

TRAINING CARING HANDS TO CARE FOR YOUR LOVED ONES!!!

SuperiorCare Medical Academy
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SCHOOL CATALOG

STATE APPROVED VOCATIONAL/TECHNICAL SCHOOL
APPROVED BY MISSISSIPPI PROPRIETARY SCHOOL AND COLLEGE REGISTRATION
LICENSE # C694

**PTCB APPROVED
RECOGNIZED
EDUCATIONAL
TRAINING PROGRAM**



**PARTNERSHIP
WITH
MedCA**



PARTNERSHIP WITH AMCA



**PARTNERSHIP WITH
NATIONAL HEALTHCAREER
ASSOCIATION (NHA)**



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

WELCOME

We are honored you chose SuperiorCare Medical Academy for your education needs!! If you are reading this catalog, then you have actively made a courageous step to further your career by pursuing a career in healthcare. We are honored to be of service to you!! I hope your experience at SCMA is one that will empower you with the drive and motivation to continue to follow a path that leads to more growth and success.



SuperiorCare Medical Academy (SCMA) is a career/technical school located in Southaven, Mississippi. SCMA was founded in 2018 by Donna Lockett and Omarr Hurd, Sr. SCMA is licensed by Mississippi Commission on Proprietary School and College Registration, Certificate No. #C694.

SCMA first education service was nurse aide/nurse assistant training. We had our very first nurse assistant class in November of 2018. Since that time, SCMA is proud to say we have added several additional classes, training, and workshops.

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

KUSHANDWIZDON

Some of you may ask, “how did they grow that fast?” As the Program Director, I will give you an honest answer. Omarr and I researched the needs of our community. We took the knowledge and experience we have in health care and business and educated ourselves on how to deliver high quality health care programs to our community. We never stopped learning. To this day, we continue to seek ways to expand our knowledge and skills in hopes of sharing what we know with others.

Best Regards,
Donna Lockett MSN FNP-BC
Program Director

OUR MISSION

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SuperiorCare Medical Academy's mission is to create an excellent environment in which to train medical healthcare 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 professionals 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. SuperiorCare 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*

PROGRAM APPROVAL/CERTIFICATION/LICENSE/ACCREDITATION

SuperiorCare 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).

SuperiorCare Medical Academy is in partnership with the National Healthcareer Association (NHA), American Medical Medical Association (AMCA), MedCA and serve as a certified testing center for NHA, AMCA and MedCA certification exams. NHA, AMCA certification exams are nationally accredited by The National Commission for Certifying Agencies ("NCCA"), a division of the Institute for Credentialing Excellence ("ICE"). Additionally, SCMA has a partnership with the Pharmacy Technician Certification Board (PTCB) and is a PTCB recognized training program.

We offer multiple programs to choose from with flexible days: Programs offered at SCMA are listed below.

Programs offered:	Program Length
Nurse Assistant/Aide/CAN Learning Platform: Hybrid (classroom and online)	7 weeks consisting of 76 hours combined lecture, lab, and clinical. Clinicals consist of two <u>8</u> hours days. Exceptions apply to program schedule during holidays and special circumstances to achieved required hours. This is a comprehensive course. Classroom attendance required.
Electrocardiograph Technician (EKG) Learning Platform: Classroom	8 Weeks (64hours) This is a comprehensive course. Classroom attendance required. Students come to class 2 days a week.
Pharmacy Technician Learning Platform: Classroom	8 Weeks (64 hours lecture and lab) This is a comprehensive course. Classroom attendance required. Students come to class 2 days a week. Additionally, student attend class week 9 for two days 4 hours each for certification review (optional but strongly encouraged)
Clinical Medical Assistant Learning Platform: Classroom	12 Weeks (96 classroom lecture and lab plus 40 hours of clinical/externship. A combined 136 hours) This is a comprehensive course. Classroom attendance required. Students come to class 2 days a week for 12 weeks.

	The required clinical/externship hours may last beyond 12 weeks.
Phlebotomy Technician Learning Platform: Hybrid (classroom and online)	8 Weeks (64 classroom lecture and lab plus 32 hours of clinical/externship. A combined 96 hours) This is a comprehensive course. Classroom attendance required. Students come to class 2 days a week for 8 weeks. The required clinical/externship hours may last beyond 8 weeks.
Phlebotomy Technician with Basic EKG Training The EKG session does not lead to certification as a Certified EKG Technician. Learning Platform: Hybrid (classroom and online)	8 Weeks (64 classroom lecture and lab, 8 hours of Basic EKG Training, and 32 hours of clinical/externship. A combined 104 hours) Students who complete this path will go through the same course curriculum as regular phlebotomy students but during week 8 of their Phlebotomy program they will have an additional two-day, 4-hour class and lab that consist of basic EKG skills (Total 8-hour workshop in basic EKG).
Mental Health Technician Learning Platform: Classroom	10 weeks (45 hours of lecture/lab and 40 hours of clinical, combined 85 hours). Lecture and lab consist of one day a week, 5 hours each day. Week 10 students attend 40 hours of clinical/externship. Although the lecture and lab session of the program ends week 8 students are to report to campus week 9 for training and certification in BLS and Handle with Care/Crisis Intervention to help prepare them for clinical. Week 10 students report to clinical site.
Certified Medical Billing and Coding Specialist Learning Platform: Online Only (Although this class is COMPLETELY online, instructor may meet with students from time to time via zoom for check ins and information purposes)	This program is offered completely online. It consists of 6 weeks of online studies.
Accelerated Phlebotomy	The accelerated online Phlebotomy Certification Program is a 4-week program that is a

<p>Learning Platform: Online but requires students to attend class week 4 for skills practice and check offs</p>	<p>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).</p>
<p>Accelerated EKG</p> <p>Learning Platform: Online but requires students to attend class week 4 for skills practice and check offs</p>	<p>The accelerated online EKG Certification Program is a 4-week program that 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).</p>

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 able to read, write, speak, and understand English.
- Applicant must have a high school diploma/equivalent or actively enrolled in high school.

SCMA accepts high school juniors and seniors with proof of high school enrollment.

- 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 if requested by accepting facility. **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 \$54.

The Administrative staff will review the background check and determine if the applicant is eligible for admission.

- Applicants must pay all class and textbook fees according to payment plan before the first day of class. Payment options are available.
- Nonpayment and failure to submit to SCMA all required documentation voids any contract.

Specific admission and clinical approval for NURSE AIDE APPLICANTS BELOW

CNA applicants may be ineligible for our program completion if convicted of any of the below offenses:

- Murder
 - Rape
 - Theft
 - Abuse of any kind
 - Illegal drug possession
- All CNA applicants must have a drug screen completed prior to clinical
 - Applicants must have a 2 negative PPD or chest x-ray within the last 6 months before acceptance into clinicals.
 - Applicant are required to submit annual flu vaccine and COVID vaccination prior to being accepted into clinical at 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)**
 - Liability insurance for CNA/Nurse Aide Program is included in program fees.

