

SCHOOL HISTORY AND DESCRIPTION

In 2003, with a growing need for qualified EKG Technicians, Phlebotomy Technicians, Medical Assistants, Veterinary Assistants, and Massage Therapists, Northcoast Medical Training Academy introduced its new school to Kent and the surrounding areas with one goal in mind. That goal is to train our students with the best possible equipment and instructors that we can afford to produce the most sought-after graduates of our programs by employers in the medical field. In all of the programs, students use modern equipment and facilities, similar to the kind that they can expect to find on the job. By emphasizing hands-on training, Northcoast Medical Training Academy provides people entering or reentering today's competitive market with practical, skill-specific training vital to their success.

The school is located at 1832 S. R. 59, Kent, Ohio in the Gabriel Brothers Plaza (330-678-6600), and is directly on the Kent State University bus line. It currently occupies approximately 20,000 square feet of space on the ground floor of the building, and contains seventeen (17) classrooms designed for theory and laboratory instruction, nine (9) administrative offices, two (2) lobby/reception areas, one (1) student lounge, and four (4) gender-appropriate restrooms. The school, close to 20,000 square feet, is one of the finest school facilities of its kind in Northeast Ohio. An ample, free, well-lit parking area, including reserved spaces for the handicapped, is available in the parking lot in front of, adjacent to, and behind the school.

This institution, the facilities it occupies, and the equipment it uses comply with all federal, state, and local ordinances and regulations, including those related to fire, safety, building and health codes.

EDUCATIONAL PHILOSOPHY

Quality in the workplace is generally the direct result of quality education, personal motivation, and a love for what one does. Therefore, Northcoast Medical Training Academy's philosophy is to provide quality programs that are sound in curriculum (with continual updating), implemented by a qualified, experienced, and caring faculty. The programs are geared to serve those seeking a solid academic foundation in knowledge and quality clinical skills required to obtain employment in their chosen field of study. All of Northcoast Medical Training Academy programs emphasize hands-on training that is relevant to employers' needs and focus on areas that offer strong long-term employment opportunities. Northcoast Medical Training Academy offers students the training to be able to succeed at the job site, and a variety of medical certifications to add to student credentials for employability.

To offer students the training and skills that will lead to successful employment, the school must:

- Evaluate and update educational programs as needed, based upon employer recommendations. (We reserve the right to make programs even better!)
- Provide a clean, safe and enjoyable learning environment.
- Provide hands-on training on equipment that is in current use in the field(s).
- Select and hire sincere, caring, academically qualified teachers with direct professional experience in the vocations they teach.
- Promote self-discipline, motivation, and professionalism throughout the school so that students may enjoy success on the job and in society.
- Work closely with industry employers, always building positive professional relationships through a solid school reputation.
- Work with local communities and agencies as partners and vested neighbors supporting each other.

ADMISSIONS

Requirements and Procedures

Applying for admission early is the best way to assure that the specific classes you wish to take will be available. To apply, students must complete the Qualification Questionnaire or Application Form while visiting and touring the school.

All applicants are required to complete a personal interview with an admissions representative. Parents, spouses, family, and/or significant others are encouraged to attend. This gives the applicants and their families an opportunity to ask important questions relating to the school's curriculum and career objectives. Personal interviews also enable school administrators to determine whether an applicant is acceptable for enrollment into the program.

Once an applicant has completed and submitted the Enrollment Agreement, Qualification Questionnaire, and an on-site interview, the school reviews the information and informs the applicant of its decision. If an applicant is **not** accepted, all fees paid to the school will be immediately refunded.

School Policy Regarding Enrollment Dates and Regulations:

The school follows an **open enrollment** system. Individuals may apply up to one year in advance of a scheduled class start. Typically, prospective students enroll 1-60 days of a new quarter start and attend an orientation session prior to beginning their program at the school. If new programs are added there may be additional enrollment date requirements as needed. Orientation is not mandatory but very helpful for any new student, and all enrolled students are highly encouraged to attend. All enrolled students will be contacted to schedule their orientation session prior to starting school.

The following items ***must be completed*** at the time of application:

- Administrative evaluation of the application.
- Enrollment Agreement (if applicant is under 18 years of age, it must be signed by parent or guardian). (No student shall attend Northcoast under 18 yrs. old)
- Financial agreement forms (bank loan paperwork, if necessary)
- Payment of an application fee of \$50.00 for all diploma programs.

**The school reserves the right to reject students if the items listed above are not successfully completed.*

Prospective students **must** have a high school transcript/diploma copy or a recognized equivalency certificate (GED), and **are required to furnish proof by providing the school** with the diploma or GED certificate. A copy of the document will be placed in the student's academic file and maintained by the Registrar.

ATTENTION ALL STUDENTS

Phlebotomy Certificate Program/Medical Assistant Diploma Program/Veterinary Assistant Diploma Program/Massage Therapy Diploma Program students:

Health Notice Forms:

***All** students entering medical programs **must** also complete all Health Notice Forms **prior** to the start of any training program. Health Notice Forms are provided by the school. Once these forms are completed, the forms will be on record in the student's academic file and maintained by the Registrar.

*Students of **all** medical programs should have proper Ohio Health Department immunizations up-to-date **prior** to starting any coursework or attending the school. If requested, the school will furnish information regarding where immunizations can be obtained at low cost.

Credit for Previous Training

The Education Department/School Director will evaluate previous education and training that may be applicable to an educational program. If the education and/or training meet the standards for transfer of credit, the program may be shortened and the tuition may be reduced accordingly. Students who request credit for previous education and training are **required** to provide the school with an official transcript from the education institution. All acceptance of transfers or credits will be documented and maintained in the student's academic file by the Registrar.

STATE/FEDERAL APPROVALS AND MEMBERSHIP

Program and institutional assessments may be conducted periodically by qualified examiners and members of the school's Advisory Board, the State Board of Career Colleges and Schools and/or the Ohio Department of Health as well as the State of Ohio Medical Board. The purpose of these assessments is to evaluate the quality of the school's programs, staff, and faculty, and to examine the school's voluntary compliance with state standards and federal regulations.

- Approved by the State Board of Career Colleges and Schools. (Registration #03-07-1673T)
- Approved and fully accredited by ACCSC (Accrediting Commission of Career Schools And Colleges)
- Member of the Ohio Association of Career Colleges and Schools
- Member of the Kent Area Chamber of Commerce (2004 IMMY Award Winner)
- Authorized under federal law to enroll non-immigrant alien students
- Approved by the State of Ohio Medical Board to train Massage Therapists
- Approved by the Ohio Board of Nursing to train Practical Nurses.
- Approved to provide training to Workforce Initiative Agency (WIA), through the State of Ohio
- Approved to provide training through funding by the State of Ohio Employment office under the TAA (Trade Adjustment Act)
- Approved to provide training through the Ohio Bureau of Vocational Rehabilitation (BVR)
- Approved by NAHP (National Association for Health Professionals) to conduct on-site National Certification Testing for Registered Phlebotomy Technician Certification, Registered EKG Technician Certification, Registered Pharmacy Technician Certification, Registered Medical Billing and Coding Certification, and Registered Medical Assistant Certification.

School approvals and memberships and awards are displayed in the entrance lobby. The School Director can provide any additional information upon request.

STATEMENTS OF NON-DISCRIMINATION

Northcoast Medical Training Academy does not discriminate on the basis of gender, sexual orientation, age, physical or mental disability, race, creed, or religion in its admission to or treatment in any of its programs, activities, advertising, training, placement, or employment. However, should a discriminatory act occur against any student or employee, Northcoast will take the steps necessary to investigate the incident, correct any discriminatory effects, and prevent recurrence of such acts of discrimination, including disability harassment.

The Campus Director is the designated coordinator of Title IX, the Education Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. The Campus Director also serves as the coordinator to ensure compliance with Section 504 of the

Rehabilitation Act of 1973 and for implementing proper and appropriate policies that relate to the requirements of the school and its employees regarding this Act.

The Title IX Education Amendments of 1972 and the Section 504 Rehabilitation Act of 1973 designated Coordinator is:

Timothy Runge, Campus Director/Owner
Northcoast Medical Training Academy
1832 S. R. 59
Kent, OH 44240
330-678-6600

The alternate designated Coordinator is:

Joyce Shara, Practical Nursing Director
Northcoast Medical Training Academy
1832 S. R. 59
Kent, OH 44240
330-678-6600

Prospective students, current students, graduates, or employees who wish to file a grievance or complaint against the school or its representatives for disability discrimination, including disability harassment carried out by other students, employees, or third parties, or for other discriminatory acts covered under title IX and Section 504, may do so as outlined in the **GRIEVANCE PROCEDURE** section of the catalog.

ADMINISTRATION POLICIES

Academic Achievement

Grading

The progress and quality of students' work is measured by a system of letter grades and grade percentages. The meaning of each grade and its equivalent percentage is as follows:

A	90-100 = Excellent	4.0 quality points
B	80-89 = Very good	3.0 quality points
C	70-79 = Good	2.0 quality points
D	60-69 = Poor	1.0 quality points
F	0 – 59 = Failure	0.0 quality points
W*	Withdraw	not computed
TR	Transfer	not computed

*Shown on Transcript when a student withdraws after the first week of a quarter.

Note: If a student receives an "F" for a final grade for any course, retakes the course and successfully passes it, the original "F" will be shown on the student's final transcript, but will **not** be calculated in the G.P.A. If the student fails a **subsequent** course, the original "F" **will** be calculated in the final G.P.A. when the student retakes and successfully passes the course. **Only one "F" will be "forgiven" during the length of the program.**

Graduation Requirements

To be eligible for graduation, students must:

- Complete all required classroom quarters with a cumulative grade percent average of at least **70** percent (2.00).
- Meet the grade requirements for the quarter components.
- Meet a minimum of 90% attendance for the entire program.
- Complete all program requirements.
- Be current with all financial obligations or loan payments.

Students on academic probation may qualify for graduation if, at the end of the probationary term, they meet the Satisfactory Academic Process requirements. **Upon graduation, students will be awarded a certificate or diploma, from Northcoast Medical Training Academy depending on their program or course of study.**

Student Awards

Awards for outstanding academic achievement are presented to deserving students based on performance. Graduates find these awards can be an asset when they seek future employment. "Honors" status is awarded for a final cumulative G.P.A. of 3.50 – 4.00. "Merit status is awarded for a final cumulative G.P.A. of 3.00 – 3.49.

Satisfactory Academic Progress (SAP)

Requirements

In order to maintain satisfactory academic progress, students **must**:

- Achieve a cumulative grade point average (GPA) of at least 70% (2.00).
- Progress at a satisfactory rate toward completion of their programs.
- Complete the training programs within 1.5 times the planned program length.

The school measures satisfactory academic progress at the completion of each quarter. Students whose **cumulative** GPA falls below 70% (2.00) at the completion of a quarter are notified that they are being placed on academic probation, which will begin at the start of the following quarter. Students on academic probation are considered to be "active" students while they work towards restoring their cumulative grade point average to at least 70% (2.00). Students receiving scholarships and/or Title IV will continue to receive funding while on academic probation. Students forfeit scholarships upon academic dismissal.

Academic Probation (Initial)

The initial probationary period covers the quarter that starts immediately after students have been placed on academic probation. All students who are placed on any academic or disciplinary probation meet directly with the Campus Director and are provided with a copy of their probationary paperwork at that time. They are required to repeat the failed quarter ***at their expense*** during the probationary period unless the quarter is not offered at that time. In that case, the failed quarter must be repeated at the earliest possible date when the school does offer the quarter.

If, by the end of the initial probationary period, students achieve a cumulative GPA of at least 70% (2.00), they are notified that the probationary status is removed. If they have not achieved at least a 70% (2.00) cumulative GPA at the end of the initial probationary period, but have achieved at least a 70% (2.00) GPA for the quarter, they may continue their training program for a second probationary period.

Second Probationary Period

If students achieve the minimum required cumulative GPA of 70% by the end of the second probationary period, they are informed that they have been removed from academic probation. Students who do not achieve at least a 70% cumulative GPA by the end of the second probationary period will be dismissed from training by the school.

Reinstatement Policy

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated at the start of the next grading period (quarter) through the appeal process. If students achieve a cumulative GPA of at least 70 percent (2.00) by the end of that quarter, they will be considered to be making satisfactory academic progress and can remain in school.

Repeat Policy

*Students who fail a quarter **must** retake that quarter.* The failing grade, 59 or below, will be averaged into their GPA at the end of the quarter and remain in effect until the quarter is repeated and a new grade is earned. Students may repeat a failed quarter only once. If a student takes a repeated quarter a second time and fails again, they will be dismissed from the program without recourse.

When students repeat a quarter, the repeat grade received for that quarter will be added to the cumulative average for the calculation of the cumulative GPA. All attendance recorded in both repeated and original quarters will count toward the Maximum Completion Time calculation. In addition, all failures and repeats will be recorded on the Official School Transcript. All student transcripts are maintained by the Registrar as prescribed by Ohio law and/or Federal standards.

Note: If a student receives an "F" for a final grade for any course, retakes the course and successfully passes it, the original "F" will be shown on the student's final transcript, but will **not** be calculated in the G.P.A. If the student fails a **subsequent** course, the original "F" **will** be calculated in the final G.P.A. when the student retakes and successfully passes the course. **Only one "F" will be "forgiven" during the length of the program.**

Reinstatement and Appeal of Eligibility

Students who have lost eligibility can be reinstated by improving their academic average, attendance average, or both to the designated standards of the satisfactory progress definition. In cases of extenuating circumstances, students have the right to an appeals process established by Northcoast. The appeals process is a written letter to the Campus Director documenting the extenuating circumstances, and must be provided to the Campus Director within ten (10) business days. All appeals will be handled on an individual basis.

Maximum Program Completion Time

Students are expected to complete their program within the defined maximum program completion time, which, as defined by the Department of Education, **may not** exceed 1.5 times the normal completion time frame for that specific program.

