



# STUDENT CATALOG

**CERTIFIED NURSE  
AIDE**



**PHLEBOTOMY  
TECHNICIAN Classroom and  
Online**



**ELECTROCARDIOGRAPH  
TECHNICIAN Classroom and  
Online**



**BLS/HEARTSAVER/CPR**



**BABYSITTING  
WORKSHOP**



**PHARMACY TECHNICIAN**



**WE CARE ABOUT YOUR SUCCESS**

(google images)

## **Blue Care Medical, LLC**

**Blue Care Medical Academy is a Mississippi Approved Health Care Training School that offers several health care training programs and workshops.**

### **Programs Offered at Blue Care Medical Academy, LLC**

**Nurse Aide/CNA**

**Phlebotomy Technician**

**Electrocardiograph Technician**

**Babysitting Workshop with CPR included**

**BLS/Heartsaver/CPR**

**204 Main Street**

**(204 Stateline Road W.)**

**Southaven, Mississippi 38671**

**Office: 662 253 8543**

**Web: [www.bluecaremedicalacademy .com](http://www.bluecaremedicalacademy.com)**

**Email: [enrollment@bluecaremedicalacademy.com](mailto:enrollment@bluecaremedicalacademy.com)**

Licensed by the Mississippi Commission on Proprietary School and College Registration, Certificate No. (License #C694). Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.

BCMA CNA curriculum is approved by Mississippi Department of Health. Facility #585

BCMA Phlebotomy and Electrocardiograph Technician Program aligns with National Healthcareer Association (NHA) requirements for National Certification. Blue Care Medical Academy is in partnership with NHA.

BCMA Academy is an American Heart Associate Affiliate.

BCMA is a Member of Southaven Chamber of Commerce.

BCMA is registered with the Better Business Bureau (BBB).

**Updated February 2019**

# **OUR MISSION**

***Blue Care Medical Academy's mission is to create an excellent environment in which to train medical health care professionals. We will strive to provide a place of excellence for students to learn and practice the entire required state approved curriculum.***

***We are committed to training health care professional that will be ready to participate in the health care industry with confidence. Our graduates will be able to face any challenge before them. They will be ready to enter the workforce and make a positive difference in people's lives.***

***We feel it is an honor and privilege to be a part of the training for health care professionals. We look forward to having our graduates go forward into the community as a positive and caring part of the health care industry.***

***We look to the future needs of our community for well trained and caring health care professionals and hope to fill these needs through our programs. Always keeping in mind, the importance of a highly trained health care professional as the front line of patient care in any setting. Our students' commitment: To go forth, always strive for excellence & to deliver high quality and compassionate healthcare to each patient and family every time.***

## ***Our Vision***

***To be recognized as a facility of choice for health care training. We will create a learning environment that inspires our students to lead, to heal, to serve in such a way that will bring wholeness into the world. We are dedicated to providing outstanding educational programs for students who are lifelong learners and willing to commit to providing the highest quality compassionate care to serve the needs of our community. Our students will develop confidence in their discipline through high quality training. Blue Care Medical Academy is thankful for this opportunity to be of service to our community.***

## ***Our Values***

- ***Caring: Responding to individual and community needs with compassion and respect***
- ***Integrity: Honesty, accountability, and ethical conduct in everything we do***

- **Diversity: In thought, perspective, and people**
- **Learning: Through scholarship, creativity, experience, application, and commitment to lifelong learning**
- **Partnership: Through relations and collaboration**
- **Innovation: Committed to embracing and driving change for better outcomes**
- **Quality: Excellence in education, community service, creative change and quality outcomes**
- **Community: Serving beyond ourselves**

### ***Our Partner***

***Blue Care Medical Academy is in partnership with National Healthcareer Association (NHA). Our phlebotomy curriculum aligns with NHA standards for Certified Phlebotomy Technicians (CPT). Blue Care Medical Academy is a Certified Proctor for NHA exams.***

*Thank you,*

*Donna Lockett, CEO*

*Omarr Hurd, COO*

## **PROGRAM APPROVAL/CERTIFICATION/LICENSE**

Blue Care Medical Academy is Licensed by Mississippi Commission on Proprietary Schools & College Registration (License #C694). Our Nurse Aide/Certified Nurse Assistant curriculum is approved by Mississippi Department of Health (facility # 0585). Blue Care Medical Academy is in partnership with the National Healthcareer Association. The National Healthcareer Association is a national professional certification agency for healthcare workers in the United States. Granting credentials in more than 8 Allied Health specialties. It is one of the largest certifications and continuing education providers in the United States.

### **ADMISSION**

#### **ADMISSION REQUIREMENTS**

We do not discriminate based on race, ethnicity, country of origin, sex, gender identity, sexual orientation, religion, physical disabilities, or mental disabilities.

- A complete application must be filled out.
- Applicant must be 18 years or older prior to testing.
- Applicant must be able to read, write, speak, and understand English.
- Applicant must have a high school diploma or equivalent.
- Off campus facilities often require background checks to be completed. Applicant must have a background check prior to going to ANY off-campus practicum/clinical sites. The Administrative staff will review the background check and determine if the applicant is eligible for admission. All background checks are conducted by Mississippi State Department of Health Criminal Background.

**Applicants will be ineligible for off-campus practicum/clinical rotation and ineligible for our program completion if convicted of any of the below offenses:**

- Murder
  - Rape
  - Theft
  - Abuse of any kind
  - Illegal drug possession
- 
- All applicants must have a drug screen completed.
  - Applicants must have a negative PPD or chest x-ray within the last 6 months before acceptance into the program.
  - Applicant must submit proof of immunization or acceptable antibody titers as requested by clinical sites such as: measles, mumps and rubella (MMR), varicella and Hep B before acceptance into the program. Additionally, annual flu vaccine is required by health care facilities.
  - Applicant must have or obtain CPR/BLS during program and/or prior to any off campus clinicals/practicum. CPR/BLS is included in all our traditional classroom courses.  
*Students receive a \$50 credit if they are already certified)*

- Applicant will be required to obtain liability insurance.
- Applicant must pass a competency exam.
- Applicants must pay all class and textbook fees before the first day of class. Payment options are available.
- **Nonpayment and failure to submit to BCMA all required documentation listed above voids any contract.**

### CODE OF PROFESSIONALISM

The Code of Professionalism has been established in accordance with generally accepted standards of the medical profession. This code is defined as:

- Dress code/grooming
- Student conduct
- Confidentiality protocol
- Program safety
- Infection control standards

#### Uniform and Dress Code

BCMA has set the following standards for uniforms to be worn during classes, lab, campus practicum and off-campus practicum sites. These dress code standards include, but are not limited to:

1. No visible tattoos.
2. One piercing per earlobe. One stud per ear.
3. No dangling jewelry. This includes earrings, bracelets and necklaces. Please keep jewelry small and to a minimum.
4. No artificial nails or long nails that extend beyond the finger pad.
5. No heavy perfumes or deodorants.
6. Hair must be pulled back, out of the face and off the shoulders.
7. Closed toed shoes must always be worn during lab courses and practicum. Shoes must be clean and impermeable to fluids.
8. Royal blue scrubs must always be worn during lab courses and practicum.
9. Name on badges and/or must always be worn.

Students who do not comply with uniform and dress regulations will not be allowed to participate in practicum or lab, therefore, student will be dismissed until the issue is resolved.

#### Hands When in uniform

The hands and fingernails must be clean and neatly manicured. Fingernails should not extend beyond the fingertips. Long nails or acrylic nails are in violation of OSHA and Standards Precaution regulations in a clinical setting and are not allowed.

#### Piercings and Facial Tattoos

While facial piercings and tattoos are currently popular, medicine is a predominately conservative industry. Therefore, facial piercing jewelry for the eyebrow, chin, nose, lip or any area that is visible will not be allowed when in uniform. Regarding tattoos, since these may be pre-existing,

we realize that you are unable to change the situation. However, do not acquire new, visible piercings or tattoos during the program. All visible tattoos must be covered when possible.

### Personal Hygiene

Attention to personal hygiene is essential for all persons in the health care field. A daily shower, deodorants, and fresh lingerie or underwear are absolutely essential. It is expected that each student will have on hand sanitary items to maintain good personal hygiene. Odors such as tobacco, alcohol, perfume or perfumed lotions, food odors or breath odors are not acceptable.

### Student Conduct

All students are expected to respect and obey standards of student conduct while in class and on campus. Students are expected to exhibit mutual respect and consideration for others. Upon arriving at class or other program events, students should display a positive attitude and a collaborative interest.

In the classroom and laboratory setting there is no eating, drinking, gum chewing or sleeping. Students should also abstain from side-talking or reading other materials while in class. Any disruptive behavior will be reported to the Program Director and/or Administration and addressed in accordance to the student Code of Conduct.

## **CONFIDENTIALITY**

Confidentiality is both a legal and ethical concern in health care practice. Confidentiality is the protection of private information gathered about a client during the provision of health care services. It is the student's responsibility to safeguard the client's right to privacy by protecting information of a confidential nature.

BCMA expects that all students and faculty will protect the privacy rights, including maintaining confidentiality of all clients.

### **IT IS EXPECTED THAT THE STUDENT WILL NOT:**

1. Discuss the care of clients with anyone not involved in the client's direct care.
2. Discuss the care of clients in any public setting.
3. Remove any actual/copied client records from offsite setting-this includes computer printed information.
4. Use the client's name on any written form or notation-that is not in accordance to hospital/facilities policies.

### **PROGRAM SAFETY**

In the workplace, as in a medical office, orderliness, cleanliness, and safety must be the guiding rules. A laboratory or clinic area where these cardinal rules are absent results in complete chaos and is a hazardous area in which to work.

Standard Precautions for Infection Control Training and OSHA Regulations: All students will be instructed in and required to adhere to all guidelines regarding standard Precautions for Infection

control and OSHA regulations. These topics will be presented as part of each program and applied where appropriate throughout training in each program.

### Physical Contact

Students can expect physical contact (touching), by the instructors and other students, in laboratory, practicum and classes. Physical contact may include, but is not limited to, touching of the shoulders, back, legs, arms and hands for correct postures during procedures and practice time. If a student is uncomfortable with any physical contact, they should immediately and privately speak to the instructor or Program Director.

### Failure to Comply

Should the student be found deficient in any area of the Code of Professionalism, the student will be asked to leave the classroom, laboratory area, practicum area/site until corrections have been made. Non-compliance affects participation therefore the final course grade may be affected.

## **RECRUITMENT AND JOB PLACEMENT**

### RECRUITMENT

Blue Care Medical Academy has a strong commitment to serve the Mississippi and surrounding areas. We look forward to filling our communities with well-trained health care professionals. To recruit students, Blue Care Medical Academy visits local job centers, high schools, churches, health care facilities, and community centers to offer information about our school. Also, our flyers are located at many acceptable venues. Blue Care Medical Academy has an active website that offer an abundance of information about our program.

### JOB PLACEMENT

Blue Care Medical Academy is placing students with employers every day. Our Career Services Department meets with each student as early as the admissions process to discuss the career field they are considering. Once you are a Blue Care Medical Academy student, our career services department begins to work on your behalf to help prepare you for your new career. It is the goal of our career service personnel to advance the mindset of students to career oriented thinking. We help our students accomplish this holistically, addressing every frontier of their lives, and how it relates to developing and maintaining a successful career in healthcare. Beyond graduation we maintain contact with graduates to make sure they are working, provide them with job leads and new information on the program offerings and events taking place at Blue Care Medical Academy. Our constant communication with our partners and employers provides fresh feedback on our student progress, and our level of preparation. Therefore, we are so proud that employers seek out our graduates for hire. Our career services team is comprised of experienced human resource personnel as well as medical professionals who know what physicians and their office managers, hospitals and nursing home administrators want in their employees. Our goal is to produce the very best and well-prepared allied health professionals.



## DISMISSAL AND WITHDRAWAL

### GROUNDINGS FOR DISMISSAL

Students can be dismissed from the program for any of the below infractions:

- Make unsatisfactory progress
- Neglects to do all assignments
- Displays behavior that is disruptive to the instructor and their classmates
- Is under the influence of alcohol or illegal substances
- Bring a weapon on or around school grounds or clinical grounds
- Cheats or steal
- Abuses a classmate, instructor, staff member, or client
- Performs services for which they have not been trained and found proficient by the instructor
- Using foul or inappropriate language
- Poor attendance

Students will be given the opportunity to meet with the Program Director to discuss any infractions of the dismissal policy. The Program Coordinator will review each case and make the final decision to dismiss (without a refund of tuition fees) or to reinstate the student.

### UNSAFE OR UNSATISFACTORY WORK

The instructor will assess and evaluate patterns and/or unsafe behavior to determine degree of risk to clients. The student will be informed of instances of unsafe behavior.

Additionally, the following may be grounds for dismissal from the program:

- Unacceptable clinical behavior - Immediate dismissal from the program may occur at any time when client's safety is in jeopardy. The student may also be informed of unsafe clinical behavior by verbal warning, written warning, and/or dismissal from the program.
- Excessive absences or tardiness - Tardiness and/or absences can seriously interfere with student's learning experience. At the point when absences/tardiness becomes a concern, endangering a student's progress, a contractual agreement will be established between student and faculty, outlining the specific behavior expected for the student to complete the program.
- Inability to adjust adequately to perform duties safely with clients.
- Inability to apply the necessary knowledge to perform the following duties with client's safety
  - Identify the client properly
  - Provide care within the acceptable standards of care for students
- Inability to accept responsibility for consequences of one's own behavior.
- Inability to demonstrate fairness, straightforwardness and conduct
  - Free from fraud or deception
  - Maintain client confidentiality
  - Report errors and unsafe conditions
- Inability to consistently receive, interpret and follow instructions.

## WITHDRAWAL POLICY

Student who wish to withdraw from the program should submit a letter of withdrawal specifying reason for withdrawal. Program Director/Administration may request or reach out to students who wish to withdraw to attempt to recover student or complete an exit interview if the student consent. No refund will be given if the student is dismissed for poor attendance, unprofessional conduct, or failure to make satisfactory progress in the program. If the student wishes to withdrawal, refund will be issue according to the refund policy.

## ATTENDANCE POLICY

The state of Mississippi's regulatory agency and Blue Care Medical Academy closely monitors the hours of attendance by students. We have no ability to be flexible in this area. It is your responsibility to make all necessary arrangements and back up arrangements, so you can be in class and be there on time.

- Students that miss class must meet with their instructor/Program Director, outside of class at his/her convenience, to disguise the absence.
- If the instructor accepts your explanation, you are required to make up your missing time.
- Students that miss class time must make up this time at the training facilities convenience. All hours missed must be made up.
- Students may be required to make up time missed in the next scheduled class if there is room available. That could mean a wait of 2-6 weeks. Class size is limited so room in any given class may not be available.
- If your time can not be made up in the next class because the class is full, then you may have to wait for a class with space availability or pay the instructor 20\$ hour to make up class time.
- Students must make up class time within 90 days of completion of their scheduled class date. This may require a student to pay for instructor's time. We cannot guarantee make up time will be made available more than once within 90 days.
- If you do not use the time, we make available to you and your 90 days have elapsed, then your class will be voided, and you will not receive a refund. The student will be required to retake the entire class and pay full tuition to graduate from the program.
- If you miss more than 24 hours of class time you will be required to start the class over. You will have to wait for the next empty seat in a future class. You will be charged an additional \$150.00 to attend the future class. If you choose not to take a future class, you will not receive a refund.
- If you choose to transfer to a future class any time after 3 days before class begins you will be charged \$100 fee and you must wait until there is seat available (this could take several months). If you choose to take a future class due to issues with pregnancy, or death in the immediate family (mother, father, brother, sister, or child) you will not be charged \$100 but must still wait until seat is available. If you choose not to take a future class, you will be refunded according to the refund policy.
- No refund will be given if you fail to graduate because of missed class time.

## ABSENCE

Absence: if the student is 10 minutes or later for any class session OR if the student leaves 10 minutes or more before the scheduled end of any class session.

Tardiness: If the student arrives less than 10 minutes to class or leaves early within 10 minutes from the scheduled end of the class.

If two absences and/or tardies -- or any combination of the two -- occurs, the student will be placed on a contract.

After two absences and/or tardies, the result may be termination (F grade) at the discretion of the Program Director, or the student may withdraw per Blue Care Medical Academy policy.

## PRACTICUM/CLINICAL SESSION

Attendance is mandatory for all clinical sessions. Any tardies in clinical will follow the above protocol.

