

**ABBE**

**Education Center**

**6101 County Road 107**

**Proctorville, OH 45669**

**1116 Jackson Pike**

**Gallipolis, OH 45631**

**410 31st Street**

**Huntington, WV 25311**

**740-861-8108**

**303 3rd Ave**

**Chesapeake, OH 45619**

**740-442-1230**

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

**Certificate of Registration Proctorville: 2124**

**Certificate of Registration Gallipolis: 2179**

**Mission Statement**

To promote the value of lifelong learning while inspiring students to become competent healthcare providers in rural Appalachia.

# Vision

To provide leadership through the ABBE Education Center that delivers excellence through a diverse, stimulating academic environment. The ABBE Education Center strives to provide an atmosphere of learning that facilitates academic growth for all students by utilizing innovative instruction, state of the art resources and goals specific to each learner and the chosen field of practice.

**Goals**

ABBE Education and Staffing, LLC intends to:

* Recruit, develop and retain faculty from diverse backgrounds to provide students with a rich, broad, learning opportunity.
* Provide opportunities for all students to reach their career goals with opportunities for grants and scholarships.
* Provide learning opportunities that support rural access through partnerships that includes technologies such as telehealth.
* Provide exemplar collaborative efforts by developing partnerships with a variety of health care facilities to meet their staffing needs and provide excellent care.
* Facilitate a climate of respect, empathy and care for humans while maintaining dignity and quality of life.
* Develop and provide instruction that models appropriate behavior for healthcare with ongoing mentoring.

## Values

* Ethics – ABBE Education Center believes in creating a climate of respect, empathy, honesty and to have an expectation that all staff and students will abide by the highest ethical standards and maintain human dignity.
* Collaboration – ABBE Education Center believes in promoting a climate that encourages working together as a team to achieve goals.
* Community – ABBE Education Center believes in engaging all stakeholders in the management of its school through events and partnerships to collaborate on ventures to create success in our community.
* Continuous Improvement – ABBE Education Center is committed to using data and continuous improvement strategies to develop and maintain an exemplar learning environment.
* Innovation-ABBE Education Center believes that every system is designed to achieve the results it gets, and only through continuous innovation and improvement of systems will we make a difference in the quality of health care and education of the future health care workers.

## Accreditation

Office Hours

Monday-Thursday 8am-5pm

Friday 7:30am-4pm

740-861-8108

681-888-5852

ABBEeducation@gmail.com

## Admission

To begin the admission process at ABBE Education Center all candidates must complete the school application online and take the pre-entrance exam. The pre-entrance exam can be scheduled by calling 740-861-8108. After successfully completing the pre-entrance exam the student will receive a complete application for their program of interest. The student must complete the application in its entirety to be considered for full admission to the program. Students must meet with an admissions representative prior to commencing coursework as well as a representative from financial aid to make arrangements for financing their education.

## Admission with Advance Standing

For consideration for admission with advance standing or students requesting admission to the education center via transfer from another approved school program or military training shall meet the education center’s current admission requirements and curriculum requirements for currently enrolled students.

Procedure for Admission with Advance Standing

1. Submit an official transcript of high school grades or equivalent, military training and of college completed courses for which the student is requesting credit.
2. Submit copies of course outlines or outcomes for which applicant is requesting credit. A representative from the admissions department will review and determine applicable credit.
3. Students may need to complete a skills assessment to determine applicant’s competencies for Advance Standing placement.
4. Tuition and fees will be determined on an individual basis.

An applicant may be considered for admission with advanced standing if:

* The applicant withdrew at the end of the term in a previous class with a passing grade in all courses. (If a year or more has passed the applicant must begin as a new student for program specific courses.)
* The applicant is a direct transfer from another accredited school and program and withdrew with good standing.
* Provide all information necessary to the admissions department.
* Meet with an admissions representative to review records and determine admission. If a student qualifies for advance standing status, the student will be placed in the next available course.

### Pre-entrance Exam

Students should see specific program requirements regarding entrance requirements.

### Registration Fee

Students will be required to pay a $10 registration fee. Prior to the first day of class, students will receive a 50% refund. After the first day of class no refund will be made of the registration fee.

## Enrollment

Students may apply at any time; students may enroll for programs at any time. Please see calendar for specific program start dates.

## Tuition Payment

Students registering in short term programs must pay for the course in the entirety by the first day of class or have an employer letter of commitment to pay on file with the financial aid office. For students registered a full-time program tuition for each term must be paid by the first day of the term.

### Tuition Payment Agreements

Tuition payment agreements will be accepted on a per semester case for full time programs only. Please see financial aid for information regarding tuition payment agreements.

