



# **Student Catalog**

**Volume VIV**

**May 20, 2010**

A decorative graphic at the bottom of the page consists of several overlapping, three-dimensional geometric shapes in shades of light blue and grey, creating a modern, abstract design.

**2009-2010**

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*The information contained in this catalog is true and correct to the best of my knowledge.*

***Juan R. Osteguín III, School Director***

***ACADEMY MISSION STATEMENT –***

Academy of Nurses Assistant is dedicated to providing quality industry based training to those individuals who are seeking to enter the medical field. It is the mission of the Academy to provide this training at the most cost effective level within the San Antonio area. Emphasis is placed on the student and meeting the needs of the medical field within the allied health professional environment.

***OWNERSHIP –***

Academy of Nurses Assistant is owned and operated by Texas Covenant Education, Inc.

***APPROVALS -***

Academy of Nurses Assistant is approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, TX located at 101 East 15<sup>th</sup> Street Austin Texas 78778-0001 (512) 936-3100. Additionally the Academy is approved to teach veterans. The Texas Veterans Commission located at the Stephan F. Austin Building Suite 620 Austin Texas 78711-2277 (512) 463-6564.

***OFFICERS -***

In Memory of - Eloise L. Morales (1957-2008) – Original Founder

Juan R. Osteguín III  
Chesarae L. Garza

President, Instructor, Shareholder  
Shareholder

***HISTORY –***

Texas Covenant Education, Inc., dba Academy of Nurses Assistant was the dream of Ms. Eloise L. Morales our founder and president. Ms. Morales began her career of over thirty years as a Registered Nurse and throughout her career she continuously has seen the need for qualified nurse's assistants. Throughout her career she began to dream of the time that she might be able to open a school to assist in meeting the training needs within her field. Beginning in the year of 2003 she along with her son Mr. Juan Osteguín decided that they would open a school dedicated to meeting the diverse training needs for nurse's assistants in the San Antonio market. The school was approved for training by the Texas Workforce Commission in September of 2004 and has continued until this day graduating hundreds of students that are actively working within San Antonio and surrounding areas.

***LOCATION –***

The school is located at 1822 Fredericksburg Rd., San Antonio, TX 78201. The telephone is 210-692-3262.

***HOURS OF OPERATION-***

The hours of operation are as follows: Office Hours Monday through Friday from 9am to 5pm. Office may be opened in the evenings and weekends on occasion to meet the needs of those scheduled classes.

***FACILITIES –***

All classrooms are bright and airy. Sufficient space is dedicated to the student learning areas along with the student laboratory area. Instruction is presented utilizing the PowerPoint method of visual aids and instruction. There is an administrative area located at the front of the school along with a vending machine area for the students. Restrooms are located right off from the classroom and all meet the ADA current guidelines.

***KEY STAFF AND CERTIFICATIONS –***

ROSE BURROUS R.N. – A.D.N.  
JUAN R. OSTEGUÍN III - L.V.N.  
BENJAMIN BLAIR – PHARMACIST

OMAR BENTANCOURT - L.V.N.  
LYDIA STEWAR – L.V.N.  
JANE ZUNIGA – L.V.N.

## ***NON DISCRIMINATION POLICY***

The Academy of Nurses Assistant prohibits discrimination in employment, educational programs, and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preferences (Rehab Act of 1973, The American Disability Act of 1990).

## ***SAFETY***

We are in compliance with all Federal, State & Local safety requirements. All safety requirements and procedures will be adhered to at clinicals according to the policies of the clinical site.

## ***APPROVED PROGRAMS***

Nurse Assistant Program – 80 hours – Four (4) weeks to complete  
Pharmacy Technician Program – 604 hours – Twenty-three (23) weeks to complete  
Medical Assistant Program – 720 hours – Twenty-five (26) weeks to complete  
Medication Aide Program – 144 hours – Thirteen (11) weeks to complete  
Dialysis Technician Program – 300 hours – Twelve to Sixteen (12-16 weeks)

## ***APPROVED SEMINARS***

Restorative Aide – 32 hours – Two (2) weeks to complete  
Basic EKG/ECG Interpretation Seminar 48 hours – Three (3) weeks to complete  
Medication Aide Continuing Education Program/Seminar (maCEtp) – 7 hours – One (1) day to complete  
PTCB (Pharmacy Technician Certification Board) Exam Review – 8 hours – One (1) day to complete  
CCHT (Certified Clinical Hemodialysis Technician) Exam Review – 8 hours – One (1) day to complete

## ***ADMISSION REQUIREMENTS -***

The Academy does follow a procedure for admitting approved students. The following procedure will apply depending on the students selected program. See the program description pages for details.

**\*If any exceptions to this criterion a made, they will be determined by the Director prior to enrolling. Any variations from this published list must be in writing and signed by both the student and Director in order to be valid\***

## ***ATB TESTING***

Applicants needing to take the Ability to Benefit Test, (ATB) must be 17 years of age (at time of enrollment). Applicants under the age of 18 will require the written permission from their parent or guardian to enroll at the Institution. Applicants are required to have either a High School Diploma or a GED or ATB test for entrance/admission. If the applicant can demonstrate an ability to benefit by taking the CPAT test, the applicant can be admitted. Student must score Language Usage 42, Reading 43, Numerical Skills 41 or above on the CPAT evaluation. All tests are administered by an approved tester and are not administered by school staff. Additionally within the Academy we have access to an approved GED program that the student is able to complete while they are enrolled within their respective course. With this in mind the Academy has put systems into place and the necessary tools to allow and encourage the student to not only complete their training but also to complete their GED courses and certifications allowing them to graduate with both certificates.

## ***HOLIDAYS OBSERVED –***

New Years Eve & Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Eve & Day, Day After Thanksgiving, Christmas Eve & Day, Christmas Day, Day After Christmas, Battle of Flowers Day (San Antonio, TX – Holiday)

## ***CLASS SCHEDULES –***

### **Nurse Assistant**

Day students will attend class Monday through Friday from 9:00 A.M. to 2:50 P.M for approximately three weeks. Class for evening students will be Monday through Friday from 3:00 P.M. to 8:50 P.M for approximately three weeks. For day and night students a ten-minute break will be taken every hour, no lunch break will be given. For the Week-end students class will be Saturday and Sunday for five week-ends. The first seven days will be from 9:00 A.M. to 6:00 P.M. followed by the final three classes from 9:00 A.M. to 6:00 P.M at the clinical site. Week-end

students will receive a ten-minute break every hour until a 30 minute lunch then will resume a ten-minute break every hour until the end of class.

### **Restorative Aide**

Students will attend class a total of 4 days, from 9am to 6pm. The first three days will be in the classroom, the last day will be at the clinical site. Students will receive a ten-minute break every hour until a 30 minute lunch then will resume a ten-minute break every hour until the end of class.

### **Pharmacy Technician**

Students will attend

1. Evening class: Monday – Friday for a total of approximately 4.5 months from 6pm to 10:30 pm. The first 111 days will be in the classroom, the remaining days will be done in a clinical setting, and amount of days may vary according to the available days and hours of the clinical site. Students will be given a ten-minute break every hour; no lunch break will be given during classroom hours. The Practicum Information for the Pharmacy Technician Program is one hundred sixty (160) hours.
2. Day class Monday – Friday for a total of 3 months from 9am to 3:30pm the first 74 days in the classroom, the remaining days will be done in a clinical setting, and amount of days may vary according to the available days and hours of the clinical site. Students will be given a ten-minute break every hour; no lunch break will be given during classroom hours. The Practicum Information for the Pharmacy Technician Program is one hundred sixty (160) hours.
3. The Practicum (Externship/Clinical) is 160 hours.  
8 hours per day, from 9:00am to 5:30pm or 2:45pm to 11:15pm  
5 days per week  
4 week externship (may vary)  
30 minute lunch per day

### **Medical Assistant**

Day students will attend class Monday through Friday 8:00am to 2:00pm. A ten-minute break will be observed on the hour between sessions. Class for the evening students will be Monday through Thursday from 5:00pm to 10:00pm. A ten-minute break will be observed on the hour between sessions.

### **Basic EKG/ECG Interpretation**

Students will attend class 4 days, from 9am to 6pm. All six days will be in the classroom. Students will receive a ten-minute break every hour until a 30 minute lunch then will resume a ten-minute break every hour

### **Medication Aide**

Students attend class three days a week from 6:00 pm to 10:30pm. A ten-minute break will be observed on the hour.

### **Medication Aide Continuing Education Program (maCEtp)**

Students will attend class for one day from 9am to 6:30pm in the classroom. Students will receive a ten-minute break every hour until a one hour lunch then will resume a ten-minute break every hour until the end of class.

### **CCHT (Certified Clinical Hemodialysis Technician) Exam Review**

Students will attend class for one day from 9am to 6:30pm in the classroom. Students will receive a ten-minute break every hour until a one hour lunch then will resume a ten-minute break every hour until the end of class.

### **PTCB (Pharmacy Technician Certification Board) Exam Review**

Students will attend class for one day from 9am to 6pm in the classroom. Students will receive a ten-minute break every hour until a one hour lunch then will resume a ten-minute break every hour until the end of class.

### **Dialysis Technician Program**

1. Students attend class Saturday & Sunday for the first 100 hours from 9am to 6pm with a 30 minute lunch break and a ten-minute break will be observed on the hour between sessions.
2. The final 200 hours of clinical will be performed in the Hemodialysis Facility and supervised.
3. The Practicum (Externship/Clinical) is 160 hours.  
8 hours per day, from 9:00am to 5:30pm or 2:45pm to 11:15pm  
5 days per week  
4 week externship (may vary)  
30 minute lunch per day

\*A VA student will be reported to the Department of Veterans Affairs for unsatisfactory attendance within 30 days of the last attended day of class.

