



*State Approved Healthcare Training
Academy*

2019-2020

SCHOOL CATALOG



***CARING HANDS
TOUCH A LIFE!! SAVE A LIFE!!***

*“If you are not
willing to learn,
no one can help
you. If you are
determined to
learn, no one can
stop you”
KUSHANDWIZDON*



WE CARE ABOUT YOUR SUCCESS!!

Donna Luckett RN MSN, FNP-C
Program Director

2019-2020



State Approved Healthcare Training Academy

204 Stateline Road West
Southaven, Mississippi 38671
662-253-8543

www.bluecaremedicalacademy.com.

PROGRAM

APPROVAL/CERTIFICATION/LICENSE/ACCREDITATION

Licensed by the Mississippi Commission on Proprietary School and College
Registration, Certificate No. (License #C694).

Our Nurse Aide/ Nurse Assistant curriculum is approved by Mississippi Department of
Health (facility # 0585).

Our Electrocardiograph Technician (EKG), Phlebotomy Technician (CPT), and
Pharmacy Technician (CPhT) curriculums are a framework of the core competencies as
outline in NHA detailed testing plan and core competencies meeting the requirements
for national certification as a CET, CPT, and/or CPhT.

NHA certification programs are accredited by The National Commission for Certifying
Agencies (“NCCA”), a division of the Institute for Credentialing Excellence (“ICE”).

BCMA is an Eligible Training Provider for Mississippi Win Job Center (Provider Code
#720).

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). We offer several NHA course: Phlebotomy, EKG, and Pharmacy Tech

Thank you,
Donna Lockett RN MSN-FNP-C Program Director

PROGRAM APPROVAL/CERTIFICATION/LICENSE/ACCREDITATION

Blue Care Medical Academy is Licensed by Mississippi Commission on Proprietary Schools & College Registration (License #C694). Our Nurse Aide/ Nurse Assistant curriculum is approved by Mississippi Department of Health (facility # 0585). Blue Care Medical Academy is in partnership with the National Healthcareer Association (NHA). Phlebotomy Technician, EKG Technician, and Pharmacy Technician students receive certification through NHA. NHA is a national professional certification agency for healthcare workers in the United States granting credentials in more than 8 Allied Health specialties. NHA is one of the largest certifications and continuing education providers in the United States. All of the NHA certification programs discussed in this catalog are accredited by The National Commission for Certifying Agencies (“NCCA”), a division of the Institute for Credentialing Excellence (“ICE”).

PROGRAMS OF STUDY

1. Certified Nurse Aide/Assistant
2. Phlebotomy Technician A. Traditional Classroom B. Accelerated Online
3. Electrocardiograph Technician (EKG) A. Traditional Classroom B. Accelerated Online
4. Pharmacy Technician (Blended Learning)

WORKSHOPS AND OTHER CLASSES

1. Health Care Workshops A. Babysitting B. Phlebotomy Basic C. EKG Basic D. Rhythm Interpretation E. Hands Only CPR F. Intravenous Line Insertion, Safety, and Maintenance
2. BLS/Heartsavers

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 Pharmacy Technician (ExCPT) 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.

GENERAL 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.
- Exception to age requirement: NHA Provisional Certifications for pending high school graduates enrolled in a NHA course at Blue Care Medical Academy. Provisional Certifications are not available to candidates sitting for the ExCPT Pharmacy Technician Certification. See NHA Provisional Policy Below.
- Applicant must be able to read, write, speak, and understand English and pass entrance exam.
- Applicant must have a high school diploma or equivalent.
- Off campus facilities often require background checks to be completed. Applicant may be subject to having a background check prior to going to ANY off-campus practicum/clinical sites. **ALL NURSE AIDE/ASSISTANT STUDENTS MUST SUBMIT TO BACKGROUND CHECK. THIS BACKGROUND CHECK IS COMPLETED BY MISSISSIPPI DEPARTMENT OF HEALTH CRIMINAL BACKGROUND. THE COST OF BACKGROUND CHECK IS \$50.** The Administrative staff will review the background check and determine if the applicant is eligible for admission.

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. 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.
- 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.**
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OPPORTUNITIES FOR HIGH SCHOOL STUDENTS

NHA PROVISIONAL CERTIFICATION

Provisional Certifications are not available to candidates sitting for the ExCPT Pharmacy Technician Certification.