Northcoast Medical Training Academy defines the normal time frame as the length of time it would take a student to complete the total program credit hours/units according to the enrollment agreement. The normal and maximum completion time for each program is listed below.

If a student fails at any evaluation point to meet either the minimum academic achievement or successful course completion standards below, and when the student has exhausted the probationary period, the student may no longer continue at Northcoast medical Training Academy and is no longer eligible for Federal student loans.

Phlebotomy Technician

1 Quarter program = normal program completion length (17.0 credits)

1.5 Quarters = maximum program length to complete (17.0 credits)

Medical Assistant Diploma Program

4 Quarter program = normal program completion length (57.0 credits)

6 Quarters = the maximum program length (57.0 credits)

Veterinary Assistant Diploma Program

4 Quarter program = normal program completion length (57.0 credits)

6 Quarters = maximum program length to complete (57.0 credits)

Massage Therapy Diploma Program

5 Quarter program = normal program completion length (67 credits)

7.5 Quarters = maximum program length to complete (67 credits)

Practical Nursing Diploma Program

4 Quarter program = normal program completion length (99.5 credits)

6 Quarters = maximum program length to complete (99.5 credits)

In order to complete the training and be considered a graduate within the maximum program completion time allowed, students **must** maintain a satisfactory rate of progress as defined below:

Phlebotomy Technician Program

- At the end of 1 attempted quarter, a minimum of 17.0 credits must be earned and completed (1 quarter).

Medical Assistant Diploma Program

- At the end of 2 attempted quarters, a minimum of 17.0 credits must be earned and completed (1 quarter).
- At the end of 4 attempted quarters, a minimum of 34.0 credits must be earned and completed (2 quarters).
- At the end of 5 attempted quarters, a minimum of 51.0 credits must be earned and completed (3 quarters).

Veterinary Assistant Diploma Program

- At the end of 2 attempted quarters, a minimum of 17.0 credits must be earned and completed (1 quarter).
- At the end of 4 attempted quarters, a minimum of 34.0 credits must be earned and completed (2 quarters).
- At the end of 5 attempted quarters, a minimum of 51.0 credits must be earned and completed (3 quarters).

Massage Therapy Diploma Program

- At the end of 2 attempted quarters, a minimum of 16.2 credits must be earned and completed (1 quarter).
- At the end of 4 attempted quarters, a minimum of 32.4 credits must be earned and completed (2 quarters).
- At the end of 6 attempted quarters, a minimum of 48.6 credits must be earned and completed (3 quarters).

Practical Nursing Diploma Program

- At the end of 2 attempted quarters, a minimum of 27.0 credits must be earned and completed (1 quarter).
- At the end of 3 attempted quarters, a minimum of 52.3 credits must be earned and completed (2 quarters).
- At the end of 4 attempted quarters, a minimum of 76.3 credits must be earned and completed (3 quarters).
- At the end of 6 attempted quarters, a minimum of 99.5 credits must be earned and completed (4 quarters).

Incomplete

An “incomplete” cannot be given as a final grade. However, at the end of the quarter, students may, with the instructor’s approval, be granted a maximum extension of seven (7) calendar days to complete the required class work, assignments, and tests. If students do not complete the required class work, assignments, and tests within the extension period, they will receive a failing grade of “F” or “-0-” for the quarter. The “F” or “-0-” will be averaged in with the student’s other grades to determine the cumulative GPA.

Withdrawals

Week One

When students withdraw from a quarter during the first week of the quarter, their names will cease to appear on any class roster or grade report and grades will not be recorded. For the purpose of calculating Maximum Completion Time and Satisfactory Academic Progress, the quarter will not be considered as an attempted quarter.

Week Two and After

When students withdraw from a quarter after the first week, their names will continue to appear on the class roster and a grade of “W” (Withdraw) will be entered. The quarter will be counted toward determining maximum Completion Time, and Satisfactory Academic Progress.

Withdrawal status remains on the permanent record. However, it will have no effect on the quarter grade or cumulative GPA.

Active students who do not attend any scheduled classes Week 1 and/or Week 2 of a new quarter will be considered “withdrawn”. Students wishing to be reinstated are required to make an appointment with Admissions, and **must** meet with the School Director for his authorization to return prior to their reinstatement.

Note: Students who are contemplating withdrawing from a quarter should be cautioned that:

- *The entire scheduled length of the quarter they are currently enrolled in is counted in their maximum program completion time.*
- *They may have to wait for the appropriate quarter to be offered.*
- *They must repeat the entire quarter from which they elected to withdraw prior to receiving a final grade, tuition costs may be affected, and there may not be space available in the class upon their return.*

Official Withdrawal Notification

Students who want to discontinue their training for any reason must make every attempt to schedule a meeting with a school official. This meeting can help the school correct any problems and may assist students with their plans. In many cases, the problem hindering successful completion of the education objective can be resolved during this session.

Unofficial Withdrawal Notification

For students who withdraw without notifying the school, the school will use ten (10) calendar day absences to determine that the student has unofficially withdrawn. The last day that the student ceased attending will then be used as the withdrawal date for calculating any return of Federal funds to the U. S. Department of Education. **If a student has a Federal loan, it is his/her responsibility to inform the guaranty agency/lender that he/she is no longer in school. It is also the student's responsibility to arrange for a Federal loan exit counseling session with the school's financial aid office.**

Leave of Absence Policy

Northcoast Medical Training Academy highly discourages the use of *Leaves of Absence*. Students should be advised that interrupting their program for any length of time will affect their graduation date. However, under special circumstances, a *Leave of Absence* may be granted by the School Director. Students will be required to furnish proof of hardship for consideration. A student may be placed on *Leave of Absence* for a period not to exceed 180 days (6 months) per academic program. Students will be considered "active" on the school's student roster and will be expected to maintain any monthly financial commitments that they have contracted with the school.

Students who need to take a **Leave of Absence** must adhere to the following procedures to return and continue their course of study:

- Schedule an appointment to meet with the School Director for his approval.
- Upon approval, student must sign and date a *Leave of Absence* form. The form will be retained by the Registrar in the student's academic file.
- Upon return, the student must schedule an appointment with Admissions and Financial Assistance prior to their entering any classes.

Note:** Students ***must be reinstated in the same courses at **exactly** the same point when they officially went on leave. Therefore, students may have to wait for those courses to again be offered prior to being able to re-enter the program at exactly the same point as when they were granted the leave. Students enrolled in the week-end Practical Nursing Program will not be **eligible for Leave of Absence**.

Student Appeal Process

Students whose training programs are terminated by the school will be informed of the right to appeal that decision. Students must initiate the appeal process by submitting to the School Director, in writing, within thirty (30) days of termination the reason why they should be readmitted to the school. The School Director will respond to the appeal, in writing, within two (2) weeks of receipt of the request.

Students will **not** be entitled to appeal if they are terminated for the following reasons:

- Exceeding the maximum program completion time.
- Violating the school's attendance requirements and policy without successfully completing at least 75% of the entire program of study.

Required Study Time

In order to complete the required class assignments, students are expected to spend outside time studying. The amount of time will vary according to individual student abilities. Students are responsible for reading all study materials issued by their instructors and must turn in assignments at the designated time by each instructor for each course.

Units of Credit

A clock hour is a class period of 50 to 60 minutes of instruction. Students earn **one** (1) credit unit for each ten (10) clock hours of lecture or twenty (20) clock hours of laboratory or for each thirty (30) clock hours of externship they complete. The measurement of an academic program in credits **does not infer or guarantee in any way the transferability** of these credits to any other institution. **The acceptance of**

acquired credits rests solely with the institution to which the student is attempting to transfer these credits.

*Note: Students should contact the Financial Aid Department for specific information regarding their program of study.

Class Size

To provide meaningful instruction and training, classes are limited in size. Standard lecture classes may average fifteen (15) students. The maximum class size will not exceed twenty-five (25) students. The School Director reserves the right to determine class sizes within the limitations of 25 students per class for any program excluding the Practical Nursing Program which may have up to thirty-three (33) students with respect to class size.

Laboratory classes enable students to receive hands-on training using equipment similar to that used by business and industry. To ensure that students receive the necessary time and attention to build experience and confidence, typical laboratory classes will average fifteen (15) students or less per instructor, and/or laboratory assistant. Sometimes laboratory classes may be combined but the instructor to student ratio of fifteen (15) students per instructor is maintained.

Attendance Policy

Regular attendance and punctuality will help students develop good habits necessary for successful careers. Therefore, each student is expected to attend every class session for each quarter which he/she is registered. Attendance will be taken by the instructors, and recorded and maintained for each quarter by the Registrar. Students may be excused 10% of their class hours per quarter. Students must attend a minimum of 90% of their scheduled program hours to be eligible for graduation. In the event of any absence from class, the student assumes the responsibility of immediately notifying the school and for making arrangements with individual instructors for any and all makeup of class work and hours missed. If a student is absent more than 10% of class time of each quarter, the student will be assigned a make-up project by the instructor. If satisfactorily completed, the instructor will complete a make-up hours form and turn it in to the Registrar for credit to the student's attendance record. A student can be assigned multiple projects, depending on the number of hours missed in excess of 10%.

Veteran Students

Students who are eligible to receive Veterans Administration training allowances will have their training benefits *discontinued* when they exceed 20% of their absences for the *total* program length. It should be noted that the school's attendance policies apply to those students who are receiving VA benefits. Students who have their training benefits discontinued by the Veterans Administration should contact the agency for their reinstatement policy. Any student who would wish to continue with their program at Northcoast Medical Training Academy after losing V.A. benefits, **must** meet with the

Financial Assistance Director at the school and make alternative tuition payment arrangements prior to continuing their program.

Make-up Work

Arrangements to make up assignments, projects, tests, and work missed as a result of absence **must** be made with the approval of the instructor in accordance with Northcoast Medical Training Academy attendance policy and course requirements.

Note: All projects, tests, final exams, required class work and make-up hours must be completed by the end of the quarter unless arrangements have been made with the Registrar or Campus Director prior to the end of the quarter, or course failure may result.

Tardiness/Early Departure

Students are required to be on time and stay for the duration of class. Students who deviate from this policy will be dealt with on an individual basis by faculty and staff. Excessive tardiness or leaving classes early may result in a student's dismissal from the training program. The student assumes the responsibility for making arrangements with individual instructors for all makeup of class work missed as a result of being late for classes or leaving classes early.

Weather Emergencies

The school reserves the right to close during weather emergencies or other emergencies for the safety of students and staff. Under these conditions, students will not be considered absent. Instructors will cover any missed material to ensure completion of the entire program.

Should the school need to be closed due to weather-related circumstances, please check www.I-Alert.com on the Internet. School closings are listed by the school's county (Portage). On the television, check "WKYC". If you do not have cable/satellite television this is Channel 3. If you have Time Warner cable in the Akron area, it is Channel 2. For other cable/satellite providers, check your channel listings to locate the corresponding channel for WKYC. ***If the MAIN campus of Kent State University is closed, Northcoast Medical Training Academy will also be closed.***

Clothing and Personal Property

All personal property is the sole responsibility of the student, and the school does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name and address.

Vehicles should always be locked as students would anywhere else to avoid the possibility of property loss due to theft. While Northcoast Medical Training Academy

maintains a safe environment, students should be aware that theft can occur anywhere in public places and should always use available safeguards and common sense against such events.

Code of Conduct

Students are required to follow standards of conduct that are typical of the working world. Students may be placed on probation, suspended, or terminated for violation of the school's personal conduct standards. Violations include dishonesty, theft, unprofessional conduct, disrespect of an instructor, use of profanity, possession of firearms or weapons, cheating, insubordination, physical violence of any kind, noncompliance with safety rules, use of alcohol or drugs on school property, and vandalism of school property or equipment. Students who are terminated for any reason relating to theft, vandalism, physical violence, or any criminal activity will be subject to criminal prosecution by the school through local law enforcement entities. Students violating other school codes may be placed on probation for a maximum of ninety (90) days at the discretion of school administrators. If, in the opinion of the School Director, students can demonstrate adherence to the personal conduct rules following a violation and probation period determination, the probation period may be shortened. If terminated, students may reenter school the following quarter by filing a written request to be reinstated, and with subsequent permission of the School Director.

Smoking Policy

Northcoast Medical Training Academy is a non-tobacco facility. Smoking is allowed **only** in designated outdoor areas of the school building. Use of tobacco of any kind is **not** permitted within the school. **There will be no smoking in the front entrance of the school at any time. Violators are subject to suspension.**

Dress Code

A clean, neat appearance will help students develop appropriate dress habits for new careers. Employers may visit the campus to interview students for jobs and to give guest lectures, so it is important that the student body convey a professional image at all times. Dress and grooming should be appropriate for the area of study.

All medical students in any program of 200 clock hours or more are required by Northcoast Medical Training Academy to **wear medical scrubs at all times** while in the school. There are **no exceptions** to this rule. This is to ensure that all students are ready to complete laboratory assignments and so that the school meets all OSHA regulations at all times.

All scrubs must be in good taste and in good condition, meeting all OSHA regulations and standards. Generally, students have about 3-4 sets of medical scrubs that they own which will be of great benefit as they enter the workforce.

PLEASE NOTE: Students dressed inappropriately will **not** be permitted to attend school that day. Those who continually disregard the dress code will be warned in writing and, if necessary, disciplinary action will be taken, including the possibility of suspension and/or expulsion.

Drug Abuse Prevention

Information on drug abuse prevention is available at the school (from the Campus Director) for all students and employees.

Academic Advisement and Tutoring

Students' educational objectives, grades, attendance, and conduct are reviewed on a regular basis. Students will be notified if their academic standing or conduct is unacceptable. Failure to improve academic standing or behavior may result in further action. Tutorial programs and academic advisement are available for students who are experiencing difficulties with their class work. Students are encouraged to seek academic assistance through their instructor or the Education Department Director/School Director. We are here to help you!

Disabled Students

Disabled students should make arrangements to meet with the School Director prior to the start of class to review facilities and required accommodations. Disabled students are welcome as all other prospective students. The school will attempt to make all reasonable accommodations.