The final decision in to accept student into the clinical facility with positive background check is the decision of the nursing home Administrator.

The school will make student aware of any additional clinical requirements for each facility prior to going to clinical.

ACADEMIC CALENDAR

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	SATURDAY
MEDICAL ASSISTANT 9AM-1PM	EKG 9am-1pm	MEDICAL ASSISTANT 9AM-1PM CNA 9AM-1pm	PHLEBOTOMY AND PHLEBOTOMY W/BASIC EKG 9AM-1PM EKG 9am-1pm	Mental Health Technician 9am-2pm
MEDICAL ASSISTANT 5PM-9PM	PHARMACY 5pm-9pm	MEDICAL ASSISTANT 5PM-9PM CNA 5PM-9pm	PHLEBOTOMY AND PHLEBOTOMY W/BASIC EKG 5PM-9PM PHARMACY 5pm-9pm	

Medical Billing and Coding Online Only

RECRUITMENT

SuperiorCare 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, SuperiorCare 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. SuperiorCare Medical Academy has an active website that offer an abundance of information about our programs.

JOB PLACEMENT

SuperiorCare Medical Academy is placing students with employers every day. Our team meets with each student as early as the admissions process to discuss the career field they are considering. Once you are a SuperiorCare 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 SuperiorCare Medical Academy. Occasionally facilities conduct job fairs on campus where various facilities come to school and do onsite interviews and hiring.

Our constant communication with our partners and employers provides fresh feedback on our student progress, and our level of preparation. Although we CAN NOT guaranteed anyone a job, because we have no control over the hiring at facilities, we are proud that employers often 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.

STUDENT SUPPORT SERVICES

Program/Academic Advisement

Donna Lockett MSN-FNP-C-Program Director

Email: Enrollment@scmedicalacademy.com

Attention: Donna Lockett

Office Phone: 662 253 8543

Financial Support Advisement/Recruitment

Omarr Hurd BBA- Chief Financial Officer/Business Development

Email: Enrollment@scmedicalacademy.com

Attention: Omarr Hurd

Office Phone: 662 408-6976

Administrative Assistant

Natasha Lyles

Email: Natasha.Lyles41@gmail.com

Attention: Natasha Lyles

Office Phone: 662 408-6995

Office Manager

Khyjuna West

Email: Khyjunawest1996@superiorcare.info

Attention: Khyjuna West

Office Phone: 662 408-6995

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
- Persistent insubordinate communication with faculty
- Attempts to influence or sway other students inappropriately in a negative way
- Refusal to comply with direct instructions from program leadership
- Refusal to attend mandatory meeting
- Inappropriate use of group communication channels that may be considered inappropriate, insubordinate, or disrupting class unity.
- 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 or to reinstate the student. Student will be refunded according to our refund policy if a decision is made to dismiss the student.

UNSAFE OR UNSATISFACTORY WORK

The instructor will assess and evaluate patterns and/or unsafe behavior to determine the 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 wishes 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. 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 SuperiorCare 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 discuss 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 cannot 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 student will be at risk of dismissal from the program. Student will be refunded according to our refund policy if a decision is made to dismiss the student. If you choose to take a future class, student may apply the fees paid to a future class with valid documentation of the reason for repeated absences.
- 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.

Absence: if the student is 30 minutes or later for any class session OR if the student leaves 30 minutes or more before the scheduled end of any class session. If two absences occur, the student will be at risk of program dismissal.

Tardiness: if the student is 15 minutes or later for any class session. Two tardiness is equivalent to 1 absence. If two absences occur, the student will be at risk of program dismissal

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

PRACTICUM/CLINICAL SESSION

Student will be dismissed from clinical site if student miss two days of clinical.

CODE OF PROFESSIONALISM

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

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

Uniform and Dress Code

SCMA 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. Black scrubs must always be worn during lab courses and practicum. Pharmacy tech students wear white lab jackets with black scrubs or business casual.
9. Name and school logo on uniform must always be worn.

Students who do not comply with uniform and dress regulations will not be allowed to participate in clinical 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 during class, at off campus sites and in communication platforms. 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, reading other materials, and using cell phone while in class. Any disruptive behavior will be reported to the Program

Director and/or Administration and addressed in accordance with 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.

SCMA 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 with hospital/facilities policies.

PROGRAM SAFETY

In the classroom, 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, clinical 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, and student will be at risk of program dismissal at the discretion of the Program Director.

NONDISCRIMINATION AND GRIEVANCE PROCESS

Equal Employment Opportunity Policy

SuperiorCare Medical Academy is committed to the principles of equal employment opportunity for all employees and to providing employees and students 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 his/her 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

3825 Ridgewood Road
Jackson, MS 39211

<https://www.mccb.edu/offices/proprietary-schools>

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 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.

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

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**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 and discuss student performance and participation. 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

GRADING SCALE AND GRADING SYSTEM

EXAMINATION AND GRADING POLICY

The programs offered at SCMA assess students to determine mastery of the program materials. Assessment may be determined through, but is not limited to, quizzes, examinations (written, practical and clinical), writing assignments, oral presentations, discussion boards and performance evaluations (practical and clinical), and competency checks.

Grading is dependent upon:

1. Discussion Boards
2. Quizzes and Final Exam
3. Homework assignment
4. Lab
5. Clinical Participation Internship/Externship
6. instructor evaluation-attainment of objectives.

Instruction is presented as a combination of online and classroom 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 our programs.

Quizzes/Exam/Homework	Laboratory/Practicum	Activities/Projects Participation
A = 90-100%	PASS/FAIL	PASS/FAIL
B = 80-89.9%		
C = 75-79.9% student must have a GPA of 75% or higher to pass their program of study		
D = 60-74%		
F = below 60%		

SCMA will maintain an hard copy of each student files to include quizzes, test, competencies, etc. A physical and/or electronic grading tool will be used to record grades depending on if the program is a classroom or virtual course. Student may review their grades upon request. Virtual classes can grades can be reviewed in Canvas platform.

GRADUATION/COMPLETION

All students who successfully complete their program of study will be rewarded a certificate of completion and become eligible to take state and national certifications as appropriate for their program of study. See Below:

Program	Certification Options	Testing Location
Nurse Aide	Take state certification in Mississippi at a Credentia testing Center in Mississippi. Student may also be eligible to test in other states if approved by the state in which he/she wish to test or apply for reciprocity after successfully passing exams in Mississippi.	Credentia testing Center in Mississippi.
Medical Assistant	Students have option of taking either NHA, AMCA or MedCA certification exam.	Students test on campus at SCMA
EKG	Students have option of taking either NHA, AMCA or MedCA certification exam.	Students test on campus at SCMA
Phlebotomy	Students have option of taking either NHA, AMCA or MedCA certification exam.	Students test on campus at SCMA
Mental Health Technician	Students have option of taking either AMCA certification exam	Students test on campus at SCMA
Pharmacy Technician	Students have option of taking either NHA or PTCB certification exam	Students test at a PSI Testing Center
Certified Medical Billing and Coding	Students have option of taking either NHA or MedCA certification exam.	Students test on campus at SCMA

Students MUST complete all the below requirements successfully to complete their program of study

- Pay all program fees in full including certification fees: All program fees must be paid out with zero balance prior to completion date and testing.
- Attend all required classroom/laboratory hours and clinical hours:
- Achieve a final grade of 75% or higher.
- 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 clinical 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.