A candidate who is scheduled to graduate from an accredited high school or GED program (or other equivalent test recognized by the candidate's state or residency) may take the certification exam and receive a Provisional Certification up to twelve (12) months before graduation as long as all certification eligibility requirements are met. A "Provisional Certification" is a placeholder and is intended to allow candidates to take certification exams as near to the time they complete their training even though they have not yet met the eligibility requirement of holding a high school diploma or its equivalent needed to receive a standard (full) certification.

Each student seeking to obtain a Provisional Certification must sign on and register for the exam. Registration must be performed by the actual candidate. Parents, teachers, other school officials, or other parties are not permitted to register on behalf of a candidate. As noted below, the registration process includes Attestations that each candidate must read and agree to before sitting for an examination, and all candidates will be bound by the Attestations made at the time of registration

Additionally, candidates are advised to provide a personal email address at the time of registration, rather than an email address associated with their current school, employer, or sponsor, so that NHA is able to provide important information concerning their certification even after the candidate has left his/her current school, employer or sponsor.

A candidate scheduled to graduate from an accredited high school, GED program or other high school equivalency program may receive a Provisional Certification pursuant to the following conditions:

- A Provisional Certification expires twelve (12) months after the examination date. The Provisional Certification cannot be renewed or reinstated. It must be converted to a full certification by meeting all certification eligibility requirements, including the requirement to have graduated from high school or other equivalency program.
- A candidate must take and successfully pass the examination no more than twelve (12) months prior to his/her graduation date. For purposes herein, the candidate's "graduation date" is the date officially recognized by the educational institution and displayed on an official transcript, diploma, GED certification or other documentary proof of successful completion of a high school equivalency program. The graduation date must be a date that precedes or is on or within thirty (30) days following, the expiration date shown on the NHA Provisional Certification.
- Upon graduation, the holder of an active Provisional Certification must apply to have his/her Provisional Certification converted to a Full Certification. If the Provisional Certification lapses before the candidate applies for conversion to a full certificate, the candidate will be required to retake the NHA certification exam.
- When applying for Full Certification, a candidate is required to provide proof of graduation (high school diploma, GED certification or other documentary proof of successful completion of a high school equivalency program). In addition, he/she must be able to provide written proof that they have met the training or work experience eligibility requirement and, if applicable, the program-specific eligibility requirements described in the "Eligibility" section of this Candidate Handbook, upon request. For more information about converting a Provisional Certification, please see the "Converting Provisional Certification to Full Certification" section of this Candidate Handbook.
- Once the Provisional Certification is converted to a Full Certification, the expiration date will be based on the initial testing date and all requirements for continuing education needed to renew the certification will be required.

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 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 uniform 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 programs.

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

GROUND 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 30% 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/Recruitment

Omarr Hurd- Chief Financial Officer/Business Development

Email: Enrollment@bluecaremedicalacademy.com

Attention: Omarr Hurd

Office Phone: 662 253 8543

Program/Academic Advisement

Donna Lockett-Program Director

Email: Enrollment@bluecaremedicalacademy.com

Attention: Donna Lockett

Office Phone: 662 253 8543

Cell phone: 901 378 4589

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 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 minus fees and 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:

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

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.
9. Any refund owed to the student will be issued within 30 calendar days.

LATE FEE

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

ASSIGNMENTS/QUIZZES/EXAM

All assignments, quizzes, and exam **MUST** be completed by due date as outlined in course syllabus. 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.

Blue Care Medical Academy will maintain hard copy and/or electronic copy of each student files depending on the program the student is enrolled in, this include quizzes, test, competencies, etc. A physical and/or electronic grading tool will be used to record grades depending on the program the student is enrolled in. Student may review their grades inside their student account and physical grades upon request and/or by logging into their account.

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 programs if programs are available. 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 and lecture 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 eligible training provider for Workforce Investment Network.

Option 5: Other nonprofit organization and government bodies if applicable.

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.

Updates for 2020 School Year

Starting January 2020, our Nurse Aide/Assistant Program will convert to a six (6) week program 2 days week on Monday and Thursday. See new 2020 Academic Calendar below.

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 can 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 NA 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 NA job description must include people skills and the ability to be compassionate and enjoy helping others. In nursing or long-term care facilities, a NA 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
- NAs work with medical technology, like health information software and medical record charting software.

NAs also serve as a conduit between patients and nurses and doctors and record and communicate all issues to medical staff. Depending on where a NA 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

NAs 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.