***METHODS OF PAYMENT -***

The Academy will accept the following payment methods, cash, check, money order, major credit card, debit card. Additionally the Academy is participating in the following student loan programs – Universal Group Association (UGA). Interest rate is based on the student’s individual credit score and will be provided to the student at the loan application process time and prior to any processing.

***TUITION INSTALLMENT PLAN –***

Academy of Nurses Assistant will allow you to make installment plans on your tuition. At the time of enrollment you will need to pay a down payment equal to one third the amount of your tuition. At midpoint you will need to make the second payment and final payment will be required at the time you complete your program. There will not be an interest charge billed on this internal installment plan.

***TUITION AND FEES -***

<b>Course Title &amp; Fees</b>	<b>Nurse Assistant</b>	<b>Pharmacy Technician</b>	<b>Medical Assistant</b>	<b>Restorative Aide</b>	<b>Basic EKG/ECG Interpretation</b>	<b>Medication Aide</b>	<b>Medication Aide (maCEtp)</b>	<b>Dialysis Technician Program</b>	<b>CCHT Exam Review</b>	<b>PTCB Exam Review</b>
<b>Registration</b>	\$ 20.00	No Charge	No Charge	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00
<b>Tuition</b>	\$1055.00	\$7,500.00	\$7,500.00	\$ 505.00	\$ 500.00	\$ 900.00	\$ 100.00	\$ 2,850.00	\$ 150.00	\$ 150.00
<b>Books</b>	\$ 100.00	Included	Included	No charge	No charge	No Charge	No Charge	Included	Included	\$ 60.00
<b>Supplies</b>	No charge	Included	Included	No charge	No charge	No Charge	No Charge	Included	Included	Included
<b>Lab</b>	\$ 100.00	Included	Included	No charge	No charge	No Charge	No Charge	Included	Included	Included
<b>Tools &amp; Equipment</b>	No charge	Included	Included	No charge	No charge	No Charge	No Charge	Included	Included	Included
<b>Insurance</b>	\$ 25.00	Included	Included	\$ 25.00	\$ 25.00	\$ 25.00	N/A	\$ 25.00	N/A	N/A
<b>Background Check</b>	\$ 25.00	Included	Included	N/A	N/A	\$ 25.00	N/A	\$ 25.00	N/A	N/A
<b>Certification Test Fees</b>	N/A	Included	Included	N/A	N/A	No charge	N/A	Included	N/A	N/A
<b>Total Cost</b>	<b>\$1325.00</b>	<b>\$7,500.00</b>	<b>\$7,500.00</b>	<b>\$ 550.00</b>	<b>\$ 545.00</b>	<b>\$ 970.00</b>	<b>\$ 120.00</b>	<b>\$2,920.00</b>	<b>\$170.00</b>	<b>\$230.00</b>

***GRADUATION REQUIREMENTS -***

The following criterion applies to all approved courses. To be considered a Graduate of any program offered within the Academy of Nurses Assistant the student must meet the following criteria.

1. 75% or better on all averages for attendance, tests and skill assessments (also must be 75% or higher to start clinical or externships if applicable).
2. Report of satisfactory skills testing at the clinical site by the clinical instructor. (if applicable)
3. A minimum score of 75% on the final exam.
  - a. As per State regulation, students attending the Dialysis Technician Program must score a minimum of 80% and attend a minimum of 200 clinical hours to graduate

***PLACEMENT ASSISTANCE POLICY***

The Academy will assist the student in finding gainful employment. No guarantee of employment is made but every effort will be given to assist the student in pursuing their goal of finding a job.

1. Academy of Nurses Assistant will;
  - a. Assist eligible graduates in their job searches.
  - b. Assist with resume writing.
  - c. Assist with interviewing preparation.
  - d. Assist with identifying job openings.
2. Career services are available to all eligible graduates
  - a. New Students;

- b. and Alumni
- 3. Lifetime assistance in providing updated resume information.
- 4. Placement Assistance is not extended to seminars or exam review participants

### ***GRADING SCALE***

90 – 100 = A  
 80 – 89 = B  
 75 – 70 = C  
 ≥ 69 = F  
 I = Incomplete

### ***STUDENT SATISFACTORY PROGRESS POLICY***

Satisfactory Progress is defined when a student meets the minimum grade point averages expected for achievement in their attendance, theory grades and skill assessments.

1. A minimum average of 75% is expected at the student’s midpoint and final grades in all areas.
  - a. 80% minimum average for Dialysis Technician Program students.
2. Grades will be averaged at the midpoint or half way through and at the completion of the student’s course.
3. There will be only two mandatory grading periods within a student’s enrollment period. One at the midpoint and the second and final one at the conclusion of their course. \*The student will be tested weekly on their theory and skill assessment knowledge but cumulative averages will only be determined at the midpoint and the completion of their respective courses\* Progress Reports will be given at the midpoint and completion portion of the students training.
4. If the student is determined to be not making satisfactory progress at midpoint the student will be allowed to remain in their program but will be placed on Academic Probation. During the remainder of their course the student will need to improve their averages in order to be considered making satisfactory progress.
5. Again a minimum average of 75% is expected at the student’s midpoint and final grades in all areas.
  - a. 80% minimum average for Dialysis Technician Program students.
6. Students will be evaluated in their attendance, theory grades and skill assessments.
7. Under Title 40, Texas Administrative Code, Section 807.241-245 students terminated for unsatisfactory progress cannot be readmitted until a minimum of one grading period has passed.
8. Under Texas Education Code, Section 132.061(f) a student who is obligated for the full tuition may request a grade of “incomplete” if the student withdraws for an appropriate reason unrelated to the student’s academic status. The policy of Academy of Nurses does allow the student receiving a grade of incomplete to reenroll the program during a twelve month period following the date the student withdrew and will be able to complete those incomplete subjects without payment of additional tuition. (Title 40, Texas Administrative Code, Section 807.241-245).

### ***CANCELLATION POLICY***

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed and a tour of the facilities and inspection of the equipment is made by the prospective student.

### ***REFUND POLICY***

1. Refund computations will be based on scheduled clock hours of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of the termination for refund purposes will be the earliest of the
  - a. The last day of attendance, if the student is terminated by the school;
  - b. The date of receipt of written notice from the student; or
  - c. Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 shall be retained by the school.
4. If the student who enters a residence course of not more than 12 months in length terminates or withdraws after the expiration of the 72 hour cancellation privilege, the school may retain \$100 of the tuition and fees and the minimum refund of the remaining tuition and fees will be:

- a. During the first week or one-tenth of the course, whichever is less, 90 percent of the remaining tuition and fees;
  - b. After the first week or one-tenth of the course, whichever is less, but within the first three weeks or one-fifth of the course, whichever is less, 80 percent of the remaining tuition and fees;
  - c. After the first three weeks or one-fifth of the course, whichever is less, but within the first quarter of the course, 75 percent of the remaining tuition and fees;
  - d. During the second quarter of the course, 50 percent of the remaining tuition and fees;
  - e. During the third quarter of the course, 10 percent of the remaining tuition and fees; or
  - f. During the last quarter of the course, the student may be considered obligated for the full tuition and fees.
5. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made.
  6. The length of a course for purposes of calculating refunds owed, is the shortest scheduled time period in which the course may be completed by continuous attendance of a full-time student;
  7. A full refund of all tuition and fees is due and refundable in each of the following cases:
    - a. An enrollee is not accepted by the school;
    - b. If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
    - c. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

8. REFUND POLICY FOR MILITARY STUDENTS CALLED TO ACTIVE DUTY

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- a. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
  - b. A grade of incomplete with the designation “withdrawn-military” for the courses in the program, other than courses for which the student has previously received a grade on the student’s transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than the previously unpaid balance of the original tuition, fees, and charges for books for the program; or
  - c. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
  - d. Satisfactorily completed at least 90 percent of the required coursework for the program; and
  - e. Demonstrated sufficient mastery of the program material to receive credit for completing the program.
9. For all students any refund due will be totally consummated and paid within 30 days after the effective date of termination.

**POLICY ON INCOMPLETES, WITHDRAWALS, REPEAT SUBJECTS & REMEDIAL WORK**

***INCOMPLETE POLICY***

1. Under *Texas Education Code, Section 132.061(f)* a student who is obligated for the full tuition may request a grade of “incomplete” if the student withdraws for an appropriate reason unrelated to the student’s academic status.
2. A student receiving a grade of incomplete may reenroll to complete the incomplete subjects within 12 months following the withdrawal date at no additional cost.
3. After 12 months following the withdrawal date, if the student has not completed the course they are subject to the withdrawal policy and the incomplete grade will be changed to an “F”.

### ***WITHDRAWAL POLICY***

Any student who withdraws from the program is subject to all accrued charges. All calculations will be based on the approved Refund Policy provided by the Texas Workforce Commission Career Schools and Colleges.

### ***REPEAT SUBJECT POLICY***

1. Any enrolled student that fails a subject may repeat that subject free of cost one time only. Any student that fails a subject can not proceed with the course until that subject is passed. If any single subject is failed twice the student must repeat the entire course and is required to re-enroll. In the case that a student passes a repeat subject but fails another subject that student must repeat the failed subject in order to continue the course but will be charged a fee of \$10 per clk. hr. of the failed subject.
2. Students receiving educational benefits from the Department of Veterans Affairs will be reported to the Department of Veterans Affairs as making unsatisfactory progress if they fail to meet the schools Satisfactory Progress Policy.
3. A student repeating a subject may not re-enroll before the next grading period.
4. Students who fail a course and choose not to re-enroll are subject to the conditions outlined within the Refund Policy.

