

TAITE HEALTHCARE TRAINING

COURSE CATALOG REVISED 9/16/2024

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Directory

Shontal Taite President/Owner/ Administrator/ Program Director

Bachelor of Science Life Social and Behavioral, RN, LPN

**Shontal Taite, *“I started this school because I wanted to change the way we educate our students. I wanted to incorporate hands on experiences before clinicals. Teach them about compassion and patient satisfaction. Every student that completes this program will be a rewarding addition to any health care team.”***

**SCHOOL OFFICE HOURS M-F 9AM-2PM**

**ADMINISTRATION@TAITETRAINING.INFO**

**Licensing and Certification:** Taite Healthcare Training is licensed by Private School Licensure Division of the Alabama Community College Systems. Certified Nurse Aide Program is approved by the Alabama Department of Public Health Certified Nurse Aide Training Program. American Medical Technologist (AMT), National Center for Competency Testing (NCCT) and National Healthcareer Association (NHA) approve the Phlebotomy Technician and the Medical Assistant program. Grievances process is listed on page 8.

**Objective:** Taite Healthcare Training objective is to educate students for future success by promoting academic excellence to a diverse population. Our objectives are achieved by classroom lectures, lab practices and clinical experiences.

**Admission Requirements:** Some courses may require students to be 18 years of age or older, have a high school diploma or GED, and/or immunizations. All students must complete an application, provide Identification and US citizenship, tuition paid.

**Certification:** After successfully completion of each program you will be given a certificate of completion. This will allow you to take the appropriate exam for certification.

**Instructional Method**: Students will attend classroom lectures, have hands on training at a chosen clinical site and lab. Instruction will come from textbooks in which students will have access to a classroom set. Students also may purchase book separately.

 **Calendar:** The school will be closed for listed recognized holidays.

* New Year's Day (January 1).
* Memorial Day (Last Monday in May).
* Independence Day (July 4).
* Labor Day (First Monday in September).
* Thanksgiving Day (Fourth Thursday in November).
* Christmas Day (December 25).

**Certificate of Completion:** is awarded based on successful completion of the course curriculum. Each student must receive a 75/C+ or better on each assignment to complete the training program. All course work for each program must be obtained through Taite Healthcare Training LLC. Prior education and/or experience transfer is not allowed.

**Grading System:**

 A= 100-90 B= 89-80 C= 79-70

D=69-60 E=59-0

Grades will be based on tests, lab, clinicals, program attendance and participation.

Grades will not be rounded.

Students will receive a progress report at the end of each week of training and a final grade at the end of the program.

**Tuition and Fee Policy:**

Certified Clinical Medical Assistant Program

$2340

INCLUDED IN FEE: NOT INCLUDED: ADDITIONAL EXPENSE TO STUDENT

Tuition $2340

Registration Fee 1. WATCH WITH A SECOND HAND $10

Examination $160

UNIFORM: HUNTER GREEN

BOOK RENTAL

INSURANCE

LAB/SUPPLIES

CPR LICENSE

**TOTAL $2500**

Certified Nursing Assistant Program

$720

INCLUDED IN FEE: NOT INCLUDED: ADDITIONAL EXPENSE TO THE STUDENT

Tuition/FEES $720

TUITION 1. UNIFORM: WHITE SCRUB SET

BOOK RENTAL 2. WATCH WITH A SECOND HAND $10

Alabama Examination

INSURANCE

LAB/SUPPLIES

**TOTAL $720**

Phlebotomy Technician Program

$860

INCLUDED IN FEE: NOT INCLUDED: ADDITIONAL EXPENSE TO STUDENT

Tuition $860

Registration Fee 1. WATCH WITH A SECOND HAND $10

Examination

UNIFORM: HUNTER GREEN

BOOK RENTAL

INSURANCE

LAB/SUPPLIES

**TOTAL $860**

Advanced Certified Nurse Aide, Phlebotomy Technician Program

$2300. This includes tuition, National/State Exam

INCLUDED IN FEE: NOT INCLUDED: ADDITIONAL EXPENSE TO STUDENT

Tuition $2300

Registration Fee 1. WATCH WITH A SECOND HAND $10

Uniform :Hunter Green/White

Phlebotomy Examination

Alabama CNA Exam

BOOK RENTALS

INSURANCES

LAB/SUPPLIES

CPR LICENSE

TUBERCULOSIS/HEPATITIS B VACCINES/IMMUNIZATIONS

**TOTAL $2300**

**CANCELATION AND REFUND POLICY:**

a. The school must refund all money paid if the class is canceled by the school.