## **NONDISCRIMINATION AND GRIEVANCE PROCESS**

### Equal Employment Opportunity Policy

Blue Care Medical Academy is committed to the principles of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions are based on business needs, job requirements, and individual qualifications, without regards to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancies), age, physical, mental or sensory deficit, HIV status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws and regulations in the location where we operate. We will not tolerate discrimination or harassment based on any of these characteristics.

### APPEAL AND GRIEVANCE PROCEDURES

Students who feel that they have been treated unfairly have the right to question this treatment and receive prompt hearing of the grievance.

**SECTION ONE:** Requests to continue in the curriculum after being dropped from the program for unsatisfactory progress, attendance, unprofessional conduct, unsafe clinical practice as defined in this manual, violation of standards of practice, or failure to pay program fees. A written appeal must be filed with the Program Director within 5 working days of the date of the letter notifying the student of the decision to discontinue the student in the program. The written statement must specify:

- Precise grounds on which the appeal is based.
- Circumstances associated with the need to appeal.
- Arguments supporting the appeal.

The Program Director will collect the information relative to the appellant's situation. The Program Director will provide a written decision, including the reasons therefore, to the student within 10 working days.

**The student may also contact**

**MS Commission on Proprietary Schools & College Registration**

**3785 Ridgewood Road**

**Jackson, MS 39211**

**[Http://www.mccb.edu/program/psDefault.aspx](http://www.mccb.edu/program/psDefault.aspx)**

**SECTION TWO:** Informal Resolution. Any student who believes that he or she has been treated inequitably is encouraged to resolve the matter informally. The student should first talk with the person or group at whom the grievance is directed in an attempt to resolve the issue informally. The student may contact the Program Director for assistance in resolving the matter informally.

**SECTION THREE:** Formal Resolution. The grievance procedure is available to resolve student concerns regarding inequitable treatment that have not been satisfactorily resolved through the informal resolution process or where the student believes that informal resolution would not be productive. Through the grievance process, the student may be accompanied by a support person. The use of this grievance procedure shall not prevent the student from seeking redress through another administrative or legal process.

1. To initiate the formal grievance procedure, the student must submit his or her grievance, in writing, to the Program Director.
2. The written grievance shall include:
  - a statement that the student wishes a review of the situation by a Grievance Committee
  - the identification of the person or group at whom the grievance is directed;
  - the specifics of the perceived inequitable treatment
  - evidence in support of the student's belief that he or she has been treated inequitably
  - the outcome or resolution desired by the student.
3. A grievance must be initiated no later than 5 calendar days from the time the student knew or could reasonably have been expected to have known of the circumstances giving rise to the grievance. Initiation of the informal procedure described above within the 5-day period will extend the deadline for initiating the grievance to 10 calendar days from the time the student knew or could reasonably have been expected to have known of the circumstances giving rise to the grievance.
4. Within 5 calendar days after receiving the grievance, the Program Director shall arrange for a committee meeting. The Committee may request a written response from the person or group at whom the grievance is directed, may ask for additional information from any or all parties involved, may request that the parties involved appear before the Committee, and/or may take other steps in attempting to resolve the grievance.

5. Within 10 calendar days after the committee meeting, the Committee shall send a written report of the Committee's recommendations to the student.

**The student may also contact**

**MS Commission on Proprietary Schools & College Registration**

**3785 Ridgewood Road**

**Jackson, MS 39211**

**[Http://www.mccb.edu/program/psDefault.aspx](http://www.mccb.edu/program/psDefault.aspx)**

## **STUDENT SUPPORT SERVICES**

### **Financial Support/Advisement**

Omarr Hurd- Chief Financial Officer/Business Development

Email: [Enrollment@bluecaremedicalacademy.com](mailto:Enrollment@bluecaremedicalacademy.com)

Attention: Omarr Hurd

Office Phone: 662 470 4837

Cell Phone: 901 530 0426

### **Program/Academic Advisement**

Donna Lockett-Program Director

Email: [Enrollment@bluecaremedicalacademy.com](mailto:Enrollment@bluecaremedicalacademy.com)

Attention: Donna Lockett

Office Phone: 662 510 5871

Cell phone: 901 378 4589

**Receptionist (primary office line 662 253 8543)**

## **ACADEMIC AND CLINICAL PERFORMANCE COUNSELING CONFERENCE POLICY**

- A counseling conference provides an opportunity for the instructor and student to raise and discuss issues of concern.
- A counseling conference can be initiated or requested by a student, faculty member or Program Director.
- A third person/neutral party may be asked to participate in the counseling conference. Attendance of a third party is to be accepted by all participating.
- Students may be counseled regarding academic and/or clinical performance. Violations of any program standard as stated in the program handbook are also reasons for which counseling is initiated.

### Academic Counseling Conference Procedure

- If a student's academic performance indicates potential for not completing the course, a conference may be held at the request of the student or instructor.

- The instructor will provide the student with grades in writing. Recommendations for corrective action to assist the student in improving performance can be made at this time.
- The instructor will put a copy of the conference documentation in the student's file.

#### Clinical Performance Conference Procedure

- Instructors have the right and responsibility to ensure safe and satisfactory behaviors in the clinical setting. The instructor may impose any restriction upon the student deemed necessary in relation to the occurrence. This includes removal from the clinical setting immediately.
- The instructor will then document behaviors/occurrence objectively. All specific data, including date, time, and place of occurrence is to be included.
- When student clinical behaviors do not meet satisfactory standards, the instructor will initially inform the student verbally (verbal warning) and if necessary, a written warning will follow.
  - The verbal discussion should occur as close to the time of the occurrence as possible.
  - The instructor will discuss with the student acceptable behavior/performance and establish a plan for remediation.
  - Written warning will generally follow a verbal warning as necessary for unsatisfactory clinical behavior.
  - An action plan will be provided.
- A counseling conference may be held. The student can respond to the instructor's warning and recommendation on the Official Reprimand form or Written Summary of verbal warning.
- The student and instructor's signatures are required on the Official Reprimand form. The student's signature does not necessarily indicate agreement. The signature represents that the student has been apprised of the occurrence in writing and has read the information.
- Should a student refuse to sign the form, a note will be made on the form.
- An area for student comments is provided on the form

### **BCMA REFUND POLICY**

#### **Refunds and Cancellations**

1. Students not accepted into Blue Care Medical Academy Nurse Aide Program are entitled to all monies paid except for application fee, cost of background check and cost of drug test.
2. Students who withdraw by notifying the school within five (5) business days prior to start date of a class are entitled to a full refund of all tuition paid.
3. Students who withdraw after five (5) business days, but before the start date are entitled to a full refund of all tuition and fees minus the cancellation charge of \$100.
4. In case of student withdrawal after commencement of classes, the school will retain the maximum cancellation charge of \$100 plus a percentage of the tuition and fees based upon the percentage of contractual price as stated in the Student Catalog.

**5. Cancellation after commencement of classes will result in the following refund:**

<b>Student is entitled to upon withdrawal or termination</b>	<b>Refund</b>
Within the first 10% of program	90% of tuition less cancellation charge
After 10% - 25% of program	50% less cancellation charge
After 25% - 50% of the program	25% less cancellation charge
After 50% of program	No refund

6. A student can be dismissed, at the discretion of the Program Director, for insufficient progress, nonpayment of costs, or failure to comply with policy and procedures.
7. Those wishing to withdraw/cancel because of illness or personal reasons may resume their course of study in the next class series with no penalty and may repeat the already completed sessions if desired at no additional charge or pick up where they left off. Physician's documentation is required. This is effective for extenuating circumstances only, including but not limited to death in family, personal hospitalization, hospitalization of a child or spouse, etc. Employment is not a valid reason for absences.
8. For any program course that is cancelled by the Institution, the Institution will refund the tuition in full or apply tuition to a future course, depending on the wishes of the student.

**LATE FEE**

BCMA WILL ACCESS A 10% LATE FEE FOR PAYMENTS THAT ARE THREE OR MORE DAYS LATE.

**SCHOOL CLOSURE POLICY**

If Blue Care Medical Academy close, each student record will be safeguarded and available upon request. Student's record will be kept as a hard copy as well as an electronic copy. If in event that a closure must take place, 100% of any tuition paid for future enrollment will be refunded back to each student within 60 days. Blue Care is dedicated to our community and to the success of each student. Therefore, if there is a school closure, the current session of class will be completed prior to school closing to ensure each current student complete the current program prior to closing. Blue Care Medical Academy will assist future students with transfer into other local Nurse Aide Programs. Any make up hours needed to complete the program must be scheduled before the designated date prior to closure. Any student requiring make up hours that are not scheduled before the designated date will void all class hours and failed to graduate/complete the program.

**GENERAL POLICY AND STANDARDS**

**Inclement Weather**

If Blue Care Medical Academy is closed or has a late start due to inclement weather, clinical schedules will be adjusted. Blue Care Medical Academy will follow the delay and closing schedule in Southaven, MS.

**Electronic Devices**

Electronic devices are not allowed during quizzes or exams. All cellular phones must be turned off at the beginning of each class session. Cell phone interruptions during class or clinicals is

prohibited. You must come to class and clinicals prepared-meaning your cell phone is on silent or vibrate.

### **Transportation**

Students are responsible for their own transportation to and from school and clinical facilities.

### **Children and Pets**

Children and pets will not be allowed to attend class or clinical training. The exception to the policy is for service animals.

### **Drug Free Environment**

Blue Care Medical Academy has adopted a zero tolerance for substance abuse and alcohol. Alcohol, illegal drugs, and marijuana are strictly prohibited on our properties and at all clinical facilities.

### **Civility**

Students are expected and required to conduct themselves in a courteous and polite manner in all areas of the campus, clinical facilities, and with all personnel always.

## **CAMPUS SECURITY**

Blue Care Medical Academy is committed to providing a safe environment in which to learn and keep students and employees safe. During business hours Blue Care Medical Academy will be opened to students, employees, contractors, guess, and invitees. During evening classes, Blue Care Medical Academy will maintain locked doors and only students and employees will be allowed to enter the school. The campus will be kept secured when not in use.

In case of emergency, every attempt will be made to issue notification/warning in a reasonable amount of time. Emergency notification to students and employees will include one or more of the following: telephone, fire alarm, website, text messaging, and/or email.

### **Law Enforcement**

Blue Care Medical Academy does not have 24/7 campus security but utilize the Desoto County Law Enforcement for incidents that require law enforcement.

### **Campus Security**

According to federal law, colleges and technical schools are required to report statistics concerning the report of certain criminal offenses to the local police agency/and or any official of the institution who is defined as Campus Security Authority.

A campus security as defined by the Clergy Act as “An official of the institution who has significant responsibility for students and campus activities, including but not limited to discipline and campus judicial proceedings”. Due to the nature of certain positions at Blue Care Medical Academy, they may quality as Campus Security Authority. As such, they will be expected to report crimes for inclusion in the Blue Care Medical Academy Security Report.

Campus Security Authority at Blue Care Medical Academy include:

- Program Director
- Chief Operating Officer
- Instructors



## **FINANCING MY EDUCATION**

**Option 1:** Cash (Pay full payment)

**Option 2:** Payment Arrangement

**Option 3:** Personal Loan

**Option 4:** Mississippi Career Center- Blue Care Medical Academy LLC is an approved training provider for Workforce Investment Network.

**Option 5:** Central Mississippi Incorporation (CMI) 2507 Browning Road 520, Greenwood, MS 38930

# ***PROGRAM OF STUDY: NURSE AIDE/ CERTIFIED NURSE ASSISTANT***



## **PROGRAM OVERVIEW**

Blue Care Medical Program offers a flexible Nurse Aide program of study and curriculum consisting of 76 hours combined lecture, lab, and clinical. Two sessions are available for Nurse Aide training. Session 1 (one) is a four-week Evening/Saturday Class on Monday and Thursday night and Saturday day. The first week of class students come to class an additional night on Wednesday. Clinicals consist of two 8 hours days on a Saturday. Session 2 (two) is a three-week day class Monday thru Thursday. Clinicals consist of two 8 hours days on Tuesday and Wednesday. Exceptions apply to program schedule during holidays and special circumstances to achieved required hours.

## **NURSE AIDE PROGRAM PHILOSOPHY AND GOALS**

The goal of BCMA Nurse Aide Program is to prepare competent, nursing assistants, that are knowledgeable and safe, with a caring attitude, who are able to provide nursing care and/or coordinate care for clients in the long-term care, home health, hospice, and hospital settings. Graduate nursing assistants should be prepared to use their skills, knowledge, and understanding for giving safe, quality health care to their clients.

## **CAREER DESCRIPTION, PROFESSIONAL ROLES, AND RESPONSIBILITIES**

A Nurse Aide (NA) also called nurse assistant (NA) or certified nurse assistant (CNA), works under the supervision of nurses to deliver high quality care to patients. A CNA main role is to provide basic care to patients, as well as assist them in daily activities they might have trouble with on their own, such as bathing. Because of the personal nature of the job, a CNA job description must include people skills and the ability to be compassionate and enjoy helping others. In nursing or long-term care facilities, a CNA is often a patient's main caregiver.

## **NURSE AIDES DUTIES AND RESPONSIBILITIES**

CNAs assist patients with daily activities. The core functions on the job include:

- Bathe and dress patients
- Serve meals and help patients eat
- Take vital signs
- Turn or reposition patients who are bedridden

- Collect information about conditions and treatment plans from caregivers, nurses and doctors
- Provide and empty bedpans
- Lift patients into beds, wheelchairs, exam tables, etc.
- Answer patient calls
- Examine patients for bruises, blood in urine or other injuries/wounds
- Clean and sanitize patient areas
- Change bed sheets and restock rooms with necessary supplies
- CNAs work with medical technology, like health information software and medical record charting software.

CNAs also serve as a conduit between patients and nurses and doctors and record and communicate all issues to medical staff. Depending on where a CNA works, other duties might include transporting patients to operating rooms or treatment units and setting up equipment at a nurse or doctor’s request.

### **CAREER EMPLOYMENT AND OUTLOOK**

CNAs work in state, local and private hospitals, but they’re most prevalent in nursing and long-term care facilities. Due to the nature of the medical field, the likelihood you’ll be asked to work irregular hours (nights, weekends and holidays) is high.

Overall employment of nursing assistants and orderlies is projected to grow 11 percent from 2016 to 2026, faster than the average for all occupations. As the baby-boom population ages, nursing assistants and orderlies will be needed to assist and care for elderly patients.

<b>Quick Facts: Nursing Assistants and Orderlies</b>	
<b><u>2017 Median Pay</u></b>	\$27,510 per year \$13.23 per hour
<b><u>Typical Entry-Level Education</u></b>	<a href="#">See How to Become One</a>
<b><u>Work Experience in a Related Occupation</u></b>	None
<b><u>On-the-job Training</u></b>	<a href="#">See How to Become One</a>
<b><u>Number of Jobs, 2016</u></b>	1,564,300
<b><u>Job Outlook, 2016-26</u></b>	11% (Faster than average)
<b><u>Employment Change, 2016-26</u></b>	177,700

. <https://www.bls.gov/ooh/Healthcare/Nursing-assistants.htm>

### **CERTIFICATION REQUIREMENT FOR JOB**

Students who successfully complete Blue Care Medical Academy Nurse Aide course are eligible to apply for certification in the state of their choice. Each state Board of Nursing determines requirements for certification; it is the student’s responsibility to contact the state of their choice to ascertain eligibility requirements. Blue Care Medical Academy will assist with this process once students have paid in full the cost of certification test. Completion of an approved program is only

one of the requirements and does not mean automatic certification as a Nurse Aide. Students must successfully pass state certification test to become licensed/certified.

### NURSE AIDE PROGRAM LEARNING OBJECTIVE AND OUTCOMES

- Describe the functions of body systems appropriate to the nursing assistant scope of practice.
- Describe the roles and responsibility of nursing assistants including ethics, communication, legal responsibilities, abuse laws, and Mississippi State Board of Nursing regulations.
- Demonstrate professional communication skills including recording and reporting, and legal and ethical responsibilities.
- Demonstrate safety and infection control practices that comply with standards of practice for nursing assistants.
- Identify stages of growth and development.
- Define common medical terms and abbreviations used in health care.
- Demonstrate competence and proficiency in the following categories of skills:
  - Communication and interpersonal relationships.
  - Safety and infection control.
  - Personal care procedures.
  - Vital signs.
  - Nutritional requirements and techniques.
  - Admission, transfer, and discharge procedures.
  - Exercise and activity.
  - Elimination.
  - Unsterile warm and cold applications.
  - Care to clients with special needs.
  - Care to clients with cognitive impairment.
  - End of life care.
- Comply with privacy and confidentiality laws.
- Demonstrate behaviors consistent with professional work ethics.
- Adhere to the policies and procedures of clinical sites.