CERTIFICATION REQUIREMENT FOR JOB

Most jobs today require healthcare workers to be certified in their field. Certification allows healthcare workers and employers to validate their knowledge and abilities and the mastery of industry-specific skills. Meanwhile, recertification reflects a commitment to ongoing learning and meeting new practice requirements.

Additionally:

Certification provides individuals with:

- Certification helps demonstrate to stakeholders that the healthcare business is run effectively.
- Achieving certification improves overall performance, removes uncertainty, and widens market opportunities.
- Maintaining certification shows that an organization is continually improving and refining its activities.
- The regular assessment process helps improve staff responsibility, commitment, and motivation.
- Public recognition of professional achievement
- Credential that demonstrates expertise in healthcare
- Enhanced credibility to clients and employers
- Competitive advantage over non-certified individuals
- Improved likelihood of employment and advancement within the field

Employers use certification to make informed decisions. Certification provides employers with a means to:

- Identify potential new hires that already possess your company's required expertise
- Promote your company's capabilities by employing certified healthcare professionals
- Enhance services provided from both a quality and financial perspective
- Maintain a more productive human asset
- Ensure ongoing professional development and proficiency of employees
- Motivate employees to expand their knowledge and skills

<https://nationalhealthcareworkersassociation.com/benefits-of-certification/>

GENERAL POLICY AND STANDARDS

Inclement Weather

If SuperiorCare Medical Academy is closed or has a late start due to inclement weather, clinical and lecture schedules will be adjusted. SCMA 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

SuperiorCare 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

SuperiorCare Medical Academy is committed to providing a safe environment in which to learn and keep students and employees safe. During business hours SuperiorCare Medical Academy will be opened to students, employees, contractors, guests, and invitees. During evening classes, SuperiorCare 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

SuperiorCare 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 SuperiorCare Medical Academy, they may qualify as Campus Security Authority. As such, they will be expected to report crimes for inclusion in the SuperiorCare Medical Academy Security Report.

Campus Security Authority at SuperiorCare Medical Academy include:

- Program Director
- Chief Operating Officer
- Administrative Assistant
- Instructors

SCHOOL CLOSURE POLICY

If SuperiorCare 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. We are 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. SCMA 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 makes up hours that are not scheduled before the designated date will void all class hours and failed to graduate/complete the program.

**SEE MORE ABOUT YOUR PROGRAM INCLUDING PROGRAM COST AND
REFUND POLICY ON NEXT PAGE**

PROGRAM OVERVIEW **NURSE AIDE/CNA**



Our Nursing Assistant Program is approved by Mississippi State Department of Health-Facility number 585.

7 weeks consisting of 76 hours hybrid combined lecture, lab, and clinical. Clinicals consist of two 8 hours days. Exceptions apply to program schedule during holidays and special circumstances to achieved required hours.

This is a comprehensive course. Classroom attendance required.

Some facilities may hire noncertified nurse aides/patient care assistants, but nurse aides in Mississippi MUST be certified if he/she wishes to work as a nurse aide/CNA in long term care facilities and most hospitals.

According to the Bureau of Labor Statistic (BLS), overall employment of nursing assistants is projected to grow 8 percent from 2019 to 2029, much faster than the average for all occupations. Factors that contribute to the high demand for CNAs today include a growing elderly population, medical field expansion and healthcare awareness. Many baby boomers are already aged 65 and older, and millions more will become seniors over the next 10 years or so. This aging segment of the population has already increased demand for CNAs, and it will only intensify as time goes by. Another factor that drives increased demand for CNAs around the country is high turnover rates within the profession. Many people become CNAs as a steppingstone on their way to even higher careers (<https://www.cnalicense.org/blog/what-is-the-job-market-like-for-cnas/>)

The goal of SCMA 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.

SEE NEXT PAGE FOR ADDITIONAL INFORMATION

<p>Certification Details: Students who successfully complete SCMA Nursing Assistant program are eligible to apply for certification in the state of Mississippi. Student may also be eligible to test in other states if approved by the state in which he/she wish to test or apply for reciprocity after successfully passing exams in Mississippi. Each state department of health determines requirements for certification; it is the student's responsibility to contact the state of their choice to ascertain eligibility requirements.</p> <p>SCMA strongly recommend that students take Mississippi Department of Health (MSDH) Nursing Assistant certification exam because the curriculum is written and taught based upon the required program requirements as outlined and approved by MSDH.</p> <p>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 certified.</p> <p>Currently, students who test in Mississippi take their exam at a HeadMaster Testing Location. There are several testing centers in Mississippi.</p>	<p style="text-align: center;"><u>PROGRAM COST</u></p> <p>Application fee: \$45</p> <ul style="list-style-type: none"> ➤ Tuition \$1,000 ➤ Book & Supplies: \$300 ➤ CPR \$85 ➤ Uniform \$45 ➤ Liability Insurance \$45 ➤ Drug Screen \$10 ➤ Total including application fee \$1,530 <p>➤ Payment Plans available: \$1,485 (minus paid application fee)</p> <p>➤ Full payment or</p> <p>➤ Deposit \$450 and 3 payments of \$345 every two weeks</p> <p>Other related fees:</p> <ul style="list-style-type: none"> ➤ Background Check \$54 money order due no later than week 2. Payment for background check is sent to Mississippi Department of Health. ➤ Certification processing fee, Practice Certification Exams, and certification exam \$250. Due prior to taking certification exam <p>Total out of pocket cost to student including background check and certification fees: \$1834</p>
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Clinical Requirements for Nursing Assistant Students

Nursing Assistant students MUST complete a **MANDATORY & STATE REQUIRED CLINICAL ROTATION AT A NURSING HOME WITH AN INSTRUCTOR OF SCMA** as well as successfully pass lecture and lab to complete this program.

In order for students to be eligible to complete the required clinical rotation the state and nursing home requires a mandatory Criminal Background Check conducted by Mississippi Department of Health through Safer system. No other background check can be accepted. The school will facilitate this background check through their state account with Mississippi Department of Health.

Disqualifiers: felonies, murder/manslaughter, drug charges and abuse of any kind (and any other charges the facility believe will pose a threat to safety and well-being of the facility and/or residents).

The background check will be reviewed by the Program Director and Nursing Home. Final approval is at the discretion of the nursing home.

Students are also required to submit

****COVID VACCINATION OR REQUIRED PAPERWORK FOR EXEMPTION (ALL EXEMPTIONS MUST BE APPROVED BY THE NURSING HOME**

****TWO STEP TB SKIN TEST (2 TB SKIN TESTS WITHIN THE LAST 6 MONTHS)**

****FLU VACCINE DURING FLU SEASON**

NURSE AIDE PROGRAM PHILOSOPHY AND GOALS

The goal of SCMA 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:

- Bath 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.