All tuition must be paid before advancing to the next semester, tuition must be paid 30 days prior to graduation to be eligible.

## Refund Policy Clock Hour Programs

If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. There is one (1) academic term for this program that is 120 clock hours in length. Refunds for tuition and refundable fees shall be made in accordance with following provisions as established by Ohio Administrative Code section 3332-110:

1. A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.
2. A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.
3. A student who starts class and withdraws after the academic term is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
4. A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
5. A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student’s attendance or participation in an academic school activity.

### Attendance

Attendance is required at all sessions. Any time missed must made up at the expense of the student. Each case will be handled individually and make up time must be arranged with the instructor.

### Progress Counseling

All students will receive progress counseling at midterm as well as anytime they fall below 80% in any coursework.

### Official Withdraw

For students who plan to leave their program of training, they must see admissions for an official withdraw from their classes.

### Unofficial Withdraw

For students who leave their program of training and do not complete a withdraw the school will withdraw the student at the end of 3 missed days without contact.

### Student Records

Student records will be stored in fire-proof filing cabinets for the enrollment period and for one year after completion. Students records will be stored electronically with an off-site backup for infinity.

### Grade Scale

90-100 A

80-89 B

Below 80 F

Grades will stand, no rounding.

### Academic Progress

Students must complete each course with an 80% or higher to move to the next course and or term. Students who do not reach the required overall school with be terminated from their program.

### Unsuccessful Attempt

Students who are unsuccessful at their first attempt in a program may remediate and re-enroll in that program when space is available, and remediation is complete. Students may only have two attempts in any program.

### Conduct Expectations

Students are expected to present themselves in a professional manner at all times. Professional behavior includes; being prompt, in their program specific uniform, free from any substance that may inhibit their ability to care for patients. Any student not meeting conduct expectations is subject to termination.

**Dress Code**

Students must be in their program specific uniform with name badge for class and clinicals.

### Name Badge

Students must have school name badge during class and clinical. Replacement badges will be the responsibility of the student and are $5.00 each.

**Personal Devices**

Students may not have their cell phones on during class or clinical time.

### Drug and Alcohol Abuse

Students are required to report to class and clinic unimpaired from drugs and alcohol. The use, sale, transfer, or possession of controlled substance or alcohol by students creates the potential for harm to oneself and to others.

It is the ethical and professional responsibility of students to conduct themselves in a manner consistent with the provision of an environment free from threat to person, property, efficiency or reputation as a consequence of illegal use, sale, transfer, or possession of alcohol or dangerous drugs as defined by Section 4729.02 of the Ohio Revised Code (Definitions, Pharmacy Act.)

The following procedure will be adhered to:

1. The illegal possession, use, sale, or transfer of controlled substances or alcohol during class hours or while on clinical assignment is prohibited and constitutes grounds for dismissal.
2. ABBE Education Center will notify legal authorities in accordance with Section 2921.22 of the Ohio Revised Code.
3. ABBE Education Center does not provide rehabilitation services for substance abuse; however, the school will recommend locally available resources appropriate professional services for referral and rehabilitation of students with a chemical abuse/dependency problem.
4. The legal use of medication or drugs prescribed by a licensed practitioner is permitted provided that such usage does not adversely affect the student’s performance or endangers the health or safety of others. Medication must be reported on the application or to the instructor.
5. Any incidence of suspected chemical or alcohol abuse will be reported to administration and will be documented. A Drug Screen may be performed at the discretion of the Program Director, Director of Allied Health, and Dean. If the drug screen is positive, student will be dismissed immediately. Documentation will be placed in the student’s file. The student will be informed in writing of this action and appropriate referrals will be made.

Students will be advised regarding the adverse effects of legally prescribed drugs:

Agitation Insomnia

Changes in Blood Pressure Muscle Weakness

Constipation Nausea

Depression Paresthesia

Dizziness/Vertigo Skin Rash

Drowsiness Tinnitus

Dyspnea Vomiting

Headache

\* It is the student’s responsibility to make known all medications, which may interfere with function or behavior.

**Parking**

ABBE Education and Staffing, LLC is not responsible for loss, damage or theft of property.

### Smoking

Smoking is only permitted in designated smoking areas.

#### Inclement Weather

Class or clinical time changes due to inclement weather will be announced on our website, Facebook page and WSAZ.

**Computer Usage**

Students must follow the acceptable computer guidelines.

### Problem Resolution

Students seeking problem resolution must first speak with the instructor. If the instructor is unable to resolve the problem, the student must meet with the program supervisor then the Dean of Allied Health and finally the School Director.

### Placement Services

Students will meet with placement services prior to completion to register for job placement. Students may find jobs on our online job board or the job bulletin board at the school.