### STUDENT OUTCOME

- Student will be able to demonstrate knowledge of common elements required for certification by the Mississippi State Board of Nursing. This will be measured by student achievement of a passing grade on instructor developed quizzes and administered final examination.
- Student will be able to demonstrate compliance with standards of practice for nursing assistants and demonstrate competence with all skills requirements for certification. This will be measured by an administered skills competency check off that contains elements of all required steps for all required skills.

## NURSE AIDE CURRICULUM AND INTEGRATED LESSON PLAN

### **I. INTRODUCTION TO LONGTERM CARE ASSISTING - Theory (8 hrs) + Lab (8 hrs) = TOTAL 16 HOURS**

**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.

Registry Requirement	Theory Hours	Lab Hours	Clinical Hours	Textbook Chapter # <i>*(insert)</i>	Textbook Page # <i>*(insert)</i>
1. Student will identify proper channels related to the process of communication and demonstrate effective interpersonal skills.	1		n/a	4	34-56 50-56
2. Student will demonstrate proficiency and knowledge in the area of infection control.	2	2	n/a	5 11 12 14	58-79 183 187-192 252-253
3. Student will satisfactorily demonstrate skills related to safety, to include personal safety, accident prevention, dealing with safety hazards, equipment defect, oxygen safety, protective services	2	3	n/a	3 5 6 7 3 12 14  Handout Instruct guide	26-28 61-79 81-93 94-106 26-28 188-189 251-252
4. Student will satisfactorily demonstrate skills related to emergency procedures including fire extinguisher, evacuation, falling, choking (Heimlich), CPR, bleeding, restraints	1	3		Handout Instruct guide	
5. Student will describe the purpose of resident's rights and the importance of respecting the rights.	1		n/a	3 1	20-31 6-7

				2	14-18
				6	86-88
6. Student will define independence and describe methods for promoting resident independence.	1		n/a		
<b>Total hours</b>	<b>8</b>	<b>8</b>			

**EVALUATION:**

- A) Written Examination
- B) Performance Evaluation – return demonstration of task in lab setting

**II. BASIC NURSING SKILLS - Theory (6 hrs) + Lab (5.5 hrs) = TOTAL 11.5 HOURS**

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

Registry Requirement	Theory Hours	Lab Hours	Clinical Hours	Textbook Chapter # <i>*(insert)</i>	Textbook Page # <i>*(insert)</i>
1. Student will correctly define the importance of vital signs and demonstrate skills for taking temperature, pulse, respiration, and blood pressure to include recording.	2	4		14	227-241
2. Student will accurately demonstrate skills measuring height and weight and recognize the importance of assessing height and weight.	1	1		11	177-179
3. Student will identify steps to maintaining and caring for the resident's environment.	1	0.5		12	185-191
4. Student will recognize abnormal changes in elderly body functions and demonstrate steps for reporting findings.	1			4 2 9 18	40-47 9-18 130-147 318-345

5. Student will define stages in death and dying and identify steps associated with caring for the dying resident.	1			23	404-413
<b>Total</b>	<b>6</b>	<b>5.5</b>			

**EVALUATION:**

- A) Written Examination
- B) Performance Evaluation – return demonstration of task in lab setting

**III. PERSONAL CARE SKILLS - Theory (5.0 hrs) + Lab (6.5 hrs) = TOTAL 11.5 HOURS**

**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.

Registry Requirement	Theory Hours	Lab Hours	Clinical Hours	Textbook Chapter # *(insert)	Textbook Page # *(insert)
1. Student will demonstrate knowledge and skills needed for providing a bath, skin care, and perineal care to include tub, shower, sponge	1	2		13	198-215
2. Student will demonstrate the procedures necessary for grooming residents, to include oral hygiene.	1	0.5		13	212-225
3. Student will demonstrate procedures for dressing residents.	0.5	0.5		13	218-220
4. Student will recognize the importance of nutrition and hydration and will assist residents with eating and hydration.	0.5	0.5		15	255-280
5. Students will demonstrate steps for proper feeding technique	0.5	1		15	266-273 279-280

6. Student will describe and demonstrate skills for transfer, positioning, and turning residents.	1	2		6 10 13	88-90 149-172 219
<b>Total</b>	<b>5</b>	<b>6.5</b>			

**EVALUATION:**

- A) Written Examination
- B) Performance Evaluation – return demonstration of task in lab setting

**MENTAL HEALTH AND SOCIAL SERVICES - Theory (2.5 hrs) + Lab (0.5 hr) = TOTAL 3.0 HOURS**

**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.

Registry Requirement	Theory Hours	Lab Hours	Clinical Hours	Textbook Chapter # *(insert)	Textbook Page # *(insert)
1. Student will describe the aging process and recognize developmental task for the resident's age.	0.5			8	120-126
2. Student will identify appropriate steps for responding to residents based on their behavior.	0.5			8	108-120
3. Student will allow resident to make personal choices	0.5			8	108-120
4. Students will identify and will demonstrate behavior that provides for residents' sense of dignity.	0.5	0.5		1 3 8 13 15 16 17 23	7 23-24 109-113 197 269 284 316 408-409
5. Student will recognize the role family members	0.5			2	11



have regarding support of resident and in planning resident care and utilize resident's family as a source of emotional support				8 4	18-20 40
<b>Total</b>	<b>2.5</b>	<b>0.5</b>			

**EVALUATION:**

- A) Written Examination
- B) Performance Evaluation – return demonstration of task in lab setting

**IV. CARE OF COGNITIVELY IMPAIRED RESIDENTS - Theory (2.5 hrs) + Lab (1 hr) = TOTAL 3.5 HOURS**

**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.

Registry Requirement	Theory Hours	Lab Hours	Clinical Hours	Textbook Chapter # *(insert)	Textbook Page # *(insert)
1. Students will understand techniques for addressing unique needs and behaviors of individuals with dementia, Alzheimer's, and others	0.5			8	120-128
				19	354-371
				20	372-377
2. Student will recognize and understand skills for communicating with residents who suffer with cognitive impairments.	0.5			19	357-371
				20	373-374
3. Student will understand cognitively impaired residents.	0.5			19 20	354-371 372-374
4. Student will respond appropriately to the behaviors of cognitively impaired residents.	0.5	0.5		19	357-371
5. Student will demonstrate methods of reducing the effects of cognitive impairments.	0.5	0.5		19	357-371
<b>Total</b>	<b>2.5</b>	<b>1</b>			

**EVALUATION:**

- A) Written Examination
- B) 8Performance Evaluation – return demonstration of task in lab setting

**V. BASIC RESTORATIVE SERVICES - Theory (5.5 hrs) + Lab (4 hrs) = TOTAL 9.5 HOURS**

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

Registry Requirement	Theory Hours	Lab Hours	Clinical Hours	Textbook Chapter # *(insert)	Textbook Page # *(insert)
1. Student will describe steps involved in training residents to perform task based on their abilities.	1			21	380-391
2. Student will demonstrate knowledge and skills related to assistive devices for transfer, ambulation, eating, and dressing residents.	1	1		10 13 15 18 2	169-172 219 268 272 328 383-384
3. Student will define the importance of range of motion and accurately demonstrate steps for providing exercises for long term care residents.	1	1		21	386-391
4. Student will identify and demonstrate positioning and turning techniques for residents both in bed and in chair.	1	1		10	150-157
5. Student will recognize steps involved in bowel and bladder training and elimination needs and satisfactorily demonstrate procedures.	1	1		10 16 17	166-167 283-303 303-317
6. Student will correctly demonstrate skills related to the care and use of prosthetic and orthotic devices.	0.5	0.5		10 202 13	151-172 202 219

				15	268 272
				21	385-386
<b>Total</b>	<b>5.5</b>	<b>4</b>			

**EVALUATION:**

- A) Written Examination
- B) Performance Evaluation – return demonstration of task in lab setting

**VI. RESIDENT RIGHTS - Theory (3.5 hrs) + Lab (0.5 hrs) = TOTAL 4 HOURS**

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

Registry Requirement	Theory Hours	Lab Hours	Clinical Hours	Textbook Chapter # *(insert)	Textbook Page # *(insert)
1. Student will identify steps for providing privacy and maintaining confidentiality of residents in long term care facilities.	0.5	0.5		3	20 24 28 30-31
2. Student will promote resident's right to make choices and accommodate their needs while in long term care.	0.5			3	20-25
3. Student will recognize the steps involved in resident grievance and assist resident with resolving disputes.	0.5			3	20-32
4. Student will assist resident to participate in groups and other activities while in long term care.	0.5			8 19 21	117-118 352-371 380-383
5. Student will recognize their role providing care and security of resident personal possessions while in long term care.	0.5			3 8	24 28 109
6. Student will promote residents right to be free from abuse,	0.5			3	20-31

mistreatment, and neglect while in long term care and reporting of any instances of such to appropriate facility staff.					
7. Student will demonstrate knowledge and understanding of resident right to be free from restraint use in accordance to current professional standard.	0.5			6	86-87
<b>Total</b>	<b>3.5</b>	<b>0.5</b>			

**EVALUATION:**

- A) Written Examination
- B) Performance Evaluation – return demonstration of task in lab setting

**VII. CAREER DEVELOPMENT - Theory (1 hrs) + Lab (0.1hrs) = TOTAL 1 HOURS**

**Objective:** The aim of this unit is to assist students in developing employability skills that will allow them to effectively seek employment in the workforce.

Additional	Theory Hours	Lab Hours	Clinical Hours	Textbook Chapter # <i>*(insert)</i>	Textbook Page # <i>*(insert)</i>
1. Students will demonstrate knowledge and understanding of job seeking skills, job interview, job application, resume submission, and preparation of letter of resignation.	1			2  24	14, 17-18  416-428  PowerPoint

**\*A MINIMUM OF 16 CLOCK HOURS OF CLINICAL ASSIGNMENTS, IN A LONG-TERM CARE FACILITY, WILL BE PERFORMED UPON SUCCESSFUL COMPLETION OF THE CURRICULUM.**

**TOTAL PROGRAM TIME**

<b>THEORY HOURS</b> <i>(Completion of Section I (16 hrs) required before direct contact with residents)</i>	<b>LAB HOURS</b> <i>(minimum 16 hrs required)</i>	<b>CLINICAL HOURS</b> <i>(minimum 24 hrs required)</i>	<b>TOTAL HOURS FOR NURSE AIDE TRAINING PROGRAM</b> <i>(minimum 75 hrs required)</i>
<b>34</b>	<b>26</b>	<b>16</b>	<b>76</b>

## GRADING SCALE AND GRADING SYSTEM

### EXAMINATION AND GRADING POLICY

The Nurse Aide Program will assess students to determine mastery of the program material. Assessment may be determined through, but is not limited to, quizzes, examinations (written, practical and clinical), writing assignments, oral presentations, and performance evaluations (practical and clinical), and competency checks.

#### Grading is dependent upon:

- Quizzes. Student must obtain an 85% or higher on all quizzes (a makeup quiz will be given if student does not pass the first time).
- Final exam. Student must obtain a grade of 75% to pass final exam (a makeup exam will be given if student does not pass the first time).
- Supervisor/instructor evaluation-attainment of objectives.
- Skills check off
- Verified hours of attendance.

**Instruction is presented as a combination of lecture, video and power point presentations, and a strong emphasis on hands on training.**

The following general grading system has been established in compliance with the Nurse Aide Program. If any make up quizzes or final test are not passed the student will not receive a certificate of completion and will not be eligible to take the state test. The student can come to one free tutoring session to be scheduled by the instructor. After that session, the instructor will decide if the class must be retaken or more paid tutoring sessions scheduled.

<b>Quizzes/Exam/Homework</b>	<b>Skills Check-off</b>	<b>Clinical Participation</b>	<b>Verified Hours of Attendance</b>
A = 90-100%	PASS/FAIL	PASS/FAIL	PASS/FAIL
B = 80-89.9%			
C = 70-79.9%			
D = 60-69.9%			
F = below 60%			

**Blue Care Medical Academy will maintain hard copy of each student files to include quizzes, test, competencies, etc. A physical grading tool will be used to record grades. Student may review their grades upon request.**

### PROGRAM COMPLETION POLICY

Students MUST complete all the below requirements successfully to complete the program.

- Pay all program fees in full
- Attend all hours: 60 hours in classroom and laboratory (minimum)  
16 hours in clinical facility (minimum)

- Achieve a final grade of 75% or higher on the final examination and an 85% or higher on each quiz.
- Complete the skills check list to the instructor's satisfaction
- Demonstrate competent communication and interaction on a one-one basis with each client.
- Demonstrate sensitivity to each client's emotional, social, and mental health need through skillful, directed interactions.
- Assist the client in attaining and maintaining independence.
- Exhibit behavior in support and promotion of the client's rights.
- Demonstrate observation and documentation skills needed in the assessment of the client's health, physical condition, and wellbeing.

### **NURSE AIDE CLINICAL POLICY**

In addition to BCMA general school policy the below policy will apply specifically to Nurse Aide students during clinical.

Coordinating Clinical Experience with Site Service: BCMA students are in clinical settings to learn as much as possible (in a very limited time) on how to give the best care possible. The clinical laboratory section is a learning opportunity where the student is expected to utilize all resources to extend the learning experience. These experiences vary. Students should give or seek help when it is needed. Students may work alone, with each other, or with staff member. Clinical instructors can help the students understand their roles, teach and guide the student's learning experience.

As opportunities permit, clinical instructors facilitate student responsibility for learning, encouraging, or requiring such activities as student participation in the selection of learning experience, sharing of personal goals, keeping a record of skills and evaluation of one's own clinical performance. Individual instructors, prior to each clinical rotation give specific instructions regarding preparation for scheduled clinical lab sessions.

Each site nursing service is responsible for the quality of nursing care the clients receive from all members of the health care team; therefore, the site nursing staff is responsible for the quality of care the clients receive from the students. Since the staff know the clients and are ultimately responsible for their care, the clinical instructor and students must collaborate with staff for their skills and knowledge to give the best nursing care possible.

- The clinical laboratory experience may begin with a pre-conference, general instructions may be given, and the student is assisted to plan or meet individual client's needs.
- Clinical sessions may conclude with a post conference, during which time usually spent sharing learning experience. Such sharing is part of developing clinical communications skills.
- Students are expected to perform safely in all area of client care. Any performance which endangers a client's wellbeing may result in student removal from the clinical site.
- Student will be expected to function according to the stated facility policies in relation to parking, use of cafeteria, nursing measures, uniform requirements, and routines established for nursing unit.

- Students are evaluated daily during clinical rotation. Clinical checklists are utilized to ensure that the skill can be demonstrated and then practiced several times. If performance is unsatisfactory, comments will be noted, and student will be counseled, contacted, and required to sign the performance evaluation. It is the student's responsibility to be aware of the clinical objectives and behaviors to be evaluated. Students are encouraged to schedule appointments with their instructors as needed to discuss their progress in the program.
- Unsafe behavior: At the discretion of the instructor, any student who does not perform nursing interventions safely, in accordance with what may be considered unsafe, will be excluded from the clinical area. A student permanently excluded from the clinical site because of unsafe behavior shall fail the course, without refund.
- Accidents or Emergency Regulations: It is the student's responsibility to know what the appropriate policies and regulations are regarding each clinical site for handling accidents, emergency situations, and fire regulations during the period of rotation at each site.
- Reporting of Incidents or Injury: If a student is involved in an incident with a client, a Blue Care Medical Academy Accident form must be completed immediately with the clinical instructor. Forms are available from your clinical instructor
- Phone calls: Students are not to use telephone or receive personal calls at the clinical site. Some clinical instructors may permit you to keep your cellular telephone to contact him/her on the unit.