Health/Medical Care

Students must take proper care of their health so that they can do their best at school. This means getting plenty of sleep, sufficient exercise, and eating nutritious food. Students who become seriously ill or contract a communicable disease should stay home and recover, but remember to notify the school immediately. All medical and dental appointments should be made after school hours.

The school **will not be responsible for rendering any medical assistance or transportation due to liability reasons**, but will refer students to the proper facility upon request.

Termination Procedures

Students may be terminated by the school for cause. Examples include, but are not limited to, the following:

- Violation of the school's attendance policy.
- Failure to maintain satisfactory academic progress (SAP).
- Violation of personal conduct standards.
- Inability to meet financial obligations to the school.

Students to be terminated are notified in writing and may appeal to the Campus Director.

Comparability of Programs

Students who want information regarding how tuition, fees, and program length compare to other institutions should contact the State Board of Career Colleges and Schools at 35 East Gay Street, Suite 403, Columbus, OH 43215-3138, (614) 466-2752. Another good source to check for comparable programs is the Accrediting Commission Of Career Schools And Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, (703) 247-4212.

Student Complaint/Grievance Procedure

The term "grievance" is defined as a dispute between a student and the school regarding the interpretation, application of, or compliance with any provision of the Northcoast medical Training academy policies or procedures. The grievance process is available to all students without fear of retaliation or intimidation. All conversations with the student shall be held in strict confidence by those involved. The grievance decision may be appealed as outlined in Step II.

Step I: The grieving student discusses the concern with the instructor who is involved with the issue in an effort to arrive at a mutually agreeable solution. The discussion must be held within three (3) working days of the occurrence.

Step II: If the grievance is unresolved after Step I, the student may further pursue the grievance process by submitting the grievance in writing to the Department Head within six (6) working days of the original dispute. The letter must include the date of occurrence and a detailed description of the incident.

Within five (5) working days from the submission of the completed grievance letter, the student, faculty member, and the Department Head will meet for the purpose of resolving the grievance.

At the conclusion of the investigation, the Department Head's written disposition will be given to the student and the faculty member within seven (7) working days of the meeting. The grievance will be considered resolved if an agreement is reached at this point.

Step III: If the student is not satisfied with the Department Head's disposition of the grievance, the student may appeal in writing to the Campus Director within three (3) working days after receipt of the disposition. A conference will take place within five (5) working days and include the student, the faculty member, the Department Head, and the Campus Director. The Campus Director shall submit a written disposition which shall include reasons for the disposition. This disposition shall be considered binding and will conclude the grievance as well as due process.

The time limits set forth in the above procedure may be extended by mutual agreement of the school and the student. "Working days" shall not include Saturdays, Sundays, holidays, or vacation days.

Schools accredited by the ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to

**Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd./Suite 302
Arlington, VA 22201
(703) 247-4212**

If a student feels that the school has not adequately addressed a complaint or concern, the student may consider contacting the State Board of Career Colleges and Schools. All complaints considered by the State Board of Career Colleges and Schools must be in written form, with permission from the complainant(s) for the State Board of Career Colleges and Schools to forward a copy of the complaint to the school for response.

The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the State Board of Career Colleges and Schools. A copy of the State Board of Career Colleges and School's complaint form may be obtained by writing or calling the State Board of Career Colleges and Schools at:

**Executive Director
State Board of Career Colleges and Schools
35 East Gay Street, Suite 403
Columbus, OH 43215
(614) 466-2752 or (877) 275-4219**

Policy and Program Changes

The school catalog is current as of the time of printing. Northcoast Medical Training Academy reserves the right to make changes in organizational structure, policy, and procedures as circumstances dictate. Northcoast Medical Training Academy reserves the right to make changes in equipment and materials and to modify the curriculum as it

deems necessary. Any changes made are done to make the educational experiences at Northcoast better for our students. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and to contribute to the level of interaction among students. **Students are expected to be familiar with the information presented in this school catalog.**

Cancellation/Refund Policy

Cancellations:

When students enroll in a program of study, they reserve places that cannot be made available to other students. The Enrollment Agreement does not constitute a contract until an official of the school has approved it. If the school does not accept the Agreement, all monies will be refunded. Students have the right to cancel the Enrollment Agreement at any time.

Students may withdraw without a penalty within five (5) business days following either the regularly scheduled orientation procedures or a tour of the school and inspection of equipment. An enrollment agreement may be cancelled within five (5) calendar days of signing provided the school is notified in writing as stated in Ohio Administrative Code 3332-1-10(F)(1). In such case, the school must refund in full all tuitions and fees paid.

If an applicant/student cancels or withdraws or is terminated by the Academy for any reason, refunds will be made according to the following policies, as required by the State Board of Career Colleges & Schools.

Refunds:

A student wishing to officially withdraw should inform the School Director at least five (5) calendar days in advance of withdrawal. A student who returns to the Academy after withdrawing must sign a new Enrollment Agreement and will be subject to the then-current price of tuition.

A student's last date of attendance (LDA) as documented by the Academy will be used to calculate any money the student owes and to calculate any refund the student is due.

For those students who attend class **more than one (1) day** of scheduled classes, the following refund policy is applicable:

A student who starts class and withdraws during the **first full calendar week** of the academic term shall be obligated for **twenty-five percent** of the tuition and refundable fees for that academic term, plus the registration fee.

A student who withdraws during the **second full calendar week** of the academic term shall be obligated for **fifty percent** of the tuition and refundable fees for that period, plus the registration fee.

A student who withdraws during the **third full calendar week** of the academic term shall be obligated for **seventy-five percent** of the tuition and refundable fees for that period, plus the registration fee.

A student who withdraws beginning with the **fourth full calendar week** of the academic term **will not be entitled to a refund** of any portion of the tuition and fees.

Refunds will be paid within thirty (30) calendar days of a student's LDA if the student officially notifies the Academy of his/her intent to withdraw; or in instances in which a student does not notify the Academy of his/her intent to withdraw, thirty (30) calendar days from the date the Academy makes the determination that the student has withdrawn; or thirty (30) calendar days from the date the Academy terminates a student.

Note: Students will not be charged tuition if they begin their training program and withdraw prior to midnight of the **fifth** scheduled school day following the **first** scheduled class session. However, they must pay the registration fee stated on the Enrollment Agreement. This is more beneficial to the student than the State of Ohio Refund Policy. When the student is due a refund to the tuition charged, the refund shall be made no later than thirty (30) days from the last date of attendance. If tuition and fees are collected in advance of the class start date and the student does not start class or withdraws on the first day of class, the school shall retain no more than the registration fees.

Financial Aid

Northcoast Medical Training Academy offers students varying options for payment of tuition. Those able to pay tuition up-front obviously reduce their remaining fees upon entry. However, the school recognizes that many students lack the resources to begin their educational training. In all cases, except full quarterly payment-of-program tuition, students can expect to have a monthly charge and obligation as with most other higher-learning institutions. It is imperative that students view monthly payment obligations as any other important obligation so as not to have their education interrupted by not being able to attend. The school does not discount tuition for prepayment per state regulations.

Beginning with the 2010-11 academic year, Northcoast Medical Training Academy joined other U. S. colleges and universities in the Federal Direct Student Loan programs. Federal Stafford loans will disburse directly from the federal government.

Note: Northcoast Medical Training Academy receives tuition funding from many sources. Until **all** tuition has been received by Northcoast and the student's account is a zero (0) balance, students will **not** be issued any checks in excess of tuition.

Northcoast Medical Training Academy Scholarship Program

Northcoast Medical Training Academy offers a Dean's Scholarship to area high schools. As a community service supporter in the area, the Northcoast Medical Training Academy Scholarship Program may award over \$30,000 to area high schools. High school students should check with their individual high school counselors for eligibility requirements. High school students interested in receiving these scholarships must apply in the high school counselor's office. Each participating school must select a

committee comprised of instructors who, with the approval of the Superintendent, will make the final selection. Selection of the scholarship recipient should be based on academic achievement, individual initiative of the graduate to achieve their goals, and the need for financial assistance in obtaining post-secondary education. The scholarship offered is for one graduate from each school that participates in the scholarship program. For each graduate chosen, the maximum value is \$1,000 in tuition credit applied toward any training program offered at Northcoast Medical Training Academy. The scholarship is awarded based on a maximum of \$1,000 per calendar year while the student is attending classes at Northcoast Medical Training Academy.

In addition to the Dean's Scholarship, the Marlene People's Emeritus Practical Nursing Scholarship will be awarded annually to either a high school graduate or area individual. The scholarship will be a total of the program's tuition payable in tuition credit. The recipient will be chosen based on high school or post-secondary G.P.A. of 3.00 or better, or a GED with a minimum score of 50; proven membership in clubs or organizations that promote interest in health care, the environment, or furthering community interests; and a one-page essay including volunteer time to causes bigger than themselves plus how the person plans to further the nursing profession. Application information can be acquired from participating high school guidance offices or by calling the Academy at 330-678-6600.

STUDENT SERVICES

Student Assistance

Northcoast Medical Training Academy may assist students in finding part-time or full-time employment while they attend school. Assistance includes resume preparation advice, application/cover letter advice, thank-you/follow-up letter advice, advice in preparing for an interview, aids in securing an interview, and a list of available jobs and employers appropriate to the field of student study. It should be noted that Northcoast Medical Training Academy is in no way obligated to provide any employment assistance while students attend school. Any assistance provided is merely a courtesy.

Graduation

The school strongly encourages students to maintain satisfactory attendance, conduct, and academic progress so that prospective employers may view them favorably.

While the school **cannot and does not** guarantee any graduate employment, the administration personnel has had a great deal of experience and outstanding past success in placing hundreds of graduates from two other similar area schools in employment related to, or specifically in, their field of study. Northcoast Medical Training Academy will assist students and **expects students to be very active in their employment search** as graduation nears.

All graduating students participate in the following career-planning activities:

- Preparation of Resumes and Letters of Introduction - This is an important step in a well-planned job search.
- Interviewing Techniques - Students acquire effective interviewing skills through practice exercises.
- Job Referrals by Career Planning Services - The Career Planning Services Department compiles job openings from employers in the area.
- On-Campus Interviews - Companies may visit the school (at their discretion) to interview graduates for employment opportunities.

**All students are expected to participate in the career planning process and failure to do so may jeopardize these privileges, as well as potential employment opportunities.*

Student Activities

Throughout the school year, activities that encourage school spirit and develop student leadership may be offered. The school believes that participation in these activities is an important part of the educational process, and student involvement is encouraged. Northcoast Medical Training Academy is a relatively small school so the instructors and administration will take the time to get to know each of you. Please take the time to get to know your fellow students so that the atmosphere of the school will always remain upbeat, positive, and rewarding for us all. Students often make lifelong friends while attending school as well as study partners or ride-sharing companions. Northcoast Medical Training Academy wants to provide the atmosphere with which everyone will want to be associated.

Housing Assistance

Although the school does not maintain dormitory facilities, students who are relocating and must arrange their own housing may request additional assistance. The school will be helpful with information and recommendations for students moving into the area.

Transportation Assistance

The school maintains information on public transportation and a list of students interested in carpooling. This school is located on the KSU bus line on State Route 59, and is very easy to find from any location.

Field Trips

Northcoast Medical Training Academy believes that training is enriched by observing real-life applications. When appropriate, visits are arranged to professional locations within our local area. Students can expect to participate in some field trips for any program they have selected while attending Northcoast Medical Training Academy. All students will be required to sign a Field Release Form prior to participating in any

school-related activity that takes place off campus. Failure to sign a Field Trip Release form may result in your being denied participation. Please note, no staff or family member is permitted to transport any student at any time due to insurance/liability reasons.

Crime Awareness And Campus Security Act

In compliance with the Federal Crime Awareness and Campus Security Act, the school publishes and distributes annually to all current students and employees a campus security report. Highlights of this report are outlined below. Students or employees who want to review the full report may obtain a copy from the School Director.

Whenever any of the following crimes occur on this campus, the information is reported to local police agencies and recorded on an incident report. These statistics are available to students and employees.

- | | |
|-----------------------|------------------------|
| 1. Murder | 5. Burglary |
| 2. Sexual Assault | 6. Motor Vehicle Theft |
| 3. Robbery | 7. Arson |
| 4. Aggravated Assault | |

Whenever an arrest is made for the violations stated below, the school records the incident and makes the statistics available to students and employees.

1. Liquor Law Violations
2. Drugs Abuse Violations
3. Weapons Violations

Family Education Right To Privacy Act (FERPA)

Under authority of the Family Education Right to Privacy Act, the school has established a policy for the release of student and/or graduate information:

- All students attending Northcoast Medical Training Academy, parents of minor students, and parents of tax-dependent students will have the right to inspect, review, and challenge their academic records including grades, attendance, advising, and any additional information contained in their education records or that of their minor or tax-dependent child. The right to student file information is not conveyed to any spouse or family member by the right of relationship. A spouse does not have access. As a postsecondary educational institution, parental access to students' records will be allowed without prior consent of the students if the students are dependents.
- Education records are defined as files, materials, or documents that contain information directly related to students and are maintained by the institution. The School Director supervises records and access is afforded by school officials for the purpose of recording grades, attendance, and advising, as well as determining financial assistance eligibility.

- Each student and the parent or guardians of a dependent student have the right to review their academic and financial assistance records. The review will be allowed during regular school hours under appropriate supervision. The student and/or parent must notify the school one day in advance. During and after inspection of the file, no original document may be removed by the examining party. The school will provide one copy of each document free of charge and will do so within five (5) working days of the student's or their parent's request.
- Written consent is required before education records may be disclosed to third parties with the exception of the accrediting commissions and government agencies so authorized by law. Anytime access is granted to a student file, for purposes of review by other than appropriate management, state, or federal authorities, an access log will be kept of the date, place, and time during which access occurred. The name of the person(s) who accessed the file and the reason for the file review will be recorded in the log.
- Under no circumstances will the school disclose to any agency or person any statistic or report in the student files that relate to Campus Crime Information reporting requirement. This does not preclude disclosure under order of the court or to agencies entitled to access by right of legislation.