|  |  |
| --- | --- |
| **If the student completes this amount of training** | **The school may keep this percentage of the tuition cost** |
| One week or up to 10% whichever is less | 10% |
| More than one week or 10% whichever is less but less than 25% | 25% |
| 25% through 50% | 50% |
| More than 50% | 100% |

*All refunds are paid within 30 days of the student’s official termination date.*

**Termination/ Conduct:** Any student studying or registered at Taite Healthcare Training shall be subject to disciplinary measures if the student is found to have committed an act of misconduct. The essence of misconduct may include but is not limited to the student actions and intentions: i) that it obstructs, frustrates or disrupts the functioning or activities of the school, or of those who work or study at the school; ii) that it otherwise damages the school or its reputation, whether this takes place on campus or off campus. All actions will result in possible termination.

**Attendance/Late Policy:** You must be on time each day and not miss a day. If you miss a day of class or if you are more than 15 minutes late on any day, you may make it up in the next class cycle. If you miss more than two days, you will be terminated from the program. Your Certificate of Completion will be issued when the class is completed. If not completed after this then student must repay for class.

**Immunization:** Students should provide proof of up to date Tuberculosis testing and Hepatitis B shot at registration.

**Grievance/Complaints:** All grievances and complaints should be in writing and should be filed as soon as possible within 24 hours after the alleged action took place and should be sent to Sharron King, RN at administration@taitetraining.info. For all questions or forms needed to file please email Sharron King, RN at administration@taitetraining.info. Once received you will be contacted within 14 business days for more information. Decisions will be available in 30 calendar days from the date of submission

**Drug Testing:** Students may have to drug test on admission.

**Curriculum:** Each program curriculum is listed as follows:

MEDICAL ASSISTANT TRAINING PROGRAM

720-HOUR CURRICULUM OUTLINE

560 Didactic 160 Externship

Course prerequisites and requirements: IDENTIFICATION SOCIAL SECURITY NUMBER.

**THEORY LAB**

**INTRODUCTION TO HEALTH CARE 4 4**

Objective: Students will demonstrate knowledge and skills related to patient rights, medical history, laws, ethics, and the office environment with satisfactory performance prior to engaging in direct contact with patients.

**INFECTION CONTROL AND SAFETY 8 8**

Objective: Student will identify regulations regarding workplace safety, preventing infection and transmission, Standard and Transmission based precautions, preventing legal actions, using proper PPE, using safety products, actions during body fluid exposure, disinfecting equipment and sterilization of equipment.

**MEDICAL TERMINOLOGY AND COMMUNICATION**

**8 8**

Students will demonstrate knowledge and skills related to proper communication including nonverbal verbal and telephone, and terminology.

**Introduction to Administrative Medical**

**10 14**

Objective: Student will identify basic skills related office receptionist, appointment scheduling, office equipment and supplies, and written communication. The student will demonstrate knowledge and proficiency associated with the skills.

**COMPUTERS AND EQUIPMENT 10 14**

Objective: Student will identify basic skills related office computers and general medical office management. The student will demonstrate knowledge and proficiency associated with the skills.

**ELECTRONIC HEALTH RECORDS 10 12**

Objective: Student will identify basic skills related to electronic health record. The student will demonstrate knowledge and proficiency associated with the skills.

**INSURANCE BILLING AND CODING 21 20**

Objective: Student will identify basic skills related to insurance, billing, diagnosis coding and procedure coding. The student will demonstrate knowledge and proficiency associated with the skills.

**OFFICE MANAGEMENT 14 20**

Objective: Student will identify basic skills related to banking, finances, and general medical office management. The student will demonstrate knowledge and proficiency associated with the skills.

**HUMAN BODY STRUCTURE AND FUNCTION 7 10**

Objective: Students will recognize and describe the importance and procedures related to basic structure and function of the human body. The student will demonstrate satisfactory performance of skills.

**Anatomy and Physiology 14 21**

Objective: Students will recognize and describe the importance and procedures related to each body system including the integumentary, skeletal, muscular, nervous, senses, cardiovascular, immune, respiratory, digestive urinary, endocrine, and reproductive. The student will demonstrate satisfactory performance of skills.

**Introduction to Clinical Medical Assisting 14 20**

Objective: Students will demonstrate knowledge, procedures and skills related to infection control, vital signs, assisting with physical examinations

**Assisting with Procedures 14 22**

Objective: Students will demonstrate knowledge, procedures and skills related to assisting with medical specialties, assisting with minor surgeries, and assisting with emergencies.

**BASIC PHLEBOTOMY 10 23**

Objective: Students will demonstrate knowledge, procedures and skills related to phlebotomy.