#### REPORTING PROBLEMS DURING CLINICALS

- Students noting patient or staff problems during clinical should inform their clinical instructor immediately.
- The instructor will evaluate the behavior or problem against the criteria for unprofessional behavior before reporting to the Mississippi Board of Nursing
  - Generally, the criteria are: gross negligence, abuse, or performing duties outside the scope of practice.
  - Each nurse is responsible for reporting unprofessional behavior directly to Mississippi Board of Nursing.
  - If the incident should be reported to the board of Licensing, this should be discussed with the instructor and supervisor, who will evaluate it and report it if necessary.
  - Generally, any incident must also be observed by the clinical instructor.
  - If the incident needs to be addressed, the student should:
    - Ask the staff diplomatically
    - Question the staff to help understand the behavior or action
    - Report the incident to the clinical instructor who will follow up with facility staff if necessary
- The clinical instructor's role is to manage the event for a good outcome for the client, student, facility, and faculty staff.
- Global or system issues should be discussed with the Program Coordinator.

**The following guidelines for students, clinical instructors, and staff nurses should help clarify responsibilities for each role in the clinical setting:**

The Student Will:

- Be prompt or notify the clinical instructor if unable to attend or will be late before the start of the clinical experience.
- Abide by the facility and unit rules and regulations.
- Seek help when needed from the clinical instructor or appropriate staff.
- Give complete care as possible up to their level of experience and knowledge; consult with instructor/staff when client's problems are not within the student level of knowledge.
- Participate as a team member giving assistance and sharing responsibilities when needed, including answering the telephone, call lights, etc.
- Be responsible for and seek out their own learning experience (with assistance from instructor or staff).
- Report errors, mistakes, accidents, and omissions promptly and take necessary steps for correction.
- Report own illness or injury during lab experience to instructor and supervisor nurse immediately.

The Instructor Will

- Be responsible for the overall supervision of the students.
- Be responsible for the overall learning experience of the students.
- Select, with assistant from staff/head nurse appropriate client assignments for the students until indicated that students can select their own clients with assistance.
- Be in the facility when the students are having learning experience.
- Seek out learning experience for the students.
- Supervise students in old and new skills as required.
- Keep unit informed as to names of students, dates of experience, changes in plans, and types of clients to meet lab objectives, and list skills student can perform.
- Welcome ideas and suggestions from staff.
- Evaluate student's performance.
- Conference with students in a pre-and post-laboratory conferences.
- Maintain a good relationship with staff, students, instructors, and clients.
- Share knowledge and experiences with staff, students, instructor, and clients.
- Share knowledge and experiences with staff on the unit when asked.
- Assist staff during emergencies.
- Abide by facility and unit regulations.

The staff can assist by:

- Helping students and instructors select clients who best fit the lab objective.
- Give complete verbal report on the client and his/her needs at the beginning of each experience.
- Assist the students when providing care.
- Notifying the instructor and students regarding interesting learning experiences.
- Notifying the instructor and students if safe practice is not carried out.



- Contacting the instructor soon as any questions or problems arise.
- Teaching and demonstrating when desirable.
- Being responsible for some learning experiences of students when in areas of specialized nursing care, when this experience does not conflict with overall operation of the unit.
- Offering suggestions to instructors and students.
- Providing input to the instructor concerning student progress.

### ACADEMIC CALENDAR

A new class starts the first Monday of every month except for holidays. Day class may rotate out every other month. See training schedule posted at school for holiday rotation and make up days.

<b>SESSION 1 Saturday and Evening Class</b>	<b>SESSION 2 Class</b>
Monday & Thursday 5:00 pm – 10:00 pm Saturdays 8:00 am – 4:30 pm  (First week students attend class on Wednesday night 5pm-9pm in addition to above schedule)	Monday thru Thursday 8:00 am – 2:30 pm
Clinicals: Saturday of week three and week four from 8:00 am – 4:30 pm	Clinicals: Wednesday and Thursday of week three from 8:00 am – 4:30 pm

### NURSE AIDE/CNA PROGRAM FEES

#### PROGRAM FEES: \$30.00 application fee (nonrefundable)

<p><b><i>PROGRAM FEES: Total \$1149</i></b></p> <ul style="list-style-type: none"> <li>➤ <i>Tuition \$885</i></li> <li>➤ <i>Textbook and Workbook \$73</i></li> <li>➤ <i>All training materials and supplies (blood pressure cuff, stethoscope, and uniform) \$66</i></li> <li>• <i>Professional Liability Insurance \$50</i></li> <li>➤ <i>Drug Test \$25</i></li> <li>➤ <i>American Heart Association BLS (CPR) Training (student price ONLY). Students receive a credit if they are already certified) \$50</i></li> </ul> <p style="text-align: center;"><b><u>PAYMENT PLANS FOR NURSE AIDE/CNA PROGRAM</u></b></p> <p>At Blue Care Medical Academy, we care about your success. We believe that education gives people the tools they need to navigate the world and live better lives. We also understand that education often comes with a cost to the students and sometimes these students need financial assistant to navigate to the level of excellence they so deserve. At Blue Care Medical Academy, we have designed an affordable schooling centered around an excellent environment with highly educated and trained</p>
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staff who work hard every day help you obtain the education you need at an affordable cost. Below is a list of the cost of our program and the payment arrangement agreements that are available to you.

***NEW PAYMENT PLANS: \$350 Deposit due 2 weeks prior to class start date and 3 installment payments: \$265 end of first week of class, \$265 end of third week of class, and \$269 due by end of week 4.***

<b><i>OTHER RELATED FEES</i></b>	<b>Fee</b>	<b>Due Dates</b>
Background Check	\$50	At least 7 business days prior to the first day of class, students must get fingerprinting card completed at designated location and return card to the school with a \$50 money order made out to Mississippi Department of Health.
Mississippi State Nurse Aide Certification Exam.	\$101	<b>MUST BE PAID PRIOR TO CERTIFICATION EXAM. THIS FEE IS PAID TO PEARSON VUE TESTING CENTER.</b>

## **PROGRAM OF STUDY: PHLEBOTOMY TECHNICIAN PROGRAM**



### **PROGRAM OVERVIEW**

The Phlebotomy Technician program seeks to develop skills in the performance of a variety of blood collection methods using proper techniques and standard precautions. The techniques include vacuum collection devices, syringes, capillary skin punctures, butterfly needles, and blood cultures as well as specimen collection on adults, children, and infants. Emphasis is on knowledge of infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing and accessioning. Topics include professionalism, ethics, and medical terminology.

### **CAREER DESCRIPTION, PROFESSIONAL ROLES, AND RESPONSIBILITIES**

Phlebotomists are health care professionals who draw blood from patients or blood donors for medical testing. They also help prepare and process the tests. Phlebotomists work in hospitals, HMO's, home health agencies, clinics, large medical offices, and blood banks. Phlebotomist duties and responsibilities may vary from state to state and workplace to workplace. The demand for phlebotomist is increasing due to population growth and the increased number of laboratory tests ordered by physicians/providers.

#### **Phlebotomist duties/responsibilities may include:**

- Drawing blood from patients or donors in hospitals, blood banks, clinics, doctor offices, laboratories or similar facilities for medical purposes.
- Assembling equipment such as needles, blood collection devices, gauze, tourniquet, cotton and alcohol.
- Verifying or recording identity of patient or donor.
- Conversing with patient to allay fear of procedure.
- Applying tourniquet to arm, locating vein, swabbing area with disinfectant, and inserting needles into vein to draw blood into collection tube. (May also prick finger instead of inserting needle).
- Labeling and storing blood container for processing.
- Conducting interview, taking vital signs and testing blood samples to screen donors at blood banks.
- Being able to analyze information and make appropriate recommendations.

### **CAREER EMPLOYMENT AND OUTLOOK**

Employment of phlebotomists is projected to grow 25 percent by 2026, much faster than the average for all occupations. Hospitals, diagnostic laboratories, blood donor centers, and other locations will need phlebotomists to perform bloodwork.

<b>Quick Facts: Phlebotomists</b>	
<u>2017 Median Pay</u>	\$33,670 per year \$16.19 per hour
<u>Typical Entry-Level Education</u>	Postsecondary nondegree award
<u>Work Experience in a Related Occupation</u>	None
<u>On-the-job Training</u>	None
<u>Number of Jobs, 2016</u>	122,700
<u>Job Outlook, 2016-26</u>	25% (Much faster than average)
<u>Employment Change, 2016-26</u>	30,100

**Data Table From:** Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2016-17 Edition*, Phlebotomists, on the Internet at <http://www.bls.gov/ooh/healthcare/phlebotomists.htm> (data retrieved December 26, 2018)

### **CERTIFICATION REQUIREMENT FOR JOBS**

Students who successfully complete Blue Care Medical Academy Phlebotomy Technician Program will test for National Certification as a Certified Phlebotomy Technician (CPT) through National Healthcareer Association (NHA). Students may also be eligible to take a national certifying examination for phlebotomy technicians through other organizations. Eligible students will complete the National Certification Exam at Blue Care Medical Academy after students have successfully passed the course and paid in full the cost of program completion and Certification fees.

### **PHLEBOTMY PROGRAM PHILOSOPY AND GOALS**

The goal of the Phlebotomy Technician Program at Blue Care Medical Academy is to provide specialized training in the field of phlebotomy technician in accordance with the entry level competencies determined by the NHA to meet qualifications as a Certified Phlebotomist Technician. Our vision is to provide outstanding educational programs for students who are lifelong learners and willing to commit to providing the highest quality compassionate care to serve the needs of our community. Our students will develop confidence in their discipline through high quality training.

### **PROGRAM OBJECTIVE AND OUTCOMES**

Blue Care Medical Academy Phlebotomy Technician program seeks to provide education in phlebotomy that meets, but is not limited to the following standards:

- Critical thinking ability sufficient to organize responsibilities and make decisions.

- Interpersonal abilities sufficient to interact with individuals from a variety of backgrounds.
- Communication abilities sufficient for interaction with others in verbal and written form.
- Physical abilities to move about freely and maneuver in small spaces.
- Gross and fine motor abilities to manipulate phlebotomy equipment to collect specimens.
- Visual ability sufficient to discern colors and perform phlebotomy procedures.

### **COURSE OBJECTIVES AND OUTCOMES**

This program prepares students to take the National Healthcareer Association (NHA), Phlebotomy Technician certification exam and provides students with the opportunity to gain advanced training and skills to further their healthcare career. Successful completion of the required components and passing the Certified Phlebotomy Technician (CPT) exam will enable students to apply for employment where Phlebotomy Technician training and certification is required or encouraged. Upon completion of Didactic lecture, Laboratory and Practicum session of program, students should be competent in each of the following objectives and competencies:

1. Discuss the scope of practice of the Phlebotomy Technician.
2. Describe the role of the clinical lab within the healthcare environment.
3. Describe departments within a clinical lab and the tests performed in each.
4. Describe the role of the phlebotomist within the clinical laboratory environment.
5. Demonstrate successful venipunctures and capillary sticks from patients or donors in hospitals, blood banks, clinics, doctor offices, laboratories, or similar facilities.
6. Assemble equipment (i.e., needles, blood collection devices, gauze, tourniquet, cotton, and alcohol).
7. Verify or record identify of patient or donor.
8. Describe and apply proper bedside manner.
9. Conduct interviews with patients and prepare client/patient for venipuncture collection.
10. Outline post-puncture care of the patient.
11. Demonstrate proper handling of clinical specimens.
12. Follow infection control and safety policies.
13. Identify potential pre-analytical sources of specimen error.
14. Understand and apply human anatomy terms, including organs, tissues, and organ systems.
15. Understand basic word structures in medical terminology
16. Apply principles of medical ethics to phlebotomy practice.
17. Maintain safety standards.
18. Research job opportunities for phlebotomists.

Upon completion of the Phlebotomy Practicum, students should be competent in each of the following objectives:

1. Perform venipunctures/capillary punctures successfully following correct order of draw.
2. Describe complications associated with blood collections and ways to effectively handle these situations.
3. Describe special blood collection procedures.

4. Organize and prioritize the workload.
5. Follow infection control and safety policies.
6. Communicate effectively using appropriate medical terminology.

## **PHLEBTOMTOMY TECHNICIAN PROGRAM COURSE REQUIREMENTS**

Blue Care Medical Academy Phlebotomy Technician Program consist of a total of 80 clock hours. We offer a day and evening class.

The program is divided into two phases.

Phase 1: Didactic lecture and Laboratory

Phase 2: Practicum: Practicum, may be on or off campus

### Phase 1: Didactic Lecture and Laboratory

The Didactic Lecture and Laboratory consist of 60 plus hours. Students will learn basic techniques for blood specimen collection. Units on anatomy and physiology of the circulatory system, medical terminology, specimen processing, laboratory safety, infection control, quality control, and professional skills will also be covered.

### Phase 2: Phlebotomy Practicum

Phase 2: Practicum consist of 20 plus hours. Students accepted into Blue Care Medical Academy Phlebotomy Technician program will be required to successfully complete 30 venipunctures and 10 capillary sticks on campus or off campus to meet program requirements and national certification requirements.

### Phase 2: On Campus Practicum

Practicum Requirements:

30 documented successful venipunctures and 10 documented skin punctures.

**Practicum will be conducted on campus on Tuesday and Wednesday night 5pm-10pm during week 7 and 8. Students are encouraged to invite family and friends to volunteer for medical testing and blood draws to meet Phase 2 requirement.**

### Phase 2: Off-Campus Practicum

If a student cannot successfully PASS Phase 2 requirements on campus during week 7 and 8 for evening session and during week 6 for day session, optional off-campus practicum/externship opportunities may be available at local medical facilities. Practicum placement is at the discretion of the clinical site and is not guaranteed. Student will be given 2 weeks after commencement of current class to meet practicum requirement of 30 documented successful venipunctures and 10 documented skin punctures at an off-campus practicum site. If student FAIL to successfully meet practicum requirement within 2 weeks while at offsite practicum site, student will receive a grade FAIL and will be required to repeat the course at a cost to them.

Practicum provide hands-on learning opportunities through non-paid, supervised experience with the goal of demonstrated entry-level competencies. Students are not permitted to take the place of staff at off-campus sites. Each affiliation agreement addresses this point. Hours spent at the clinical

sites are scheduled during weekday hours only. Voluntary, unpaid phlebotomy is not permitted at the clinical sites unless scheduled by Blue Care Medical Academy. Employment should, in no way interfere with the student's academic or clinical responsibilities.

Efforts will be made to assign the student to the Practicum site closest to their place of residence; however, this cannot be guaranteed. Assignments will be arranged and coordinated by the Program Director/Management Team. Supervision of the student will be shared by the staff of the facility (supervisor) and Program Director/Instructor.

If a student is assigned an off-campus practicum site, he/she is required to write a weekly log of activities, which will be verified by the clinical supervisor, and will be submitted to the instructor each Thursday. Instructor and student will participate in weekly feedback sessions via phone or in person.

Offsite practicum facilities may require BACKGROUND CHECKS, including fingerprinting, as a condition of placement at the clinic. Refusal to submit to a background check, or failure to meet clearance criteria established by the health care facility, may prevent placement in Phase 2 of the course and thus, it may not be possible to successfully complete the program. Health care facilities also require adherence to strict standards of conduct. Facilities may refuse educational access to any person who does not adhere to the facility's standards of safety, health and ethical behavior; and will result in a grade less than "C" and is cause for removal from the program.

## **GRADING SCALE AND GRADING SYSTEM**

### **EXAMINATION AND GRADING POLICY**

The Phlebotomy Training Program will assess students to determine mastery of the program material. Assessment may be determined through, but is not limited to, quizzes, examinations (written, practical and clinical), writing assignments, oral presentations, and performance evaluations (practical and clinical), and competency checks.

#### **Grading is dependent upon:**

1. Quizzes and Exams.
2. Supervisor/instructor evaluation-attainment of objectives.
3. Weekly activities-student.
4. Laboratory Skills Reports.
5. Verified hours of attendance.

**Instruction is presented as a combination of lecture, video and power point presentations, and a strong emphasis on hands on training. Students will play the role of patient for other students to practice skills. Students are also requested and encouraged to invite family and friends to volunteer for medical testing and blood draws.**

The following general grading system has been established in compliance with the Phlebotomy Technician program.

Quizzes/Exam/Homework	Laboratory/Practicum	Activities/Projects Participation
A = 90-100%	PASS/FAIL	4-points = A
B = 80-89.9%		3 points = B
C = 70-79.9%		2 points = C
D = 60-69.9%		1 point = F
F = below 60%		

**Blue Care Medical Academy will maintain hard copy of each student files to include quizzes, test, competencies, etc. A physical grading tool will be used to record grades. Student may review their grades upon request.**

#### REQUIREMENTS FOR A PASSING GRADE

Student must successfully pass all quizzes and final exam with a grade “C” (75) or above. Additionally, students must obtain a PASS grade at end of practicum by submitting proof of successful completion of 10 capillary punctures and 30 venipunctures. There is no numeric or letter grade attached to student’s practicum grade. Practicum grade consist of either PASS/FAIL. Student will also be graded on classroom activities, projects, and participation. Student is required to have a grade “C” to pass this part of the course.