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

Quick Facts: Nursing Assistants and Orderlies	
<u>Employment Change, 2016-26</u>	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 program 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

See student handbook

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.

Quizzes/Exam/Homework	Skills Check-off	Clinical Participation	Verified Hours of Attendance
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 2018-2019

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.

SESSION 1 Saturday and Evening Class Monthly	SESSION 2 Class Every 2 Months
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

ACADEMIC CALENDAR 2020

	Monday Day Class	Thursday Day Class	Saturday Clinical Day & Eve Class	Monday Evening Class	Thursday Evening Class	Hours
Week 1	5pm-10pm	5pm-10pm		8:30am-1:30pm	8:30am-1:30pm	10
Week 2	5pm-10pm	5pm-10pm		8:30am-1:30pm	8:30am-1:30pm	10
Week 3	5pm-10pm	5pm-10pm		8:30am-1:30pm	8:30am-1:30pm	10
Week 4	5pm-10pm	5pm-10pm		8:30am-1:30pm	8:30am-1:30pm	10
Week 5	5pm-10pm	5pm-10pm	8am-4:30pm	8:30am-1:30pm	8:30am-1:30pm	18
Week 6	5pm-10pm	5pm-10pm	8am-4:30pm	8:30am-1:30pm	8:30am-1:30pm	18
Total hours						76

NURSE AIDE/CNA PROGRAM FEES

\$30.00 application fee (nonrefundable)

PROGRAM FEES: Total \$1149

- Tuition \$885
- Textbook/Workbook \$73
- All training materials and supplies (blood pressure cuff, stethoscope, and uniform) \$66
- Professional Liability Insurance \$50
- Drug Test \$25
- American Heart Association BLS (CPR) Training (**student price ONLY**).
Students receive a credit if they are already certified) \$50

OTHER RELATED FEES

Mandatory Background check (ALL Background check MUST be performed by Mississippi Department of Health) \$50

- Mississippi State Nurse Aide Certification Exam. \$101

PAYMENT PLANS FOR NURSE AIDE/CNA PROGRAM

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 assistance 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 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.

PAYMENT PLAN: \$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.

PAYMENT PLAN FOR 2020 YEAR: \$350 Deposit due 2 weeks prior to class start date and 3 installment payments: \$265 week 2 of class, \$265 week 4 of class, and \$269 due week 6. ALL PAYMENTS ARE DUE ON TUESDAY.

OTHER RELATED FEES	Fee	Due Dates
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	MUST BE PAID PRIOR TO CERTIFICATION EXAM. THIS FEE IS PAID TO PEARSON VUE TESTING CENTER.

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, and processing. 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/heel 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.

Quick Facts: Phlebotomists	
<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.

PHLEBOTOMY 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 (Internship): 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 (Internship)

Practicum Requirements:

30 documented successful venipunctures and 10 documented skin punctures.

Additional Practicum time will be conducted on campus on Tuesday and Wednesday day and/or night. 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, 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. Students are strongly encouraged to seek externship site prior to and during orientation if there is concerns of completion

of internship. Blue Care Medical Academy will assist student with externship sites and seek contract if facility agrees to accept student.

Student will be given 2 additional 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 or on campus. If student FAIL to successfully meet practicum requirement within 2 weeks after class commencement, 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. 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 if attending an off-campus site, 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. Contact lenses should not be worn.
2. 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.
3. Students must observe hospital and lab regulations for routing work and written communications.
4. No student may request access to information ordinarily found in the lab.
5. Students must not discuss lab results with any staff member outside of the lab, with family members, friends or patients.
6. Questions concerning the diagnosis of disease states or evaluation of therapy should be directed to the pathologist/instructor.
7. Physicians and other medical professionals should be addressed by their title.
8. Comply with the uniform regulations.
9. 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.

