialists. This course will provide a comprehensive education in all aspects of electronic health records, including implementing electronic systems, managing systems, troubleshooting, entering and retrieving patient information, maintaining patient confidentiality, and other topics associated with electronic health records and computer-based health information systems. Students will complete the training utilizing a variety of learning activities, including practice in an online simulated electronic records system, create patient records, collect demographic and insurance information, perform coding and billing of patient services, and audit patient records. Upon completion, students will have learned the skills necessary to become an Electronic Health Records Specialist.
***Access to an online computer is required to successfully complete this course.**

Completion of this program allows the individual to be eligible for the National Certification Exam for an Electronic Health Records Specialist through the National Healthcareer Association.

This is a certificate-level course.

Total Course Hours: 150

Pharmacy Technician Exam Prep *Hybrid and Online*

This program will prepare the student for an entry-level pharmacy technician position by teaching them medical and pharmaceutical terminology, basic anatomy related to the pharmacology of medications, and pharmaceutical calculations. The Pharmacy Technician program will give the student the information to process prescriptions and apply physician orders and ally that knowledge to fill mock prescriptions.

Upon completion of this program the student should be able to demonstrate the attributes that includes ethics of pharmacy practice and education about prescription medications, and patient care and interactions. They will demonstrate this through discussions boards, quizzes, small group role playing, tests, and homework assignments.

Completion of this program allows the individual to be eligible for the National Certification Exam through the National Healthcareer Association and the Pharmacy Technician Certification Board.

Pharmacy Technician Exam Prep Hybrid: Includes all of the same learning aspects of the Pharmacy Technician Exam Prep Online program while utilizing the classroom and online environment. Students will participate in discussion boards, online materials, quizzes, and access to videos. The students will also be required to attend laboratory and clinical experiences.

This is a certificate-level course.

Total Course Hours: 120

I.V. Certification

The I. V. Certification class is for health care professionals to learn or refresh their skills to properly insert an I.V. catheter. I.Vs may be used in fluid replacement and medication administration in hospitals, clinics, and urgent care offices. Students will complete simulated I.V. catheter insertions in the lab. Upon the completion of this course, the student should be able to:

- Identify upper extremity venous anatomy and physiology
- Identify the legal role and requirements for IV administration
- Correctly choose catheter and add-on device selection
- Demonstrate tourniquet techniques
- Identify veins adequate for cannulation
- Identification of common problem vein and skin conditions
- Pre-venipuncture preparation to improve vein access success
- Site cleansing
- Venipuncture techniques for success in "difficult sticks"
- Visualization aide devices
- Techniques to avoid artery and/or nerve damage
- Simulate insertions in a lab

This is a certificate-level course.

Total Course Hours: 12

Course Fees Addendum

Course

Phlebotomy……………………………………Course Fees $500 eText Included

Phlebotomy Hybrid……………………………Course Fees $500 eText Included

Medication Aide……………………………..Course Fees $125 Textbook Included

Clinical Medical Assistant……………………Course Fees $2,500 Textbook Included

Clinical Medical Assistant Diploma…………..Course Fees $2,750 Textbook Included

Administrative Medical Assistant…………….Course Fees $250 Textbook $90

EKG Technician……………………………….Course Fees $150 Textbook $60

Medical Billing and Coding…………….…… Course Fees $500 Textbook $120

Nurse Aide I………………………………….Course Fees $450 Textbook $50 Rental*

Nurse Aide I Hybrid………………………….Course Fees $450 Textbook $50 Rental*

Nurse Aide II………………………………….Course Fees $500 Textbook $80 Rental

Nurse Aide I Refresher……………………….Course Fee $125 Textbook Included

Electronic Health Records Specialist…………Course Fees $250 Textbook $90

Pharmacy Technician………………………….. Course Fees $250 Textbook $85

**Additional Fees:

Phlebotomy National Healthcareer Association Exam Fee: $155

Clinical Medical Assistant National Healthcareer Association Exam Fee: $155

Administrative Medical Assistant National Healthcareer Association Exam Fee: $115

Medical Billing and Coding National Healthcareer Association Exam Fee: $115

Electronic Health Records Specialist National Healthcareer Association Exam Fee: $115

EKG Technician National Healthcareer Association Exam Fee: $115

Pharmacy Technician National Healthcareer Association Exam Fee: $115

Medication Aide NC State Examination Fee $55

Nurse Aide I State Examination Fee $101

NC Nurse Aide II Registry Application Fee $24

Patient Care Technician National Healthcareer Association Exam Fee: $155

Scrub are required for the following classes: Approximate cost $30

Nurse Aide I
Nurse Aide I Hybrid

****Scrub tops are provided. Only bottoms are required for the following classes: Approximate cost $20***

Phlebotomy
Phlebotomy Hybrid
Clinical Medical Assistant
Nurse Aide II

Please see individual course syllabi for scrub colors

Jacksonville Course Schedule Academic Year 2017-2018

Dates Subject to change

Phlebotomy

Mar – May

Apr – June

June - Aug

Sept - Nov

Oct – Dec

Jan – Mar

Mar– May

Jun – Aug

Medical Assistant

Feb - June

Apr - July

May - Sept

Aug - Dec

Oct - Feb

Jan - May

Mar - July

Nurse Aide I

Mar – Apr

Apr – June

June – July

Oct – Dec

Mar – May

Nurse Aide I Hybrid

Aug – Sep

Oct - Dec

Jan – Feb

Apr - May

June - July

Nurse Aide Refresher

July

Sep

Nov

Jan

Mar

Jun

Medication Aide

Mar

July

Sept

Nov

Jan

Mar

Electronic Health Records Specialist

July – Sep

Oct – Dec

Jan – Mar

Apr – June

EKG Technician

Mar

July

Sept

Nov

Jan

Mar

Nurse Aide II Hybrid

July – Aug

Oct – Dec

Jan – Mar

Apr – June

Pharmacy Technician Hybrid

July - Sept

Oct - Dec

Feb – May

Nurse Aide II

Apr - May

Sept - Nov

Mar - Apr

Castle Hayne Course Schedule Academic Year 2017-2018

Dates Subject to change

Phlebotomy Hybrid

Apr – June

Aug - Sep

Oct – Dec

Jan – Mar

April – May

Medical Assistant

Apr - Aug

May - Sept

Aug - Dec

Jan - May

Mar - July

Nurse Aide I

May - July

Sept - Nov

Jan – Mar

Jun – July

Nurse Aide I Hybrid

July - Aug

Sep - Oct

Nov - Dec

Apr - May

Nurse Aide Refresher

Aug

Oct

Dec

Feb

Mar

May

EKG Technician

May

Aug

Oct

Jan

April

Nurse Aide II Hybrid

Aug – Sep

Dec – Jan

Mar – Apr

Jun – Jul

Pharmacy Technician Hybrid

Oct – Dec

Jan – Apr

Medication Aide

July

Aug

Nov

Feb

May

Online Courses (*for both campuses*):

Administrative Medical Assistant

Feb – Jun

Apr – July

Aug – Nov

Sept – Dec

Jan – Apr

Mar – Jun

Electronic Health Records

Specialist

July – Sep

Oct – Dec

Jan – Mar

Apr – June

Medical Billing and Coding

Feb – July

Apr - Aug

Aug - Dec

Sept - Jan

Jan - Apr

Mar - July

Pharmacy Technician Online

July

Sept

Nov

Jan