#### GRADUATION/COMPLETION

All students who successfully complete the Phlebotomy Training program will be awarded a Certificate of Completion and will test for national certification to become a Certified Phlebotomy Technician (CPT) through NHA. Students may be eligible to test for several other state and national exams. Blue Care Medical Academy is an approved proctor for the National Health Career Association and is authorized to administer the written exam for certification. Exams are scheduled by appointments.

#### Students MUST complete all the below requirements successfully to complete the program

- Pay all program fees in full: All program fees must be paid out with zero balance prior to completion date and prior to going to clinical.
- Attend all required classroom/laboratory hours and practicum hours: Students must attend a combined minimum of 80 hours of classroom/ laboratory/practicum training hours.
- Pass each quiz, final exam, practicum, and classroom participation with a grade “C” (See grading scale outlined above).
- Achieve a final grade of 75% or higher on each quiz and on the final examination. Student must successfully complete 10 capillary punctures and 30 venipunctures while completing their Practicum hours.
- Demonstrate competency with each required laboratory skill.
- Complete the skills check list to the instructor’s satisfaction with a grade of PASS.
- Demonstrate excellent communication and interaction with clients during practicum observation
  - A. Demonstrate competent communication and interaction on a one-one basis with each client.



- B. Demonstrate sensitivity to each client emotional, social, and mental health need through skillful, directed interactions.

### **PRACTICUM AND LABORATORY RULES**

This policy applies if student is assigned to off campus practicum to meet program requirements and/or doing practicum and laboratory time on campus. Participation in the Phlebotomy Technician training program lab activities and practicum requires strict adherence to principles of infection control and safety. Safety rules include but are not limited to:

#### **GENERAL**

1. Safety glasses or facial shield must be worn in the laboratory at all times
2. Contact lenses should not be worn.
3. Questions or problems incurred in the lab should be taken to the appropriate individual in charge if it concerns rules or regulations. Questions concerning procedures, techniques and testing theory may be directed to the technologist in the department/instructor.
4. Students must observe hospital and lab regulations for routing work and written communications.
5. No student may request access to information ordinarily found in the lab.
6. Students must not discuss lab results with any staff member outside of the lab, with family members, friends or patients.
7. Questions concerning the diagnosis of disease states or evaluation of therapy should be directed to the pathologist/instructor.
8. Physicians and other medical professionals should be addressed by their title.
9. Comply with the uniform regulations.
10. Powder free, non-latex gloves and other personal protective equipment are to be worn for each procedure when contact with blood or bodily fluids is involved. Gloves are to be changed and discarded after each procedure and the hands washed.
11. Spills must be wiped up immediately. If the spill is blood or bodily fluids, gloves must be worn. All items contaminated with blood must be disposed of according to Standard Precautions and OSHA regulations (i.e., in the proper biohazard receptacle).
12. Do not recap used needles. All contaminated needles and syringes must be immediately placed in a red sharps container.
13. All work surfaces must be sprayed or wiped with 10% bleach solution and wiped down before and after each procedure. Each student is responsible for cleaning up after him/herself.
14. All electrical appliances are to be unplugged at the end of each lab session.
15. Electrical plugs should be removed from outlets with dry hands: Grip the plug, not the cord.
16. Report any faulty equipment to the instructor immediately.
17. Equipment may not be used without prior instruction from the instructor.
18. Do not leave operating equipment unattended.
19. All injuries during class and laboratory/practicum must be reported to the Program Director or instructor immediately. The necessary paperwork must be completed with Blue Care Medical Academy Management Office within 24 hours from the time of injury. During your practicum, any injury, however minor, must be reported immediately to the practicum site

- supervisor as well as the Program Director (662-253-8543). If an off-campus practicum site has a policy for reporting and taking care of students, the student may follow that procedure.
20. Keep the counter tops, aisles and floors free of unnecessary items.
  21. Students will clean up after themselves. This includes proper storage of equipment and instruments, clearing working areas and utilizing proper infection control protocol.
  22. Hair must be pulled back off the face and shoulders and protected from engine belts.
  23. Noise must be kept at a minimum.

### Student Health

During off-campus practicum, in the event a student requires emergency treatment, the affiliate will provide such treatment according to the conditions of the affiliation agreement between the Blue Care Medical Academy and the hospital/affiliate. The affiliate **RESERVES THE RIGHT TO BILL THE STUDENT** for such emergency treatment. The student is **LIABLE** for any medical expenses incurred in the clinical setting from any emergency medical treatment administered. Accident insurance is not a substitute for health insurance and does not cover illness or disease. Should a student be involved in an accident or injury to self or to a patient, a BCMA accident report must be completed and signed by the student immediately along with the agency report. If the accident involved a possible exposure to a bloodborne pathogen, the hospital/affiliate Health and Wellness Center and Blue Care Medical Academy must also be notified immediately.

### **COMPLIANCE WITH PATIENT'S RIGHTS AND CONFIDENTIALITY**

All hospital and patient records are confidential in nature. Students are expected to maintain the confidentiality in a professional manner. You will be asked to sign a confidentiality statement upon admittance to the program.

Social Media sites such as Facebook, Instagram, Twitter etc. are subject to the same professional standards related to HIPPA and clinical affiliation confidentiality. Violations of this nature will be subject to the same disciplinary action that can lead to dismissal from the program and legal actions.

1. Students must be aware of cultural, ethnic and religious differences in people.
2. If a patient asks for assistance, cheerfully ask for a nurse or an aide when you leave the room. The student's duty is to obtain a specimen quickly, painlessly, and then return to the lab.
3. If a patient asks what tests were ordered, explain that only the physician can give that information and that students or lab employees are not allowed. Some patients become unduly upset when they have such information.
4. Students must always remember that the information in the lab is confidential. This means that all lab results are to be directed **ONLY** to physicians and nurses for diagnosis and treatment.
5. Students will not tell patients, friends or non-lab hospital employees the results of tests or the nature of any illnesses. That information is imparted by the attending physician to the patient only.
6. Failure to comply with any of the above may cause for immediate dismissal from the program.

**ACADEMIC CALENDAR AND COURSE OUTLINE**

**Course Outline subject to change to meet the learning needs of the students**

**Evening Class**

**Day Class**

	<b>Tuesday 5pm-9pm</b>	<b>Wednesday 5pm-10pm</b>
Week 1	Didactic 3 hours Lab 2 hours	Didactic 3 hours Lab 2 hours
Week 2	Didactic 2 hours <u>Lab 3 hours</u>	Didactic 2 hours Lab 3 hours
Week 3	Lab 5 hours	Didactic 2 hours Lab 3 hours
Week 4	Didactic 1 hours Lab 4 hours	Lab 5 hours
Week 5	Didactic 2 hours Lab 3 hours	Didactic 2 hours Lab 3 hours
Week 6	Didactic 3 hours Lab 2 hours	Final Exam: 2hr CPR: 3hrs
Week 7	Open Lab/Practicum 5 hours	Open Lab/Practicum 5 hours
Week 8	Open Lab/Practicum 5 hours	Open Lab/Practicum 5 hours

	Tuesday	Wednesday	Thursday
Week 1	Didactic 2 hours Lab 2 hours	Didactic 2 hours Lab 2 hours	Didactic 3 hours Lab 2 hours
Week 2	Didactic 2 hours <u>Lab 2 hours</u>	Didactic 2 hours Lab 2 hours	Didactic 3 hours Lab 2 hours
Week 3	Lab 4 hours	Didactic 2 hours Lab 2 hours	Didactic 3 hours Lab 2 hours
Week 4	Didactic 1 hours Lab 3 hours	Lab 4 hours	Final Exam: 2hr CPR: 3hrs
Week 5	Didactic 2 hours Lab 2 hours	Didactic 2 hours Lab 2 hours	Open Lab/Practicum 5 hours
Week 6	Open Lab/Practicum 5 hours	Open Lab/Practicum 5 hours	Open Lab/Practicum 5 hours

**CURRICULM/NHA TEST PLAN AND CORE KNOWLEDGE**

<p>NHA Certified Phlebotomy Technician (CPT)</p> <p>Detailed Test Plan</p> <p>100 Scored Items, 20 Pretest</p> <p>Exam Time: 2 Hours</p> <p>Based upon the results of a Job Analysis Study completed in 2016</p>
<p>This document provides an outlined of the topics that may be covered on the NHA CPT Certification Examination. Within a given topic area, task and/or knowledge statement is provided. Knowledge statement reflects information a candidate will need to know, while task statement reflects duties that a candidate will need to know how to properly perform. Items on the exam may require recall and critical thinking pertaining to a knowledge statement, a task statement, or both.</p>

Generally, knowledge statement listed immediately after a set of tasks for a domain are only applicable to that domain. Knowledge statements listed under “core knowledge at the end of this document are potentially applicable to any of the assessment domain.

<b>I.</b>	<b>Safety and Compliance</b>
II.	Patient Preparation
III.	Routine Blood Collection
IV.	Special Collection
V.	Processing
	Core Knowledge
<b>SEE APPENDIX A FOR FULL DETAILS</b>	

For a detailed view on NHA detailed testing plan, please see Appendix A under SCHOOL DOCUMENTS AND FILES listed on our website. Also, a detail testing plan is found inside your NHA account. Students are strongly encouraged to work through each modules and test as instructed by their Instructor/Program Director.

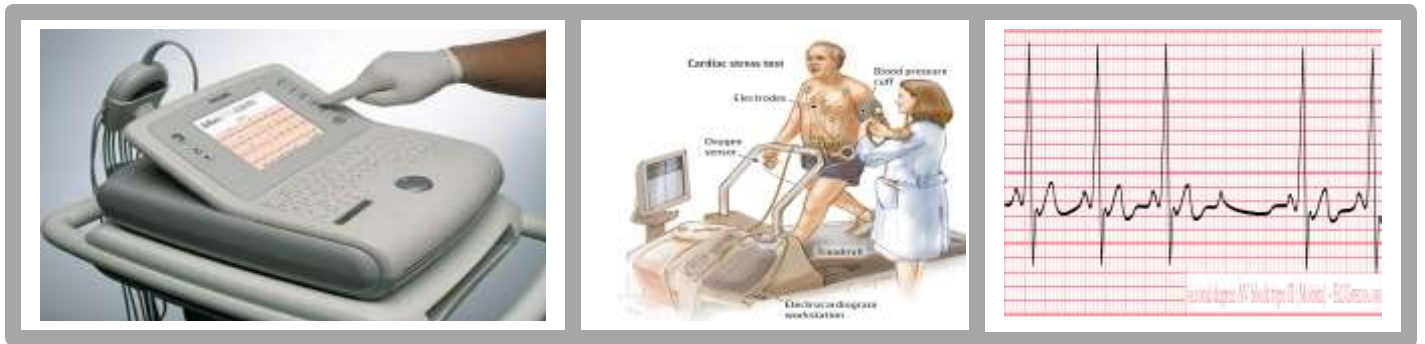
The curriculum for this course is developed around NHA detailed testing plan and NHA certification preparation.

**PROGRAM FEES: \$30.00 application fee (nonrefundable)**

<p><b><i>PROGRAM FEES (NHA fees has been removed from Program fees and payment plan): Total \$1084</i></b></p> <ul style="list-style-type: none"> <li>➤ Tuition \$845</li> <li>➤ eBook, all training materials and supplies and supplies \$114</li> <li>➤ Professional Liability Insurance \$50</li> <li>➤ Drug Screen \$25</li> <li>➤ American Heart Association BLS (CPR) Training (student price ONLY). Students receive a credit if they are already certified) \$50</li> </ul> <p><b><i>NEW PAYMENT PLANS: \$325 Deposit and 3 installment payments of \$253 every 2 weeks</i></b></p>	
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<p><b><u>OTHER RELATED FEES (NHA FEES)</u></b></p> <ul style="list-style-type: none"> <li>➤ NHA Certification exam preparation materials (Primary learning and teaching tool. Must be purchased prior to class start date. \$74</li> <li>➤ NHA Certification Exam Fee. Must be payed prior to taking certification exam. \$117</li> </ul>
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# **PROGRAM OF STUDY: ELECTROCARDIOGRAPH TECHNICIAN PROGRAM**



## **PROGRAM OVERVIEW**

Blue Care Medical Academy, LLC Electrocardiograph (EKG) Technician Program is a 5 weeks course consisting of 40 clock hours. Class meets one day a week on Friday for 8 hours from 8am-4:30pm.

Methods of Instruction: This course is taught in a lecture/discussion/interactive manner. A book is optional but not required for this course. Students will be given handout, PowerPoints, and/or activity assignments

## **ELECTROCARDIOGRAPH TECHNICIAN PROGRAM PHILOSOPY AND GOALS**

The goal of the Electrocardiograph Technician Program at Blue Care Medical Academy is to prepare students for entry-level employment as professional and competent Certified Electrocardiograph (EKG) Technicians who have the knowledge and skills to meet the needs of the local health care community.

## **CAREER DESCRIPTION, PROFESSIONAL ROLES, AND RESPONSIBILITIES**

Electrocardiography Technicians (ECG/EKG) use special equipment and medical techniques to record the electrical impulses transmitted by a patient's heart. Data acquired by Electrocardiography Technician assists physicians and cardiologists in diagnosing medical conditions in patients. Electrocardiogram Technicians generally are employed in hospitals, laboratories or cardiologists' offices.

### **Electrocardiogram technician duties/responsibilities may include:**

An Electrocardiography Technician performs an Electrocardiogram (ECG/EKG) by attaching electrodes to a patient and then pulling switches on an ECG machine to trace electrical impulses transmitted by the heart. A doctor then inspects these readings to analyze the patient's heart condition.

ECG Technicians also might perform stress tests. This involves hooking up a patient to an ECG monitor for a baseline reading and then monitoring the patient's heart while he or she exercises on a treadmill. During the monitoring period, the treadmill speeds up and slows down to produce ECG readings at multiple levels of physical exertion.

With advanced training, ECG Technicians can administer Holter monitoring tests. With this procedure, the technician attaches an ECG monitor to a patient, then allows the patient to go about his or her normal routine for a 24-hour period. Next, the ECG technician removes the monitor and takes it to a scanner, from which he or she can print out the data recorded by the machine.

### **CAREER EMPLOYMENT AND OUTLOOK**

The employment opportunities and job growth for this career are considered strong. Overall employment of diagnostic cardiovascular technologists and technicians is projected to grow 17 percent from 2016 to 2026, much faster than the average for all occupations. Due to the aging baby boomer population, the healthcare industry in general is expected to see a considerable increase in growth over the next decade.

As the population continues to age, the rate of heart disease will become more prevalent and the demand for cardiac monitor technicians is expected to grow. Graduates of this program can seek employment in hospitals, physicians' offices, nursing homes, ambulatory care centers, and cardiologists' offices. Career opportunities after completion of program may include:

- Cardiac Monitor Technician
- Telemetry Technician
- EKG/ECG Technician
- Cardiac Stress Technician
- Cardiac Device Technician
- Cardiology Technician

### **EKG Technician Salary**

The median EKG tech salary in the United States is \$50,000 per year. The lowest 10% of EKG technicians earned around \$27,000, but the top 10% earned salaries exceeding the \$77,000 mark.

Most of the ekg tech jobs will be found in hospitals, but some doctor's offices also staff this position. EKG techs typically work standard 40-hour weeks, although the occasional weekend will also be required. EKG technicians working in labs tend to put in longer working hours and may be on call. <http://www.exploremedicalcareers.com/ekg-technician/>

### **CERTIFICATION REQUIREMENT FOR JOBS**

Certification is a process by which nongovernmental agencies or associations grant recognition of competence to individuals who have met certain predetermined qualifications. Certification provides professional credentialing for EKG Technicians.

Upon successful completion of this program, the student will receive a Certificate of Completion. Additionally, completion of the program qualifies student to test for national certification to become a Certified EKG Technician (CET) through NHA. Student may also be eligible to test for several other national certification organizations. Blue Care Medical Academy will assist students with this process once students have paid in full the cost of program completion and Certification fees. See School Catalog for full program detail.