Pay

The median annual wage for nursing assistants was \$35,760 in May 2022.

The median annual wage for orderlies was \$34,520 in May 2022.

Job Outlook

Overall employment of nursing assistants and orderlies is projected to grow 4 percent from 2022 to 2032, about as fast as the average for all occupations.

About 209,400 openings for nursing assistants and orderlies are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

<https://www.bls.gov/ooh/healthcare/nursing-assistants.htm>

NURSE AIDE PROGRAM LEARNING OBJECTIVE AND OUTCOMES

Program Objective

- Describe the functions of body systems appropriate to the nursing assistant scope of practice.

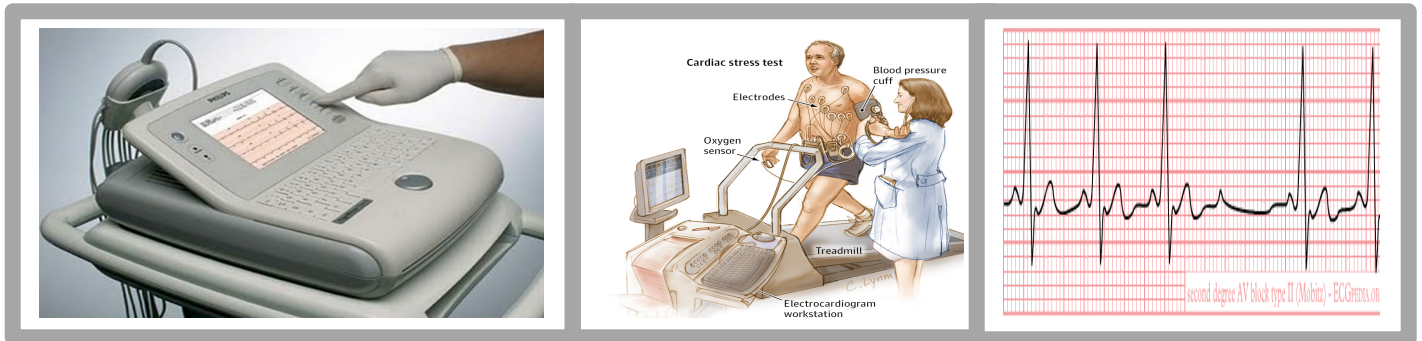
- Describe the roles and responsibility of nursing assistants including ethics, communication, legal responsibilities, abuse laws, and Mississippi State Board of Nursing regulations.
- Demonstrate professional communication skills including recording and reporting, and legal and ethical responsibilities.
- 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 Department of Health. 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.

PROGRAM OVERVIEW

EKG OVERVIEW



The EKG Technician program is a 8 Weeks (64 hours) Classroom attendance required. Students come to class 2 days a week.

Like many jobs within the healthcare industry, the market for EKG Technicians is growing at a rapid pace, and with no signs of slowing down. According to the U.S. Bureau of Labor Statistics, healthcare-related employment is expected to grow by 14% between 2018 and 2028. Much of this growth is attributed to the aging Baby Boomer population, but no matter the reason the EKG Technician role provides serious job security.

The goal of the Electrocardiograph Technician Program at SuperiorCare 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.

<p>Certification Details: Students who complete this program will receive a certificate of completion as an EKG Technician. Additionally, after successfully passing the program students are eligible to take national certification exams. Students have option of two national certification to choose from: National Healthcareer Association (NHA) CET certification, American Medical Certification Association (AMCA) certification or MedCA</p> <p>Both NHA, AMCA or MedCA EKG Technician Certification exams are nationally accredited certification exams.</p> <p>SCMA is an NHA, AMCA and MedCA partner and a testing site for NHA and AMCA exams. Students who complete this program test on campus at SCMA</p>	<p style="text-align: center;"><u>PROGRAM COST</u></p> <p><u>PROGRAM COST</u></p> <p>Application fee: \$45</p> <ul style="list-style-type: none"> ➤ Tuition \$1,275 ➤ Book & Supplies: \$155 ➤ Total including application fee \$1,475 <p>Payment Plans available: \$1430 (minus paid application fee)</p> <ul style="list-style-type: none"> ➤ Full payment or ➤ Deposit \$330 and 4 payments of \$275 every two weeks <p>Other related fees:</p> <ul style="list-style-type: none"> ➤ Certification processing fee, Practice Certification Exams, and certification exam \$250. Due prior to taking certification exams. <p>Total out of pocket cost to student with certification fees: \$1725</p> <ul style="list-style-type: none"> ➤ Uniform approximated cost \$85 (2 uniform) student purchase their own uniform ➤ CPR/BLS \$85 (optional but strongly recommended and may be required at clinical facility)
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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

National estimates for Cardiovascular Technologists and Technicians:

Employment estimate and mean wage estimates for Cardiovascular Technologists and Technicians:

Employment (1)	Employment RSE (3)	Mean hourly wage	Mean annual wage (2)	Wage RSE (3)
55,750	1.2 %	\$ 31.49	\$ 65,490	0.9 %

Percentile wage estimates for Cardiovascular Technologists and Technicians:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$ 16.32	\$ 18.96	\$ 30.30	\$ 39.30	\$ 49.04
Annual Wage (2)	\$ 33,950	\$ 39,430	\$ 63,020	\$ 81,740	\$ 102,000

<https://www.bls.gov/oes/current/oes292031.htm>

PROGRAM OBJECTIVE AND OUTCOMES

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.
- 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.

PROGRAM OVERVIEW

PHARMACY TECHNICIAN



8 Weeks (64 hours lecture and lab) This is a comprehensive course. Classroom attendance required. Students come to class 2 days a week.

With the growing need for healthcare services for the aging population as they face higher rates of chronic diseases, you'll see an increasing demand for prescription medications and therefore the people who supply them. Not only are Pharmacy Technicians growing in demand, but their responsibilities are changing as the healthcare industry changes. Bureau of Labor Statistics (BLS) estimates that pharmacy technician jobs will increase by 7% from 2018 through 2028. There are many reasons why pharmacy technician jobs are expected to increase, according to the BLS:

- The population is aging, and older people typically use more prescription medicines than younger people.
- Advances in pharmaceutical research result in more prescription medications to fight diseases.
- Pharmacists are performing more clinical roles, such as administering flu shots, which means pharmacy technicians will be needed to perform more administrative tasks