10. 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).
11. Do not recap used needles. All contaminated needles and syringes must be immediately placed in a red sharps container.
12. 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.
13. All electrical appliances are to be unplugged at the end of each lab session.
14. Electrical plugs should be removed from outlets with dry hands: Grip the plug, not the cord.
15. Report any faulty equipment to the instructor immediately.
16. Equipment may not be used without prior instruction from the instructor.
17. Do not leave operating equipment unattended.
18. 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.
19. Keep the counter tops, aisles and floors free of unnecessary items.
20. Students will clean up after themselves. This includes proper storage of equipment and instruments, clearing working areas and utilizing proper infection control protocol.
21. Hair must be pulled back off the face and shoulders and protected from engine belts.
22. 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 and Day Class

	Tuesday 9am-2pm & 5pm-10pm	Wednesday 9am-2pm & 5pm-10pm
Week 1	Didactic and Lab	Didactic and Lab
Week 2	Didactic and Lab	Didactic and Lab
Week 3	Didactic and Lab	Didactic and Lab
Week 4	Didactic and Lab	Didactic and Lab
Week 5	Didactic and Lab	Didactic and Lab
Week 6	Didactic and Lab	Didactic and Lab
Week 7	Practicum/Internship/Externship	Practicum/Internship Externship
Week 8	Practicum/Internship/Externship	Practicum/Internship Externship

CURRICULUM/NHA TEST PLAN AND CORE KNOWLEDGE

NHA Certified Phlebotomy Technician (CPT)	
Detailed Test Plan	
100 Scored Items, 20 Pretest	
Exam Time: 2 Hours	
Based upon the results of a Job Analysis Study completed in 2016	
<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 are potentially applicable to any of the assessment domain.</p>	
I.	Safety and Compliance
II.	Patient Preparation
III.	Routine Blood Collection
IV.	Special Collection
V.	Processing
	Core Knowledge
SEE APPENDIX A FOR FULL DETAILS	

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 quizzes 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 \$1084

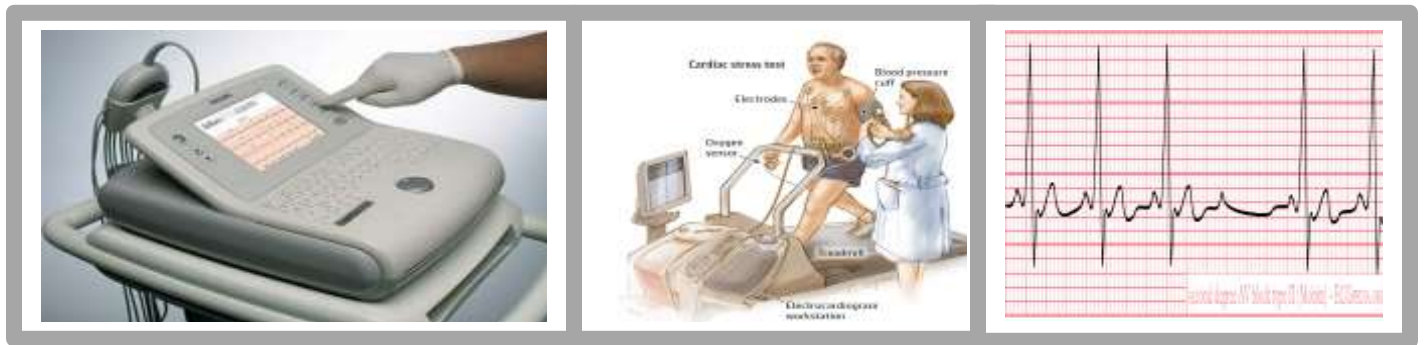
- Tuition \$845
- eBook, all training materials and supplies and supplies \$114
- Professional Liability Insurance \$50
- Drug Screen \$25
- American Heart Association BLS (CPR) Training (student price ONLY). Students receive a credit if they are already certified) \$50

PAYMENT PLANS: \$325 Deposit and 3 installment payments of \$253 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

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.

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 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
- Demonstrate competent communication and interaction on a one-one basis with each client

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

ACADEMIC CALENDAR

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

<p style="text-align: center;">NHA Certified Phlebotomy Technician (CPT)</p> <p style="text-align: center;">Detailed Test Plan</p> <p style="text-align: center;">100 Scored Items, 20 Pretest</p> <p style="text-align: center;">Exam Time: 2 Hours</p> <p style="text-align: center;">NHA Certified Phlebotomy Technician (CPT)</p> <p style="text-align: center;">Detailed Test Plan</p> <p style="text-align: center;">100 Scored Items, 20 Pretest</p> <p style="text-align: center;">Exam Time: 2 Hours</p> <p style="text-align: center;">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 is potentially applicable to any of the assessment domain.