### ***LEAVE OF ABSENCE***

Any student, for a good cause, may take a leave of absence. Students will be subject to the refund policy or upon return will be given credit according to the granting credit policy. LOA's will be authorized in thirty (30) day intervals. A maximum of sixty days will be authorized after which the student will be terminated and must re-apply in order to begin classes again.

### ***ATTENDANCE, ABSENCES, TARDINESS, MAKE-UP WORK AND RE-ADMITTANCE***

1. Perfect attendance is desired from each student; but 75% attendance average is mandatory.
2. A student must attend a minimum of 75% of the scheduled course. If a student does not attend at least 75%, the student will be dropped, and is subject to the Refund Policy.
3. Tardiness – every student is responsible for obtaining missed information due to tardiness. A student will be expelled after missing 25% of the scheduled clock hours due to tardiness and subject to the refund policy. If a student fails a subject due to tardiness that student is subject to the refund or repeat subject policies.
4. If expelled for unsatisfactory attendance or tardiness you may not reenroll before the start of the next grading period.
5. No make up work will be granted only tutoring.
6. If a student is dismissed due to tardiness or not attending a minimum of 75% of the scheduled course and wants to re-enroll the student must:
  - a. Write a letter requesting re-enrollment &
  - b. Must speak to the Director to get approval for re-enrollment.
7. Students receiving veterans educational benefits, who go on Leave of Absence will be reported to the Department of Veterans Affairs as terminated; but, will be able to re-enroll for educational benefits when their LOA has expired.

### ***STUDENT CONDUCT POLICY***

1. Perfect attendance is desired from each student, but 75% overall attendance average is mandatory.
2. If the student does not attend at least 75% of the course, the student will be dismissed, and is subject to the refund or granting credit policies.
3. Tardiness – every student is responsible for obtaining missed information due to tardiness. You will be responsible for any missed work.
4. A student will be expelled after missing 25% of the schedule clock hours due to tardiness or absences.
5. If expelled for unsatisfactory attendance or tardiness you must reenroll. You may not reenroll before the start of the next class start date. If the student wishes to re-enroll the student must.
  - a. Write a letter requesting re-enrollment &
  - b. Must speak to the School Director to obtain approval for re-enrollment.
6. No make up work will be granted only tutoring.

7. Leave of Absence is available to all students. You must have a good cause. The student will be responsible for complying with the school's Refund and Previous Credit policies. VA students will be reported to the Veterans Affairs office as a drop but will be eligible for re-enrollment when desired.
8. Cheating of any kind will not be tolerated. This will result in the student's dismissal from the course. Student will be eligible to reenroll after a conference with the Director has been completed.
9. Students are required to be on time and prepared for class everyday.
10. All students must wear their uniforms while in class.
11. During clinical instruction a nursing uniform is required along with a watch with a second hand and a nametag. No dress or opened toe shoes during clinical instruction are allowed. The student will be given three warnings, one verbal and two written if their appearance does not meet the standards. After which the student will be expelled. Re-enrollment policies will apply.
12. Disruptive behavior of any kind is unacceptable. The student will be given three warnings, one verbal and two written if their behavior continues to not meet the standard the student will be terminated and may not remain in class. Re-enrollment policies will apply.
13. **SEXUAL HARASSMENT OF ANY KIND, WEAPONS OF ANY KIND, AND BEING UNDER THE INFLUENCE OF ANY SUBSTANCE WILL NOT BE TOLERATED. ANY STUDENT VIOLATING THIS RULE WILL BE TERMINATED AND CANNOT RE-ENROLL.**

### ***GRIEVANCE/COMPLAINT POLICY***

1. All students are encouraged to voice or write their grievance/complaint to there instructor and/or the Director at anytime.
2. If the student's grievance/complaint can not be resolved, the student will be given the opportunity to place their grievance/complaint in writing. A form will be provided and must be requested from the front office.
3. Any grievance/complaint can be submitted at any time.
4. Or if their grievance/complaint is not resolved the student has the option to submit their grievance/complaint to the state for review.
5. A record of any and all grievance/complaint will be kept confidential and in the student's permanent file, whether voiced or written. Only formal voiced complaints will be recorded.

Texas Workforce Commission, Career Schools and Colleges  
101 East 15<sup>th</sup> Street  
Austin, Texas 78778-0001  
(512) 936-3100

***“Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas”***

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**APPROVED PROGRAMS**

**Nurse Assistant Program**

**CURRICULUM OUTLINE**

<b>Program Length:</b>	<b>80 clock hours</b>
<b>Classroom Instruction</b>	<b>53 clock hours</b>
<b>Externship</b>	<b>27 clock hours</b>
<b>Total Hours</b>	<b>80 clock hours</b>
<b>Total Length of Program</b>	<b>3 weeks</b>

**PROGRAM DESCRIPTION – NURSE ASSISTANT PROGRAM**

The Nurse Aide program is a comprehensive course designed to teach students the skills and abilities essential to the provision of basic care to patients and residents in hospitals and long term care facilities. Graduates of this program will be able to communicate and interact effectively with patients, assist patients in attaining and maintaining maximum functional independence, while observing patient rights. The student will learn how to perform basic first aid, CPR, take vital signs, apply the elements of basic nutrition in meal planning, and follow infection control measures. Additionally, they will be able to apply proper body mechanics in bed making, lifting, and turning patients. Graduates of this program may find entry-level employment as a nurse aide with hospitals, long term care facilities, home health, assisted living, doctor's or medical office, care for mentally challenged, rehabilitation facilities, adult day care and more. At the end of the 80 clock hour course each passing student will be given a certificate of completion and scheduled for the state test to be Certified Nurses Assistants.

**PROGRAM OUTLINE**

<b>Number</b>	<b>Subject Title</b>	<b>Lec/Lab/Ext/Total</b>
NA-101	Introduction to Long Term Care	16 / 00 / 00 / 16
NA-102	Personal Care Skills	10 / 07 / 00 / 17
NA-103	Basic Nursing Skills	08 / 00 / 00 / 08
NA-104	Restorative Services	06 / 00 / 00 / 06
NA-105	Mental Health & Social Service Needs	06 / 00 / 00 / 06
NA-106	Clinical Practice	00 / 00 / 27 / 27
<b>Total Hours</b>		<b>46 / 07 / 27 / 80</b>

**ADMISSION REQUIRMENTS**

1. Be at least 18 years of age (or have the permission and signature of their parent)
2. Complete registration/application packet.
3. Have a current and valid state or military identification and social security card.
4. Have a High School Diploma or GED or successfully pass an ATB test
5. Cannot be listed as a unemployable on the Employee Misconduct Registry (EMR) and cannot have been convicted of a criminal offense as listed in Texas Health and Safety Code 250.006.

## **COURSE DESCRIPTION**

### **NA – 101 Introduction to Long Term Care**

**16/00/0016**

This subject introduces students to care of a long term resident and facility. Upon completion of this subject students will be able to: 1) Discuss the role of the Nurse Assistant; 2) Recognize and prevent safety hazards and use safety measures; 3) List emergency measures and care; 4) Infection control, identify and prevent; 5) Identify residents rights and independence; 6) Describe the rules of communication and interpersonal skills 7) Taking care of you.

Prerequisite: None

### **NA – 102 Personal Care Skills:**

**10/07/00/17**

Upon completion of this subject students will be able perform personal skills: 1) Perform body mechanics, positioning, and moving residents and describe the purpose; 2) Discuss the care of the resident's environment surroundings; 3) Assisting residents with bathing, toileting, perineal care, skin care; 4) Discuss the residents hygiene and grooming needs; 5) List the nutritional, hydration and elimination needs of the resident.

Prerequisite: NA – 101

### **NA – 103 Basic Nursing Skills**

**08/00/00/08**

This subject introduces students to the skills of basic nursing: 1) Promoting a restraint – proper environment; 2) Correctly take, record and report vital signs, height, and weight, 3) Observing, reporting and charting admission, transfer, and discharge of residents; 4) Describe coping with death; 5) List and recognize emergency care including foreign airway obstruction (choking) and Cardiopulmonary resuscitation (CPR).

Prerequisite: NA – 101, 102

### **NA – 104 Restorative Services**

**06/00/00/06**

This subject is devoted to instructing students in restorative skills to promote resident independence. Students will learn how to: 1) Improve resident self-esteem; 2) Use restorative approach in all aspects of care; 3) Promote optimal physical and psychosocial wellness; 4) How to explain procedures and perform them; 5) Encourage residents; 6) Assist residents to function independently; 7) Monitor residents progress; 8) Assist with restorative programs; 9) Assist with adaptive and assistive devices; 10) Use of prosthetic devices; 11) Maintaining range of motion.

Prerequisite: NA – 101, 102, 103

### **NA – 105 Mental Health & Social Service Needs**

**06/00/00/06**

During this portion of the program, students learn basic human needs. They will learn how to: 1) The five basic human needs; 2) Meet your own basic needs; 3) How to respond to resident's appropriate and inappropriate sexual behavior; 4) Human needs of the resident, 5) How to assist resident in cultural and religious practices; 6) Respond to major losses/changes associated with aging; 7) Effects of losses and changes to human needs; 8) Developmental tasks of older adults; 9) Normal psychological responses to losses/changes.