Student Rights

Students may challenge the records for the purpose of correcting or deleting any of the contents. The challenges must be made in writing with the reason for the requested change fully stated. The student has a right to challenge the contents of the education records on the grounds that the records are inaccurate.

Note: *Under no circumstances is the school bound by law to change any factual information, nor will the school alter or remove any factual information in any student record at any time.*

FINANCIAL INFORMATION

Tuition and Fees

The Enrollment Agreement obligates the student and the school for the entire program of instruction. Students' financial obligations will be calculated in accordance with the refund policy in the contract and this school catalog. The content and schedule for the programs and academic terms are described in this catalog.

Program	*effective -	Tuition 1/1/10	General Fee*	Application Fee*
Phlebotomy Technician		\$3,247.50	-0-	\$50
Medical Assistant Diploma		\$12,990	-0-	\$50
Veterinary Assistant Diploma		\$12,990	-0-	\$50
Massage Therapy Diploma		\$12,990	-0-	\$50
Practical Nursing		\$18,990	-0-	\$50

***These are total costs for tuition, and there are no other fees than are listed.**
Registration fees will also be **included** in the final program price entered in the Enrollment Agreement.

PLEASE NOTE THE FOLLOWING ITEMS ARE PROVIDED AND INCLUDED IN THE TUITION:

- **The use of all supplies and equipment.**
- **All textbooks that are designated for student use (contained in this catalog) for students to keep.**
- **A stethoscope is also included for students to keep, for all programs except the Massage Therapy Program where the stethoscope will be of little value.**

If a student finds that a particular book (not included as a student book in this catalog) may be useful as a future reference tool, the book can be purchased from the school. Students will be charged for any damaged or lost books that need to be replaced.

There is a **\$35.00** fee per graduate for all those wishing to go through commencement exercises. This cost covers the cap and gown rental as well as diploma and certificate covers. This fee also covers refreshments for graduates and their guests. All graduates are highly encouraged to participate in graduation!

Voluntary Prepayment Plan

The school provides a voluntary prepayment plan to students and their families to help reduce the balance due upon entry. Details are available upon request from the Financial Aid Office.

ADMINISTRATION

School Director/Education Director

Timothy J. Runge

- 1982 B.S. Graduate of Kent State University Administrative Criminal Justice
- 19 years as an instructor for over 18 different courses
- Experience as Department Head/Placement Director/Education Director/Assistant School Director
- 19 years experience in proprietary education
- 2 years direct experience as an ACCSC Team Leader (National Accreditation Body)
- NEOPCS member for over 5 years

Sr. Director of Admissions

Christy Woodall-Runge

- 2003 B.A. Social Sciences Graduate of Hiram College
- 7 years experience as Director of Career Education and Public Relations for a Public School District
- Experience as Lead Admissions Representative/High School Admissions Director/Placement Director
- 15 years experience in proprietary education/graduate of proprietary school
- Continuing Education Kent State University, MA Ed (Human Development & Family Studies)

Director of Admissions

Amy Bond

- 2005 B.A. Business Administration/Organizational & Behavior Graduate of University of Missouri
- 5 years in Human Resources
- 2005 - Continuing education Human Resources Management Certificate; University of Missouri

Director of Financial Aid

Janet Mayfield

- 25+ years accounting & payroll
- 6 years shipping/receiving manager for 3-store chain
- 3 years direct experience as Financial Aid Officer

Registrar

Susan Madick

- 12 years direct experience as Registrar for a proprietary school
- Over 20 years direct experience in office administration/Credit Manager/Office Manager/Administrative Assistant
- Graduate of proprietary school with Secretarial Associate Degree

Director of Career Education

Amy Gazdik

- Over 8 years experience as high school representative, admissions representative and Director of Admissions
- Experience as a Lead Administrator for a proprietary school
- Over 4 years experience in Career Education & Planning

FACULTY

All faculty members are Registered Nurses, Licensed Practical Nurses, experienced instructors of medical assistant program coursework in proprietary schools, Veterinarians, Veterinarian Technicians, experienced Veterinarian Assistants, or State of Ohio Certified Massage Therapists. All faculty members meet the State Board of Career Colleges and Schools requirements and standards. All faculty members are on file with the State Board of Career Colleges and Schools and their qualifications have been reviewed by the board through the required instructor qualifications form for each instructor.

**A complete faculty list is available from the Campus Director upon request.*

HOURS OF OPERATION

School opens at 7:30 a.m. Monday through Saturday, and is open until 10:30 p.m. each night, except Saturdays when the school will close at 6:00 p.m.

FINANCIAL AID OFFICE:

Monday through Thursday	9:00 a.m. – 7:00 p.m.
Friday	9:00 a.m. – 2:00 p.m.

*Financial Aid Office Hours are subject to change as determined by the Campus Director.

Special arrangements will be made as needed to accommodate those students who need to meet with Financial Aid at a time not scheduled above.

MEDICAL PROGRAM(S) DAYS/HOURS:

Medical Assistant Diploma Program

Day:	8:30 a.m. - 2:30 p.m.	Monday through Thursday
Evening:	5:30 – 10:30 p.m. 5:30 – 9:30 p.m.	Monday through Thursday Friday

Phlebotomy Technician Certificate

Day:	8:30 a.m. - 2:30 p.m.	Monday through Thursday
Evening:	5:30 – 10:30 p.m. 5:30 – 9:30 p.m.	Monday through Thursday Friday

Veterinary Assistant Diploma Program

Day:	8:30 a.m. - 2:30 p.m.	Monday through Thursday
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Massage Therapy Diploma Program*

Day:	8:30 a.m. – 4:30 p.m.	Tuesday and Thursday (Qtrs 1 & 2) Monday and Wednesday (Qtrs 3, 4, & 5)
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*(Classes meet twice a week for student convenience)

Practical Nursing Diploma Program

Day	8:00 a.m. – 2:00 p.m.	Monday through Friday
Evening	3:30 – 9:30 p.m.	Monday through Friday
Week-end	5:30 – 10:30 p.m. 8:00 a.m. – 6:00 p.m.	Friday Saturday

ACADEMIC CALENDARS 2011 - 2012

Medical Assistant Diploma Program

Day Classes – Monday through Thursday

Evening Classes – Monday through Friday

2011

2012

Qtr Start Date	Qtr End Date	Qtr Start Date	Qtr End Date
January 3, 2011	March 11, 2011	January 2, 2012*	March 9, 2012
March 14, 2011	May 20, 2011	March 12, 2012	May 18, 2012
May 23, 2011	July 29, 2011	May 21, 2012	July 27, 2012
August 1, 2011	October 7, 2011	August 6, 2012**	October 12, 2012
October 10, 2011	December 16, 2011	October 15, 2012	December 21, 2012

*Quarter begins Jan 2, 2010. Classes resume Jan. 3, 2012.

**1 Week Break 7/30/12 – 8/4/12

Phlebotomy Technician Certificate Program

Day Classes – Monday through Thursday

Evening Classes – Monday through Friday

2011

2012

Qtr Start Date	Qtr End Date	Qtr Start Date	Qtr End Date
January 3, 2011	March 11, 2011	January 2, 2012*	March 9, 2012
March 14, 2011	May 20, 2011	March 12, 2012	May 18, 2012
May 23, 2011	July 29, 2011	May 21, 2012	July 27, 2012
August 1, 2011	October 7, 2011	August 6, 2012**	October 12, 2012
October 10, 2011	December 16, 2011	October 15, 2012	December 21, 2012

*Quarter begins Jan 2, 2010. Classes resume Jan. 3, 2012.

**1 Week Break 7/30/12 – 8/4/12

Veterinary Assistant Diploma Program

Day Classes – Monday through Thursday

2011

2012

Qtr Start Date	Qtr End Date	Qtr Start Date	Qtr End Date
January 3, 2011	March 11, 2011	January 2, 2012*	March 9, 2012
March 14, 2011	May 20, 2011	March 12, 2012	May 18, 2012
May 23, 2011	July 29, 2011	May 21, 2012	July 27, 2012
August 1, 2011	October 7, 2011	August 6, 2012**	October 12, 2012
October 10, 2011	December 16, 2011	October 15, 2012	December 21, 2012

*Quarter begins Jan 2, 2010. Classes resume Jan. 3, 2012.

**1 Week Break 7/30/12 – 8/4/12

Massage Therapy Diploma Program

Day Classes – Tuesday/Thursday (Quarters 1 and 2)
Monday/Wednesday (Quarters 3, 4, 5)

2011

2012

Qtr Start Dates	Qtr End Dates	Qtr Start Dates	Qtr End Dates
January 3, 2011	March 25, 2011	March 12, 2012	June 1, 2012
March 28, 2011	June 17, 2011	June 4, 2012	August 24, 2012
June 20, 2011	September 9, 2011	August 27, 2012	November 16, 2012
September 12, 2011	December 2, 2011	November 19, 2012	February 22, 2013
December 5, 2011	March 9, 2012		

STUDENT HOLIDAYS AND VACATION BREAK SCHEDULE

2011

2012

Holiday/Break	Date	Holiday/Break	Date
Martin Luther King, Jr.	January 17	Martin Luther King, Jr.	January 16
Presidents' Day	February 21	Presidents' Day	February 20
Memorial Day	May 30	Memorial Day	May 28
Independence Day	July 4	Independence Day	July 4
Labor Day	September 5	Labor Day	September 3
Thanksgiving	Nov. 23-25	Thanksgiving	Nov 21-23
Winter Break	12/19/11 – 1/3/12**	Winter Break	12/24/12 – 1/7/13

MEDICAL ASSISTANT DIPLOMA PROGRAM

900 CLOCK HOURS/57.0 QUARTER CREDIT HOURS
FOUR (4) QUARTERS
(40 WEEKS TO COMPLETE)

PROGRAM DESCRIPTION

The Medical Assistant Program is designed to provide the students with the knowledge and hands-on skills to perform competently and professionally in a variety of entry-level medical positions. The students will receive training in front-office skills (record management, ICD-9 billing and coding, CPT insurance, patient charts) and back-office skills (clinical skills relating to a wide array of direct patient care situations). Students will receive a strong background in Phlebotomy the first quarter that they are in the Medical Assistant Program. Students will be trained by medical health professionals who have had appropriate and direct experience working in the health-care field and are approved by the State Board of Career Colleges and Schools. It is the strong belief of Northcoast Medical Training Academy that students require the proper academic portion of medical training curriculum in conjunction with an even blend of direct hands-on skill instruction and practice in the clinical and laboratory setting.

Students will be expected to attend school every day scheduled in appropriate medical attire (scrubs) and to conduct themselves as professionals at all times. Instruction does not only stop with the academic curriculum and clinical skill sets, but also includes daily preparation by instructors to learn what it means to be a health care professional. Patient care is much more than the physical side of health care. The graduates of Northcoast Medical Training Academy will represent the highest ethical and professional standards possible. Northcoast Medical Training Academy wants to ensure that the solid, professional, and sincere reputation established by the administration and instilled within each student/graduate is what employers will come to expect, admire, and hire. Students will be required to successfully complete and pass a 180 hour externship set up for and monitored by Northcoast Medical Training Academy. Students will be placed at various medical facilities to gain experience in real-life settings that will help them improve skills and confidence as a medical assistant. Students will be placed only at approved sites by the school and at the discretion of the Northcoast Medical Training Academy administration and staff. During the course of the program, students will be certified for CPR and receive a certification card from the American Heart Association. Upon completion of the Medical Assistant Program, students will be able to take the National Association for Health Professionals (NAHP) Nationally Registered Certified Medical Assistant Test on site to add to their credentials and employability in the medical field. Graduates of the Medical Assistant Program will also be eligible to take the Nationally Registered Certified Phlebotomy Technician, the Nationally Registered Certified Coding Specialist, the Nationally Registered Certified Pharmacology Technician, as well as the Nationally Registered Certified EKG Technician exams. Students are highly encouraged to take and pass all five (5) certification exams, as these certifications will without question add a great deal to their credentials and make them desirable by many employers.

Upon completion of the program, graduates can gain occupations in the following areas of the medical field: Medical Assistant, Unit Clerk, Pharmacy Assistant, Radiology Assistant, Laboratory Technician, Phlebotomist Specialist/Technician, Medical Secretary, Patient Accounts Representative, Medical Records File Clerk, Medical Billing/Coding Clerk.

CREDENTIAL AWARDED UPON COMPLETION OF THE MEDICAL ASSISTANT DIPLOMA PROGRAM

Upon successful completion of the program requirements, graduates will be awarded a Diploma in Medical Assistant from Northcoast Medical Training Academy. This program normally takes forty (40) weeks or ten (10) months to complete.

REQUIREMENTS FOR GRADUATION

- A total of 150 successful blood draws (50 per quarter).
- Successful completion of appropriate coursework and a final cumulative grade point average of at least 2.00.
- Minimum attendance of 648 hours (216 hours per quarter) for Quarters 1-3, plus successful completion of 180-hour externship.
- Current with all financial obligations.