I.	Safety and Compliance and Coordinated Patient Care
II.	EKG Acquisition
III.	EKG Analysis and Interpretation
	Core Knowledge
	SEE APPENDIX B FOR FULL DETAILS

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)

- Book: Hartman’s Publishing Company Complete Guide for the EKG Technician \$30
- NHA Certification Exam Fee. Must be paid prior to taking certification exam. \$117

Pharmacy Technician Program (Blended Learning)



Blue Care Medical Academy, LLC Certified Pharmacy Technician Program (CPhT) is a 5 weeks blended course consisting of 40 hours of online studies and 25 hours of classroom time. Class meets one day a week on Saturday from 9 a.m.- 2 p.m.

Methods of Instruction: This is a blended course. This course is divided into two (2) sessions. The platform for session I is 40 hours of online studies which consist of reading, discussion boards, and online activities. The platform for session II consists of 25 hours of classroom lecture, lab and activities. Students are required to complete 5 weeks of monitored online study and come to class one day a week.

PHARMACY TECHNICIAN PROGRAM PHILOSOPHY AND GOALS

The goal of the Pharmacy Technician Program at Blue Care Medical Academy is to prepare students to take NHA ExCPT exam for pharmacy technician certification and obtain an entry-level employment as CPhT who has the knowledge and skills to meet the needs of the local health care community.

CAREER DESCRIPTION, PROFESSIONAL ROLES, AND RESPONSIBILITIES

A pharmacy technician works closely with pharmacists in hospitals, drug and grocery stores, and other medical settings to help prepare and distribute medicines to patients. In many pharmacies, technicians:

- Screen prescription orders for accuracy and completeness
- Prepare prescriptions: retrieve, count, pour, weigh, measure, and sometimes mix the medication
- Perform calculations
- Prepare medicines used to treat cancer
- Perform medication reconciliation
- Assist in the management of investigational drug studies
- Use technology to help maintain accurate patient records, prepare and package medications, and place orders

State laws decide the activities that pharmacy technicians can perform. More detailed information about the roles and responsibilities of a pharmacy technician can be found on the Bureau of Labor Statistics website.

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).

CAREER EMPLOYMENT AND OUTLOOK

Pharmacy Technicians work in hospitals, drug and grocery stores, and other medical settings to help prepare and distribute medicines to patients. The employment opportunities and job growth for this career are considered strong. Good job opportunities are expected for full-time and part-time work, especially for technicians with formal training or previous experience. Job openings for pharmacy technicians will result from the expansion of retail pharmacies and other employment settings, and from the need to replace workers who transfer to other occupations or leave the labor force.

Pharmacy technicians are currently in very high demand and this demand is expected to continue through at least 2018. As pharmacies expand patient care services, the role of and need for pharmacy technicians will also expand.

With the appropriate amount of training and experience, pharmacy technicians may be promoted to supervisory roles, may seek specialization (e.g., oncology, nuclear pharmacy), or may pursue further education and training to become a pharmacist. Some technicians gain specialized skills in sterile products admixture, pharmacy automation, and health information systems. An ASHP survey of pharmacy practice managers in August 2009 revealed 56 percent of organizations offer career advancement opportunities for technicians. In an ASHP survey of pharmacy technicians, 81 percent indicated they expect to perform duties of a pharmacy technician for five or more years. Pharmacy technician employment is anticipated to develop quickly because of a growing use of medications as a treatment for patients. Additionally, a larger amount of middle-aged and elderly people — who typically take more prescription drugs than those that are younger — will drive the need for technicians in all practice surroundings. View technician employment trends from the Bureau of Labor Statistics.

Pay

The annual wage for pharmacy technicians was \$32,700 in May 2018. The median wage is the wage at which half the workers in an occupation earned more than that amount, and half earned less. The lowest 10 percent earned less than \$22,740, and the highest 10 percent earned more than \$48,010.

In May 2018, the median annual wages for pharmacy technicians in the top industries in which they worked were as follows:

Hospitals; state, local, and private	\$37,390
General merchandise stores	31,450
Food and beverage stores	30,640
Pharmacies and drug stores	30,470

<https://www.bls.gov/ooh/healthcare/pharmacy-technicians.htm#tab-5>

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 Pharmacy Technicians.

Upon successful completion of this program, the student will receive a Certificate of Completion. Additionally, completion of the program qualifies student to take NHA ExCPT exam to become a certified pharmacy technician (CPhT).

After passing the ExCPT exam

New Pharmacy Technician Applicants Mississippi Residents

Anyone desiring to work as a Pharmacy Technician in the state of Mississippi is required to obtain a Mississippi Board of Pharmacy Pharmacy Technician Registration. To apply, candidates must meet the following criterion:

- at least 18 years of age
- have a High School Diploma or equivalent
- submit the Pharmacy Technician Registration Application.