Prerequisite: NA – 101, 102, 103, 104

### **NA – 106 Clinical Practice**

**00/00/27/27**

In the final stage of the program the student will put into practice everything taught in lecture and in the lab setting prior to the start of clinical practice. Side by side with employed staff, all nurses, of a long term care facility students will learn 1) Interpersonal skills with peers in the health field; 2) Direct care and communication with residents; 3) How to work under direction and independently; 4) How to take and follow nurse orders.

Prerequisite: NA – 101, 102, 103, 104, 105

## **Pharmacy Technician Program**

### **CURRICULUM OUTLINE**

<b>Program Length:</b>	<b>604 clock hours</b>
<b>Classroom Instruction</b>	<b>382 clock hours</b>
<b>Laboratory</b>	<b>62 clock hours</b>
<b>Externship</b>	<b>160 clock hours</b>
<b>Total Hours</b>	<b>604 clock hours</b>
<b>Total Length of Program</b>	<b>23 weeks</b>

### **PROGRAM DESCRIPTION – PHARMACY TECHNICIAN PROGRAM**

The Pharmacy Technician Program is a comprehensive course designed to teach the student the skills and abilities essential to function in a professional Pharmacy environment. Graduates of this program will be able to perform daily tasks including but not limited to basic pharmacology duties, the administration of medications knowing the use of abuse, correct dosage, methods of administration, and symptoms of over dosage, and abnormal reactions that may arise in the treatment of various conditions. Utilizing this knowledge will obviously provide an indispensable aid in giving the best possible patient care. Also the graduate will be able to employ correct pharmacy etiquette along with any other activities and follow proper administrative skills as it relates to the daily function of any professional pharmacy office. Graduates will be able to recognize and apply entry-level clerical administrative skills to operate within any Pharmacy. This program is designed to prepare the Pharmacy Technician Graduate with the qualifications, knowledge, skills and abilities necessary in order to successfully complete and secure gainful employment within a variety of Pharmacology environments.

### **PROGRAM OUTLINE**

<b>SUBJECT</b>	<b>SUBJECT TITLE</b>	<b>CLOCK HOURS</b>	
		<b>LEC/LAB/EXT/TOTAL</b>	
PT-101	General Pharmacy Introduction	48/00/00/	48
PT-102	Data Entry & General Office Skills	06/10/00/	16
PT-103	Anatomy & Physiology	32/00/00/	32
PT-104	Pharmacy Math	68/00/00/	68
PT-105	Drug Classification	68/00/00/	68
PT-106	Pharmacology	68/00/00/	68
PT-107	Community Pharmacy	24/08/00/	32
PT-108	Institutional Pharmacy	28/20/00/	48
PT-109	Intravenous Admixture	40/24/00/	64
PT-110	Clinical Externship	00/00/160/	160

**382/62/160 604**

### **Pharmacy Technician - ADMISSION REQUIRMENTS**

1. Be at least 18 years of age.
2. Complete registration/application packet.
3. Have a current and valid state or military identification and social security card.
4. All applicants for this course are required to have a High School Diploma or GED; ATB testing is not available for this course.

5. Students must be free of previous felony convictions, which will be confirmed via the submission of a criminal background check.

## **COURSE DESCRIPTION**

### **PT-101 General Pharmacy Introduction**

**48/00/00**

**48**

Orientation will be given for two hours during this Introduction to Pharmacology. The student will be introduced to the History of pharmacy and will be able to describe the history of modern medicine. The student will trace the evolution of pharmacies and development or the roles of the pharmacist and pharmacy technician. The student will be explore and define FDA, DEA & HIPPA regulations & procedures. Students will be introduced to the qualifications, skills, and nonjudgmental duties required of pharmacy technicians in various job settings. And will have the opportunity to explore industry trends and e-pharmacy. Then the student will demonstrate how a technician can combine their knowledge with other skills and move into other positions. The Pharmacy Technician will apply him or herself diligently in acquiring all possible knowledge of medicines, their use or abuse, correct dosage, methods of administration, symptoms of over dosage, and abnormal reactions that may arise in the treatment of various conditions.

Prerequisites: none

### **PT-102 Data Entry & General Office Skills**

**06/10/00**

**16**

The student will learn and demonstrate the principles of typing/data entry. Participants will be introduced to the computer and its functions in business and industry.

Prerequisites: none

### **PT-103 Anatomy & Physiology**

**32/00/00**

**32**

The student will be introduced to the Endocrine, Nervous, Respiratory, Visual, Auditory, Gastrointestinal, Urinary, Cardiovascular & Reproductive systems. The student will describe common system diseases, the drugs and surgical procedures to treat them and list the side effects that these drugs may cause. As well as write the trade and generic names of the drugs used. List both the classifications and indications of each drug and its primary side effect.

Prerequisites: none

### **PT-104 Pharmacy Math**

**68/00/00**

**68**

The student will be able to perform conversions using the four most commonly used systems of measurement. The student will demonstrate several methods for calculating dosages of medicines and dilute and combine medicines to achieve the desired dosage for both adult and pediatric dosing. And will be able to convert Arabic numbers into Roman numerals and vice versa and use international time. The student will also describe routes of drug administration and the advantages and disadvantages of each. Be able to write in standard abbreviations of dosage forms and routes and its importance. Also demonstrate proper storage and packaging of drugs in accordance to manufacture's instructions.

Prerequisites: none

### **PT-105 Drug Classification**

**68/00/00**

**68**

The student will be able to describe antibiotics from several angles from discovery to new generation of antibiotics. As well as list several types of communicable diseases, common pathogens, their transmission and used anti-infective agents along with the classifications, side effects and drug action. The student will describe the causes of asthma and allergies and how these are treated and list the side effects and drugs most commonly prescribed for inflammation, asthma, and allergies. Will be able to list the most commonly used minerals and vitamins by name, symbol and functions as well as name the essential trace elements with their importance. Be able to describe the difference between fat-soluble and water-soluble vitamins and daily allowance with the adverse reactions of overusing and conditions that may cause deficiency. The student will also be able to describe the importance of vaccines and their production and the most common used. Students will be able to schedule administration of

vaccines, boosters and circumstantial needs for certain vaccines. Finally, the student will list common cancer types and causes and how it is diagnosed and spread. Be able to describe treatments as they relate to pharmacology and the side effects of chemotherapy.

Prerequisites: none

**PT-106 Pharmacology** **68/00/00** **68**

The student will be introduced to and be able to describe drugs according to their therapeutic applications pertinent physiology and related diseases as related to common body systems. As well as list each drug classification, mechanism of action, main therapeutic effects, clinical indications, adverse reactions and drug interactions. And describe absorption, metabolism, excretion, and special considerations. Students will be able to list the different dosages and calculations according to age, such as pediatrics, geriatrics and pregnancies.

Prerequisites: none

**PT-107 Community Pharmacy** **24/08/00** **32**

The student will demonstrate practical application of drug preparation and pharmacy delivery distribution and laboratory practice relating to community pharmacy operations. Job-related skills in pharmacy data entry, outpatient dispensing and unit dose cart filling will also be performed.

Prerequisites: none

**PT-108 Institutional Pharmacy** **28/20/00** **48**

The student will perform functions relating to pharmacy manufacturing techniques and medication packaging and procedures using pharmacy-manufacturing methods of compounding medications. Student will demonstrate pharmacy manufacturing, purchasing, inventory control, drug packaging and labeling. The student will demonstrate practical application of drug preparation and pharmacy delivery distribution and laboratory practice relating to institutional pharmacy operations. As well as filling physician's orders.

Prerequisites: none

**PT-109 Intravenous Admixture** **40/24/00** **64**

The student will be able to describe and utilize the different types and sizes of syringes, needles, and containers used in the preparation of parenteral medications. Be able to demonstrate aseptic techniques as it applies to working with these items in both vertical & horizontal hoods and the care of the flow hoods.

Prerequisites: none

**PT-110 Clinical Externship** **00/00/160** **160**

At the end of their program the student will be assigned to their practical site in order to experience the daily operations of a professional Pharmacy environment. Students demonstrate and productively utilize all competencies (resources, information, systems, technologies, and interpersonal skills). And apply basic skills, thinking skills and personal qualities for a solid job performance in a retail or hospital pharmacy setting.

Prerequisites: PT 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, Register and approved with the Texas Pharmacy Board as a Pharmacy Technician Trainee

**382/62/160** **604**

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# Medical Assistant Program

## Curriculum Outline

<b>Program Length:</b>	<b>720 clock hours</b>
<b>Classroom Instruction</b>	<b>600 clock hours</b>
<b>Externship</b>	<b>120 clock hours</b>
<b>Total Hours</b>	<b>720 clock hours</b>
<b>Total Length of Program</b>	<b>26 weeks</b>

### PROGRAM DESCRIPTION – MEDICAL ASSISTANT PROGRAM

The Medical Assistant Program is a comprehensive course designed to teach the student the skills and abilities essential to function in a variety of medical facilities and other related professional medical organizations. Medical Assistants perform a variety of duties depending on the type of ambulatory health care setting in which they are employed. Medical Assistants will be able to use their administrative and clinical and general skills to assist in running any medical office smoothly and efficiently.

Graduates of this program will be able to perform daily administrative tasks, including but not limited to basic medical administrative duties, clerical assignments, computer tasks, professional telephone answering techniques and the ability to use and understand basic software programs, including but not limited to various data entry and word processing applications, along with internet procedures. There is a segment within the program that covers the duties and responsibilities of processing payroll and the tasks associated with this duty. Graduates will leave with an understanding of what a payroll department consists of. And will also have the skills needed to handle and fulfill the duties of a payroll processor for any medical office environment.