## **PROGRAM OBJECTIVE AND OUTCOMES**

Blue Care Medical Academy has developed this comprehensive 40-hour EKG Technician program. The goals and objectives of the Electrocardiography Technician Program at Blue Care Medical Academy is to provide specialized training as Electrocardiography Technician (EKG) Technician in accordance with the entry level competencies determined by NHA. The program covers the broad spectrum of electrocardiography, the art and science of EKG foundations and applications, the basic building blocks of knowledge including; waves, complexes, lead morphology and rhythms; and the more complex topics including; 12-lead EKGs, axis, hypertrophy, myocardial infarction and pacemakers. Participants qualify for national certification by examination through NHA.

### Program Objective

- To prepare graduates for entry-level EKG technician positions.
- To provide graduates the skills and knowledge necessary to sit for state and national certification exams.
- To equip graduates with expertise in the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices.
- To give graduates familiarity with a range of areas that include the anatomy of the heart, medical disease processes, medical terminology, medical ethics and legal issues surrounding patient contact, laboratory assisting, electrocardiography and echocardiography.
- Demonstrate and understand basic lead strip interpretation.
- Demonstrate knowledge of clinical safety.
- Utilize a working knowledge of cardiac anatomy and physiology.
- Demonstrate proficiency in EKG techniques, including Holter and Telemetry monitoring.
- Demonstrate knowledge of equipment used in Cardiology and its proper uses.
- Demonstrate understanding of quality assurance and result in analysis in EKG collection to identify and resolve artifacts.
- Demonstrate an understanding of basic lead strip interpretation.
- Respond to signs and symptoms of cardiopulmonary compromise.
- Measure and monitor patient vital signs.
- American Red Cross Basic life support cardiopulmonary resuscitation training and certification.
- Have an opportunity to gain a national certification as an Electrocardiogram Technician.

## **COURSE OUTCOMES**

Upon the successful completion of this program, the student should be able to:

1. Define unique characteristics of cardiac system related to anatomy and physiology of the heart
2. Demonstrate understanding of normal electrophysiology of the cardiac system.
3. Recognize normal waveforms in the electrical conduction of the cardiac system.
4. Identify common variations in the electrical conduction of the cardiac system.
5. Distinguish deadly heart rhythms in the electrical conduction of the cardiac system.
6. Demonstrate understanding and differences of 3, 5 and 12 lead cardiac monitoring devices.
7. Demonstrate understanding of role and responsibilities of person obtaining & or monitoring EKG, 8. perform a 12 lead EKG.

## **ELECTROCARDIOGRAPH TECHNICIAN PROGRAM COURSE REQUIREMENTS**

To complete this course student is required to successfully complete a total of 40 program hours which includes lectures, quizzes/test, and laboratory competencies

### **GRADING SCALE AND GRADING SYSTEM**

#### **EXAMINATION AND GRADING POLICY**

The Electrocardiograph Technician Program will assess students to determine mastery of the program material. Assessment may be determined through, but is not limited to, quizzes, examinations (written, practical and clinical), writing assignments, oral presentations, and performance evaluations (practical and clinical), and competency checks.

#### **Grading is dependent upon:**

1. Quizzes and Exams.
2. Supervisor/instructor evaluation-attainment of objectives.
3. Weekly activities-student.
4. Laboratory Skills Reports.
5. Verified hours of attendance.

**Instruction is presented as a combination of lecture, video and power point presentations, and a strong emphasis on hands on training. Students will play the role of patient for other students to practice skills. Students are also requested and encouraged to invite family and friends to volunteer for medical testing and blood draws.**



The following general grading system has been established in compliance with the Phlebotomy Technician program.

<b>Quizzes/Exam/Homework</b>	<b>Laboratory/Practicum</b>	<b>Activities/Projects Participation</b>
A = 90-100%	PASS/FAIL	4-points = A
B = 80-89.9%		3 points = B
C = 70-79.9%		2 points = C
D = 60-69.9%		1 point = F
F = below 60%		

**Blue Care Medical Academy will maintain hard copy of each student files to include quizzes, test, competencies, etc. A physical grading tool will be used to record grades. Student may review their grades upon request.**

**REQUIREMENTS FOR A PASSING GRADE**

Student must successfully pass all quizzes and final exam with a grade “C” (75) or above. Additionally, students must obtain a PASS grade at end of practicum by submitting proof of successful completion of 5 EKGs on human. There is no numeric or letter grade attached to student’s laboratory grade. Laboratory grade consist of either PASS/FAIL. Student will also be graded on classroom activities, projects, and participation. Student is required to have a grade “C” to pass this part of the course.

**GRADUATION/COMPLETION**

All students who successfully complete the Electrocardiograph Technician program will be awarded a Certificate of Completion and will test for national certification for Certified Electrocardiograph Technician (CET) through NHA. Students may be eligible to test for several other state and national exams. Blue Care Medical Academy is an approved proctor for the National Health Career Association and is authorized to administer the written exam for certification. Exams are scheduled by appointment.

**Students MUST complete all the below requirements successfully to complete the program**

- Pay all program fees in full: All program fees must be paid out with zero balance prior to completion date.
- Attend all required classroom/laboratory hours: Students must attend a combined minimum of 40 hours of classroom and laboratory.
- Pass each quiz, final exam and classroom participation with a grade “C” (See grading scale outlined in school catalog).
- Achieve a final grade of 75% or higher on each quiz and on the final examination.
- Student must successfully complete 5 EKGs on humans.
- Demonstrate competency with each required laboratory skill: Complete the skills check list to the instructor’s satisfaction with a grade of PASS.
- Demonstrate excellent communication and interaction with clients during classroom and laboratory observation
  - C. Demonstrate competent communication and interaction on a one-one basis with each client

- D. Demonstrate sensitivity to each client emotional, social, and mental health need through skillful, directed interactions.

**ACADEMIC CALENDAR**

	Friday 8:00 -4:30 pm
<b>Week 1</b>	Lecture Lab
<b>Week 2</b>	Lecture Lab
<b>Week 3</b>	Lecture Lab
<b>Week 4</b>	Lecture Lab
<b>Week 5</b>	Lecture Lab <b><u>Final Exam</u></b>

<p>NHA Certified Phlebotomy Technician (CPT)</p> <p>Detailed Test Plan</p> <p>100 Scored Items, 20 Pretest</p> <p>Exam Time: 2 Hours</p> <p>NHA Certified Phlebotomy Technician (CPT)</p> <p>Detailed Test Plan</p> <p>100 Scored Items, 20 Pretest</p> <p>Exam Time: 2 Hours</p> <p>Based upon the results of a Job Analysis Study completed in 2016</p>
<p>This document provides an outlined of the topics that may be covered on the NHA CPT Certification Examination. Within a given topic area, task and/or knowledge statement is provided. Knowledge statement reflects information a candidate will need to know, while task statement reflects duties that a candidate will need to know how to properly perform. Items on the exam may require recall and critical thinking pertaining to a knowledge statement, a task statement, or both.</p> <p>Generally, knowledge statement listed immediately after a set of tasks for a domain are only applicable to that domain. Knowledge statements listed under “core knowledge at the end of this document is potentially applicable to any of the assessment domain.</p>
<p><b>I. Safety and Compliance and Coordinated Patient Care</b></p>
<p><b>II. EKG Acquisition</b></p>

III. EKG Analysis and Interpretation
Core Knowledge
<b>SEE APPENDIX B FOR FULL DETAILS</b>

For a detailed view on NHA detailed testing plan, please see Appendix B under SCHOOL DOCUMENTS AND FILES listed on our website. Also, a detail testing plan is found inside your NHA account. Students are strongly encouraged to work through each modules and test as instructed by their Instructor/Program Director.

The curriculum for this course is developed around NHA detailed testing plan and NHA certification preparation.

**PROGRAM FEES: \$30.00 application fee (nonrefundable)**

***PROGRAM FEES (NHA fees has been removed from Program fees and payment plan):  
Total \$865***

- *Tuition \$700*
- *All training materials and supplies and supplies \$40*
- *Professional Liability Insurance \$50*
- *Drug Screen \$25*
- *American Heart Association BLS (CPR) Training (student price ONLY). Students receive a credit if they are already certified) \$50*

***NEW PAYMENT PLANS: \$325 Deposit and 3 installment payments of \$180 every 2 weeks***

**OTHER RELATED FEES (NHA FEES)**

- *NHA Certification exam preparation materials (Primary learning and teaching tool. Must be purchased prior to class start date. \$74*
- *NHA Certification Exam Fee. Must be payed prior to taking certification exam. \$117*

## CPR TRAINING

BMCA offer classes to communities and surrounding areas e.g. daycare, babysitters, church groups, volunteer firefighters. Our courses can be expanded to focus on other health-related topics such as fitness, nutrition, or home hospice care.



Online registration and eCards are now available!!!

Visit our website at

[www.bluecaremedicalacademy.com](http://www.bluecaremedicalacademy.com)

and click the registration link to register for one of our CPR classes or call

662 253 8543

204 Main Street  
(204 Stateline Road W)  
Southaven, MS 38671

### CPR COURSE OFFERED AT BCMA

- BLS
- HEARTSAVER/CPR/AED
- HEARTSAVER/FIRST AID
- HEARTSAVER FIRST AID/CPR/AED
- HEARTSAVER FOR K-12 SCHOOLS
- HEARTSAVER/PEDIATRIC/FIRST AID/CPR/AED

**COST PER CLASS: \$75  
EACH COURSE REQUIRES A  
15\$ ONLINE REGISTRATION  
FEE TO RESERVE A SEAT.**

**15\$ REGISTRATION FEE IS  
DEDUCTED FROM TOTAL  
COST OF CLASS**

**BE READY TO SAVE A LIFE!!!**



## **BABYSITTING WORKSHOP**



The purpose of the Babysitting course is to provide youth who are planning to babysit with the knowledge and skills necessary to safely and responsibly give care for children and infants. This training will help participants to develop leadership skills, keep themselves and others safe and help children behave; and learn about basic child care and basic first aid and CPR.

BCMA will offer a class every 3 months on a Saturday starting

**(CALL FOR FUTURE DATES)**

**10:00 a.m.- 5:00 p.m.**

**For ages 14-17**

**FEE: \$135**

**REFRESHMENTS WILL BE SERVED**

### **What the student will learn**

- How to recognize an emergency.
- How to identify and apply the emergency action steps: CHECK—CALL—CARE.
- Understand the differences between life-threatening and nonlife-threatening emergencies.
- Who to call and when to call in different emergency situations?
- How to check a conscious child or infant.
- How to care for bleeding and burns.
- Understand the proper way to wash their hands.
- How to properly remove disposable gloves.
- How to pick up and hold an infant and toddler.
- How to bottle-feed an infant.
- How to spoon-feed an infant or toddler.
- How to diaper an infant or toddler.
- How to help a conscious child or infant who is choking.
- How to check an unconscious child or infant.
- How to give care to an unconscious child or infant who is not breathing.
- How to do CPR on a child or infant.
- Starting a child care business.

# New Classes

## *Accelerated Online Phlebotomy Certification Program*

### **PROGRAM OVERVIEW**

The accelerated online Phlebotomy Certification Program is a subdivision of our Traditional Phlebotomy Program that recognize health care professionals who have phlebotomy experience and are seeking certification. The platform for this course is primarily online (75% of course is online and 25% of course is classroom time). Students are required to complete 3 weeks of monitored online study and one week of classroom lab and skills check off (occurs during Immersion Week).

### **TARGET AUDIENCE**

The target audience for this program are health care professionals with proven experience in the related field of study who desire certification as validation of their expertise. These professionals consist of but not limited to Medical Assistant, Patient Care Assistant, Patient Care Technicians, Phlebotomist, EKG Technicians with phlebotomy experience, and nurses.

### **CREDENTIALING/CERTIFYING BODY**

National Healthcareer Association (NHA). The NHA is a national professional certification agency for healthcare workers in the United States. Granting credentials in more than 8 allied health specialties, it is an organizational member of the National Organization for Competency Assurance (NOCA). The National Healthcareer Association partners with educational institutions nationwide with over 350,000 certified individuals. It is one of the largest certifications and continuing education providers. The National Healthcareer Association works with health training institutions, hospitals, unions, and the US Defense Department; it has approved over 2400 training/testing locations throughout the US and in several countries. These institutions offer allied health programs and use the national certification as their "End Of Program Credential." Healthcare professional certification is different from a license such as a Registered Nurse, or a licensed practical nurse. All the NHA certification programs are accredited by The National Commission for Certifying Agencies ("NCCA"), a division of the Institute for Credentialing Excellence ("ICE").

### **TYPE OF CERTIFICATION AWARDED**

After successful completion of **ALL** program requirements, student will receive a certificate of completion and eligibility to challenge NHA National Certification Exam to become a Certified Phlebotomy Technician (CPT).

## **TESTING CENTER**

Blue Care Medical Academy is a partner of NHA and a certified testing center for NHA certification exams. Students who are eligible to take NHA Certified Phlebotomy Technician exam will test onsite at Blue Care Medical Academy. National Certification exams are scheduled by **APPOINTMENT ONLY**. Students are responsible for following all NHA standards and school policies during testing. Students are responsible for and required to read their NHA handbook prior to testing. All students are required to electronically sign NHA attestation agreement prior to testing.

## **PHILOSOPHY AND GOAL**

*Our online program goal, objective, and outcomes reflects the goal, objective, and outcomes of our traditional program.*

The goal of the Phlebotomy Technician Program at Blue Care Medical Academy is to provide specialized training in the field of phlebotomy in accordance with the entry level competencies determined by the NHA to meet qualifications as a Certified Phlebotomist Technician. Furthermore, our online program accelerated online Phlebotomy Technician Program recognize health care professionals with experience in the related field who desire to confirm and authenticate such experience through credentialing and certification.

## **PROGRAM OBJECTIVE AND OUTCOMES**

Our Phlebotomy Technician program seeks to provide education in phlebotomy that meets but is not limited to the following standards:

- Critical thinking ability sufficient to organize responsibilities and make decisions.
- Interpersonal abilities sufficient to interact with individuals from a variety of backgrounds.
- Communication abilities sufficient for interaction with others in verbal and written form.
- Physical abilities to move about freely and maneuver in small spaces.
- Gross and fine motor abilities to manipulate phlebotomy equipment to collect specimens.
- Visual ability sufficient to discern colors and perform phlebotomy procedures.
- 

## **COURSE OBJECTIVES AND OUTCOMES**

Our Phlebotomy Technician Program prepares students to take NHA Certified Phlebotomy Technician certification exam. Additionally, the program provides students with the opportunity to gain advanced training and skills to further their healthcare career. Successful completion of the required components and passing the Certified Phlebotomy Technician (CPT) exam will enable students to apply for employment where Phlebotomy Technician training and certification is required or encouraged. Upon completion of the program, student should be competent in each of the following objectives and competencies:

1. Discuss the scope of practice of the Phlebotomy Technician.
2. Describe the role of the clinical lab within the healthcare environment.
3. Describe departments within a clinical lab and the tests performed in each.
4. Describe the role of the phlebotomist within the clinical laboratory environment.
5. Demonstrate successful venipunctures and capillary sticks from patients or donors in hospitals, blood banks, clinics, doctor offices, laboratories, or similar facilities.

6. Assemble equipment (i.e., needles, blood collection devices, gauze, tourniquet, cotton, and alcohol).
7. Verify or record identify of patient or donor.
8. Describe and apply proper bedside manner.
9. Conduct interviews with patients and prepare client/patient for venipuncture collection.
10. Outline post-puncture care of the patient.
11. Demonstrate proper handling of clinical specimens.
12. Follow infection control and safety policies.
13. Identify potential pre-analytical sources of specimen error.
14. Understand and apply human anatomy terms, including organs, tissues, and organ systems.
15. Understand basic word structures in medical terminology.
16. Apply principles of medical ethics to phlebotomy practice.
17. Maintain safety standards.
18. Search job opportunities for phlebotomists.

Upon completion of the Phlebotomy Practicum, students should be competent in each of the following objectives:

1. Perform venipunctures/capillary punctures successfully following correct order of draw.
2. Describe complications associated with blood collections and ways to effectively handle these situations.
3. Describe special blood collection procedures.
4. Organize and prioritize the workload.
5. Follow infection control and safety policies.
6. Communicate effectively using appropriate medical terminology.