Upon completion of your Pharmacy Technician Application, you may submit it along with the following: copy of your High School diploma or equivalent, completed Background Check Packet, and a \$90.00 Money Order/Cashiers Check made payable to the Mississippi Board of Pharmacy. We cannot accept CASH payments ((\$50 registration fee and \$40 background check fee).

<https://www.mbp.ms.gov/Pages/Technician.aspx>

Application:

<https://www.mbp.ms.gov/Documents/2015%20Tech%20Application%20Complete.pdf>

New Pharmacy Technician Applicants Tennessee Residents

The state of Tennessee requires registration to work as a pharmacy technician with the Tennessee Board of Pharmacy.

To register as a pharmacy technician, you must fully complete and submit the Application for Pharmacy Technician Registration, together with the required fee of \$50. Other items that must be submitted with your application is

- a criminal background checks
- Declaration of Citizenship
- pharmacy technician affidavit.

Registrations must be renewed on a biennial basis before the last day of expiration and can be completed online. The cost of renewal is \$50.

Application:

<https://lars.tn.gov/datamart/login.do;jsessionid=7uXI8LvDCqUuIwd6Q2StfQV>

New Pharmacy Technician Applicants Arkansas Residents

State Board of Pharmacy in Arkansas requires Pharmacy Technician to obtain a registration certificate before working in a pharmacy.

What are the Pharmacy Technician Licensure Requirements in Arkansas?

- You must possess a High School Diploma or the equivalent.
- You must undergo and pass the State and Federal background check.
- A written application requesting for a Pharmacy Technician registration must be submitted to the Arkansas State Board of Pharmacy.
- You must be able to submit the fingerprints card as instructed in the application form.
- Include the \$108.50 registration fee when submitting the application form. Payment can be made thru money order or personal check.

Application

<https://pharmacyboard.arkansas.gov/Websites/pharmacy/images/forms-instructions/Tech%20App%20Web%20Aug%202019.pdf>

PHILOSOPHY

The mission of the Pharmacy Technology Program is to be an exemplary program graduating highly qualified individuals to fill the employment needs of local pharmacies. Our goal is to provide you with the necessary skills and knowledge to sit for the national Pharmacy Technician Certification Board exam, which would grant the title of Certified Pharmacy Technician (CPhT).

One of the requirements of successful completion of the Pharmacy Technology Program is that you must sit for the ExCPT Exam. Completion of all program classwork does not guarantee passage of the exam. This health care career program is one which takes much time and dedication on your part. Realizing this, we would like to wish you all success as you make a commitment to yourselves, and this course of study, for the next year. The Program is committed to serving you and the pharmaceutical community through guidance, excellent academic instruction and professional training utilizing traditional and innovative means while understanding the cultural diversity of individuals. We will strive to maintain a student-centered philosophy, make wise use of community and educational resources, with continual improvement through self-evaluation and self-renewal. The faculty of the Pharmacy Technician Program is committed to assisting you toward the greatest academic, personal, and professional potential through quality courses and instruction.

PROGRAM OBJECTIVE AND OUTCOMES

Blue Care Medical Academy Pharmacy Technician Program prepares students to meet the demands of health care today by providing specialized training as Pharmacy Technician in accordance with the entry level competencies determined by NHA.

Our Certified Pharmacy Technician (CPhT) program seeks to provide education in the art of pharmacy technician that meets but is not limited to the following objectives and outcomes.

Overview and Laws

A. Role, Scope of Practice, and General Duties of the Pharmacy Technician

- Differentiate between tasks that may be performed by a pharmacy technician and those that must be performed by a pharmacist.
- Maintain pharmacy security (for example: secure medications, prevent unauthorized access).
- Assist pharmacist in medication reconciliation.
- Assist pharmacist in medication therapy management.
- Assist patient in selecting compliance aids and devices.
- Interpret basic medical terminology commonly used in the pharmacy.
- Tailor communications to different audiences, including patients, caregivers, staff, and health care professionals.
- Interact with customers and patients in a professional manner, including internal and external customers.
- Confirm final product verification has been completed by pharmacist prior to release to patient.
- Assist the pharmacist in managing inventory by placing, receiving, verifying, rotating, and stocking orders.
- Store medications following manufacturers' requirements (for example: light, temperature, humidity).
- Identify and remove expired products in a pharmacy's inventory.
- Identify and remove recalled products from inventory.
- Dispose of medications based on product-specific requirements.
- Access and use references and resources as needed to perform job duties.