MEDICAL ASSISTANT DIPLOMA PROGRAM

COURSE LISTING

QUARTER 1:

MA110 MEDICAL TERMINOLOGY/
INTRODUCTION TO PHLEBOTOMY/PATIENT RELATIONS
COMPLIANCE AND COMPETENCY

MA111 CLINICAL LABORATORY PROCEDURES
PHLEBOTOMY TECHNIQUES & PROCEDURES

QUARTER 2:

MA112 CARDIOPULMONARY AND ELECTROCARDIOGRAPHY
EKG TRAINING/CPR TRAINING AND CERTIFICATION

MA115 CLINICAL ASSISTING & PHARMACOLOGY
MEDICAL SPECIALTIES/CLINICAL SPECIALTIES

QUARTER 3:

MA113 MEDICAL OFFICE PROCEDURES/
PATIENT RECORDS AND CHARTS

MA114 MEDICAL INSURANCE (CPT)
CODING (ICD-9)

QUARTER 4:

MA116 MEDICAL CLINICAL EXTERNSHIP
(off-site placement by Northcoast Externship Coordinator)

MEDICAL ASSISTANT DIPLOMA PROGRAM

COURSE DESCRIPTION

MA110: MEDICAL TERMINOLOGY/INTRODUCTION TO PHLEBOTOMY & PATIENT RELATIONS/COMPLIANCE AND COMPETENCY 8.0 Credit Hours

This course is designed to introduce students to the variety of medical terms that they will encounter in the medical field as a Medical Assistant. Students will learn about the various terminology relating to body planes, circulatory system, cardiovascular system, respiratory system, urinary system, endocrine system, skin, the integumentary system, as well as anatomy and physiology. Students will be introduced to the field of phlebotomy with respect to laboratory standards, ethical issues, quality assurance, infection control and isolation techniques, medical asepsis hand-washing, blood collection, and proper toxic waste disposal. Students will be provided instruction in the use of the metric system, syringes and needles, evacuated system, butterfly collection system, coagulation and anticoagulants, tourniquets, micro-collection equipment, collection of unopette blood sample, and the use of specimen collection trays. Conflict management and patient satisfaction instruction will be presented. Issues relating to laws that regulate compliance will be discussed. Phlebotomy-related compliance policies will be instructed. Topics involving proper documentation, limits on invasive specimen collection procedures, patient safety, age-specific care, and phlebotomy procedures will all be presented. Daily lectures in each class and ample time in the clinical laboratory setting to apply learned skills will be provided to students. Students will perform invasive procedures and check vital signs. Students will be instructed in the use of professional communication skills with patients and fellow health care professionals. Conflict management and patient satisfaction will be presented. Students will be expected to study presented material as well as be required to meet any laboratory skill evaluation checklists for this course.

Prerequisite: None

MA111: CLINICAL LABORATORY PROCEDURES PHLEBOTOMY TECHNIQUES & PROCEDURES 9.0 Credit Hours

This course starts by introducing clinical laboratory procedures that are common to a physician's office or clinic. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. During the Phlebotomy techniques and procedures of this course, students will learn blood collection process, patient identification, patient positioning, accession numbering, selection of venipuncture site, performing a safe sterile venipuncture, venipuncture by syringe and evacuated tube methods, the failed venipuncture, patient reactions, intravenous and indwelling lines, prioritizing specimen collection, and arterial punctures. Venipuncture for infants/children, finger-stick punctures differing types of patients (anticoagulant, resistant, obese, psychiatric, isolated, and damaged or collapsing vein patients) will be instructed. Instruction will also include a variety of special specimen considerations and procedures such as: fasting, timed and stat specimens, special collection techniques, making blood smears, glucose testing, Surgicutt bleeding time method, blood cultures, urine culture collection, and specimen preservation and transport. Maintenance and care of laboratory equipment and supplies are presented. Students perform several invasive procedures and check vital signs. Students will learn the medical terminology specific to the course material. Students will be expected to study presented material as well as be required to meet any laboratory skill evaluation checklists for this course.

Prerequisite: None

Medical Assistant Course Description (cont):

MA112: CARDIOPULMONARY AND ELECTROCARDIOGRAPHY EKG TRAINING/CPR TRAINING AND CERTIFICATION

8.5 Credit Hours

This course examines in more detail the circulatory system and respiratory system with respect to the functions of the heart and lungs. Students will gain knowledge about the electrical pathways of the heart muscle preparing them to connect EKG leads and recording and electrocardiogram. The most up-to-date EKG machines will be used to facilitate student understanding of importance of proper physician diagnosis of heart-related illnesses. A cardiopulmonary resuscitation (CPR) course within this quarter will enable students to respond appropriately to a cardiac emergency. Students will gain actual CPR certification and CPR cards while in this course. Students will be expected to study presented material as well as be required to meet any laboratory skill evaluation checklists for this course.

Prerequisite: None

MA113: MEDICAL OFFICE PROCEDURES/ PATIENT RECORDS AND CHARTS

8.5 Credit Hours

This course has generally two major areas of instruction. The first part of this course focuses on the medical office setting and the common procedures and use of technology that enable the office to run efficiently. Special emphasis is placed on the interpersonal skills that allow the office staff to interact successfully with the patients, hardware, and software. Students are trained with respect to common emergency procedures. The other major focus of this course is on generating, organizing, and maintaining patient records and files manually as well as electronically. Students will become familiar with records management systems and develop skills in alphabetic filing and indexing. Students will become familiar with a variety of letters and reports typically encountered in the medical office environment. Students learn the formats and guidelines for the professional production of those documents as well as appropriate software necessary to construct professional medical documents. Students will be expected to study presented material as well as be required to meet any laboratory skill evaluation checklists for this course.

Prerequisite: MA110, MA111

MA114: MEDICAL INSURANCE (CPT)/CODING (ICD-9)

8.5 Credit Hours

This course develops student proficiency in preparing and processing insurance claims. Various types of insurance programs, including plans, type, and scope of coverage are discussed. National coding systems that are commonly used for claims processing are studied. Students learn how to obtain appropriate information from patient charts and ledgers in order to complete insurance forms accurately. Students are given simulated billing situations, and then must select the appropriate forms as well as use the proper codes to process the insurance claim for optimal reimbursement. The use of the most recent year's CPT and ICD-9 coding books will be used to facilitate the most recent relevant training for our students. Appropriate coding software will also be a part of this program allowing students to gain hands-on experience and practice with coding and claims. Students will become familiar with this course's specific medical terminology. Students will be expected to study presented materials as well as be required to meet any laboratory skill evaluation checklists for this course.

Prerequisite: MA110, MA111

Medical Assistant Course Description (cont):

MA115: MEDICAL SPECIALTIES/CLINICAL SPECIALTIES

8.5 Credit Hours

This course starts out with focus on the importance of asepsis and sterile techniques that students will continue to use in today's health care environment. Students will learn about basic bacteriology and how this relationship relates to infection and disease control procedures. Common diseases of the muscular system are introduced. Basic therapeutic drugs, their use, effects on the body, and classifications are covered. Students will become familiar with the principles of medication administration. Students will perform invasive procedures and check vital signs. The second part of this course provides students with an overview of clinics, laboratories and hospitals, and their various departments. Medical specialty areas including: urinary, cardiology, and respiratory are all discussed in depth. Students will become familiar with diseases, causes, symptoms, tests, and treatments related to each of the specialties. In addition, students will learn about clinical specialties of psychiatry, toxicology, neurology, and ophthalmology. Students will become familiar with symptoms, tests, and treatment options for each specialty. Students will be expected to study presented materials as well as required to meet any skill evaluation checklists for this course.

Prerequisite: None

MA116: MEDICAL ASSISTANT EXTERNSHIP

6.0 Credit hours

The Northcoast Medical Training Academy administration will seek out and place all medical assistant students at appropriate and valuable externship sites for the completion of 180 hours of real-life medical assistant industry experience. Externship sites are established, approved and maintained by the school. Students do not find or select a site and while the school attempts to place students at externship sites at locations near student residences the school fully reserves the right to place students at the most appropriate externship site based upon availability. Students can make requests to the externship coordinator and all reasonable attempts to place students at sites that provide the appropriate clinical experiences and help reduce logistical concerns will be made when possible. Students will gain experience directly related to the skills that will be required of them upon graduation and employment in the field. Students will become familiar with policies/procedures of the facility at which they are placed, and will conduct themselves professionally at all times, anything short of professionalism may result in a student be terminated from the site and a failing grade given. Students should treat their externship placement as if they were an employee of that facility. Often times the site will hire a quality externship student. Students will be required to meet externship skill evaluation checklists required and should note a large portion of an earned grade is determined by externship site feedback and externship coordinator. Students that fail an externship or create issues at a site are subject to academic probation, reassignment to another site to repeat the entire externship requirement, or in severe cases termination from the program.

Prerequisite: MA110, MA111, MA112, MA113, MA114, MA115

MEDICAL ASSISTANT/PHLEBOTOMY SKILL EVALUATION CHECKLIST

Procedure 1.1	Medical Asepsis Hand-washing
Procedure 1.2	Removal of Contaminated Gloves
Procedure 1.3	Blood Collection in an Isolated Room
Procedure 1.4	Biohazard Waste Handling Procedures
Procedure 1.5	Response to Accidental Biohazard Exposure
Procedure 1.6	Collecting a Unopette Sample
Procedure 1.7	Patient Identification Procedures

Procedure 2.1	Venipuncture by Syringe
Procedure 2.2	Venipuncture by Evacuated Tube Method
Procedure 2.3	Finger-stick Skin Puncture
Procedure 2.4	Heel-stick Skin Puncture
Procedure 2.5	Making a Blood Smear
Procedure 2.6	Surgicutt Bleeding Method

Procedure 3.1	Collecting a Clean catch Urine Specimen
Procedure 3.2	Collecting a Bagged Urine Specimen
Procedure 3.3	Collecting a 24-Hour Urine Specimen
Procedure 3.4	Collecting a Throat Culture Specimen

MEDICAL ASSISTANT DIPLOMA PROGRAM

LIST OF EQUIPMENT AND MATERIALS (TEXTBOOKS/SUPPLIES/WORKSTATIONS)

TEXTBOOKS:

Phlebotomy Certification Exam Student Study Guide (Students MUST purchase)

Medical Terminology; Dietz (7th Edition) Thompson Learning*

Medical Assisting; Keir, Wise, Kribs/ (6th Edition) Delmar Publishing*

CPT Coding; (2008/2009 Edition)/Medbooks Publishing

ICD-9 Coding; (2005/2006 Edition) Medbooks Publishing

American Heart Association/CPR 2009

Medi-soft Software 9.0 Version 2004 with 2008 Downloads (15 site licenses)

Encoda-Pro Coding Software 2004 with 2006 Downloads (15 site licenses)

Microsoft Vista Operating System for All Computers

***Indicates student-issued books to be kept by the students**

- All Medical Program, Veterinary Program and Massage Program students will use a specific computer laboratory set up for them. All software relating to coding or patient records as well as Microsoft Office Suite Downloads are loaded on the following 14 computers that have Microsoft Vista 2008 as the operating system:

Dell 4.0 gig
2.0 Gig. Memory
120 Gig. Hard Drive
19" Flat Screen LCD Dell Monitors
Internet Keyboard
Dell Lighted Scrolling Mouse

**The medical/veterinary/massage computer room has two (2) high-speed high capacity laser Brother 2008 printers that are networked to all the computers. Additionally, all student computers, which are used individually as each class utilizes this laboratory, are connected to our high-speed T-1 Internet line. This is the fastest connectivity available to the school. Microsoft Windows Vista is the operating system used by the school.

*Students: Please do NOT change settings on any computer at any time. These computers are maintained via contract with Quality IP located in Kent to ensure that they experience little to no downtime for all student benefit. By altering or changing settings on any computer or printer a student may jeopardize computer laboratory effectiveness, the Northcoast IP contract, or damage equipment. Should a student go against the school policy and alter a computer please note that student will be subject to any and all costs associated with restoring the computer or the computer laboratory back to the original functioning format.

Should there be a need for any of the students at Northcoast Medical Training Academy to conduct research or gain any additional information on any assigned project, the Medical/Veterinary/Massage Computer Laboratory computers are available during the afternoon when classes are not scheduled. Generally, the Laboratory computers are available for student use between 1:00 p.m. – 5:30 p.m. Monday through Thursday, and from 9:00 a.m. – 3:00 p.m. every Friday. Additional times may be available when classes are not held in the computer laboratory.

** Finally, all students should note that computer laboratory may have a scheduled class or use time by a particular program or class. These times are scheduled in advance and are posted on or near the computer room door. Please observe and respect the use of the computer laboratory by another class or group AT ALL TIMES. Classes that have scheduled use times by their instructor will take precedent and all other students MUST remain out the computer laboratory until the scheduled time is completed. Thank you in advance for your expected understanding and cooperation.

MEDICAL ASSISTANT DIPLOMA PROGRAM

NON-ISSUE STUDENT USE TEXTBOOKS

- Northcoast Medical Training Academy maintains current ICD-9 medical insurance and medical coding books
- Northcoast Medical Training Academy maintains current Taber's reference books
- Northcoast Medical Training Academy maintains current year CPT coding books
- Northcoast Medical Training Academy maintains PDR reference books
- Northcoast Medical Training Academy offers to all graduates of the Medical Assistant Program the ability to take the National Association for Health Professionals (NAHP) Nationally Registered Certified Medical Assistant, Nationally Registered Certified Phlebotomy Technician, Nationally Registered Certified Coding Specialist, Nationally Registered Certified Pharmacology Technician, and Nationally Registered Certified EKG Technician tests on-site. Students will gain American Heart Association CPR Certification on-site at no additional charge.

*Northcoast Medical Training Academy currently maintains all of the above equipment and books and is ready to provide a quality Medical Assistant Diploma Program curriculum to all students who are and will be enrolled in the Medical Assistant Diploma Program.

Northcoast Medical Training Academy also maintains a library bookcase that has over 200 medical books available for student use. These books can be checked out by title and ISBN number through the Campus Director or your Program Department Head at the student's discretion.