**Disabled Student Services**

All reasonable documented accommodations will be made for students with disabilities.

**Career Counseling**

Students will receive career counseling prior to enrolling at ABBE Education.

**Counseling Services**

Counseling services are available for all students through the student services department.

**Complaint or Grievance Procedure**

All student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school. The student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, OH 43215, Phone 614-466-2752; toll free 877-275-4219.

### Non-Discrimination Policy

ABBE Education does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin in the administration of its educational policies, admissions policies, employment policies, and other School administered programs and activities.

### Emergency Procedures

Emergency procedures are outlined in the emergency procedure handbook online and in each classroom.

### Faculty Roster

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| --- | --- |
| Allied Health | Brandon Bennett, MSN, RN |
| Allied Health | Jaime Chafin, MS, RN |
| Allied Health | Heather Ervin, LPN |
| Allied Health | Jamie Casella, BA |

### Staff Roster

Financial Aid Director Jamie Casella

Student Services Director Jaime Chafin

Tuition Fees

Medical Assistant $4000 / $500 (Application, Books)

Medication Aide $900 / $250 (Application, Books)

Phlebotomy $750 / $100 (Application, Books)

EKG $350 / $100 (Application, Books)

STNA $725 / $100 (Application, Books)

Calendar

August 5 First Day Classes – Phlebotomy, Medical Assistant,

Nurse Aide (Huntington)

August 10 First Day Classes – Nurse Aide Gallia

August 12 First Day Classes – EKG

September 2 NO SCHOOL – Labor Day

September 3 Last Day Class – Nurse Aide Huntington

October 7 Last Day Classes - EKG

October 24 Last Day Classes – Phlebotomy

## Programs

**Medical Assistant (Proctorville only)**

### Program Goals

To provide students with the concepts and skills to gain employment in an outpatient setting. Students will be prepared to perform administrative and clinical duties under the direction of a physician, mid-level provider, or licensed nurse.

[**Program Outcomes**](https://www.pennfoster.edu/programs-and-degrees/medical-and-health-careers/medical-assistant-associate-degree/program-details)

Upon completion of the program, students will be able to:

Demonstrate a high-level of proficiency in analytical, quantitative, and problem-solving skills

Demonstrate computer and information literacy

Demonstrate effective written and interpersonal communication skills using correct medical terminology

Explain the role, responsibilities, scope of practice, standards of care, and credentials of medical assistants

Using correct terminology, differentiate among the structures and their functions within the six levels of structural organization of the human body

Explain the importance of diet and nutrition including the elements of a proper diet, nutrition guidelines, and options for patients that require special diets or diet modifications

Identify etiology, processes, symptoms, and treatments for common diseases

Apply ethical standards and legal responsibilities, including those related to the confidentiality of personal health information, to patient care

Perform clinical and laboratory procedures applicable to the role of medical assistant in medical office and laboratory settings

Perform administrative duties applicable to the role of a medical assistant in medical office and laboratory settings

[**Medical Terminology**](https://www.pennfoster.edu/programs-and-degrees/medical-and-health-careers/medical-assistant-associate-degree/program-details)

This course covers the medical terms that you will encounter as a medical assistant.

[**Nutrition**](https://www.pennfoster.edu/programs-and-degrees/medical-and-health-careers/medical-assistant-associate-degree/program-details)

This course will allow you to understand how patients can develop a healthier lifestyle by making smarter nutritional decisions and the affect nutrition has on the human body and disease. [**Anatomy and Physiology 1**](https://www.pennfoster.edu/programs-and-degrees/medical-and-health-careers/medical-assistant-associate-degree/program-details)

In this course, you’ll begin your study of anatomy and physiology. You’ll learn about general body terms, structures, functions, and processes as well as the skeletal and muscular system. Continue your studies with the central nervous system, the peripheral nervous system, the senses, and the endocrine system.

### [Anatomy and Physiology 2](https://www.pennfoster.edu/programs-and-degrees/medical-and-health-careers/medical-assistant-associate-degree/program-details)

This course will cover the cardiovascular system, the lymphatic system, immunity, infection control, respiration, digestion, nutrition, the urinary system, the reproductive system, and genetics.

[**Pharmacology**](https://www.pennfoster.edu/programs-and-degrees/medical-and-health-careers/medical-assistant-associate-degree/program-details)

This course offers important information that’s essential for your health-care career. You’ll cover drug classifications, dosage calculations, mechanisms of action, therapeutic effects, and adverse reactions of drugs commonly used in medical offices.