B. Laws and Regulations

- Comply with federal laws and regulations applicable to pharmacy practice.
- Maintain HIPAA compliance while communicating and disclosing information with patients, caregivers, health care professionals, and others.
- Comply with HIPAA requirements regarding collection, storage, and disposal of patient information.
- When filling prescriptions or medication orders, comply with applicable laws and regulations.
- Follow laws and regulations for non-controlled substances when handling refills and/or partial filling of prescriptions.
- Package prescription medications in child-resistant containers or other approved containers as required.
- Comply with OSHA regulations for disposal of sharps.
- Comply with laws related to monitoring and reporting fraud, waste, and abuse.

- Follow record-keeping and retention procedures per federal requirements.
-

C. Controlled Substances

- Differentiate among the controlled substances schedules and the drugs within them.
- Identify elements needed to verify the validity of DEA number.
- Verify, on intake, required information is on prescription for controlled substance.
- Comply with laws and regulations when filling, partial filling, and refilling prescriptions for controlled substances.
- File all classes of prescriptions appropriately.
- Comply with federal laws pertaining to the handling of Schedule V (exempt narcotics) and regulated (BTC) non-prescription products.
- Order, store, and maintain inventory of controlled substances in accordance with CSA.
- Match common over the counter (OTC) products with their indications.

Drugs and Drug Therapy

A. Drug Classification

- Differentiate among therapeutic classes of drugs.
- Differentiate among various dosage forms.
- Differentiate among various routes of administration.
- Match common prescription/legend medications with their indications.
- Match common over the counter (OTC) products with their indications.
- Match common behind-the-counter (BTC) products with their indications.

B. Frequently Prescribed Medications

- Match brand and generic names of commonly used prescription medications.
- Differentiate between side effects and adverse drug reactions.
- Differentiate between contraindications and drug interactions.
- Recognize physical interactions and incompatibilities in the preparation of compounded and parenteral medications.
- Recognize common vaccines and immunization schedules.

Dispensing Process

A. Prescription and Medication Order Intake and Entry

- Analyze a prescription or medication order for completeness and obtain missing information.
- Process prescription orders (for example: telephone, facsimile, and electronic).
- Process prescription refill authorization requests from prescribers.
- Obtain information for the patient profile from patients, such as demographics, medication history (including OTCs and herbal supplements), health conditions, concurrent medications, allergies, and third-party payers.
- Enter and maintain electronic patient profiles.

B. Preparing and Dispensing Prescriptions

- Identify medications that require special handling procedures.
- Stock and use automated dispensing machines.
- Select appropriate medication product based on prescription/legend, OTC, or BTC status; name and strength; NDC number; expiration date; and lot number.
- Count/measure or pour medication into appropriate container.
- Select appropriate prescription vials, caps, bottles, and other supplies.
- Label medication products packaged in approved containers or, when appropriate, in original packages.
- Select and apply appropriate auxiliary labels.
- Provide printed patient information leaflets and required medication guides.
- Package and ship medications according to manufacturers' recommendations.
- Select appropriate OTC product based on pharmacist recommendation.
- Offer pharmacist consultation to patients.
- Identify prescriptions that have been forged, copied or possibly altered.

C. Calculations

- Convert within and between each of the systems of measurement
- Calculate the quantities of prescriptions or medication orders to be dispensed.
- Calculate the days' supply for prescriptions.
- Calculate individual and total daily dosages.
- Perform sterile and nonsterile compounding calculations.
- Perform basic pharmacy business calculations (for example: pricing and inventory control).
- Perform temperature conversions.
- Calculate percentages.

D. Sterile and Nonsterile Products, Compounding, Unit Dose, and Repackaging

- Use Universal Precautions.
- Employ infection control, including handwashing and personal protective equipment (PPE).
- Follow correct procedures for maintaining the environment for the sterile product compounding area.
- Select appropriate equipment and supplies.
- Perform compounding process for sterile products following aseptic technique.
- Performing compounding process for non-sterile products.
- Select appropriate diluent or base product based on manufacturer's recommendation.
- Determine beyond-use dates based on published data or regulatory agency requirements for both compounded and repackaged products.
- Inspect final product for physical incompatibilities.
- Label compounded products.
- Repackage and label unit dose products.
- Maintain sterile and nonsterile compounding and repackaging equipment.
- Complete required documentation for sterile, nonsterile, and repackaged products.