MEDICAL ASSISTANT DIPLOMA PROGRAM

MAJOR EQUIPMENT

MEDICAL COMPUTER LABORATORY:

- NETWORK SECURITY SERVER
- DELL STUDENT WORKSTATIONS (14)
- APPLICABLE SOFTWARE & SITE LICENSES
- ETHERNET HUB
- ROUTER
- UPS UNIT (BATTERY & BACK-UP)
- BROTHER LASER PRINTERS (2)
- TV/VCR COMBINATION (3)
- 3-M OVERHEAD PROJECTORS (4) (with pull-down screens for (3) classrooms)
- COMFORTABLE CHAIRS (for each student)
- T-1 HIGH-SPEED INTERNET CONNECTION
- PATCH PANEL & ALL CABLES

MEDICAL EQUIPMENT:

- ANATOMICAL MODEL(S) VARIOUS
- BLOOD CHEMISTRY ANALYZER (HEMOGLOBIN B DIGITAL UNIT) – 12 (TOTAL)
- ELECTROCARDIOGRAPHY MACHINE/COMPUTERIZED (4) EKG MACHINES (TOTAL)
- GLUCOMETERS (20)
- COAGACHECK DIGITAL BLOOD ANALYZER
- DIGITAL AUTOCLAVE (PELTON/CRANE)
- MANUAL AUTOCLAVE (PELTON/CRANE)
- CHOLESTEC DIGITAL LIPID PROFILE ANALYZER
- DCA 2000+ GLUCOSE (BAYER) ANALYZER
- HAND-HELD DOPPLER UNIT (for OBG infant heart rate & vascular blood flow)
- MANUAL AUTOCLAVE AND A DIGITAL AUTOCLAVE
- MEDICAL EXAMINATION TABLES (4)
- PATIENT EXAM ROOM (SET-UP)
- MICROSCOPES (2)
- SPHYGMONANOMETERS (24)
- STETHOSCOPES (for each student)
- MAYO STANDS (for each laboratory)
- TRAINING INJECTION ARMS (2 MULTI-RACIAL)
- SURGICAL INSTRUMENTS (several sets)
- AED AUDIO TRAINING DEFIBRULATOR
- CURRENT TABER'S REFERENCE BOOKS FOR EACH LABORATORY
- FULL BODY SKELETON (2)
- APPROPRIATE TOXIC WASTE RECEPTICLES (each laboratory)
- VARIOUS ANATOMICAL LAMINATED FRAMED REFERENCE POSTERS
- ALL VACUTAINERS AND INCIDENTAL SUPPLIES FOR DAILY USE
- MEDICAL WASTE DISPOSAL UNITS FROM STERICYCLE
- VARIOUS MEDICAL VIDEO TAPES TO SUPPLEMENT INSTRUCTION
- CPR MANUALS
- OSHA STANDARDS MANUAL AND CD FOR REFERENCE AND INSTRUCTION
- ALL TEST MANUALS FOR VARIOUS MEDICAL CERTIFICATION FROM NAHP

MEDICAL ASSISTANT DIPLOMA PROGRAM

PROGRAM OUTLINE

Course Titles	Total Clock Hours	Total Credit Hours
MA110: Medical Terminology/Introduction to Phlebotomy/Patient Relations/Compliance & Competency		
Classroom Lecture	40.0	Classroom Lecture 4.0
Laboratory	<u>80.0</u>	Lab/Shop <u>4.0</u>
	120.0	8.0
MA111: Clinical Laboratory Procedures/Phlebotomy Techniques & Procedures		
Classroom Lecture	60.0	Classroom Lecture 6.0
Laboratory	<u>60.0</u>	Lab/Shop <u>3.0</u>
	120.0	9.0
MA112: Cardiopulmonary & Electrocardiography/EKG Training/CPR Training		
Classroom Lecture	50.0	Classroom Lecture 5.0
Laboratory	<u>70.0</u>	Lab/Shop <u>3.5</u>
	120.0	8.5
MA113: Medical Office Procedures/Patient Records and Charts		
Classroom Lecture	50.0	Classroom Lecture 5.0
Laboratory	<u>70.0</u>	Lab/Shop <u>3.5</u>
	120.0	8.5
MA114: Medical Insurance (CPT)/Medical Coding (ICD-9)		
Classroom Lecture	50.0	Classroom Lecture 5.0
Laboratory	<u>70.0</u>	Laboratory <u>3.5</u>
	120.0	8.5
MA115: Clinical Assisting & Pharmacology/Medical Specialties/Clinical Specialties		
Classroom Lecture	50.0	Classroom Lecture 5.0
Laboratory	<u>70.0</u>	Laboratory <u>3.5</u>
	120.0	8.5
MA116: Medical Clinical Externship		
Externship	180.0	Externship 6.0
TOTAL LECTURE	300.0	TOTAL LECTURE 30.0
TOTAL LABORATORY	420.0	TOTAL LAB/SHOP 21.0
TOTAL EXTERNSHIP	<u>180.0</u>	<u>6.0</u>
TOTAL	900.0	TOTAL 57.0

MEDICAL ASSISTANT DIPLOMA PROGRAM

CLOCK HOUR TO CREDIT HOUR CONVERSION

The Northcoast Medical Training Academy utilizes the following Clock Hour to Credit Hour Conversions in compliance with the State Board of Career Colleges and Schools, and in compliance with applicable federal regulations:

Quarter Credit Hours:

- One (1) quarter credit hour for at least ten (10) classroom contact hours plus appropriate outside preparation or the equivalent; or
- One (1) quarter credit hour for at least twenty (20) hours of supervised laboratory instruction plus appropriate outside preparation; or
- One (1) quarter credit hour for not fewer than thirty (30) hours of externship/internship or work-related experience.

MEDICAL ASSISTANT DIPLOMA PROGRAM

DESCRIPTION OF OUTSIDE PREPARATION REQUIRED FOR THE CLASSROOM PORTION OF THE PROGRAM

All students at the Northcoast Medical Training Academy will be required to spend time externally from the scheduled classroom time preparation prior to each class.

- Reading assignments will be required of the material to be covered so that those students will gain the greatest possible benefit of learning through the classroom lectures.
- Assignments that relate to quarter curriculum will be required on a daily or weekly basis in addition to the outside reading assignments.
- Reinforcing through assignments outside of class will enhance skill development, the skills that are/were presented in the class or laboratory.
- Students will be assigned projects appropriate to each class based on designed syllabi and instructor. Individual as well as group projects will be utilized and require outside preparation as it relates to appropriate quarter curriculum.

*Students should expect outside study time, assignment time, reading, and project time to equal approximately one-half of the total scheduled classroom time each quarter of their program.

**PHLEBOTOMY TECHNICIAN
CERTIFICATE PROGRAM
240 CLOCK HOURS/17.0 CREDIT HOURS**

**(Ten Weeks to Complete Certification Program)
Phlebotomy Certification Examination Eligible
National Certification Eligible On-Site Through NAHP**

PROGRAM DESCRIPTION

The Phlebotomy Technician Program is designed to provide all students with the knowledge and hands-on skills to perform competently as a skilled Phlebotomist. The Phlebotomy Technician Program curriculum blends the fundamentals and advanced skills in phlebotomy that are needed to become a valued member of today's health services care team. Lecture and direct hands-on laboratory experience are dovetailed as integral parts of this program. Students also will receive a solid background in the fundamentals of professional patient relations, accurate record keeping, standard precautions and safety regulations (OSHA), and measures for working in this health care field. Students will train on the same types of equipment typically found and utilized by current phlebotomists in clinics, doctors' offices, medical centers, and hospitals. Students will be required to satisfactorily complete all evaluation skills listed as part of the program checklist for each course. Upon successful completion of this program, students will be eligible to take the Nationally Registered Certified Phlebotomy Technician Exam offered by the National Association of Health Professionals (NAHP). If graduates are successful, they will gain the credential of a Nationally Registered Certified Phlebotomy Technician (NRCPT), and may have access to higher wage scales and greater local and regional job opportunities. Since there is an increasing demand for Phlebotomists, graduates can be employed at a variety of venues such as: hospitals, physicians' offices, specialty clinics, blood collection centers, nursing homes, and service providers for home health care services and reference laboratories.

Upon completion of this program, graduates can gain occupations as: Phlebotomists, Blood Collection Specialists, or Phlebotomy Technicians in the laboratory, hospital, clinic, or physician's office or medical group setting.

**CREDENTIAL AWARDED UPON COMPLETION OF THE PHLEBOTOMY
TECHNICIAN PROGRAM**

Upon successful completion of the program requirements, graduates will be awarded a Certificate of Phlebotomy Technician. This program normally takes 10 weeks or 2-1/2 months to complete. Students will then be permitted to test on site for their Nationally Registered Certified Phlebotomy Technician certification through National Association for Health Professionals (NAHP).

REQUIREMENTS FOR GRADUATION

- A total of 100 successful blood draws.
- Successful completion of appropriate coursework and a final cumulative grade point average of at least 2.00.
- Minimum attendance of 216 hours.
- Current with all financial obligations.

**PHLEBOTOMY TECHNICIAN
CERTIFICATE PROGRAM**

COURSE LISTING

- PH101 MEDICAL TERMINOLOGY
- PH102 INTRODUCTION TO PHLEBOTOMY
- PH103 PHLEBOTOMY CLINICAL TECHNIQUES AND PROCEDURES
- PH104 PATIENT RELATIONS AND LEGAL COMPLIANCE

PHLEBOTOMY TECHNICIAN CERTIFICATE PROGRAM

COURSE DESCRIPTION

PH101: MEDICAL TERMINOLOGY

2.0 Credit Hours

This course is designed to introduce students to the variety of medical terms that they will encounter in the field of Phlebotomy. Special emphasis will focus on the terminology relating to body planes, circulatory system, cardiovascular system, respiratory system, urinary system, endocrine system, skin, and the integumentary system. Students will learn the medical terms commonly utilized by the health care industry so that they can perform as professionals wherever they become employed. This course will be lecture-based with medical software also used to supplement instructor material delivery. Students will be expected to study all presented material and worksheets.

Prerequisite: None

PH102: INTRODUCTION TO PHLEBOTOMY

6.0 Credit Hours

This course is designed to introduce students to the field of Phlebotomy. From the history of phlebotomy to laboratory standards, ethical issues, quality assurance, body systems, anatomy and physiology of the circulatory system, infection control and isolation techniques, medical asepsis hand-washing, blood collection, proper waste disposal procedures, will all be discussed in depth. Additionally, this course will provide instruction in the use of the metric system, syringes and needles, evacuated system, butterfly collection system, coagulation and anticoagulants, tourniquets, micro-collection equipment, collection of unopette blood sample, and the use of specimen collection trays. Students will receive daily lectures in every class as well as have ample time in the clinical laboratory to practice the skills they have learned about each day. Students will be expected to study presented material as well as be required to meet laboratory skill evaluation checklists for each course they take in the Phlebotomy Technician Program at Northcoast Medical Training Academy.

Prerequisite: PH101

PH103: CLINICAL TECHNIQUES AND PROCEDURES

6.0 Credit Hours

This course is designed to instruct students in the steps of the blood collection process, patient identification, accession numbering and specimen identification, patient positioning, selection of venipuncture site, performing a safe venipuncture, venipuncture by syringe and by evacuated tube methods, the failed venipuncture, patient reactions, intravenous and indwelling lines, prioritizing specimen collection, and arterial punctures. Students will also learn about venipuncture for children/babies, finger-stick skin punctures, differing types of patients (anticoagulant, resistant, obese, psychiatric, isolated, and damaged or collapsing vein patients). Instruction will also include a variety of specimen considerations and special procedures such as: fasting, timed, and stat specimens; special collection techniques; making blood smears; glucose testing; surgicutt bleeding time method; blood cultures; urine culture collection; and specimen preservation and transport. Students will be expected to study presented material as well as be required to meet laboratory skill evaluation checklists for each course they take in the Phlebotomy Technician Program at Northcoast Medical Training Academy.

Prerequisite: PH102

Phlebotomy Technician Course Description (cont)

PH104: PATIENT RELATIONS & LEGAL COMPLIANCE

3.0 Credit Hours

This course is designed to instruct the students in professional communication skills with patients and fellow healthcare professionals. Conflict management and patient satisfaction instruction will be presented. Issues relating to laws that regulate compliance as well as why compliance is essential will be discussed. Phlebotomy-related compliance policies will also be instructed. A variety of topics involving competency and documentation will be instructed including: limits on invasive specimen collection procedures by phlebotomists, patient safety, age-specific care, and phlebotomy procedures. Additionally, this course will review what has been learned by students in PH101, PH102, and PH103 in preparation for the Phlebotomy Competency Exam and Certification Exam.

Prerequisite: PH101, PH102, PH103

PHLEBOTOMY TECHNICIAN CERTIFICATE PROGRAM

SKILL EVALUATION CHECKLIST

The following list of procedures will make up the skill evaluation checklists for this certification:

- | | |
|---------------|--|
| Procedure 1.1 | Medical Asepsis Hand-washing |
| Procedure 1.2 | Removal of Contaminated Gloves |
| Procedure 1.3 | Blood Collection in an Isolated Room |
| Procedure 1.4 | Biohazard Waste Handling Procedures |
| Procedure 1.5 | Response to Accidental Biohazard Exposure |
| Procedure 1.6 | Collecting an Unopette Blood Sample |
| Procedure 1.7 | Patient Identification Procedures |
| | |
| Procedure 2.1 | Venipuncture by Syringe |
| Procedure 2.2 | Venipuncture by Evacuated Tube Method |
| Procedure 2.3 | Finger-stick Skin Puncture |
| Procedure 2.4 | Heel-stick Skin Puncture |
| Procedure 2.5 | Making a Blood Smear |
| Procedure 2.6 | Surgicutt Bleeding Time Method |
| | |
| Procedure 3.1 | Collecting a Cleancatch Midstream Urine Specimen |
| Procedure 3.2 | Collecting Bagged Urine Specimen |
| Procedure 3.3 | Collecting a 24-Hour Urine Specimen |
| Procedure 3.4 | Collecting a Throat Culture Specimen |

PHLEBOTOMY TECHNICIAN CERTIFICATE PROGRAM

LIST OF EQUIPMENT AND MATERIALS (TEXTBOOKS/SUPPLIES/WORKSTATIONS)

TEXTBOOKS:

Medical Terminology for Health Professionals; Ann Ehrlich and Carol Schroeder/6th Edition, Delmar Publishing/2007

*Northcoast Medical Training Academy maintains workstation licensing in a large computer room for all of the program's students' instruction with the following software:

- Microsoft Windows VISTA Operating System (workstation license)
- Medical Terminology Practice Software CD from Delmar Publishing

The Phlebotomy Technician Program has 4.0 Gig. Dell computer workstations for student use. The students who are scheduled for instruction in the Medical Computer Laboratory work on computers individually. Since there are some courses that may utilize computers to enhance and vary training methods, Northcoast Medical Training Academy makes sure that there is always one computer per student during any needed instruction of these courses for all programs.