**Clinical Laboratory Practices 10 18**

Objective: Students will demonstrate knowledge, procedures and skills related to clinical laboratory practices.

**BASIC MICROBIOLOGY 10 12**

Objective: Students will demonstrate knowledge, procedures and skills related to microbiology and hematology.

**Diagnostic Testing 23 23**

Objective: Students will demonstrate knowledge, procedures and skills related to radiology and diagnostic testing, electrocardiography, and pulmonary function test.

**BASIC RESTORATIVE SERVICES 14 10**

Objective: Students will demonstrate knowledge and skills associated with basic restorative services for residents and patients

**PHARMACOLOGY 12 18**

Objective: Students will demonstrate knowledge, procedures and skills related to pharmacology and conversions.

**MEDICATION ADMINISTRATION 12 18**

Objective: Students will demonstrate knowledge, procedures and skills related to medication administration, patient education, and nutrition.

**MENTAL HEALTH AND SOCIAL SERVICES 6 4**

Objective: Students will recognize the stages of the aging process, correctly identify the role of family support, and accurately describe methods for responding to behavioral problems.

**CAREER ASSISTANT 15 15**

Objective: Students will correctly identify procedures and techniques for communicating, professionalism, teamwork, managing priorities, resume writing, job searching and interviewing.

**EXTERNSHIP 160 CLINICAL HOURS**

Objective: An externship, which may also be called a practicum, is a situation in which the student leaves the confines of the classroom and works, without payment, in a physician’s office, hospital, or other health care setting using newly acquired medical assisting skills under the supervision of someone at the site. An externship offers the student an opportunity to get on-the-job experience.

**TOTAL 280 280 160**

 THEORY LAB CLINICAL

CERTIFIED NURSE AIDE TRAINING PROGRAM

75-HOUR CURRICULUM OUTLINE

 Course prerequisites: TB SKIN TEST PROOF HEPATITS B PROOF, NOT A CONVICTED FELON IDENTIFICATION SOCIAL SECURITY CARD.

 **THEORY LAB CLINICAL**

**INTRODUCTION TO LONGTERM CARE ASSISTING**

 **8 8**

Objective: Students will demonstrate knowledge and skills related to communication, safety, infection control, resident rights, and independence with satisfactory performance prior to engaging in direct contact with residents.

**BASIC NURSING SKILLS 6 7**

Objective: Student will identify basic nursing skills related to long term care and demonstrate knowledge and proficiency associated with the skills.

**PERSONAL CARE SKILLS 4 7.5**

Objective: Students will recognize and describe the importance and procedures related to personal care skills in the long-term care setting and demonstrate satisfactory performance of skills.

**MENTAL HEALTH AND SOCIAL SERVICES 2.5 1**

Objective: Students will recognize the stages of the aging process, correctly identify the role of family support, and accurately describe methods for responding to behavioral problems in long term care.

**CARE OF COGNITIVELY IMPAIRED RESIDENTS 2.5 1**

Objective: Students will correctly identify procedures for communicating and working with residents who have cognitive impairments to include Alzheimer’s disease and students will satisfactorily demonstrate behavioral skills to meet the needs of these residents.

**BASIC RESTORATIVE SERVICES 3.5 4**

Objective: Students will demonstrate knowledge and skills associated with basic restorative services for residents in long term care.

**RESIDENTS RIGHTS 3.5 0.5**

Objective: Students will recognize the role of resident rights in long term care and demonstrate skills in maintaining resident rights in daily activities

**CLINICAL EXPERIENCE 16**

**TOTAL 30 29 16**

 THEORY LAB CLINICAL

PHLEBOTOMY TECHNICIAN TRAINING PROGRAM

120-HOUR CURRICULUM OUTLINE

Course prerequisites: TB SKIN TEST PROOF HEPATITS B PROOF, NOT A CONVICTED FELON IDENTIFICATION SOCIAL SECURITY CARD.

 **THEORY LAB CLINICAL**

**QUALITY AND PROFESSIONAL ISSUES 6 4**

Objective: Students will demonstrate knowledge and skills related to scope of practice, quality control, “The patient Care Partnership,” communication, standards of specimen collection, chain of custody, error prevention, documentation, HIPPA prior to engaging in direct contact with patients.

**INFECTION CONTROL AND SAFETY 6 6**

Objective: Student will identify regulations regarding work place safety, preventing infection and transmission, Standard and Transmission based precautions, preventing legal actions, using proper PPE, using safety products, actions during body fluid exposure, disinfecting equipment and sterilization of equipment.