### **ADMISSION CRITERIA TO ACCELERATED ONLINE PHEBOTOMY TECHNICIAN PROGRAM**

1. Candidate must be 18 years or older
2. Highschool diploma/equivalency
3. Submit an application for admission
4. Submit valid proof of work related or educational experience in related field
5. Submit record of immunizations prior to Immersion Week (Student **WILL NOT** be allowed to participate in Immersion Week if record of immunizations is not on file. (Please refer to School Catalog for required immunizations). Not participating in Immersion week will place student at risk of failing the course.

### **COMPLETION CRITERIA**

Student must successfully compete **ALL** program requirement to graduate from the program and progress to eligibility to take certification exam.

1. Student **MUST** obtain a 75% average for all quizzes and assignments combined. Student may repeat quiz three times to obtain a passing score. All quizzes are completed at home online through Easy Class for a grade. Student may complete quizzes several times inside their NHA account for practical purposes.



2. Student **MUST** obtain a 75% or higher on final examination. Student will have two attempts to obtain a passing score on final exam. The final exam is located inside each student NHA account. This exam **MUST** be taken on campus. This is a **PROCTORED** exam and should **ONLY** be accessed at the instruction of the instructor/Program Director. Student final exam grade will be uploaded into the Gradebook in Easy Class. Student may complete additional exam several times inside their NHA account for practical purposes only.
3. Satisfactory course and skills evaluation.
4. Student are required to pay **ALL** program fees in full.

### **PROGRAM OUTLINE**

Student is required to attend a **MANDATORY** one-day orientation prior to start of class. Additionally, student **MUST** purchase NHA online study module and eBook prior to orientation day. These materials will be needed for orientation day. During orientation day, each student will be granted access to their NHA student portal and Easy Class student portal. Student eBook and other learning materials are located inside the library in Easy Class and student NHA account.

### **TEACHING AND RESOURCE MATERIAL**

1. eBook: Phlebotomy Simplified, 2<sup>nd</sup> Edition. ISBN 13:978-13-278432-0
2. Online study module located inside NHA student portal
3. Assignments, Quizzes and other reading materials located inside Easy Class student portal

### **ATTENDANCE**

Student is required to spend the specific minimal amount of study time and reviewing their eBook and study module located inside NHA account. This could range from 2-5 hours. Additionally, student will be required to engage in interactive dialogue in our discussion board weekly as part of their participation grade and attendance. Student account will be monitored closely to ensure the required amount of time is spent reviewing necessary study requirement and class engagement. Required hours are outlined in course curriculum. Student **MUST** attend orientation and Immersion week.

### **GRADING SYSTEM**

The same grading system used in our traditional program applies to our online program with inclusion of discussion boards, Immersion week, and modifications of some skills.

### **EXAMINATION AND GRADING POLICY**

The Phlebotomy Training Program will assess students to determine mastery of the program material. Assessment may be determined through, but is not limited to, quizzes, examinations (written, practical and clinical), writing assignments, oral presentations, and performance evaluations (practical and clinical), and competency checks.

Grading is dependent upon:

1. Quizzes and Exams.
2. Supervisor/instructor evaluation-attainment of objectives.
3. Weekly activities-student.
4. Laboratory Skills Reports.
5. Verified hours of attendance

Quizzes/Exam/Homework/Activities	Laboratory/Practicum Immersion Week	Course Evaluation
A = 90-100%	PASS/FAIL	PASS/FAIL
B = 80-89.9%		
C = 70-79.9%		
D = 60-69.9%		
F = below 60%		

**Blue Care Medical Academy will maintain hard copy and electronic copy of each student files to include quizzes, test, competencies, etc. A physical and electronic grading tool will be used to record grades. Student may review their grades inside their student account and physical grades upon request.**

### **ASSIGNMENTS/QUIZZES/EXAM**

All assignments, quizzes, and exam **MUST** be completed by due date outline in Easy Class. Late assignments are subject to 10%-point deduction and grade **FAIL**. No assignments or quiz will be accepted after end of day two of assigned due date without proper and acceptable documentation. Late assignment after end of day two without proper or acceptable documentation will result in a grade “0” or **FAIL** for that assignment, quiz, or activity.

### **ASSIGNMENTS**

Student assignments are located within Easy Class. Student will need to access Easy Class account for weekly lessons. Easy Class will direct student on type of assignments to complete, when and how to submit assignments, and reference guide/reading needed to complete assignment. Students will participate in weekly discussion board in Easy Class.

### **QUIZZES**

Student will complete quizzes in Easy Class for grade. Quizzes in student’s NHA account is for practical purposes **ONLY**. Student will have six quizzes in Easy Class to complete. Passing score for quizzes is 75% or higher. Student may attempt quizzes 3 times for a higher or passing score.

### **Activities**

Student will utilize the Score Sheet in their NHA account to complete assigned activities. Each assigned activity will be uploaded into Easy Class.

### **FINAL EXAM**

The final exam is a **PROCTORED** exam and **MUST** be taken at the school. The final exam is located within student NHA account. Instructor will upload scores into gradebook in Easy Class.

Student **MUST NOT** access final exam until instructed by instructor/Program Director. Passing score on final exam is 75% or higher. Student can attempt the final exam two times for a higher or passing score.

### **PROGRAM DISMISSAL**

Student who fail to make satisfactory progress may be at risk of dismissal from the program. Blue Care Medical Academy will follow its **Academic and Clinical Performance Counseling Conference Policy** as outline in our School Catalog if student is not making satisfactory progress in the course. Additionally, student may be dismissed from the program for failure to meet attendance requirements and participation requirements.

### **IMMERSION WEEK**

Week four is Immersion Week. Attendance is **MANDATORY**. During Immersion week, students come together to experience hands on training and evaluation. Student will have an opportunity to come to school for final examination, a skills overview session in area of safety, infection control, proper technique, and skills check off.

#### **To successfully Immersion Week:**

- Student **MUST** pass final written examination.
- Students **MUST** successfully demonstrate 30 venipunctures and 10 capillary punctures on humans.
- Student **MUST** successfully pass Order of Draw skills check off.
- Student **MUST** demonstrate safe and competent practices in areas of safety, infection control, and other regulatory guidelines.
- Satisfactory course and skills evaluation.

Students may invite family and friends and other volunteer donors to facility during Immersion Week. Each volunteer donor will be required to sign **volunteer donor** form prior to any venipuncture or capillary puncture. Each student will be required to read the laboratory rule policy and sign the attestation to and Venipuncture. **OSHA Guidelines and Classroom Laboratory Rules and Informed Consent Form for Microcollection** prior to start laboratory procedures.

Each student is required to fully read the complete Phlebotomy Policy and applicable school policies located in school catalog at [www.bluecaremedicalacademy.com](http://www.bluecaremedicalacademy.com) prior to start of class and again Prior to Immersion Week.

### **PROGRESSION TO ELGIBILITY TO TAKE CERTIFICATION EXAM**

- Student **MUST** successfully receive a cumulative grade average of 75% or higher including a final exam grade of 75% or higher.
- Student **MUST** successfully pass Immersion Week with a grade “PASS” in areas of skills and activities (30 successful venipunctures, 10 capillary punctures, pass Order of Draw Activity).
- Student **MUST** successfully receive a grade “Satisfactory” or higher for course evaluation.
- Student must pay all Program cost including cost for certification exam in full.

**Student MUST receive a scale score of 390 or higher to PASS certification exam. In event student does not pass certification exam, student will follow NHA policy for retake found in your NHA candidate handbook located at [https://www.nhanow.com/docs/default-source/pdfs/handbooks/candidate\\_handbook\\_03\\_2019](https://www.nhanow.com/docs/default-source/pdfs/handbooks/candidate_handbook_03_2019).**

**Additionally, student is required to read their NHA candidate handbook prior to certification exam.**

**NHA Continuing Education: NHA continuing education courses are included in your certification**

At NHA, we know it's important for certificate holders to be informed about the constantly changing world of healthcare. That's why continuing education is required as part of your certification renewal. By earning your continuing education credits and keeping your certification active, you're showing your commitment to your career and patient care. To keep your NHA certification current, earn 10 Continuing Education (CE) credits every two years.

**PROGRAM COST**

**\$30 Application Fee**

<b>TUTION</b>	<b>Other Related Fees</b>
<b>\$575</b>	74\$ -ONLINE STUDY MODULE/PREP PACK AND EBOOK \$74 (MUST BE PURCHASED PRIOR TO ORIENTATION)
Payment Arrangement \$255 Deposit (Due prior to start date) \$160 Due Friday of week 2 \$160 Due Friday of week 4	\$117- CERTIFICATION EXAM FEE (MUST BE PAID PRIOR TO CERTIFICATION EXAM)

**LATE FEE**

BCMA WILL ACCESS A 10% LATE FEE FOR PAYMENTS THAT ARE THREE OR MORE DAYS LATE.

**A new program starts first Sunday of every month. Orientation day is week prior to program start date.**

**Refunds and Cancellations**

9. Students not accepted into Blue Care Medical Academy Nurse Aide Program are entitled to all monies paid except for application fee, cost of background check and cost of drug test.
10. Students who withdraw by notifying the school within five (5) business days prior to start date of a class are entitled to a full refund of all tuition paid.
11. Students who withdraw after five (5) business days, but before the start date are entitled to a full refund of all tuition and fees minus the cancellation charge of \$100.
12. In case of student withdrawal after commencement of classes, the school will retain the maximum cancellation charge of \$100 plus a percentage of the tuition and fees based upon the percentage of contractual price as stated in the Student Catalog.

**13. Cancellation after commencement of classes will result in the following refund:**

<b>Student is entitled to upon withdrawal or termination</b>	<b>Refund</b>
Within the first 10% of program	90% of tuition less cancellation charge
After 10% - 25% of program	50% less cancellation charge
After 25% - 50% of the program	25% less cancellation charge
After 50% of program	No refund

14. A student can be dismissed, at the discretion of the Program Director, for insufficient progress, nonpayment of costs, or failure to comply with policy and procedures.
15. Those wishing to withdraw/cancel because of illness or personal reasons may resume their course of study in the next class series with no penalty and may repeat the already completed sessions if desired at no additional charge or pick up where they left off. Physician's documentation is required. This is effective for extenuating circumstances only, including but not limited to death in family, personal hospitalization, hospitalization of a child or spouse, etc. Employment is not a valid reason for absences.
16. For any program course that is cancelled by the Institution, the Institution will refund the tuition in full or apply tuition to a future course, depending on the wishes of the student.

**Curriculum**

<b>Week</b>	<b>Assignment</b>	<b>Due Date</b>	<b>Required Study Time</b>
<b>Week 1</b>	<b>Reading Assignment: Module 1: Phlebotomy Fundamentals</b>		<b>2 hours</b>
	<b>Activity:</b> <ul style="list-style-type: none"> <li>• Heart Anatomy</li> <li>• Cycle of Infection</li> </ul>	<b>Wednesday by 2359</b>	
	<b>Reading Assignment: Module 2: Safety and Compliance</b>		<b>3 hours</b>
	<b>Activity:</b> <ul style="list-style-type: none"> <li>• Balancing a Centrifuge</li> <li>• Disposing of Supplies</li> </ul>	<b>Sunday by 2359</b>	
	<b>Quiz: Module 2 Quiz</b>	<b>Sunday by 2359</b>	
<b>Week 2</b>	<b>Reading Assignment: Module 3: Patient Preparation</b>		<b>3 hours</b>
	<b>Activity:</b> <ul style="list-style-type: none"> <li>• Venipuncture site</li> </ul>	<b>Wednesday by 2359</b>	

	<b>Quiz: Module 3 Quiz</b>	<b>Wednesday by 2359</b>	
	<b>Reading Assignment: Module 4: Routine Blood Collection</b>		<b>4 hours</b>
	<b>Activity:</b> <ul style="list-style-type: none"> <li>• Gathering supplies</li> <li>• Order of Draw</li> <li>• Venipuncture steps</li> </ul>	<b>Sunday 2359</b>	
	<b>Quiz: Module 4 Quiz</b>	<b>Sunday 2359</b>	
<b>Week 3</b>	<b>Reading Assignment: Module 5: Special Collection</b>		<b>3 hours</b>
	<b>Activity:</b> <ul style="list-style-type: none"> <li>• Urine testing matching</li> </ul>	<b>Wednesday 2359</b>	
	<b>Quiz: Module 5 Quiz</b>	<b>Wednesday 2359</b>	
	<b>Reading Assignment: Module 6: Processing</b>		
	<b>Activity:</b> <ul style="list-style-type: none"> <li>• Processing Specimens</li> </ul>	<b>Sunday 2359</b>	
	<b>Quiz: Module 6 Quiz</b>	<b>Sunday 2359</b>	
<b>Week 4 Immersion Week</b>	<b>Final Exam, Lab, and skills check off</b>		



# ***Accelerated Online EKG Certification Program***

## **PROGRAM OVERVIEW**

The accelerated online EKG Certification Program is a subdivision of our Traditional EKG Program that recognize health care professionals who have EKG experience and are seeking certification. The platform for this course is primarily online (75% of course is online and 25% of course is classroom time). Students are required to complete 3 weeks of monitored online study and one week of classroom lab and skills check off (occurs during Immersion Week).

## **TARGET AUDIENCE**

The target audience for this program are health care professionals with proven experience in the related field of study who desire certification as validation of their expertise. These professionals consist of but not limited to Medical Assistant, Patient Care Assistant, Patient Care Technicians, EKG Technicians, Phlebotomist with EKG experience, and nurses.

## **CREDENTIALING/CERTIFYING BODY**

National Healthcareer Association (NHA). The NHA is a national professional certification agency for healthcare workers in the United States. Granting credentials in more than 8 allied health specialties, it is an organizational member of the National Organization for Competency Assurance (NOCA). The National Healthcareer Association partners with educational institutions nationwide with over 350,000 certified individuals. It is one of the largest certifications and continuing education providers. The National Healthcareer Association works with health training institutions, hospitals, unions, and the US Defense Department; it has approved over 2400 training/testing locations throughout the US and in several countries. These institutions offer allied health programs and use the national certification as their "End Of Program Credential." Healthcare professional certification is different from a license such as a Registered Nurse, or a licensed practical nurse. All the NHA certification programs are accredited by The National Commission for Certifying Agencies ("NCCA"), a division of the Institute for Credentialing Excellence ("ICE").

## **TYPE OF CERTIFICATION AWARDED**

After successful completion of **ALL** program requirements, student will receive a certificate of completion and eligibility to challenge NHA National Certification Exam to become a Certified EKG Technician (CET).

## **TESTING CENTER**

Blue Care Medical Academy is a partner of NHA and a certified testing center for NHA certification exams. Students who are eligible to take NHA Certified EKG Technician exam will test onsite at Blue Care Medical Academy. National Certification exams are scheduled by **APPOINTMENT ONLY**. Student are responsible for following all NHA standards and school policies during testing. Student are responsible for and required to read their NHA handbook prior to testing. All students are required to electronically sign NHA attestation agreement prior to testing.



## **PHILOSOPHY AND GOAL**

*Our online program goal, objective, and outcomes reflects the goal, objective, and outcomes of our traditional program.*

The goal of the EKG Technician Program at Blue Care Medical Academy is to provide specialized training in the field of EKG in accordance with the entry level competencies determined by the NHA to meet qualifications as a Certified EKG Technician.

Furthermore, our online program accelerated online EKG Technician Program recognize health care professionals with experience in the related field who desire to confirm and authenticate such experience through credentialing and certification.

## **PROGRAM OBJECTIVE AND OUTCOMES**

The goals and objectives of the Electrocardiography Technician (EKG) Program at Blue Care Medical Academy is to provide specialized training as an EKG Technician in accordance with the entry level competencies determined by NHA. The program covers the broad spectrum of electrocardiography, the art and science of EKG foundations and applications, the basic building blocks of knowledge including; waves, complexes, lead morphology and rhythms; and the more complex topics including; 12-lead EKGs, axis, hypertrophy, myocardial infarction and pacemakers. Participants qualify for national certification by examination through NHA.