Medication Safety and Quality Assurance

- Follow best practices for quality assurance and medication safety.
- Assist pharmacist in identifying patient medication adherence issues.
- Use safety strategies to prevent mix ups between look-alike, sound-alike products, errors with high alert/high risk medications, and medications with different routes of administration.
- Match patient information to prescription or medication order.
- Follow procedures to assure delivery of the correct prescriptions to patients.
- Take corrective action after detecting potential medication errors or near misses.
- Maintain a clean work environment in the drug dispensing and patient care areas.
- Perform quality assurance checks of floor stock (for example: credits, unsecured medication, expired or outdated medications, emergency medications).

MANDATORY ORIENTATION

Student is required to attend a **MANDATORY** one-day orientation prior to start of class. Additionally, student **MUST** purchase NHA online study module 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. Other learning materials are located inside the library in Easy Class and student NHA account.

TEACHING AND RESOURCE MATERIAL

1. Online study module located inside NHA student portal
2. Assignments, Quizzes and other reading materials located inside Easy Class student portal
3. Discussion Board

ATTENDANCE

Student is required to attend class one day a week for (5) five hours on Saturday. Additionally, student is required to spend the specific minimal amount of study time and reviewing their assignment and study module located inside Easy Class/NHA account. Student are required to spend a minimum of 8 hours a week inside their NHA module/Easy Class. Additionally, student will be required to engage in interactive dialogue in our discussion board twice 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. Student are required to participate in weekly discussion boards for engagement, knowledge assessment and strengthening and as part of their attendance record.

GRADING SCALE AND GRADING SYSTEM

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

EXAMINATION AND GRADING POLICY

The Pharmacy 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.

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.

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. Student will have an opportunity to repeat quizzes and final exam if they fail the first attempt. Only two attempts will be acceptable for the Pharmacy Technician Program.

GRADUATION/COMPLETION CRITERIA

To graduate from the program and progress to eligibility to take certification exam, student must successfully complete **ALL** program requirement

1. Student **MUST** obtain a 75% average for all quizzes and assignments combined. Student may repeat quiz two times to obtain a passing score. All quizzes are completed at home

online through Easy Class/NHA module 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. Student must complete all activities including participation in discussion board.
4. Satisfactory course and skills evaluation.
5. Student are required to pay **ALL** program fees in full.

ASSIGNMENTS/QUIZZES/EXAM

All assignments, quizzes, and exam **MUST** be completed by due date outline in Easy Class and in syllabus. 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 and outlined in the syllabus. Student will need to access Easy Class account and refer to their syllabus for weekly lessons. Easy Class and syllabus 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 their NHA module for grade. Passing score for quizzes is 75% or higher. Student may attempt quizzes 2 times for a higher or passing score.

Activities/Discussion Board

Student will utilize Easy Class to complete any activities assigned and discussion board. Student is required to participate in discussion board twice a week.

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.

ACADEMIC CALENDAR

	Sunday-Saturday Online	Saturday 9.a.m -2 p.m. Classroom
Week 1	Online Studies	Lecture Lab
Week 2	Online Studies	Lecture Lab
Week 3	Online Studies	Lecture Lab
Week 4	Online Studies	Lecture Lab
Week 5	Online Studies	Lecture Lab

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 Tuition and Supplies \$729

PAYMENT PLANS: \$325 Deposit and 2 installment payments of \$202 every 2 weeks

OTHER RELATED FEES (NHA FEES)

- NHA Online Study Module. Must be purchased from NHA prior to orientation. \$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

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.

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**. 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 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 PHELBOTOMY 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.

GRADUATION/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.

MANDATORY ORIENTATION

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

4. eBook: Phlebotomy Simplified, 2nd Edition. ISBN 13:978-13-278432-0
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

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 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.

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
\$575	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

10. 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.
11. 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.
12. 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.
13. 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.

14. 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

15. 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.
16. 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.
17. 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 (See student handbook)

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.

Objectives

- 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:

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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 compete **ALL** program requirement 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.

MANDATORY ORIENTATION

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

7. Study guide
8. Online study module located inside NHA student portal
9. 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 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 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.

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
\$525	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

18. 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.
19. 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.
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23. 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.
24. 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

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Curriculum (See student handbook)