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

<p>Certification Details: Students who complete this program will receive a certificate of completion as a Pharmacy Technician. Additionally, after successfully passing the program students are eligible to take national certification exams. Students have option of two national certification to choose from: National Healthcareer Association (NHA) ExCPT certification or PTCE/PTCB Pharmacy certification. Student will need to apply for licensure by the state pharmacy board in the state they wish to work in after passing certification.</p> <p>NHA Pharmacy Technician Certification exam and PTCE Pharmacy exam are nationally accredited certification exams. Both are accredited by National Commission for Certifying Agencies (NCCA), a division of the Institute for Credentialing Excellence (ICE). Many state regulators recognize both the ExCPT and the PTCE. PTCB is recognized by ALL 50 states and NHA is recognized by 47 states.</p> <p>SCMA is an NHA partner and teach NHA certification courses. Additionally, SCMA is a PTCB partner. Our Pharmacy Technician program is a PTCB/PTCE recognized educational training program.</p> <p>Pharmacy students take their certification exams off campus at home with a live remote proctor or at a designated testing center. See certification outlined for more detailed on certification exams.</p>	<p style="text-align: center;"><u>PROGRAM COST</u></p> <p>Application fee: \$45</p> <ul style="list-style-type: none"> ➤ Tuition \$1,500 ➤ Book & Supplies: \$200 ➤ Total including application fee \$1,745 <p>Payment Plans available: \$1700 (minus paid application fee)</p> <ul style="list-style-type: none"> ➤ Full payment or ➤ Deposit \$400 and 4 payments of \$325 every two weeks <p>Other related fees:</p> <ul style="list-style-type: none"> ➤ Certification processing fee, Practice Certification Exams, and certification exam \$250. Due prior to taking certification exams. <p>Total out of pocket cost to student with certification fee: \$1995</p> <ul style="list-style-type: none"> ➤ Uniform approximated cost \$85 (2 uniform) student purchase their own uniform ➤ CPR/BLS \$85 (optional but strongly recommended and may be required at clinical facility)
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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 median annual wage for pharmacy technicians was \$37,790 in May 2022.

Job Outlook

Employment of pharmacy technicians is projected to grow 6 percent from 2022 to 2032, faster than the average for all occupations.

About 44,900 openings for pharmacy technicians are projected each year, on average, over the decade. Many of those openings are expected to result from the need to

replace workers who transfer to different occupations or exit the labor force, such as to retire. <https://www.bls.gov/ooh/healthcare/pharmacy-technicians.htm>

PHILOSOPHY

The mission of the Pharmacy Technician 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 Technician 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. 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

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 goals.

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).

PROGRAM AND PHLEBOTOMY WITH BASIC EKG PROGRAM OVERVIEW **PHLEBOTOMY**



Regular Phlebotomy (no Basic EKG): 8 Weeks hybrid (64 lecture/lab/online plus 32 hours of clinical/externship. A combined 96 hours)

This is a comprehensive course. Classroom attendance required. Students come to class 2 days a week for 8 weeks.

The required clinical/externship hours may last beyond 8 weeks.

Phlebotomy with Basic EKG: 8 Weeks (64 lecture/lab/online, 32 hours of clinical/externship, and 8 hours of Basic EKG training. A combined 104 hours)

The EKG session does not lead to certification as a Certified EKG Technician.

Students who complete this path will go through the same course curriculum as regular phlebotomy students but during week 8 of their Phlebotomy program they will have an

additional two-day, 4-hour class and lab that consist of basic EKG skills (Total 8-hour in basic EKG)..

The demand for phlebotomist is increasing due to population growth and the increased number of laboratory test ordered by physicians/providers

The goal of the Phlebotomy Technician Program at SuperiorCare Medical Academy is to provide specialized training in the field of phlebotomy in accordance with the entry level competencies determined by the knowledge and skills competencies as outline in NHA and AMCA certification pathway to meet qualifications as a Certified Phlebotomist Technician. This program seeks to develops 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.

Phlebotomy Program Cost and Payment Plans:

Certification Details: Students who complete this program will receive a certificate of completion as a Phlebotomy Technician. Additionally, after successfully passing the program students are eligible to take national certification exams. Students have option of two national certification to choose from: National Healthcareer Association (NHA) CPT certification, American Medical Certification Association (AMCA) certification or MedCA.

SCMA is an NHA, AMCA MedCA partner and a testing site for NHA and AMCA exams. Students who complete this program test on campus at SCMA

PROGRAM COST

Application fee: \$45

- Tuition \$1,100
- Book & Supplies: \$372
- **Total including application fee \$1,517**

Payment Plans available: \$1, 472 (minus paid application fee)

- Full payment or
- Deposit \$400 and 4 payments of \$268 every two weeks

Phlebotomy Program with Basic EKG Program Cost and Payment Plans:

By having someone who can perform both skill sets required of each job, it allows for a seamless workflow within the medical industry and has the potential to increase job opportunity and salary. Many hospitals, doctors' offices, and healthcare facilities are beginning to look for dual certified or duo trained professionals

Certification Details: Students who complete this duo program will go through the same course curriculum as regular phlebotomy students but during week 8 of their Phlebotomy program they will have an additional two-day, 4-hour class and lab that consist of basic EKG skills (Total 8-hour class). Students who complete this duo program will receive a certificate of completion in Phlebotomy with Basic EKG. Additionally, these students are eligible to take the same national certification exam as regular phlebotomy students to become certified in Phlebotomy but will have an additional add on skill set in the knowledge of Basic EKG.

The EKG session of this duo program is not the EKG Certification course. The EKG Certification course is a comprehensive course that consist of 48 hours of classroom and lab. Students who complete the duo program may pursue this program later if they which to gain certification in EKG at a reduced cost to them.

PROGRAM COST

Application fee: \$45

- Tuition \$1,100
- Tuition for Basic EKG Training \$300
- Book & Supplies: \$372
- **Total including application fee \$1,817**

Payment Plans available: \$1, 772 (minus paid application fee)

- Full payment or
- Deposit \$450 and 4 payments of \$330.50 every two weeks

Other related fees:

- **Certification processing fee, Practice Certification Exams, and certification exam \$250**

Total out of pocket cost to student with certification fees:

Phlebotomy: \$1, 767

Phlebotomy with Basic EKG: \$2,067

- Uniform approximated cost \$85 (2 uniform) student purchase their own uniform
- CPR/BLS \$85 (optional but strongly recommended and may be required at clinical facility)

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 test ordered by physicians/providers.

Phlebotomist duties/responsibilities may include:

- Drawing blood from patients or donors in hospitals, blood banks, clinics, doctor of fices, 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.

Pay

The median annual wage for phlebotomists was \$38,530 in May 2022.

Job Outlook

Employment of phlebotomists is projected to grow 8 percent from 2022 to 2032, faster than the average for all occupations.

About 19,500 openings for phlebotomists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

<https://www.bls.gov/ooh/healthcare/phlebotomists.htm>

PHLEBOTMY PROGRAM AND PHLEBOTOMY WITH BASIC EKG PHILOSOPY AND GOALS

The goal of the Phlebotomy Technician Program 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.

Additionally, because many hospitals, doctors' offices, and healthcare facilities are beginning to look for dual certified or duo trained professionals, the Phlebotomy with Basic EKG Program was developed to help graduates gain the skills and knowledge of basic EKG as a certified phlebotomy technician.