This program is designed to prepare the Medical Assistant graduate with the qualifications, knowledge, skills and abilities necessary in order to successfully complete and secure gainful employment within a variety of administrative medical environments settings as entry-level employment as an medical office clerk, administrative medical assistant, medical office assistant, medical receptionist within a medical office, doctor's office, insurance agencies and medical accounting and coding offices.

### PROGRAM OUTLINE

SUBJECT	SUBJECT TITLE	CLOCK HOURS	
		LEC/LAB/EXT	TOTAL
MA-101	Introduction to Medical Assisting	24/06/00	30
MA-102	Administrative Medical Assisting	24/06/00	30
MA-103	Health Information in the Medical Office	18/12/00	30
MA-104	Billing and Coding Procedures	24/36/00	60
MA-105	Financial and Practice Management	24/36/00	60
MA-106	Clinical Medical Assisting	24/06/00	30
MA-107	Assisting with Medications	36/24/00	60
MA-108	Assisting with Medical Specialties	24/06/00	30

MA-109	Diagnostic Procedures	30/00/00	30
MA-110	Assisting with Surgeries	36/24/00	60
MA-111	Career Development	18/12/00	30
MA-112	Introduction to Keyboarding/Typing	24/06/00	30
MA-113	Introduction to Computers	12/06/00	18
MA-114	CPR/First Aid	06/06/00/	12
MA-115	Tutorial Computer Lab	60/30/00	90
MA-116	Externship	00/00/120	120
		<b>384/216/120</b>	<b>720</b>

#### ADMISSION REQUIRMENTS

1. Be at least 18 years of age.
2. Complete registration/application packet.
3. Have a current and valid state or military identification and social security card.
4. Applicants for this course are required to have a High School Diploma or GED; ATB testing is available for this course.
5. Students must be free of previous felony convictions, which will be confirmed via the submission of a criminal background check.

#### COURSE DESCRIPTION

SUBJECT	SUBJECT TITLE	CLOCK HOURS
NUMBER		LEC/LAB/EXT/TOTAL

<b>MA-101</b>	<b>Introduction to Medical Assisting</b>	<b>24/06/00</b>	<b>30</b>
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Within this unit the student will be presented with the advantages of becoming a trained medical assistant and some of the many career opportunities available. Introduction will be given for the necessary skills that must be developed and the general knowledge that must be acquired to function effectively will be presented. Personality traits and professional appearance will be covered. The student will be informed that whoever accepts this career must be willing to accept the responsibilities inherent in the industry standards. Medical assisting has grown into one of the most respected professions in the allied health field.

Prerequisites: none

<b>MA-102</b>	<b>Administrative Medical Assisting</b>	<b>24/06/00</b>	<b>30</b>
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Within this unit the material covered will be to define, spell, and pronounce the terms listed in the vocabulary correctly. Briefly discuss the history of medical assisting as a profession. Differentiate between administrative and clinical medical assisting duties. Discuss the versatility of a career in medical assisting. Be able to identify several considerations to keep in mind when choosing a position as a medical assistant. Be able to explain the meaning of the word professionalism. Be able to discuss several of the characteristics of professionalism. Be able to explain why confidentiality is so important in the medical profession. Discuss the role of the medical assistant's attitude in caring for patients. Be able to indentify specific ways that teamwork can be promoted in the physician's office. Be able to explain why first impressions are critically important. Differentiate between verbal and nonverbal communications. Discuss the value of touch in the communication process. Explain the rights and duties as related to ethics. Discuss the process used for making an ethical decision. Be introduced to medicine and the law. Be able to distinguish which type of civil law deals with medical professional liability.

Prerequisites: none

<b>MA-103</b>	<b>Health Information in the Medical Office</b>	<b>18/12/00</b>	<b>30</b>
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Within this unit the material covered will be to define, spell and pronounce the terms listed in the vocabulary section correctly. Material will cover the importance of keeping accurate medical records. Discuss the ownership of the records. Be able to explain the difference between a traditional medical record and a problem-oriented medical

record. Be able to illustrate the difference between subjective and objective information. Discuss the procedures for changing an entry in the patient record. Be able to list and discuss the basic procedures used in a filing system. Be able to describe the steps in filing a document. Be able to list and discuss applications that apply to a basic file system. Establish a patient's medical record. Be able to prepare an informed consent for treatment. Prepare a record release form. File medical records and documents using an alphabetic system. File medical records and documents using a numeric system. Be able to document appropriately and accurately.

Prerequisites: none

**MA-104      Billing and Coding Procedures      24/36/00      60**

Within this unit the student will be introduced to the three purposes of the ICD-9-CM and its proper use. Understand and apply the basic coding rules in the use of the ICD-9-CM. Understand the importance of the Tabular Index, which contains the most specific coding information. Comprehend and use instructional terms and symbols as defined in the ICD-9-CM. Explain the use of V and E codes. Be able to describe the steps for abstracting procedural data from clinical documentation. Be able to identify four purposes of the CPT-4. Be able to describe the process and steps for selecting the most accurate code based on clinical documentation. Discuss the purpose of health insurance. Be able to differentiate among the various types of insurance policies. Be able to explain the numerous classifications of insurance benefits available. Explain how insurance benefits are determined. Differentiate among the different types of managed care options. Be able to list and discuss other major third-party payers. Discuss the differences between paper claims and electronic claims. Explain how to complete each of the 33 blocks of the CMS-1500 claim form.

Prerequisites: none

**MA-105      Financial and Practice Management      24/36/00      60**

Within this unit the student will be introduced to the Internet and how the Internet has changed traditional banking practices. State the four requirements of a negotiable instrument. Discuss the advantages of using checks. Identify the three most common types of bank accounts. Be able to explain how you would handle mistakes made in preparing a check. List and discuss eight precautions to observe in accepting checks. Discuss the actions necessary when a deposited check is returned. Accurately reconcile a bank statement with the office checking account. Be able to discuss the four items that all financial records should show at any given time. Be able to distinguish between accounts payable and accounts receivable. List and explain the three most common bookkeeping systems found in a physician's office today. Be able to secure the state and federal forms required for maintaining employment records. Be able to name the five common periodic accounting reports. Discuss the importance of setting a budget for each fiscal year. Be able to process accurately the office payroll and all affiliated reports. Explain the importance of management in the medical office. Discuss the desirable qualities of a medical office manager. List and discuss the three types of leaders. Be able to explain why the telephone voice of an applicant is important. List the various types of staff meetings. Explain the term of target market. Discuss how suggestion boxes might help the medical facility to make improvements. List and discuss the four P's of marketing. Be able to design a presentation for a marketing event.

Prerequisites: none

**MA-106      Clinical Medical Assisting      24/06/00      30**

Within this unit the student will be introduced to Infection Control. Be able to recognize diseases caused by pathogenic microorganisms. Be able to apply the chain-of-infection process to the healthcare practice. Be able to differentiate between humoral and cell-mediated immunity. Be able to specify potentially infectious bodily fluids. Be able to explain the major areas included in the OSHA Compliance Guidelines. Be able to employ the components of holistic care in the patient assessment process. Be able to recognize the importance of nonverbal communication when interacting with patients. Be able to apply therapeutic communication techniques with patients across the lifespan. Be able to demonstrate professional patient interview techniques. Be able to differentiate among various medical record systems employed in the physician's office. Be able to determine risk management strategies for the ambulatory care setting. Be able to obtain a written medical history from a patient. Be able to illustrate at least five guidelines for patient education that can affect overall patient wellness. Determine potential barriers to patient learning. Be able to describe the role of the medical assistant in patient education.

Prerequisites: none

**MA-107      Assisting with Medications      36/24/00      60**

Within this unit the student will be able to distinguish among the government agencies that regulate drugs in the United States. The student will be introduced to the Drug Enforcement Administration (DEA) regulations for the management and control of regulated substances.

Be able to explain the medical assistant's role in the prevention of drug abuse. Be able to differentiate among a drug's chemical, generic, and trade name. Will be able to summarize the clinical uses of drugs that are prescribed to patients. Cite safety measures for the use of over the counter drugs. Demonstrate methods for verifying the accuracy of calculations. Differentiate among the terms used in dosage preparation. Summarize the important parts of a drug label. Be able to specify the legal responsibilities of a medical assistant in calculating drug dosages. Be able to analyze safety guidelines for specific patient populations. Perform documentation of medication administration. Apply safety precautions to the management of medication administration in the ambulatory healthcare setting. Be able to summarize patient assessment factors that have an impact on medication administration. Review and familiarize themselves in OSHA guidelines in the management of parenteral administration. Assess legal and ethical issues in drug administration in the ambulatory care setting.

Prerequisites: none

**MA-108      Assisting with Medical Specialties      24/06/00      30**

Within this unit the student will be introduced to assisting with medical emergencies, assisting in ophthalmology and otolaryngology, assisting in dermatology, assisting with gastroenterology, assisting with urology and male reproduction, assisting with obstetrics and gynecology, assisting in pediatrics, assisting in orthopedic medicine, assisting in neurology and mental health issues, assisting in endocrinology, assisting in pulmonary medicine, assisting in cardiology and assisting in geriatrics.

Prerequisites: none

**MA-109      Diagnostic Procedures      30/00/00      30**

Within this unit the student will be introduced to the principles of electrocardiography, assisting with diagnostic imaging, assisting with the clinical laboratory, assisting in the analysis of urine, assisting in phlebotomy, assisting in the analysis of the blood and assisting in microbiology and immunology.