**ORDERS AND EQUIPMENT SELECTION 6 6**

Objective: Students will recognize and describe the importance of errors, the selection of equipment, additives/anticoagulants added to tubes, tube fill levels and inversion.

**PATIENT ID AND SITE PREPARATION 6 6**

Objective: Students will clarify orders, communicate effectively, identify patients correctly, evaluate pre-test conditions, assess pre-analytical practices, select appropriate site, use tourniquet appropriately, prepare site for blood collection

**COLLECTIONS 6 12**

Objective: Students will correctly prioritize collections, recognize special needs, recognize commonly ordered test, perform special collections, anchor vein, position needle correctly, use CLSI order of draw, perform post puncture care, label specimens appropriately, perform point of care testing and perform blood collections.

**PROBLEMS AND CORRECTIONS 6 6**

Objective: Students will demonstrate knowledge and skills associated with interference in clinical blood analysis, preventing errors, perform collection on a difficult draw patient, actions with no blood return, adverse reactions, decisions related to phlebotomy and correct actions on misidentified patients or samples.

**CLINICALS 44**

**TOTAL 36 40 44**

 THEORY LAB CLINICAL

CERTIFIED NURSE AIDE PLUS PHLEBOTOMY TECHNICIAN TRAINING PROGRAM

240-HOUR CURRICULUM OUTLINE

 Course prerequisites: NOT A CONVICTED FELON IDENTIFICATION SOCIAL SECURITY CARD.

 **THEORY LAB CLINICAL**

**INTRODUCTION TO LONGTERM CARE ASSISTING**

 **10 11**

Objective: Students will demonstrate knowledge and skills related to communication, safety, infection control, resident rights, and independence with satisfactory performance prior to engaging in direct contact with residents.

**BASIC NURSING SKILLS 7 11**

Objective: Student will identify basic nursing skills related to long term care and demonstrate knowledge and proficiency associated with the skills.

**PERSONAL CARE SKILLS 7 11**

Objective: Students will recognize and describe the importance and procedures related to personal care skills in the long-term care setting and demonstrate satisfactory performance of skills.

**MENTAL HEALTH AND SOCIAL SERVICES 5 4**

Objective: Students will recognize the stages of the aging process, correctly identify the role of family support, and accurately describe methods for responding to behavioral problems in long term care.

**CARE OF COGNITIVELY IMPAIRED RESIDENTS 5 4**

Objective: Students will correctly identify procedures for communicating and working with residents who have cognitive impairments to include Alzheimer’s disease and students will satisfactorily demonstrate behavioral skills to meet the needs of these residents.

**BASIC RESTORATIVE SERVICES 6 4**

Objective: Students will demonstrate knowledge and skills associated with basic restorative services for residents in long term care.

**RESIDENTS RIGHTS 6 5**

Objective: Students will recognize the role of resident rights in long term care and demonstrate skills in maintaining resident rights in daily activities

**QUALITY AND PROFESSIONAL ISSUES 6 4**

Objective: Students will demonstrate knowledge and skills related to scope of practice, quality control, “The patient Care Partnership,” communication, standards of specimen collection, chain of custody, error prevention, documentation, HIPPA prior to engaging in direct contact with patients.

**INFECTION CONTROL AND SAFETY 6 6**

Objective: Student will identify regulations regarding work place safety, preventing infection and transmission, Standard and Transmission based precautions, preventing legal actions, using proper PPE, using safety products, actions during body fluid exposure, disinfecting equipment and sterilization of equipment.

**ORDERS AND EQUIPMENT SELECTION 6 6**

Objective: Students will recognize and describe the importance of errors, the selection of equipment, additives/anticoagulants added to tubes, tube fill levels and inversion.

**PATIENT ID AND SITE PREPARATION 6 6**

Objective: Students will clarify orders, communicate effectively, identify patients correctly, evaluate pre-test conditions, assess pre-analytical practices, select appropriate site, use tourniquet appropriately, prepare site for blood collection

**COLLECTIONS 6 12**

Objective: Students will correctly prioritize collections, recognize special needs, recognize commonly ordered test, perform special collections, anchor vein, position needle correctly, use CLSI order of draw, perform post puncture care, label specimens appropriately, perform point of care testing and perform blood collections.

**PROBLEMS AND CORRECTIONS 6 6**

Objective: Students will demonstrate knowledge and skills associated with interference in clinical blood analysis, preventing errors, perform collection on a difficult draw patient, actions with no blood return, adverse reactions, decisions related to phlebotomy and correct actions on misidentified patients or samples.

**CLINICAL EXPERIENCE 68**

**TOTAL 82 90 68**

 THEORY LAB CLINICAL