NOTE:

The Phlebotomy Technician Program students will be able to use any/all of the equipment listed under Major Equipment for the Medical Assistant Program as deemed appropriate by the instructors. Please refer to Page 35 of this catalog to view the equipment listing.

MEDICAL LABORATORY COMPUTERS:

14 Dell 4.0 Gig Computers
2 Gig. Memory
120 Gig. Dell Digital Hard Drives
19" Flat Screen Dell Digital Monitors
Internet Keyboards
Keio Lighted Scrolling Mouse
Microsoft Vista Operating System Software
Medisoft 9.0 Software
Encoda-Pro Coding Software 2004/2005 Edition w/2008 Updates

*All of the Medical Computer Laboratory computers share 2 high-speed Brother printers. Additionally, all computers, as well as the server, are directly connected to the Internet through the high-speed T-1 line installed throughout the school.

Should there be a need for any of the students at Northcoast Medical Training Academy to conduct research or gain any additional information on any assigned project, the Medical Computer Laboratory computers are available during the afternoon when classes are not scheduled. Generally, the Medical Laboratory computers are available for student use between 1:00 p.m. – 5:30 p.m., Monday through Thursday, and from 8:00 a.m. – 3:00 p.m. every Friday.

PHLEBOTOMY TECHNICIAN CERTIFICATE PROGRAM

MAJOR EQUIPMENT

- NETWORK SERVER
- DELL WORKSTATIONS (14)
- APPLICABLE SOFTWARE & SITE LICENSES
- ETHERNET HUB
- ROUTER
- UPS UNIT (BATTERY & BACK-UP)
- BROTHER LASER PRINTERS
- OVERHEAD PROJECTORS
- TV/DVD COMBINATIONS
- WORKSTATION TABLES AND SWIVEL CHAIRS (for each student)
- T-1 INTERNET CONNECTION
- PATCH PANEL & ALL CABLES

Northcoast Medical Training Academy currently maintains all of the above equipment and is ready to provide a quality Certificate Program curriculum to all students who enroll in the Phlebotomy Technician Program.

NOTE:

The Phlebotomy Technician program students utilize all appropriate major medical equipment listed on Page 48 of this catalog (Medical Assistant major equipment).

PHLEBOTOMY TECHNICIAN CERTIFICATE PROGRAM

PROGRAM OUTLINE

Course Titles	Total Clock Hours	Total Credit Hours
PH101: Medical Terminology		
Classroom Lecture	20.0	Classroom Lecture 2.0
Laboratory	<u>-0-</u>	Lab/Shop <u>-0-</u>
	20.0	2.0
PH102: Introduction to Phlebotomy		
Classroom Lecture	20.0	Classroom Lecture 2.0
Laboratory	<u>80.0</u>	Lab/Shop <u>4.0</u>
	100.0	6.0
PH103: Clinical Techniques and Procedures		
Classroom Lecture	30.0	Classroom Lecture 3.0
Laboratory	<u>60.0</u>	Lab/Shop <u>3.0</u>
	90.0	6.0
PH104: Patient Relations/Compliance/Competency		
Classroom Lecture	30.0	Classroom Lecture 3.0
Laboratory	<u>-0-</u>	Lab/Shop <u>-0-</u>
	30.0	3.0
TOTAL LECTURE	100.0	TOTAL LECTURE 10.0
TOTAL LABORATORY	<u>140.0</u>	TOTAL LAB/SHOP <u>7.0</u>
TOTAL	240.0	TOTAL 17.0

PHLEBOTOMY TECHNICIAN CERTIFICATE PROGRAM

CLOCK HOUR TO CREDIT HOUR CONVERSION

Northcoast Medical Training Academy utilizes the following Clock Hours to Credit Hour Conversions in compliance with the State Board of Career Colleges and Schools, and in compliance with applicable federal regulations:

Quarter Credit Hours:

- One (1) quarter credit hour for at least ten (10) classroom contact plus appropriate outside preparation or the equivalent; or
- One (1) quarter credit hour for at least twenty (20) hours of supervised laboratory instructions plus appropriate outside preparation; or
- One (1) quarter credit hour for not fewer than thirty (30) hours of externship/ internship or work-related experience.

PHLEBOTOMY TECHNICIAN CERTIFICATE PROGRAM

DESCRIPTION OF OUTSIDE PREPARATION REQUIRED FOR THE CLASSROOM PORTION OF THE PROGRAM

All students at Northcoast Medical Training Academy will be required to spend time externally from the scheduled classroom time preparation prior to each class.

- Reading assignments of the material to be covered will be required so that those students will gain the greatest possible benefit of learning through the classroom lectures.
- Assignments that relate to quarter curriculum will be required on a daily or weekly basis in addition to the outside reading assignments.
- Skill development will be enhanced by reinforcing through assignments outside of class, the skills that are/were presented in the class or laboratory.
- Students will be assigned projects appropriate to each class based on designed syllabi and instructor. Individual, as well as group projects, will be utilized and require outside preparation as it relates to appropriate quarter curriculum.

****Note:** Students should expect outside study time, assignment time, reading, and project time to equal approximately one-half of the total scheduled classroom time each quarter of their program.

VETERINARY ASSISTANT DIPLOMA PROGRAM

900 CLOCK HOURS/57.0 QUARTER CREDIT HOURS
FOUR (4) QUARTERS
(40 weeks to complete)

PROGRAM DESCRIPTION

The Veterinary Assistant Diploma Program at Northcoast Medical Training Academy has been designed to meet the growing need (39% increase) for Veterinary Assistants that has been predicted by the U. S. Bureau of Labor through the year 2010. Veterinary Assistants will enjoy an exciting and rewarding job that comes from working with various animals.

The Veterinary Assistant Diploma Program will provide instruction in lecture and laboratory hands-on formats. Students will learn about the terminology used in the veterinary field, as well as basic animal care (wash, feed); obtain and prepare animal records, charts, and histories; how to provide specialized nursing care; preparation of animals, instruments, and equipment for surgery; assist in surgical procedures; and applicable computer software to record all transactions necessary to the veterinary office (billing, notification of appointments, customer service skills, and scheduling protocol). Students will also be instructed (to the Veterinary Assistant level) in animal behavior, handling and restraint, various biological systems such as digestive system, skeletal and muscular systems, urinary and endocrine systems, respiratory and circulatory systems, and the nervous system and sensory organs. Instruction will also include the areas of basic nutrition, basic physical examinations, pathology, immunology, basic clinical parasitology, emergency care, and very basic common veterinary pharmacology. Finally, students will learn instrumentation and the principals of aseptic technique, surgical and anesthetic preparation, and laboratory animal general procedures. Northcoast Medical Training Academy believes that students need hands-on training that provides real-world experiences to make the students the best potential employees. A solid blend of professional relevant classroom instruction and hands-on clinical laboratory practice is what employers are seeking in a graduate. All students will be placed by the school at an externship site for a period of 180 hours to be completed during their fourth quarter. These externship sites will be with a veterinarian, animal clinic, animal shelter, or animal hospital approved by the school. Dedication and sincere caring to this rewarding career is essential to student success in this and all medical programs. The Placement Director will assist all graduates in finding the right entry-level position to begin the exciting and very rewarding career as a Veterinary Assistant.

Upon completion of the Veterinary Assistant Diploma Program, graduates can gain occupations in the following areas of the veterinary and animal care field: Veterinary Assistant at a clinic or animal hospital, Veterinary Assistant working directly for a Veterinarian's office, Laboratory Technician, Animal Care Specialist, work at a veterinary supply store, drug or feed manufacturer, humane society, or animal shelter.

CREDENTIAL AWARDED UPON COMPLETION OF THE VETERINARY ASSISTANT DIPLOMA PROGRAM:

Upon successful completion of the program requirements, graduates will be awarded a Diploma of Veterinary Assistant from Northcoast Medical Training Academy. This program normally takes forty (40) weeks or 10 months to complete.

REQUIREMENTS FOR GRADUATION

- Successful completion of appropriate coursework and a final cumulative grade point average of at least 2.00.
- Minimum attendance of 648 hours (216 hours per quarter) for Quarters 1-3, plus successful completion of 180-hour externship.
- Current with all financial obligations.

**VETERINARY ASSISTANT
DIPLOMA PROGRAM
COURSE LISTING**

QUARTER 1 (This Quarter Focuses Mainly on Felines):

VA101: INTRODUCTION TO ANIMAL CARE
BEHAVIOR / HANDLING AND RESTRAINT
INTRODUCTION TO VETERINARY TERMINOLOGY
INTRODUCTION TO DIGESTIVE SYSTEM / SKELETAL
AND MUSCULAR RESPIRATORY AND CIRCULATORY
SYSTEMS
URINARY AND ENDOCRINE SYSTEMS
NERVOUS SYSTEM AND SENSORY ORGANS

QUARTER 2 (This Quarter Focuses Mainly on Canines):

VA102: ANIMAL NUTRITION/REPRODUCTION/LIFE CYCLES
NUTRITION / REPRODUCTION / AGING
HISTORY AND PHYSICAL EXAM PROCEDURES
PATHOLOGY / IMMUNOLOGY
EMERGENCY CARE / WOUND MANAGEMENT
CLINICAL PARASITOLOGICAL CONCERNS
SMALL AND LARGE ANIMAL NURSING / GERIATRIC
CARE

**QUARTER 3 (This Quarter Focuses Mainly on Large Animals (Bovine,
Equine, Swine, Goat, Sheep):**

VA103: PHARMACOLOGY/LAB PROCEDURES
BASIC VETERINARY PHARMACOLOGY
RADIOLOGY / ULTRASONOGRAPHY
INSTRUMENTATION AND PRINCIPALS OF ASEPTIC
TECHNIQUES
SURGICAL AND ANESTHETIC PREPARATION
LABORATORY ANIMAL PROCEDURES

*(Some dissections may take place during this quarter, i.e.
fetal pig, calf & various organs).

*(Students will also be involved in job shadowing at
various appropriate locations during this quarter).

QUARTER 4:

VA104 VETERINARY CLINICAL EXTERNSHIP

VETERINARY ASSISTANT DIPLOMA PROGRAM

COURSE DESCRIPTION

VA101: INTRODUCTION TO ANIMAL CARE

17.0 Credit Hours

This quarter is designed with many vital components that form the basis for the remainder of the Veterinary Assistant Program. Students begin by introduction to animal care, and the various types of animal behavior as well as common animal behavioral problems and remedies. Students become familiar with the anatomical and veterinary procedure terminology as well as metric terms and abbreviations. Students learn about the basic digestive system and the accessory digestive organs. Students become familiar with the skeletal and muscular systems learning about joints, the muscular system, and muscle groups. Instruction continues and explores the basic respiratory and circulatory systems with emphasis on the cardiovascular system, blood, and other body fluids. Students also learn about the basic urinary and endocrine systems before finishing this quarter with instruction on the nervous system and sensory organs. Anatomy charts, videos, and lecture form the basis for this quarter's instruction as well as laboratory time with small animals to see and discover the various care and concepts that have been covered during the quarter. Students are expected to study presented material and meet all skill evaluation checklist items that are required for this quarter. Major focus is on felines for this quarter.

Prerequisite: None

VA102: ANIMAL NUTRITION/REPRODUCTION/LIFE CYCLES 17.0 Credit Hours

This quarter is designed to introduce students to general animal nutrition, basic reproduction, and life cycles. Students will learn about properly recoding of animal histories (the chart, recording observation, and client education) and physical exam and bandage procedures. Students will be introduced to basic pathology (signs of disease and common diseases of animals) and immunology (vaccinations, schedules, and reactions). Emergency care involving common emergencies such as wounds, fractures, exposure, triage, shock, and crisis intervention will be instructed. Students will learn common parasites and tests used to detect them. Treatment options will be discussed. This quarter finishes by instruction on small and large canine nursing and geriatric care of animals. Lecture and videos as well as hands-on clinical experiences relating to the instructed quarter material form the basis for this quarter's education. Weekly off-site instruction is a required part of this quarter. Students are expected to study presented material and meet all skill evaluation checklist items that are required for this quarter. Major focus is on canines for this quarter.

Prerequisite: VA101

VA103: PHARMACOLOGY/LAB PROCEDURES**17.0 Credit Hours**

This quarter is designed to give students confidence on the job. An introduction to basic veterinary pharmacology is covered with drug administration techniques and types of drugs included. Instruction on the importance of radiology and ultrasonography and the care needed for this expensive equipment will be stressed. Quarter material will also instruct students on the type and use of small and large instruments, surgical packs, cleaning, sterilization and patient preparation. Students will learn their role as a veterinary assistant within the scope of animal dentistry, animal surgery, surgical preparation, assisting with anesthesia administration, and post-surgical clean-up. Students will finish their training by understanding animal welfare regulations and laboratory cleanliness, and order. Weekly off-site instruction is a required part of this quarter. Students are expected to study presented material and meet all skill evaluation checklist items that are required for this quarter. Major focus is large animals for this quarter (equine, swine, bovine, goat, and sheep).

Prerequisite: VA101

Veterinary Assistant Course Description (cont)**VA104: VETERINARY CLINICAL EXTERNSHIP****6.0 Credit Hours**

This quarter is strictly an off-site, school-assigned and approved externship. Students must complete all 180 hours of this externship during this final 10-week quarter. Northcoast Medical Training Academy will complete all paperwork, monitor and evaluate student attendance and progress. Externship sites include veterinarian offices, animal shelters, animal clinics and animal hospitals, or other appropriate sites that can provide valuable learning experiences related to the Veterinary Assistant.