Prerequisites: none

**MA-110      Assisting with Surgeries      36/24/00      60**

Within this unit the student will be able to describe typical solutions and medications used in minor surgical procedures. Be able to summarize methods for identifying surgical instruments used in minor office surgery. Be able to describe and identify the general classifications of surgical instruments. Be able to describe the proper care of surgical instruments and identify the various types of sutures and surgical needles.

Prerequisites: none

**MA-111      Career Development      18/12/00      30**

Within this unit the student will be introduced to the reasons that job search training is important to a medical assistant. Be able to list three expectations that employers have of employees. Be able to understand the three types of employee skill strengths. Explain the two best job search methods. Describe some of the errors that should be avoided on a resume. List the four phases of the interview process. Discuss the importance of the probationary period for a new employee. Be able to prepare a resume, organize a job search, complete a job application, complete mock interview for a job and be able to negotiate a salary.

Prerequisites: none

**MA-112      Introduction to Keyboarding/Typing      24/06/00      30**

Within this unit the student will be introduced to the computer and its keyboard. Home row and the various function keys will be covered and reviewed. The student will be introduced and guided to be able to type at a minimum 25 words per minute at the conclusion of this course.

Prerequisites: none

**MA-113 Introduction to Computers 12/06/00/ 18**

Within this unit the student will be introduced to the total concept and procedures that apply for computers and their use. Personal computers along with business formats will be covered. A variety of all equipment and their use will be provided in this section. Equipment to be included and covered will include but will not be limited to screens, keyboards, various printers, along with multipurpose equipment and copiers will be introduced and utilized.

Prerequisites: none

**MA-114 CPR/First Aid 06/06/00 12**

In this unit the student will learn the basics of CPR. Students will learn definitions, causes, signs and symptoms. Understanding principles and purposes and be able to perform CPR by maintaining an open airway both on adults and children along with infants. Provide artificial ventilation and artificial circulation, pass the written exam and become CPR certified.

Prerequisites: none

**MA-115 Tutorial Computer Lab 60/30/00 90**

Within this unit the student along with the assistance of the Instructor will have the opportunity to practice hands on activities that would take place within a professional administrative medical environment. The student will practice document formatting, processing incoming and the proper processing of outgoing correspondence. The student will practice proper telephone answering and message taking techniques. The student will practice and demonstrate their abilities in filing, making copies, preparation of office folders, credit card processing, payroll processing and Internet emailing and correspondence.

Prerequisites: none

**MA-116 Externship 00/00/130 120**

At the end of their program the student will be assigned to their practical site in order to experience the daily operations of a professional medical office environment. Students will demonstrate and productively utilize all competencies (resources, information, systems, technologies and interpersonal skill). Students will apply their entry level skills, problems solving and personal qualities for securing a gainful position within a professional medical office.

Prerequisites: MO 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115

**384/216/120 720**

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## MEDICATION AIDE PROGRAM

### Curriculum Outline

<b><u>Program Length:</u></b>	<b>144 clock hours</b>
Classroom Instruction	<b>100 clock hours</b>
Lab	<b>32 clock hours</b>
Externship	<b>12 clock hours</b>
Total Hours	<b>144 clock hours</b>
Total Length of Program	<b>13 weeks</b>

#### **PROGRAM DESCRIPTION – MEDICATION AIDE PROGRAM**

Students completing the Medication Aide Program may find entry-level employment as a Medication Aide in Long-Term Care (LTC) Facilities, Personal Care Facility, Correctional Institution or other related institutions. Graduates will be able to accomplish basic procedures established by the Texas Department of Aging and Disability Services, for preparation, documentation and skills essential for safe administration of medications under the supervision of a licensed nurse in a clinical setting. Additionally, students will be able to define responsibilities and liabilities associated with the control, accountability, storage and safeguarding of medication. Students will learn to use common medical terminology, abbreviations and symbols. Additionally, they will be able to identify drugs, and discuss drug reactions and side effects of medications commonly administered to residents in LTC facilities. Furthermore, they will be able to use available reference materials to research drug information.

#### Program Outline

SUBJECT & NUMBER	SUBJECT TITLE	CLOCK HOURS LEC/LAB/EXT/TOTAL
MEDA-101	<i>Introduction &amp; Basic Concept of Medication Administration</i>	20/00/00    20
MEDA-102	<i>Administration of Medication &amp; Affects on Body Systems</i>	80/00/00    80
MEDA-103	<i>Return Skills Demonstration (LAB)</i>	00/20/00    20
MEDA-104	<i>Clinical Externship</i>	00/00/12    12
MEDA-105	<i>Final Return Skill Demonstration (LAB)</i>	00/12/00    12
		<b>100/32/12    144</b>

#### ADMISSION REQUIRMENTS

1. Students must be able to read, write, speak and understand English.
2. Students must be at least 18 years of age.
3. Students must be free of communicable diseases and suitable physical/emotional health to safely administer medications.
4. Students must have a high school diploma or GED. ATB testing is not available for this program
5. Students must be free of previous felony convictions, which will be confirmed via the submission of a criminal background check.
6. Students must show proof of being in compliance with their employer's immunization schedule.
7. Students must be employed as a Certified Nurse Aide in a licensed long term care facility on the first official start date of the training program. **OR,**
8. Students must be employed as a non-licensed direct care staff person in a licensed personal care home, state school, ICF-MR, or correctional facility. On the first official start date of the training program, the student must be employed in this capacity.

## COURSE DESCRIPTION

**MEDA-101      *Introduction & Basic Concept of Medication Administration*      20/00/00/20**

Within this unit the student will be presented with the advantages of becoming a certified medication aide and some of the many career opportunities available. Introduction will be given for the necessary skills that must be developed and the general knowledge that must be acquired to function effectively will be presented. Personality traits and professional appearance will be covered. The student will be informed that whoever accepts this career must be willing to accept the responsibilities inherent in the industry standards. Student will be introduced into the basic concepts such roles & responsibilities, History of drug use, reasons for giving drugs, problems with drug administration, legislation, involvement in drug therapy, use of resource references & pharmacodynamics. As well as drug forms and preparations, common medical terms, abbreviations, symbols, terminology and drug names, weights, measures & simple math and finally generic drug usage.

**Prerequisites: none**

**MEDA-102      *Administration of Medication & Affects on Body Systems*      80/00/00/80**

Within this unit, the material covered, the student will be able to demonstrate how to store and medications and various supplies used for medication administration. Implement and document medication orders and communicate the orders as appropriated. Define potential causes of medication errors and roles and responsibilities of drug therapy. Demonstrate correct preparation of drugs for administration. Properly perform procedures and techniques for administering medications. Perform safe use, storage and administration of oxygen. Define responsibilities post medication administration. Student will show proper use of the medical record.

**Prerequisites: MEDA – 101**

**MEDA-103      *Return Skills Demonstration*      00/20/00/20**

Students will put into practice everything learned and demonstrate full knowledge and skills needed to administer medications safely and communicate appropriately in a safe and secured setting prior to entering the clinical externship.

**Prerequisites: MEDA – 102**

**MEDA-104      *Clinical Externship*      00/00/12/12**

The student will be assigned to their practical site in order to experience the daily operations of a medication aide. Students will demonstrate and productively utilize all competencies (resources, information, systems, technologies and interpersonal skill). Students will apply entry level skills, problems solving & personal qualities for securing a gainful position as a medication aide.

**Prerequisites: MEDA – 103**

**MEDA-105      *Final Return Skill Demonstration*      00/12/00/12**

Student will return to the lab setting for a final demonstration of all skills learned and put into practice at the clinical site. This is to ensure that the student understood and properly administered medications safely and communicated appropriately.

**Prerequisites: MEDA - 104**

*“This program is regulated and approved by the Texas Workforce Commission, Proprietary Schools Section.”*

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## DIALYSIS TECHNICIAN PROGRAM

### Curriculum Outline

<b><u>Program Length:</u></b>	<b><u>300 clock hours</u></b>
Classroom Instruction	80 clock hours
Lab	20 clock hours
Externship	200 clock hours
Total Hours	300 clock hours
Total Length of Program	12-16 weeks

### **PROGRAM DESCRIPTION – DIALYSIS TECHNICIAN PROGRAM**

The Dialysis Technician is highly trained to perform as a team in a dialysis facility or where needed. The technician is professionally trained to maintain the equipment according to regulation, but also in the procedures of hemodialysis of patients in kidney failure or insufficiency. The program is designed to meet both the required academic and clinical experience needed for the student to succeed in passing the course and prepared to take a national certification exam. Our goal is prepare the Dialysis Technician to give safe and expert hemodialysis to the community by working in hemodialysis clinics, hospital bedside hemodialysis and home care hemodialysis.