PROGRAM OBJECTIVE AND OUTCOMES

SuperiorCare 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 either NHA or AMCA national 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.

BASIC EKG OBJECTIVES

Basic EKG objectives: • 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. • Demonstrate proficiency in EKG techniques • To equip graduates with the knowledge and skills to be proficient 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

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.

7. Recognize normal waveforms in the electrical conduction of the cardiac system
8. Demonstrate understanding and differences of 3, 5 and 12 lead cardiac monitoring devices.
9. Demonstrate understanding of role and responsibilities of person obtaining & or monitoring EKG, 8. perform a 12 lead EKG

CLINICAL MEDICAL ASSISTANT PROGRAM OVERVIEW



<p>Clinical Medical Assistant:</p>	<p>12 Weeks (96 classroom lecture and lab plus 40 hours of clinical/externship. A combined 136 hours)</p> <p>This is a comprehensive course. Classroom attendance required. Students come to class 2 days a week for 12 weeks.</p> <p>The required clinical/externship hours may last beyond 12 weeks.</p>
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Medical assistants work alongside physicians, mainly in outpatient or ambulatory care facilities, such as medical offices and clinics. Their duties are both clinical as well as administrative.

The desired outcome of the Certified Clinical Medical Assistant Program (CCMA) is to prepare students to enter the high-demand field of healthcare and to work in a variety of settings, including physicians' offices, hospitals, and other professional healthcare

facilities. Graduates are prepared to meet both the clinical and administrative challenges of today's rapidly changing healthcare environment.

Certification Details: Students who complete this program will receive a certificate of completion as a Clinical Medical Assistant. Additionally, after successfully passing the program students are eligible to take national certification exams. Students have option of three national certification to choose from: National Healthcareer Association (NHA) certification, American Medical Certification Association (AMCA) certification or MedCA certification exam.

NHA, AMCA and MedCA certification exams are nationally accredited certification exams. SCMA is an NHA, AMCA and MedCA partner and a testing site for NHA and AMCA exams. Students who complete this program test on campus at SCMA.

Target audience: anyone who have the desire to become a Medical Assistant.

TRADITIONAL 12 WEEKS PROGRAM

This program is for the person with/without medical or medical assistant training.

Requires 96 hours of classroom lecture and lab and 40 hours of externship. Total hours 136 hour.

- Application fee: \$45
- Tuition and book \$2200
- Supplies: \$300
- **Total \$2,545 including application fee**

\$2,500 (minus the paid application fee)

Payment Plans available:

- Full payment or
- Deposit \$400 and 6 payments of \$350 every two weeks

Other related fees:

- **Certification processing fee, Practice Certification Exams, and certification exam \$250. Due prior to taking certification.**

Total out of pocket cost to student with certification fees: \$2795

- Uniform approximated cost \$85 (2 uniform) student purchase their own uniform
- CPR/BLS \$85 (optional but strongly recommended and may be required at clinical facility)

PROGRAM PHILOSOPHY AND GOALS

The goal of the Certified Clinical Medical Assistant Program (CCMA) is to prepare students to enter the high-demand field of healthcare and to work in a variety of settings, including physicians' offices, hospitals, and other professional healthcare facilities. Graduates are prepared to meet both the clinical and administrative challenges of today's rapidly changing healthcare environment. Additionally, this program seeks to assist the graduate with the skills needed for:

1. Job Stability: The Medical Assistant is expected to be one of the fastest growing healthcare professions in the coming decade (U.S. Department of Labor).
2. Rewarding Experience: Enjoy the gratification of helping those in need.
3. Prestige: Become a member of the distinguished healthcare industry

Job Outlook

Pay

The median annual wage for medical assistants was \$38,270 in May 2022.

Job Outlook

Employment of medical assistants is projected to grow 14 percent from 2022 to 2032, much faster than the average for all occupations.

About 114,600 openings for medical assistants are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

Work Environment:

Most medical assistants work in physicians' offices, hospitals, outpatient clinics, and other healthcare facilities.

Offices of physicians	57%
Hospitals; state, local, and private	15%
Outpatient care centers	8%
Offices of chiropractors	4%

Program Objective

Objective of the Certified Clinical Medical Assistant Program (CCMA) program seeks:

1. To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains
2. To prepare students to perform within the ethical and legal boundaries of the Medical Assistant's scope of practice
3. To prepare students to integrate and value the needs of the individual patient, within his/her family, culture, society, and health circumstances
4. To prepare students to display professionalism and cultural sensitivity while interacting and communicating with providers, staff, and patients
5. To prepare students to participate as team players within the various settings of health care delivery
6. To prepare students to maintain currency within their field through continuing education
7. To prepare students to integrate and promote the Certified Medical Assistant credential

Student learning objectives

1. Manage and care for patients as individuals; recognize and attend to their needs
2. Recognize ethical and legal responsibilities
3. Perform a variety of clinical procedures
4. Perform a variety of administrative duties
5. Manage care of office property
6. Communicate effectively
7. Demonstrate professional characteristics

MENTAL HEALTH TECHNICIAN PROGRAM OVERVIEW



10 weeks (45 hours of lecture/lab and 40 hours of clinical, combined 85 hours). Lecture and lab consist of one day a week, 5 hours each day. Week 10 students attend 40 hours of clinical/externship.

Although the lecture and lab session of the program ends week 8 students are to report to campus week 9 for training and certification in BLS and Handle with Care/Crisis Intervention to help prepare them for clinical. Week 10 students report to clinical site.

This program prepares students to care for mentally impaired or emotionally disturbed individuals following physician instructions and hospital procedures. • Provides psychiatric aides and technicians with the skills to observe and record patient behavior and present their findings to counselors, nurses, and other professional staff; and • Offers training to intervene in crisis situations, actively moderate client behavior, and assist with feeding, moving, dressing patients, personal hygiene, and activities of daily living.

Program goal: This program will provide the knowledge and skills necessary to enter an entry-level position to effectively promote empathy, support and healing when working with people diagnosed with a mental illness. The student will gain person-centeredness. Additionally, the student will be trained and certified in Basic Life Support and Handle with Care/ CPI.

Mental health technicians, also known as psychiatric aides or psychiatric technicians, are medical support personnel who provide direct personal care to psychiatric patients. Their work consists of monitoring patients and reporting abnormal, disturbed, or disruptive behavior. They also record vital signs, clean patient rooms, and assist patients with bathing, grooming, and dressing. At times, these aides educate patients about self-care, encourage participation in social and therapeutic activities and restrain suicidal or violent patients. They might also confer with medical staff about treatment and lead group therapy sessions. Technicians perform their duties under the supervision of nurses, social workers, psychologists, and psychiatrists.