### Program Objective

- To prepare graduates for entry-level EKG technician positions.
- To provide graduates the skills and knowledge necessary to sit for state and national certification exams.
- To equip graduates with expertise in the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices.
- To give graduates familiarity with a range of areas that include the anatomy of the heart, medical disease processes, medical terminology, medical ethics and legal issues surrounding. patient contact, laboratory assisting, electrocardiography and echocardiography.
- Demonstrate and understand basic lead strip interpretation.
- Demonstrate knowledge of clinical safety.
- Utilize a working knowledge of cardiac anatomy and physiology.
- Demonstrate proficiency in EKG techniques, including Holter and Telemetry monitoring.
- Demonstrate knowledge of equipment used in Cardiology and its proper uses.
- Demonstrate understanding of quality assurance and result in analysis in EKG collection to identify and resolve artifacts.
- Demonstrate an understanding of basic lead strip interpretation.
- Respond to signs and symptoms of cardiopulmonary compromise.
- Measure and monitor patient vital signs.
- American Red Cross Basic life support cardiopulmonary resuscitation training and certification.
- Have an opportunity to gain a national certification as an Electrocardiogram Technician.

## **COURSE OBJECTIVES AND OUTCOMES**

Our EKG Technician Program prepares students to take NHA Certified EKG Technician certification exam. Additionally, the program provides students with the opportunity to gain advanced training and skills to further their healthcare career. Successful completion of the required components and passing the Certified EKG Technician (CET) exam will enable students to apply for employment where EKG Technician training and certification is required or encouraged. Upon completion of the program, student should be competent in each of the following objectives and competencies:

The goals and objectives of the Electrocardiography Technician Program at Blue Care Medical Academy is to provide specialized training as Electrocardiography Technician (EKG) Technician in accordance with the entry level competencies determined by NHA. The program covers the broad spectrum of electrocardiography, the art and science of EKG foundations and applications, the basic building blocks of knowledge including; waves, complexes, lead morphology and rhythms; and the more complex topics including; 12-lead EKGs, axis, hypertrophy, myocardial infarction and pacemakers. Participants qualify for national certification by examination through NHA.

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- To give graduates familiarity with a range of areas that include the anatomy of the heart, medical disease processes, medical terminology, medical ethics and legal issues surrounding patient contact, laboratory assisting, electrocardiography and echocardiography.
- Demonstrate and understand basic lead strip interpretation.
- Demonstrate knowledge of clinical safety.
- Utilize a working knowledge of cardiac anatomy and physiology.
- Demonstrate proficiency in EKG techniques, including Holter and Telemetry monitoring.
- Demonstrate knowledge of equipment used in Cardiology and its proper uses.
- Demonstrate understanding of quality assurance and result in analysis in EKG collection to identify and resolve artifacts.
- Demonstrate an understanding of basic lead strip interpretation.
- Respond to signs and symptoms of cardiopulmonary compromise.
- Measure and monitor patient vital signs.
- American Red Cross Basic life support cardiopulmonary resuscitation training and certification.
- Have an opportunity to gain a national certification as an Electrocardiogram Technician.

## **COURSE OUTCOMES**

Upon the successful completion of this program, the student should be able to:

8. Define unique characteristics of cardiac system related to anatomy and physiology of the heart
9. Demonstrate understanding of normal electrophysiology of the cardiac system.
10. Recognize normal waveforms in the electrical conduction of the cardiac system.
11. Identify common variations in the electrical conduction of the cardiac system.
12. Distinguish deadly heart rhythms in the electrical conduction of the cardiac system.
13. Demonstrate understanding and differences of 3, 5 and 12 lead cardiac monitoring devices.
14. Demonstrate understanding of role and responsibilities of person obtaining & or monitoring EKG, 8. perform a 12 lead EKG.

## **ADMISSION CRITERIA TO ACCELERATED ONLINE PHELBOTOMY TECHNICIAN PROGRAM**

6. Candidate must be 18 years or older
7. Highschool diploma/equivalency
8. Submit an application for admission
9. Submit valid proof of work related or educational experience in related field

## **COMPLETION CRITERIA**

Student must successfully complete **ALL** program requirements to graduate from the program and progress to eligibility to take certification exam.

5. Student **MUST** obtain a 75% average for all quizzes and assignments combined. Student may repeat quiz three times to obtain a passing score. All quizzes are completed at home online through Easy Class for a grade. Student may complete quizzes several times inside their NHA account for practical purposes.
6. Student **MUST** obtain a 75% or higher on final examination. Student will have two attempts to obtain a passing score on final exam. The final exam is located inside each student NHA account. This exam **MUST** be taken on campus. This is a **PROCTORED** exam and should **ONLY** be accessed at the instruction of the instructor/Program Director. Student final exam grade will be uploaded into the Gradebook in Easy Class. Student may complete additional exam several times inside their NHA account for practical purposes only.
7. Satisfactory course and skills evaluation.
8. Student are required to pay **ALL** program fees in full.

## **PROGRAM OUTLINE**

Student is required to attend a **MANDATORY** one-day orientation prior to start of class. Additionally, student **MUST** purchase NHA online study module and eBook prior to orientation day. These materials will be needed for orientation day.

During orientation day, each student will be granted access to their NHA student portal and Easy Class student portal. Student eBook, study guide and other learning materials are located inside the library in Easy Class and student NHA account.

### **TEACHING AND RESOURCE MATERIAL**

4. Study guide
5. Online study module located inside NHA student portal
6. Assignments, Quizzes and other reading materials located inside Easy Class student portal

### **ATTENDANCE**

Student is required to spend the specific minimal amount of study time and reviewing their eBook and study module located inside NHA account. This could range from 2-5 hours. Additionally, student will be required to engage in interactive dialogue in our discussion board weekly as part of their participation grade and attendance. Student account will be monitored closely to ensure the required amount of time is spent reviewing necessary study requirement and class engagement. Required hours are outlined in course curriculum. Student **MUST** attend orientation and Immersion week.

### **GRADING SYSTEM**

The same grading system used in our traditional program applies to our online program with inclusion of discussion boards, Immersion week, and modifications of some skills.

#### EXAMINATION AND GRADING POLICY

The Phlebotomy Training Program will assess students to determine mastery of the program material. Assessment may be determined through, but is not limited to, quizzes, examinations (written, practical and clinical), writing assignments, oral presentations, and performance evaluations (practical and clinical), and competency checks.

#### Grading is dependent upon:

1. Quizzes and Exams.
2. Supervisor/instructor evaluation-attainment of objectives.
3. Weekly activities-student.
4. Laboratory Skills Reports.
5. Verified hours of attendance

<b>Quizzes/Exam/Homework/Activities</b>	<b>Laboratory/Practicum Immersion Week</b>	<b>Course Evaluation</b>
A = 90-100%	PASS/FAIL	PASS/FAIL
B = 80-89.9%		
C = 70-79.9%		
D = 60-69.9%		
F = below 60%		

**Blue Care Medical Academy will maintain hard copy and electronic copy of each student files to include quizzes, test, competencies, etc. A physical and electronic grading tool will be used to record grades. Student may review their grades inside their student account and physical grades upon request.**

### **ASSIGNMENTS/QUIZZES/EXAM**

All assignments, quizzes, and exam **MUST** be completed by due date outline in Easy Class. Late assignments are subject to 10%-point deduction and grade **FAIL**. No assignments or quiz will be accepted after end of day two of assigned due date without proper and acceptable documentation. Late assignment after end of day two without proper or acceptable documentation will result in a grade **“0” or FAIL** for that assignment, quiz, or activity.

### **ASSIGNMENTS**

Student assignments are located within Easy Class. Student will need to access Easy Class account for weekly lessons. Easy Class will direct student on type of assignments to complete, when and how to submit assignments, and reference guide/reading needed to complete assignment. Students will participate in weekly discussion board in Easy Class.

### **QUIZZES**

Student will complete quizzes in Easy Class for grade. Quizzes in student’s NHA account is for practical purposes **ONLY**. Student will have three quizzes in Easy Class to complete. Passing score for quizzes is 75% or higher. Student may attempt quizzes 3 times for a higher or passing score.

### **Activities**

Student will utilize the Score Sheet in their NHA account to complete assigned activities. Each assigned activity will be uploaded into Easy Class.

### **FINAL EXAM**

The final exam is a **PROCTORED** exam and **MUST** be taken at the school. The final exam is located within student Easy Class account. Student **MUST NOT** access final exam until instructed by instructor/Program Director. Passing score on final exam is 75% or higher. Student can attempt the final exam two times for a higher or passing score. Student may attempt the practice exam inside their NHA account up to six times for preparation for certification test.

### **PROGRAM DISMISSAL**

Student who fail to make satisfactory progress may be at risk of dismissal from the program. Blue Care Medical Academy will follow its **Academic and Clinical Performance Counseling Conference Policy** as outline in our School Catalog if student is not making satisfactory progress in the course. Additionally, student may be dismissed from the program for failure to meet attendance requirements and participation requirements.

### **IMMERSION WEEK**

Week four is Immersion Week. Attendance is **MANDATORY**. During Immersion week, students come together to experience hands on training and evaluation. Student will have an

opportunity to come to school for final examination, a skills overview session in area of safety, infection control, proper technique, and skills check off.

**To successfully Immersion Week:**

- Student **MUST** pass final written examination.
- Students **MUST** successfully demonstrate 5 EKGs on humans.
- Student **MUST** successfully demonstrate proper lead placement for 3 lead, 5 lead, and 12 lead tracing.
- Student **MUST** demonstrate safe and competent practices in areas of safety, infection control, and other regulatory guidelines.
- Satisfactory course and skills evaluation.

Students may invite family and friends and other volunteer donors to facility during Immersion Week. Each volunteer donor will be required to sign **volunteer donor** form prior any EKG Testing.

Each student is required to fully read the complete EKG Policy and applicable school policies located in school catalog at [www.bluecaremedicalacademy.com](http://www.bluecaremedicalacademy.com) prior to start of class and again Prior to Immersion Week.

**PROGRESSION TO ELGIBILITY TO TAKE CERTIFICATION EXAM**

- Student **MUST** successfully receive
- a cumulative grade average of 75% or higher including a final exam grade of 75% or higher.
- Student **MUST** successfully pass Immersion Week with a grade “PASS” in areas of skills and activities (5 EKGs on human, correct placement of 3 lead, 5 lead, and 12 lead).
- Student **MUST** successfully receive a grade “Satisfactory” or higher for course evaluation.
- Student must pay all Program cost including cost for certification exam in full.

**Student MUST receive a scale score of 390 or higher to PASS certification exam. In event student does not pass certification exam, student will follow NHA policy for retake found in your NHA candidate handbook located at [https://www.nhanow.com/docs/default-source/pdfs/handbooks/candidate\\_handbook\\_03\\_2019](https://www.nhanow.com/docs/default-source/pdfs/handbooks/candidate_handbook_03_2019).**

**Additionally, student is required to read their NHA candidate handbook prior to certification exam.**

**NHA Continuing Education: NHA continuing education courses are included in your certification**

At NHA, we know it's important for certificate holders to be informed about the constantly changing world of healthcare. That's why continuing education is required as part of your certification renewal. By earning your continuing education credits and keeping your certification active, you're showing your commitment to your career and patient care. To keep your NHA certification current, earn 10 Continuing Education (CE) credits every two years.

## PROGRAM COST

### \$30 Application Fee

TUTION	Other Related Fees
<b>\$525</b>	74\$ -ONLINE STUDY MODULE/PREP PACK AND EBOOK \$74 (MUST BE PURCHASED PRIOR TO ORIENTATION)
Payment Arrangement \$225 Deposit (Due prior to start date) \$150 Due Friday of week 2 \$150 Due Friday of week 4	\$117- CERTIFICATION EXAM FEE (MUST BE PAID PRIOR TO CERTIFICATION EXAM)

### LATE FEE

BCMA WILL ACCESS A 10% LATE FEE FOR PAYMENTS THAT ARE THREE OR MORE DAYS LATE.

**A new program starts first Sunday of every month. Orientation day is week prior to program start date.**

### Refunds and Cancellations

17. Students not accepted into Blue Care Medical Academy Nurse Aide Program are entitled to all monies paid except for application fee, cost of background check and cost of drug test.
18. Students who withdraw by notifying the school within five (5) business days prior to start date of a class are entitled to a full refund of all tuition paid.
19. Students who withdraw after five (5) business days, but before the start date are entitled to a full refund of all tuition and fees minus the cancellation charge of \$100.
20. In case of student withdrawal after commencement of classes, the school will retain the maximum cancellation charge of \$100 plus a percentage of the tuition and fees based upon the percentage of contractual price as stated in the Student Catalog.

### **21. Cancellation after commencement of classes will result in the following refund:**

Student is entitled to upon withdrawal or termination	Refund
Within the first 10% of program	90% of tuition less cancellation charge
After 10% - 25% of program	50% less cancellation charge
After 25% - 50% of the program	25% less cancellation charge
After 50% of program	No refund

22. A student can be dismissed, at the discretion of the Program Director, for insufficient progress, nonpayment of costs, or failure to comply with policy and procedures.
23. Those wishing to withdraw/cancel because of illness or personal reasons may resume their course of study in the next class series with no penalty and may repeat the already completed sessions if desired at no additional charge or pick up where they left off. Physician's documentation is required. This is effective for extenuating circumstances only, including but not limited to death in family, personal hospitalization, hospitalization of a child or spouse, etc. Employment is not a valid reason for absences.
24. For any program course that is cancelled by the Institution, the Institution will refund the tuition in full or apply tuition to a future course, depending on the wishes of the student.

### Curriculum

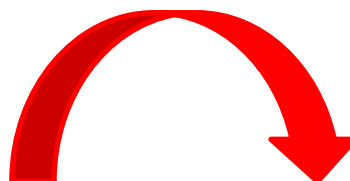
Week	Assignment	Due Date	Required Study Time
<b>Week 1</b>	<b>Reading Assignment: Module 1: Safety, Compliance, and Coordinated Patient Care</b>		<b>3 hours</b>
	<b>Activity:</b> <ul style="list-style-type: none"> <li>• Heart rate sites</li> <li>• Procedure Matching</li> </ul>	<b>Sunday by 2359</b>	
	<b>Quiz: Module 1 Quiz</b>	<b>Sunday by 2359</b>	
<b>Week 2</b>	<b>Reading Assignment: Module 2: EKG Acquisition</b>		<b>4 hours</b>
	<b>Activity:</b> <ul style="list-style-type: none"> <li>• Heart Anatomy</li> <li>• EKG lead placement standard</li> </ul>	<b>Sunday by 2359</b>	
	<b>Quiz: Module 2 Quiz</b>	<b>Sunday by 2359</b>	
<b>Week 3</b>	<b>Reading Assignment: Module 3: EKG Analysis and Interpretation</b>		<b>4 hours</b>
	<b>Activity:</b> <ul style="list-style-type: none"> <li>• Calculate heart rate</li> <li>• EKG lead placement: Specific patient populations</li> </ul>	<b>Sunday 2359</b>	
	<b>Quiz: Module 3 Quiz</b>	<b>Sunday 2359</b>	



<b>Week 4 Immersion Week</b>	<b>Final Exam, Lab, and skills check off</b>		
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## Upcoming Coming Classes Coming in September

### Pharmacy Technician Program Blended Learning



#### **CREDENTIALING/CERTIFYING AGENCY NATIONAL HEALTHCAREER ASSOCIATION**

*BCMA Pharmacy Technician Program is a 5-week blended program that consist 40 hours of online study and 35 hours of classroom time. Student will meet one day a week for 7 hours. Pharmacy Technicians are sought-after professionals in pharmacies located in hospitals, drug stores, doctors' offices and grocery stores.*

*With a CPhT certification from NHA, you'll have the credentials you need to invest in your future and prepare for a rewarding career as a Pharmacy Technician (NHA).*

*This program awards a certificate of completion and eligibility to take NHA national ExCPT exam.*

***BCMA is a partner and certified testing center for NHA exams. ExCPT Exam administered on-campus at BCMA***

#### **ADMISSION CRITERIA**

- *HIGH SCHOOL DIPLOMA/EQUIVALENT*
- *18 YEARS OR OLDER*
- *ENTRANCE EXAM*
- *SUBMIT RECORD OF IMMUNIZATIONS*

#### **TUITION**

- **\$729**

*Payment Plan available: \$325 Deposit and 2 payment of \$202 every two weeks.*

**OTHER RELATED FEES**

- *ONLINE STUDY MODULE/PREP PACK AND EBOOK \$74 (MUST BE PURCHASED PRIOR TO ORIENTATION)*
- *CERTIFICATION EXAM FEE \$117 (MUST BE PAID PRIOR TO CERTIFICATION EXAM)*

*This program awards a certificate of completion and eligibility to take NHA national ExCPT exam.*

*BCMA is a partner and certified testing center for NHA exams. ExCPT Exam administered on-campus at BCMA*