### Program Outline

SUBJECT & NUMBER	SUBJECT TITLE	CLOCK HOURS LEC/LAB/EXT/TOTAL	
DYLT-101	<i>Introduction &amp; the Persons with Kidney Failure</i>	16/00/00	16
DYLT-102	<i>Principles of Dialysis &amp; Devices</i>	16/00/00	16
DYLT-103	<i>Hemodialysis Vascular Access, Procedures &amp; Complications</i>	24/00/00	24
DYLT-104	<i>Dialyzer Reprocessing &amp; Water Treatment</i>	24/00/00	24
DYLT-105	<i>Lab</i>	00/20/00	20
DYLT-106	<i>Clinical Externship</i>	00/00/200	200
		<b>80/20/200</b>	<b>300</b>

### ADMISSION REQUIRMENTS

1. Students must be able to read, write, speak and understand English.
2. Students must be at least 18 years of age.
3. Students must be free of communicable diseases and suitable physical/emotional health to safely administer medications.
4. Students must have a high school diploma or GED. ATB testing is not available for this program
5. Students must be free of previous felony convictions, which will be confirmed via the submission of a criminal background check.
6. Students must be employed at a Hemodialysis Facility (dialysis clinic) and have a written agreement of employment at that site **OR** be a Phlebotomist, Medical Assistant, Nurse Aide, L.V.N. or R.N. **OR** have a history of healthcare and patient contact (i.e. military medic)

### COURSE DESCRIPTION

**DYLT-101      *Introduction & the Persons with Kidney Failure*      16/00/00/16**

As a patient care technician, a technician's job is to help patients with chronic kidney disease (CKD) receive safe and effective dialysis. To do this well, a student must learn what dialysis is, how it was developed, how to ensure high-quality care for patients, and how to perform and carry out your duties in a professional manner. We cover all

of these topics in this course. The goal of caring for people with kidney failure is to help each one reach the highest level of health possible. As you go about your work, keep in mind that your patients have one thing in common, kidneys that don't work. Aside from that, each one is an individual with his or her own knowledge level, interests, and preferred ways to do things. Having respect for each person will help you provide the best care for all of your patients. As a technician, the technician is the eyes and ears of the care team, the person in the closest contact with each patient. This means technicians are in a unique position to learn about patients and share vital insights with the team that can help improve care. Patients will also ask you questions and expect technicians to know the answers or refer them to a staff person who can help. To take on this role, students need to understand kidney disease, its causes and consequences, treatment options, and much more.

**Prerequisites: none**

**DYLT-102      *Principles of Dialysis & Devices*      16/00/00/16**

Hemodialysis may seem complex, but it is based on simple scientific principles. This module will help the student understand these principles and how they are used in dialysis. Dialysis replaces three main kidney functions: **1.** Removing wastes from the blood **2.** Removing excess fluid from the blood **3.** Keeping electrolytes (electrically charged particles) in balance. The student will learn how these three functions are replaced by the dialyzer. Trained staffs who know dialysis principles, equipment, and procedures are the most vital monitors of patient safety. This module covers hemodialysis devices, including dialyzers, dialysate, and delivery systems. If followed carefully the student will put to practice procedures and apply the principles reviewed in this module, technicians can master the use and maintenance of each device and help deliver safe dialysis treatments.

**Prerequisites: DYLT – 101**

**DYLT-103      *Hemodialysis Vascular Access, Procedures & Complications*      24/00/00/24**

In this section, the student will learn about fistulae, grafts, catheters, and other devices. The student will know definitions, assessment, and monitoring. We also cover the KDOQI guidelines, patient teaching, and complications of each type of access. Technicians have the vital task of helping patients to keep their lifelines. Proper access care and use can improve quality of life of the patients and job satisfaction for the whole care team. The student will also learn the types of patient care tasks, technical tasks, and skills needed to deliver safe and effective treatment. It goes over the processes of dialysis, from set-up through clean-up. The actions at each step from setting up the machine, to washing your hands, to putting in needles, to monitoring the treatment—affect your patients.

**Prerequisites: DYLT - 102**

**DYLT-104      *Dialyzer Reprocessing & Water Treatment*      24/00/24**

Dialyzer reprocessing is regulated by the federal and some state governments. Regulations include the standards and conditions centers must follow so reuse is as safe and effective as possible for both patients and staff. A reprocessing technician (Dialysis Technician) has the immense job of maximizing patient benefits of reuse and reducing the risks. This is done by carefully following all of the guidelines, regulations, and center procedures. This module covers the history of the reasons for reprocessing, the role of regulations and guidelines, and the steps used to reprocess dialyzers. To be safe, water to be used for dialysis must pass through a water treatment system—a series of devices, each of which takes out certain contaminants. This section the student will learn why and how water is treated before it is used for dialysis. The student will also learn the components of a water treatment system, how the system is monitored, and the common contaminants found in water.

**Prerequisites: DYLT - 103**

**DYLT-105      *Lab*      00/20/00/20**

Students will put into practice everything learned and demonstrate full knowledge and skills needed to perform as a Dialysis Technician safely and communicate appropriately in a safe and secured setting prior to entering the clinical externship.

**Prerequisites: DYLT - 104**

**DYLT-106      *Clinical Externship*      00/00/00/200**

The student will be assigned to their practical site in order to experience the daily operations of a Dialysis Technician. Students will demonstrate and productively utilize all competencies (resources, information, systems, technologies and interpersonal skill). Students will apply entry level skills, problems solving & personal qualities for securing a gainful position as a Dialysis Technician.

**Prerequisites: DYLT - 105**

## **Restorative Aide Seminar Program**

### **CURRICULUM OUTLINE**

<b>Program Length:</b>	<b>32 clock hours</b>
<b>Classroom Instruction</b>	<b>16 clock hours</b>
<b>Laboratory</b>	<b>08 clock hours</b>
<b>Externship</b>	<b>08 clock hours</b>
<b>Total Hours</b>	<b>32 clock hours</b>
<b>Total Length of Program</b>	<b>4 days</b>

### **PROGRAM DESCRIPTION - RESTORATIVE AIDE SEMINAR PROGRAM**

The Restorative Aide program is a comprehensive course designed to teach students the skills and abilities essential to the provision of physical restorative care to patients and residents in hospitals, rehabilitation, home health and long term care facilities. This course is for those who have completed the nurse assistant course. The program is designed to instruct nurse assistants to assist therapists and or consultants in physical, occupational, and speech therapy. The restorative aide will be able to serve in a maintenance capacity in the therapists or consultant’s absence. This program covers introduction to restorative nursing, communications, psychosocial aspects of disability, anatomy, physiology and pathology of the long-term patient, specific care problems, and basic restorative procedures. Graduates of this program may find entry-level employment as a restorative aide with hospitals, long term care facilities, home health, assisted living, rehabilitation facilities and more. At the end of the 48 clock hour course each passing student will be given a certificate of completion.

### **SEMINAR OUTLINE**

<b>Number</b>	<b>Subject Title</b>	<b>Lec/Lab/Ext/Total</b>
RNA-101	Restorative Aide Seminar	16 / 08 / 08 / 32
<b>Total Hours</b>		<b>16 / 08 / 08 / 32</b>
<b>RNA – 101 Restorative Aide Seminar</b>		<b>16/08/08/32</b>

#### **ADMISSION REQUIRMENTS.**

1. Be at least 18 years of age (or have the permission and signature of their parent)
2. Complete registration/application packet.
3. Have a current and valid state or military identification and social security card.
4. Current Nurse Aide Certification or certificate of completion from an approved NATCEP program.
5. Criminal Background not required

#### **COURSE DESCRIPTION**

This subject introduces students to care of a long term resident and facility. Upon completion of this subject students will be able to: 1) Discuss the role of the Restorative Aide; 2) Recognize and prevent safety hazards and use safety measures; 3) List different disciplines or therapy; 4) Will learn skills in communication, dementia, special care needs, family dynamics, and stress management; 5) Introduction to restorative nursing, communications, psychosocial aspects of disability, anatomy, physiology and pathology of the long-term patient, specific care problems, and basic restorative; 6) Use restorative approach in all aspects of care; 7) Promote optimal physical and psychosocial wellness; 8) How to explain procedures and perform them; 9) Encourage residents; 10) Assist residents to function independently; 11) Monitor residents progress; 12) Assist with restorative programs; 13) Assist with adaptive and assistive devices; 14) Use of prosthetic devices; 15) Maintaining range of motion.

Upon completion of this subject students will also be able perform personal skills: 1) perform body mechanics, positioning, and moving residents and describe the purpose; 2) Discuss the care of the resident's environment surroundings; 3) Assisting residents with transfer, ambulation, exercise, strengthening, independence and more.

In the final stage of the program the student will put into practice everything taught in lecture and in the lab setting prior to the start of clinical practice. Side by side with employed staff. 1) Interpersonal skills with peers in the health field; 2) Direct care and communication with residents; 3) How to work under direction and independently; 4) How to take and follow a restorative program; 5) Document the progress in the record sheet.

Prerequisite: Certified Nurses Assistant Certification or Certificate of Completion from an approved Nurse Aide Program

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## **Basic EKG/ECG Interpretations Seminar Program**

### **CURRICULUM OUTLINE**

<b>Program Length:</b>	<b>32 clock hours</b>
<b>Classroom Instruction</b>	<b>32 clock hours</b>
<b>Total Hours</b>	<b>32 clock hours</b>
<b>Total Length of Program</b>	<b>4 days</b>

### **PROGRAM DESCRIPTION - BASIC EKG/ECG INTERPRETATIONS SEMINAR**

The Basic EKG/ECG Interpretation seminar is designed for those who need to master the skill of EKG/ECG recognition. This seminar focuses on the essential information needed to know to interpret EKGs/ECGs and understand their significance. Each student will be able to recognize possible patient signs and symptoms related to the rhythm and, where appropriate, current recommended treatments for the rhythm are learned. Graduates of this program may find employment with hospitals, medical offices, critical care settings and more. At the end of the 32 clock hour course each passing student will be given a certificate of completion.