These trained technicians may perform some or all the following duties depending on facility policies and state regulations. However, they are not limited to just these responsibilities:

- Observe patients' behavior, listen to their concerns, and record their condition
- Lead patients in therapeutic and recreational activities
- Give medications and other treatments to patients, following instructions from doctors and other medical professionals Help with admitting and discharging patients
- Monitor patients' vital signs, such as their blood pressure
- Help patients with activities of daily living, including eating and bathing Restrain patients who may become physically violent
- Monitor patients' behavior and location in a mental healthcare facility
- Help patients with their daily living activities, such as bathing and dressing Serve meals and help patients eat
- Keep facilities clean by doing tasks such as changing bed linens
- Participate in group activities, such as playing sports and going on field trips Help transport patients within a hospital or residential care facility

- Restrain patients who may become physically violent

Practice Settings

Mental Health Technicians have special training in two areas that have a tremendous unmet need--treatment programs for the mentally ill and developmentally disabled. Mental health technicians work in private and public mental health hospitals or on the psychiatric wards of general hospitals, mental health clinics, schools for the mentally retarded, drug and alcohol rehabilitation clinics, nursing homes, community agencies and human services programs. In a hospital setting, the mental health technician may perform routine nursing tasks such as taking pulse, blood pressure and respiration rates. In a group therapy setting, the mental health worker will encourage patients to participate while being supportive. The following are settings in which they work:

- Residential treatment program
- Substance abuse programs home health care
- State Hospitals/Prisons Intermediate care facilities
- Social rehabilitation facilities
- Psychiatric health facilities
- Day treatment programs
- Psychiatric emergency team Institutes for mental disease
- Crisis Units
- State developmental centers
- Residential Care homes
- Outpatient mental health clinics
- Partial hospitalization units
- Adult/Geriatric facilities
- Special school programs
- Psychiatric assessment centers
- Acute psychiatric unit

Student learning objectives:

1. Identify best practices for mental health technicians.
2. Identify key culturally sensitive interventions used when providing care to vulnerable adults.
3. Describe the process used to develop a person center relationship and patient centered services.
4. Describe processes related to patient treatment plans, processes of admitting and interviewing patients, record keeping, assisting with medication administration, and leading group sessions
5. Describe proactive behavioral interventions based on standards presentations associated with select diagnosis, including de- escalation skills.

6. Analyze the range of practice, ethical expectations, and legal licensing laws pertaining to the field.
7. Explore career opportunities and placements in a variety of settings including inpatient units, structured care homes, and other work sites.

Program Overview and Certification:

10 weeks (45 hours of lecture/lab and 40 hours of clinical, combined 85 hours). Lecture and lab consist of one day a week, 5 hours each day. Week 10 students attend 40 hours of clinical/externship.

Although the lecture and lab session of the program ends week 8 students are to report to campus week 9 for training and certification in BLS and Handle with Care/Crisis Intervention to help prepare them for clinical. Week 10 students report to clinical site.

The externship program will provide students with hands on experience working with behavioral health patients. Clinical facility may also require certain immunizations, background check and drug screening prior to attending.

Certification Details: Students who complete this program will receive a certificate of completion as a Mental Health Technician. Additionally, after successfully passing the program students are eligible to take American Medical Certification Association (AMCA) national certification.

AMCA certification exams are nationally accredited certification exams accredited by National Commission for Certifying Agencies (NCCA), a division of the Institute for Credentialing Excellence (ICE).

Additionally, students will also become certified in BLS and Crisis intervention and/or Handle with Care.

SCMA is an AMCA partner and a testing site for AMCA exams. Students who complete this program test on campus at SCMA

PROGRAM COST

PROGRAM COST

Application fee: \$45

- Tuition \$1,200
- Book & Supplies: \$250
- Certification Processing fees: National Certification exam, Certification in BLS/ Handle with Care \$685
- **Total including application fee \$2, 180**

Payment Plans available: \$2, 135 (minus paid application fee)

- Full payment or
- Deposit \$400 and 5 payments of \$347

Other related fees:

- Uniform approximated cost \$85 (2 uniform) student purchase their own uniform
- Clinical facility may require student to be background check and drug screening. Facility will inform student and/or school of cost to student.
- Clinical facility may also require certain immunizations prior to attending clinical.



Certified Medical Billing and Coding Specialist

This program is for students who are seeking healthcare training to become a Certified Medical Billing and Coding Specialist. Students enrolled in this program may or may not have experience in healthcare.

Program Goals: The goal of the Medical Billing and Coding Specialist Program at SuperiorCare Medical Academy is to prepare students for entry-level employment as professional and competent Certified Medical Billing and Coding Specialist who have the knowledge and skills to meet the needs of the local health care community?

A billing and coding certification is a professional credential that recognizes billing and coding specialists and helps them showcase their expertise to employers. A billing and coding specialist processes medical bills, insurance claims and payments. They create coded data that hospitals and medical providers use to obtain reimbursement from insurance companies or government programs. Medical billers then use that coded information to prepare and send invoices to patients and insurance providers.

Program length: 6 weeks online studies that includes simulated lab in NHA modules, quizzes, discussion boards and assessments.

Program hours:

- 80 hours
 - (Students should log in Canvas platform at least 3xweek for monitoring of attendance and log into their NHA module accounts for attendance and lecture
 - Virtually meeting with instructor as scheduled

Certification Details: Students who complete this program will receive a certificate of completion in Medical Billing and Coding. Additionally, after successfully passing the program students are eligible to take national certification exams. Students have option of two national certification to choose from: National Healthcareer Association (NHA) or MedCA.

NHA and MedCA exams are nationally accredited certification exams.

SCMA is an NHA and MedCA testing site partner and teach courses that qualifies student to take NHA or MedCA certification exams. Certification exams are taken on campus at SCMA with a live proctor.

PROGRAM COST

Application fee \$45

Program cost \$1200 (includes tuition, study material, practice exams, and certification exam.

Total cost: \$1245 including application fee

Payment plan: **\$1200 (minus paid application fee)**

- Deposit \$400
- Installment payment: \$400 every two weeks x 2 payments

PROGRAM PHILOSOPHY AND GOALS

The Medical Billing and Coding program is designed to provide students with the knowledge and skills necessary to work successfully as an entry level medical biller and/or medical coder in a medical office, clinic, health maintenance organization (HMO), other health care setting, insurance company, or independent billing company.

Students will gain

- Experience in medical billing and coding with simulated medical records and activities in a web-based learning platform.
- Learn common medical terminology of the body and how it relates to diagnostic procedures, nuclear medicine and pharmacology
- Overview of medical billing and coding in today's healthcare system
- Learn how the CPT Category II codes and ICD-10 codes work and how to assign them in common medical billing and coding procedures

PROGRAM OBJECTIVE AND OUTCOMES

- In this program, students will develop their knowledge and skills within a blended model of education.
- Preparing students for the real-life experience of health care data delivery systems, students will engage in on-line learning, as well computer software applications.
- Students will become familiar with, and able to use industry related reference materials such as the Current Procedural Terminology (CPT), International Classification of Diseases (ICD-CM), and Health Care Procedures Coding Systems (HCPCS).

The Medical Billing and Coding online study module consist of 4 modules. The modules satisfy both industry-related prerequisites and execution of coding applications.