**Administrative Medical Assistant I & II and Lab**

Explore the interactions the medical office. Medical Coding and Billing, Scheduling, Reimbursement and other techniques used in the office setting,

**Clinical Medical Assistant I & II**

In this course, you'll learn about the theoretical principles and clinical skills that are essential to working as a medical assistant. These tasks range from such things as greeting patients and getting information from them to administering injectable medication to patient teaching on various specialty procedures and their plan of care. You'll examine the role of a medical assistant within the major specialty areas and while helping with minor surgical procedures.

[**Clinical Medical Assistant Labs**](https://www.pennfoster.edu/programs-and-degrees/medical-and-health-careers/medical-assistant-associate-degree/program-details)

In this course, you’ll gain simulated and practical experience to develop the skills that you’ll need for your clinical externship as a medical assistant. You’ll receive a clinical skills kit that will allow you to perform the hands-on training for required skill sets. You will demonstrate competencies in each clinical skill by recording yourself performing the skill, or by performing the skill under the supervision of an approved proctor. Each skill must be successfully demonstrated and approved by an instructor in order to earn credit for the course and advance to the externship.

### [Externship](https://www.pennfoster.edu/programs-and-degrees/medical-and-health-careers/medical-assistant-associate-degree/program-details)

This is the final course of your Medical Assistant program. You will complete 160 unpaid hours to develop and apply the skills you have learned to a real-life setting. You’ll be required to complete a daily journal of your experiences and document how you are meeting the course objectives.

**Medication Aide (Proctorville Only)**

Primary Objectives

1. Describe the role and functions of a certified medication aide.
2. Describe the six rights of medication administration and their application to safe medication administration.
3. Relate the function of administering medications to the promotion of resident’s rights.
4. Administer medications accurately, safely and document appropriately.
5. Maintain dignity of residents.
6. Successfully complete the written and clinical examinations approved by the Ohio Board of Nursing.

### Outline of classes 120 hours

1. Introduction to the Role of the Certified Medication Aide.
2. Communication and Interpersonal Skills
3. Medical Terminology, Symbols, Accepted Abbreviations, Dosage Preparations, and Reference Sources. Proper Storage and Disposal of Drugs
4. Standard Precautions and Infection Control
5. Six Rights of Medication Administration. Residents’ Rights to Medication Administration
6. Basic Overview; Anatomy and Physiology Proper Positioning and Body Mechanics.
7. Fundamentals of Body Systems
8. Basic Pharmacology/Drug Classifications/Medications affecting Body Systems IX. Appropriate Documentation in Clinical Record
9. Circumstances for reporting to a nurse concerning changes in a resident’s behavior or physical condition.
10. Medication error identification
11. Becoming a Certified Medication Aide. Ohio Law and OAC Chapter 27

**EKG Technician (Proctorville Only)**

Learn in depth knowledge of the 12 lead EKG and conduction system of the heart, as well as disorders that can be monitored with the EKG or other mobile monitoring systems. Our course will provide an understanding of pre-hospital emergency medicine and life saving techniques.

**Courses 144 Course Hours**

• First Aid

• CPR

• Medical Terminology

• Infection Control

• Medical Abbreviations

• Heart Rhythms

• Anatomy and Physiology

• Safety in the Health Care

• Electrocardiograph Technician

• NHA Electrocardiograph Technician

**Phlebotomy Technician (Proctorville Only)**

The Phlebotomy course is designed to provide students with the knowledge and skill to enter a career as a phlebotomist. Students will receive a foundation of anatomy and physiology, lab tests, and specimen collection skills. Practical application is reinforced as students perform venipuncture each week.

**Courses**

* Infection control
* Basic anatomy
* Medical terminology
* Lab tests
* Communication
* Professionalism
* Specimen collection

**State Tested Nursing Assistant (Proctorville, Chesapeake and Gallipolis Campuses)**

75 hours

Prepares students to become Nursing Assistants in Ohio.

Basic Nursing Skills

Students will understand how to perform basic nursing skills to provide safe, high quality patient care with working in the role of an STNA.

Residents Rights

This course will provide the knowledge and skills required to protect residents rights.

Infection Control

This course provides in depth instruction on infection control practices that protect both residents/clients as well as the worker.

Personal Care Skills

Provides the student with knowledge to provided personal care to residents and clients in a variety of settings.

**Nurse Aide (Huntington Campus)**

Basic Nursing Skills

Students will understand how to perform basic nursing skills to provide safe, high quality patient care with working in the role of an STNA.

Residents Rights

This course will provide the knowledge and skills required to protect residents rights.

Infection Control

This course provides in depth instruction on infection control practices that protect both residents/clients as well as the worker.

Personal Care Skills

Provides the student with knowledge to provided personal care to residents and clients in a variety of settings.