### **SEMINAR OUTLINE**

<b>Number</b>	<b>Subject Title</b>	<b>Lec/Lab/Ext/Total</b>
EKG - 101	Basic EKG/ECG Interpretation Seminar	32 / 00 / 00 / 32
<b>Total Hours</b>		<b>32 / 00 / 00 / 32</b>

### **ADMISSION REQUIRMENTS**

1. Be at least 18 years of age.
2. Complete registration/application packet.
3. Have a current and valid state or military identification and social security card.
4. Provide proof of occupation or school enrollment in any of the following disciplines:
  - i. Paramedic
  - ii. Nursing/Nurse (R.N., L.V.N., C.N.A. [or C.N.A. equivalent – i.e. P.C.A.]
  - iii. Medical Students
  - iv. EKG/ECG monitor technicians
  - v. Other Allied Health Personnel
  - vi. Medical Assistant

## **COURSE DESCRIPTION**

### **EKG – 101 Basic EKG/ECG Interpretation Seminar**

**32/00/00/32**

This subject introduces students to care of a long term resident and facility. Upon completion of this subject students will be able to: 1) Know the Anatomy & Physiology of the heart; 2) Know basic electrophysiology of the heart; 3) Know the rhythm of Sinus Mechanisms; 4) Know the wave form and signs & symptoms of an Atrial rhythm; 5) Know the wave form and signs & symptoms of a Junctional rhythm 6) Know the wave form and signs & symptoms of a Ventricular rhythm; 7) Know the wave form and signs & symptoms of an Atrioventricular (AV) blocks; 8) Know the wave form and signs & symptoms of a Pacemaker rhythm; 9) Know how to apply, run and interpret a 12-Lead ECG. 10) Each student will learn, when appropriate, current recommended treatments for the rhythm.

Upon completion of this subject students will also be able perform personal skills: 1) Monitoring EKG/ECG waveforms; 2) Performing a 12-Lead EKG/ECG; 3) Reporting and documenting normal and abnormal findings; 4) How to document the progress in the record sheet.

Anatomy and Physiology 2 hours, Basic Electrophysiology 3 hours, Sinus Mechanism 3 hours, Atrial Rhythm 3 hours, Junctional Rhythm 3 hours, Ventricular Rhythm 3 hours, Atrioventricular (AV) Blocks 3 hours, Pacemaker Rhythm 3 hours, Introduction to the 12 Lead ECG 1 hour. Total Lecture 24 hours, Lab – Interpretation 8 hours, Total 32 hours

Prerequisites any of the following are acceptable: Paramedic, Nursing/Nurse, Medical Students, EKG/ECG monitor technicians, Other Allied Health Personnel, Medical Assistant. Exceptions to this list will be determined by the Director or Instructor during the student interview.

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## **MEDICATION AIDE CONTINUING EDUCATION PROGRAM (maCEtp)**

### **CURRICULUM OUTLINE**

<b>Program Length:</b>	<b>7 clock hours</b>
<b>Classroom Instruction</b>	<b>7 clock hours</b>
<b>Total Hours</b>	<b>7 clock hours</b>
<b>Total Length of Program</b>	<b>1 day</b>

### **DESCRIPTION – MEDICATION AIDE CONTINUING EDUCATION PROGRAM/SEMINAR (maCEtp)**

The seven (7) hour Medication Aide Continuing Education Program/Seminar (maCEtp) is required annually by the Texas Department of Aging and Disability Services Medication Aide Program. The content is directed to the

responsibility of Medication Aides for theirs and the resident’s benefit. It will enhance the knowledge and skills of Medication Aides and make the best use of medications. Content will target patient compliance with medication regimens, promote health Professionals’ communication skills and disease management as well as ensure optimal therapeutic outcomes. The student will learn how to assist the multi-disciplinary approaches to effective medicine communications and treatments. Students will be provided with the “Communicate Before You Medicate” principles.

## SEMINAR OUTLINE

<b>Number</b>	<b>Subject Title</b>	<b>Lec/Lab/Ext/Total</b>
MACE - 101	Medication Aide Continuing Education Program (maCEtp)	07 / 00 / 00 / 07
<b>Total Hours</b>		<b>07 / 00 / 00 / 07</b>

### ADMISSION REQUIRMENTS

1. Be at least 18 years of age.
2. Complete registration/application packet.
3. Have a current and valid state or military identification and social security card.
4. Current Medication Aide Certification.

### COURSE DESCRIPTION

**MACE – 101 Medication Aide Continuing Education Program/Seminar (maCEtp) 07/00/00/07**

This (maCEtp) class is scheduled for seven hours and will be completed in one day. It meets the annual requirements for Medication Aides by the Texas Department of Aging and Disability Services Medication Aide Program. The first 30 minutes will consist of introductions and distributing course materials. Then will be a review of Medication Aide rules and regulations and a review of 40TAC §95 and other regulations. Student’s will know the authorized and unauthorized functions of a Medication Aide, the requirements of §95.103(b) and any rule changes during the last year and pertinent changes to the Medication Aide curriculum. Major topic is determined by the maCEtp approved instructor. Approved by both the Texas Department of Aging And Disability Services - Medication Aide Program and the Texas Workforce Commission - Career Schools and Colleges department. The closing will consist of evaluation handouts and exams if appropriate.

As of 05/01/1996 the Texas Department Of Human Services (DHS) recommends only selected introductory and closing content for the maCEtp, leaving the instructor free to determine the major content for the maCEtp. At the completion of the course the roster of medication aides and their information will signed by the instructor and mailed to the Texas DHS – Medication Aide Program.

Because the Texas DHS as allowed the maCEtp instructor is free to choose the major content, the course content will change from time to time. Here are some examples, provided by the Texas DHS – Medication Aide Program, to be taught. 1. Role of the Medication Aide on the Interdisciplinary Team 2. Communication Skill for Medication Aides 3. Role of Medication Aide in comprehensive drug management 4. Role of Medication Aide in resident assessment and care planning 5. New health care policies 6. New clinical guidelines 7. New clinical treatments and techniques 8. Automated and integrated health care systems 9. Trends in patient care/clinical practice 10. Current research related to medication aide 11. Clinical and pharmacologic management of residents with specific clinical conditions such infectious diseases, AIDS, eye disorders, diabetes, deculicters ulcers, TB, ect. 12. Role of the Medication Aide in meeting the psychosocial needs of residents 13. Skills and techniques for Medication Aides 14. Review of changes in health care regulations and standards pertinent to Medication Aides such as Nurse Aides Rules, Texas Curriculum for Nurse Aides in Long Term Care Facilities, Licensing Standards for Long Term Care Facilities, etc. 15. Drug review and update, such as review of new drugs, drugs frequently used in facilities and/or avoiding common medication errors.

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## **PTCB (Pharmacy Technician Certification Board) EXAM REVIEW**

### **CURRICULUM OUTLINE**

<b>Program Length:</b>	<b>8 clock hours</b>
<b><u>Classroom Instruction</u></b>	<b><u>8 clock hours</u></b>
<b>Total Length of Program</b>	<b>1 day</b>

### **SEMINAR DESCRIPTION – PTCB EXAM REVIEW**

This review is to assist a pharmacy technicians studying for the PTCB examination. This seminar is meant to augment a formalized pharmacy technician training program or on-the-job training, not replace it. This seminar is designed to review the competencies covered on the PTCB examination. This should also be a guide to determine which topics the examinee may need additional assistance in studying for the examination.

#### **SEMINAR OUTLINE**

<b>Number</b>	<b>Subject Title</b>	<b>Lec/Lab/Ext/Total</b>
<u>PTCBR-101</u>	<u>PTCB Exam Review</u>	<u>08 / 00 / 00 / 08</u>
<b>Total Hours</b>		<b>08 / 00 / 00 / 08</b>

#### **ADMISSION REQUIRMENTS**

1. Be at least 18 years of age.
2. Complete registration/application packet.
3. Have a current and valid state or military identification and social security card.
1. Notarized Document stating that the review is only a review of the PTCB exam and in no way instructs or guarantees a passing score on the PTCB exam.

#### **COURSE DESCRIPTION**

Students will utilize the following teaching skills; lecture, written, and computer based modules. The student will take many PTCB review tests throughout the seminar as well as making of flash cards with the 200 most common medications. Instructors will lecture on not only the medications but exam preparations, common testing errors, and trends in the PTCB exam. Updates in the law will be reviewed.

**Prerequisite: None**

## **CCHT (Certified Clinical Hemodialysis Technician) EXAM REVIEW**

### **CURRICULUM OUTLINE**

<b>Program Length:</b>	<b>8 clock hours</b>
<b><u>Classroom Instruction</u></b>	<b><u>8 clock hours</u></b>
<b>Total Length of Program</b>	<b>1 day</b>

## SEMINAR DESCRIPTION – CCHT EXAM REVIEW

This review is to assist dialysis technicians studying for the CCHT examination. This seminar is meant to augment a formalized dialysis technician training program or on-the-job training, not replace it. This seminar is designed to review the competencies covered on the CCHT examination. This should also be a guide to determine which topics the examinee may need additional assistance in studying for the examination.

### SEMINAR OUTLINE

Number	Subject Title	Lec/Lab/Ext/Total
CCHTR-101	CCHT Exam Review	08 / 00 / 00 / 08
<b>Total Hours</b>		<b>08 / 00 / 00 / 08</b>

### ADMISSION REQUIREMENTS

1. Be at least 18 years of age.
2. Complete registration/application packet.
3. Have a current and valid state or military identification and social security card.
4. Certificate of completion of a Dialysis Technician Training with the minimum required training hours as noted on the CCHT Exam Application **OR**
5. Notarized document of on the job training also meeting the minimum required training and instructional hours as noted on the CCHT Exam Application
6. AND Notarized Document stating that the review is only a review of the CCHT exam and in no way instructs or guarantees a passing score on the CCHT exam.

### COURSE DESCRIPTION

Students will utilize the following teaching skills; lecture and written modules. The student will take a CCHT review pretest and post test. Instructors will lecture on not only the procedures but exam preparations, common testing errors, and trends in the CCHT exam. Updates in the law will be reviewed.

**Prerequisite: None**

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