STUDENT LEARNING OUTCOME

Students will develop the knowledge needed to perform entry level Medical Billing and/or Coding in a medical environment.

Students will master the technical skills necessary to become competent Medical Billers and Coders

Students will demonstrate legal and ethical standards as they related to Medical Billing, Medical Coding and Health Professions.

Students will develop proficiency in communications skills necessary to become a competent Medical Biller and Coder.

Student will demonstrate critical thinking skills needed to prioritize, anticipate and analyze problems, and to evaluate and implement solutions.

What Is a Medical Coder?

Medical coders update patient records with standardized information needed for data management and billing purposes. Every time a doctor, nurse, or other healthcare provider performs a service, a code needs to be assigned to each diagnosis and procedure. For example, let's assume you're a medical coder reviewing the health record of a patient who comes into a medical office for an X-ray.

Once the technician completes the X-ray, he or she will notate the procedure on the patient's chart. A doctor will then examine the image to diagnose the source of the injury, whether it's a fracture or simply a sprain, and may also prescribe treatment, such as a sling or a cast. It'll be your job to read these notes and apply the appropriate codes for the X-ray, the doctor's examination, the diagnosis, and any treatment provided.

The specific codes you assign will determine how the medical office bills the insurance company for the patient's visit. Your main job tasks will include analyzing medical charts and assigning codes.

Your codes will help when patients need their insurance company to cover a claim, and proper coding will help to ensure the provider is reimbursed by the insurer in a timely manner. The main coding systems used by medical coders include:

- ICD (International Classification of Diseases), with the most recent edition being ICD-10
- CPT (Current Procedure Terminology)
- HCPCS (Healthcare Common Procedure Coding System)

What Does a Medical Coder Do?

It's important to understand that medical billing and medical coding are two different job functions. Some offices may have one person perform both tasks, though larger facilities may employ separate billing and coding specialists.

In cases where the work is divided into two jobs, the medical coder will primarily focus on updating patient health records and verifying they are properly coded, while the medical biller will spend much of the day submitting and following up on claims with insurance companies.

Medical coders may be known by different job titles. Other names for medical coding jobs include:

- Medical coding specialist
- Diagnostic coder
- Medical coding analyst
- Clinical coding officer

- Medical coding auditor

Medical Coder Job Outlook

The U.S. Bureau of Labor Statistics (BLS) projects that employment of medical records and health information technicians, including medical coders, will grow 9% between 2020 and 2030, which is much faster than the average for all professions. This strong job outlook can make it easier for qualified coders to find work.

The BLS reports that medical secretaries earned a median salary of \$45,240 per year as of May 2020. However, attaining industry certification, such as the Certified Professional Coder (CPC®) credential from the AAPC, along with gaining years of experience, may lead to higher earnings.

Where Do Medical Coders Work?

The office structure will vary depending on where you work. If you are employed in a hospital system, you'll likely work with other medical coders, and the billing team may be considered a separate department. However, if you work in a small office, you might be the only medical coding and billing employee on the team.

Hospital settings may seem more demanding because of the number of patients but having fellow coders to share the workload can help keep things manageable. In addition, being able to learn from experienced coding staff can make it easier for a new medical coder to learn the ropes.

Smaller offices and private practices can also be a very appealing work environment, as the setting can make it easier to build relationships with other staff members and regular patients. You may also have an opportunity to learn other aspects of medical office work on the job, which can enhance your experience and qualifications.

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.

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 SuperiorCare Medical Academy is to provide specialized training in the field of phlebotomy in accordance with the entry level competencies determined by the knowledge and skills competencies as outline in NHA and AMCA certification pathway 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

SuperiorCare 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 either NHA or AMCA national 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:

19. Discuss the scope of practice of the Phlebotomy Technician.
20. Describe the role of the clinical lab within the healthcare environment.
21. Describe departments within a clinical lab and the tests performed in each.
22. Describe the role of the phlebotomist within the clinical laboratory environment.
23. Demonstrate successful venipunctures and capillary sticks from patients or donors in hospitals, blood banks, clinics, doctor offices, laboratories, or similar facilities.
24. Assemble equipment (i.e., needles, blood collection devices, gauze, tourniquet, cotton, and alcohol).
25. Verify or record identify of patient or donor.
26. Describe and apply proper bedside manner.
27. Conduct interviews with patients and prepare client/patient for venipuncture collection.
28. Outline post-puncture care of the patient.
29. Demonstrate proper handling of clinical specimens.
30. Follow infection control and safety policies.
31. Identify potential pre-analytical sources of specimen error.
32. Understand and apply human anatomy terms, including organs, tissues, and organ systems.
33. Understand basic word structures in medical terminology
34. Apply principles of medical ethics to phlebotomy practice.
35. Maintain safety standards.
36. Research job opportunities for phlebotomists.

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

8. Perform venipunctures/capillary punctures successfully following correct order of draw.
9. Describe complications associated with blood collections and ways to effectively handle these situations.
10. Describe special blood collection procedures.
11. Organize and prioritize the workload.
12. Follow infection control and safety policies.
13. 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. Apply for admission

4. Submit valid proof of work related or educational experience in related field. Not participating in Immersion week will place student at risk of failing the course.

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 complete 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.

PROGRAM COST

Application fee: \$45

- Tuition \$700
- Book & Supplies: \$250
- **Total \$995 including application fee**

Payment Plans available: \$950 (minus paid application fee)

- Full payment or
- Deposit \$350 and 2 payments of \$300 every two weeks

Other related fees:

- **Certification processing fee, Practice Certification Exams, and certification exam \$250**

Total cost to student with certification fees: \$1200

- Uniform approximated cost \$85 (2 uniform) student purchase their own uniform
- CPR/BLS \$85 (optional but strongly recommended and may be required at clinical facility)

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.

PHILOSOPHY AND GOAL

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

PROGRAM OBJECTIVE AND OUTCOMES

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:

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.

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

1. Candidate must be 18 years or older
2. Highschool diploma/equivalency
3. Apply for admission
4. Submit valid proof of work related or educational experience in related field. Not participating in Immersion week will place student at risk of failing the course

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 leads, 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.

PROGRAM COST

Application fee: \$45

- Tuition \$700
- Book & Supplies: \$\$250
- **Total \$995 including application fee**

Payment Plans available: \$950 (minus paid application fee)

- Full payment or
- Deposit \$350 and 2 payments of \$300 every two weeks

Other related fees:

- **Certification processing fee, Practice Certification Exams, and certification exam \$250**

Total cost to student with certification fees: \$1200

- Uniform approximated cost \$85 (2 uniform) student purchase their own uniform
- CPR/BLS \$85 (optional but strongly recommended and may be required at clinical facility)

Refunds and Cancellations

1. 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.
2. 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.
3. In case of student withdrawal after commencing 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 our Student Catalog.
4. 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

5. 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.
6. 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.
7. 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.

Any refund due to student will be sent to student within 30 days from time of dismissal or notification of withdrawal.

THE END