Prerequisite: VA101, VA102, VA103

VETERINARY ASSISTANT DIPLOMA PROGRAM

TEXTBOOKS/LEARNING AIDS/WORKSTATIONS

Introduction to Veterinary Science; Lawhead and Baker, (2008 Edition) Thomson Learning*

Veterinary Medical Terminology (with flash CD-ROM); Janet Romich DVM, (2008 Edition), Delmar Publishing*

Veterinary Technician Dictionary; Herren and Romrich DVM, (2000 Edition, Delmar Publishing*

Anatomy Charts (various sources)

Video (“Handling and Restraints”); Thompson Learning

Video (“Physical Examination and Bandage Care”); Thompson Learning

First Aid Guide; American Red Cross Publication*

The Complete Cat Book; Official Publication

The Complete Dog Book; Official Publication of the American Kennel Club

Animal Restraint for Veterinary Professions; Sheldon, Sonsthagen, Topel (2006)

Power Point Presentations

Field Trips

*Indicates that these are student-issued books and are for students to keep

*All Medical Program and Veterinary Program students will use a specific computer laboratory set up for them. All software relating to each program is loaded on the following fourteen (14) computers:

Dell 4.0 Gig
2.0 Gig. Memory
120 Gig. Hard Drive
19" Flat Screen Dell Digital Monitor
Internet Keyboard
Dell Lighted Scrolling Mouse

***The medical computer room has two high-speed high capacity Brother laser printers that is networked to all the computers. Additionally, all student computers (which are used individually), as each class utilizes this laboratory, are connected to our high-speed T-1 Internet connection line.

VETERINARY ASSISTANT DIPLOMA PROGRAM

MAJOR EQUIPMENT

VETERINARY COMPUTER LABORATORY

(Shared w/Medical Programs):

- NETWORK SERVER
- STUDENT WORKSTATIONS (14)
- APPLICABLE SOFTWARE AND SITE LICENSES
- ETHERNET HUB
- ROUTER
- UPS UNIT (BATTERY AND BACKUP)
- 2 BROTHER LASER PRINTERS
- TV/DVD COMBINATION (2)
- 3-M OVERHEAD PROJECTORS (2) (with pull-down screens (3) classrooms)
- COMFORTABLE CHAIRS (for each student)
- T-1 INTERNET CONNECTION
- PATCH PANEL and ALL CABLES

VETERINARY EQUIPMENT:

- STUDENT LECTURE TABLES AND CHAIRS
- STAINLESS STEEL TREATMENT TABLES (3)
- STAINLESS STEEL EQUIPMENT RACK (2)
- STAINLESS STEEL DOUBLE SINKS
- PAKISTAN SURGICAL STEEL INSTRUMENT SET (2)
- SPAY/NEUTER SURGICAL PACKS
- SMALL ANIMAL WEIGHT SCALE
- MICROSCOPES (2)
- ULTRA-8 SCIENTIFIC CENTRIFUGE
- RINGWORM ULTRA-V TEST LIGHT
- CASPER THE CPR TRAINING DOG(2009 VERSION)
- RED CROSS CPR/FIRST AID TRAINING TAPE FOR ANIMALS
- NAIL CLIPPERS (5)
- ANDIS HAIR CLIPPERS (2)
- ANDIS HAIR DRYERS (2)
- FLEXIBLE STANDING LIGHT (2)
- TEMPORARY HOLDING CAGES (6)
- TRANSPORT CARRIER (1 LG, 1 SM)
- RESTRAINT EQUIPMENT
- FELV ANTIGEN TEST KITS
- EAR/EYE RINSE KITS
- FIV TEST KITS
- VACUTAINERS (CASES AS USED)
- LEASHES, LEADS
- INFECTIOUS FELINE JAW (1)
- FELINE SKELETAL MODEL
- K-9 KNEE JOINT MODEL
- PETSCOPE (2)
- COMPLETE CANINE MUZZLE SETS (ALL SIZES)
- COMPLETE DISECTION EQUIPMENT (12 SETS)

*MULTITUDE OF DAILY-USE VETERINARY SUPPLIES USED FOR A VARIETY OF ANIMAL CARE TREATMENTS.

VETERINARY ASSISTANT DIPLOMA PROGRAM

PROGRAM OUTLINE

Course Titles	Total Clock Hours		Total Credit Hours
VA101: Introduction to Animal Care			
Classroom Lecture	100.0	Classroom Lecture	10.0
Laboratory	<u>140.0</u>	Laboratory	<u>7.0</u>
	240.0		17.0
Handling and Restraint			
Introduction to Veterinary Terminology			
Introduction to Digestive System /			
Skeletal and Muscular /			
Respiratory and Circulatory Systems /			
Urinary and Endocrine Systems /			
Nervous System and Sensory Organs			
VA102: Animal Nutrition/Reproduction/Life Cycles			
Classroom Lecture	100.0	Classroom Lecture	10.0
Laboratory	<u>140.0</u>	Laboratory	<u>7.0</u>
	240.0		17.0
Nutrition / Reproduction / Aging			
History and Physical Exam Procedures			
Pathology / Immunology			
Emergency Care / Wound Management			
Clinical Parasitological Concerns			
Small and Large Animal Nursing / Geriatric Care			
VA103: Pharmacology/Lab Procedures			
Classroom Lecture	100.0	Classroom Lecture	10.0
Laboratory	<u>140.0</u>	Laboratory	<u>7.0</u>
	240.0		17.0
Veterinary Pharmacology			
Radiology / Ultrasonography			
Instrumentation and Principals of Aseptic Techniques			
Surgical and Anesthetic Preparation			
Laboratory Animal Procedures			
VA104: Veterinary Clinical Externship			
Externship	180.0	Externship	6.0
Student externship off-site (Northcoast Medical Training Academy assigned and approved)			
Total Lecture	300.0	Total Lecture	30.0
Total Laboratory	420.0	Total Laboratory	21.0
Total Externship	<u>180.0</u>		<u>6.0</u>
Total Program Hours and Credits	<u>900.0</u>		<u>57.0</u>

VETERINARY ASSISTANT DIPLOMA PROGRAM

CLOCK HOUR TO CREDIT HOUR CONVERSION

The Northcoast Medical Training Academy utilizes the following Clock Hour to Credit Hour Conversions in compliance with the State Board of Career Colleges and Schools, and in compliance with applicable federal regulations:

Quarter Credit Hours:

- One (1) quarter credit hour for at least ten (10) classroom contact hours plus appropriate outside preparation or the equivalent; or
- One (1) quarter credit hour for at least twenty (20) hours of supervised laboratory instruction plus appropriate outside preparation; or
- One (1) quarter credit hour for not fewer than thirty (30) hours of externship/internship or work-related experience.

MASSAGE THERAPY DIPLOMA PROGRAM

900 CLOCK HOURS/67 QUARTER CREDIT HOURS
FIVE (5) TWELVE-WEEK QUARTERS
(60 weeks to complete)

PROGRAM DESCRIPTION

The Northcoast Medical Training Academy Massage Therapy Diploma Program has been designed to dovetail hands-on clinical experiences with the most up-to-date academic theories in this exciting and rewarding field. Students benefit from the academic instruction in the areas of medical terminology, anatomy, physiology and small business management. Students will also enjoy learning from professional licensed Massage Therapists the necessary hands-on clinical skills to enter the workforce as entry level Massage Therapists or the ability to open their own practice. Northcoast Medical Training Academy's Massage Therapy Diploma Program exceeds the minimum requirements of the State Medical Board of Ohio with respect to clock hours. Simply, the school anticipates many requirement changes for massage therapy programs and wants to be an industry leader, not a follower. Northcoast Medical Training Academy is also one of the very few Massage Therapy schools that includes a course on Small Business Management. The school administration feels that graduates of our program should be given every advantage to succeed should they select to open their own practice. The school's Massage Therapy Diploma Program is set up through a solid curriculum (for students who complete the program), to take the State Medical Board of Ohio License Exam. Students will also benefit from a 102-hour internship that will be completed with a school arranged and approved practicing Licensed Massage Therapist. The school administration firmly believes that this extra real-world experience will provide students the confidence they need to succeed in their new career. The Director of Career Education will assist all graduates of the Massage Therapy Diploma Program in finding entry-level positions in their new career industry.

Upon completion of the Massage Therapy Diploma Program, and passage of the State of Ohio Medical Board Licensure Exam, graduates can gain occupations in the following areas of the massage therapy field: Licensed Massage Therapist working for massage therapy clinics, health resorts, health spas, athletic clubs, cruise ships, wellness centers, rehabilitation centers, hospitals, nursing homes, chiropractic offices, salons, sport's medicine clinics, physical therapy clinics, home hospice, retirement centers, or self-employed with private clientele.

**CREDENTIAL AWARDED UPON COMPLETION OF THE MASSAGE THERAPY
DIPLOMA PROGRAM:**

Upon successful completion of the program requirements, graduates will be awarded the Diploma of Massage Therapy from Northcoast Medical Training Academy. This program normally takes 60 weeks or fourteen months to complete.

REQUIREMENTS FOR GRADUATION

Successful completion of appropriate coursework and a final cumulative grade point average of at least 2.00.

Minimum attendance of 691 hours (138.25 hours per quarter) for Quarters 1-5, plus successful completion of 102 clinical hours.

Current with all financial obligations.

**MASSAGE THERAPY
DIPLOMA PROGRAM**

COURSE LISTING

QUARTER 1:

MT101: ANATOMY / PHYSIOLOGY I
MT102: MASSAGE THERAPY I

QUARTER 2:

MT103: ANATOMY / PHYSIOLOGY II
MT104: MASSAGE THERAPY II

QUARTER 3:

MT105: MASSAGE THERAPY III
ANATOMY/PHYSIOLOGY III

QUARTER 4:

MT106: SMALL BUSINESS MANAGEMENT/ETHICS

QUARTER 5:

MT107: MASSAGE THERAPY (Anatomy/Physiology and
Practical Program) REVIEW

MASSAGE THERAPY DIPLOMA PROGRAM

COURSE DESCRIPTIONS

MT101: ANATOMY/PHYSIOLOGY I

9.6 Credit Hours

This course introduces students to Anatomy and Physiology as they apply to massage therapy. Students will learn about the organization of the human body from the introductory point to the chemical, cellular and tissue levels of organization. The principles of support and movement will be instructed with respect to the skeletal system, joints, muscle tissue and muscular system. This course completes instruction with the introduction of the control systems of the human body. Students will learn about nervous tissues; the spinal cord and spinal nerves; sensory, motor, and integrative systems; the autonomic nervous system; and finally, the endocrine system.

Prerequisite: None

MT102: MASSAGE THERAPY I

6.6 Credit Hours

This course is designed for students to learn about origin, insertion, innervations, and actions of up to two hundred muscles. Students will learn how muscles work in groups and where these muscles are located throughout the human anatomy. Students will spend more than half of the time in the laboratory where they will learn the history and benefits as well as the basic procedures necessary to complete a full-body therapeutic massage. Several laboratory exercises covered in the Massage Practical portion of this class will allow students to practice the many individual movements that constitute a full-body massage.

Prerequisite: None

MT103: ANATOMY/PHYSIOLOGY II

9.6 Credit Hours

This course is designed for students to learn about the maintenance of the human body. Blood, the heart, blood vessels, and hemodynamics with respect to the cardiovascular system will be studied. Students will learn about the lymphatic system and nonspecific resistance to disease and immunity. Instruction will also cover the respiratory system, digestive system, metabolism, urinary system and the importance of fluids, electrolytes and acid-based homeostasis. Finally, students will learn about the reproductive systems, development, and inheritance.

Prerequisites: MT101, MT202

Massage Therapy Course Description (cont)

MT104: MASSAGE THERAPY II

6.6 Credit Hours

This course is designed for students to allow them to develop their skills and learn the many elements presented by the instructor to complete a professional therapeutic full-body massage. This course builds on the concepts from Massage Therapy I and the curriculum provides the students many additional skills and information necessary to provide a therapeutic full-body massage. Students explore the various parts of the body that require specific training and skills to conduct full-body massages. Massages of special regions such as the abdomen, liver, stomach, face, hands and back, will be covered. Additional topics of x-ray and massage, massage in the treatment of fractures, mobilization of joints, special movements, breathing exercises and hydrotherapy will be instructed.

Prerequisites: MT101, MT202

MT105: MASSAGE THERAPY III

13.2 Credit Hours

This course is for students to continue to develop their skills and learn the many elements presented by the instructor to complete a professional therapeutic full-body massage. Rules and regulations of limited practitioners will be initially reviewed. Additionally, students continue to learn the musculoskeletal system with respect to Anatomy and Physiology. Students continue to focus on the musculoskeletal system this quarter as it relates to 35 total questions on the State Board Examination. Hydrotherapy, application of basic Western techniques, variations of massage, reflexology, postural analysis, flexibility assessments, PNF stretching, chair massage, manual muscle testing, myofascial release, neuromuscular therapy, as well as trigger-point therapy and special testing procedures, are all part of this course's instruction.

Prerequisites: MT101, MT102, MT103, MT104

MT106: SMALL BUSINESS MANAGEMENT

8.6 Credit Hours

This course is designed to provide students with the basic understanding of what business is in relation to owning and operating their own private massage therapy practice. This course covers basic fundamentals of the economy as it relates to massage therapy, careers and opportunities, marketing, advertising, management of a massage business, the need for an effective business plan, and the ethics of massage and social responsibility. As the major focus of this course all students will focus on ethics and the related materials needed to pass state and national examinations as information dictates. Students will be made aware of the actual items that they will need to know as they enter the massage industry to help them be focused and successful in an ever-growing and competitive field as a licensed massage therapist.

Prerequisite: None

Massage Therapy Course Description (cont)

MT107: MASSAGE THERAPY (ANATOMY/PHYSIOLOGY & PRACTICAL PROGRAM REVIEW) 12.8 Credit Hours

This course is designed as a review course for all massage therapy students in anticipation of them taking the state and national massage therapy certification examination(s) upon program completion. Students will review the many anatomy and physiology terms that they have learned in MT101 and MT102 and MT103. Students will review all practical skills that they have learned with respect to performing a professional full-body therapeutic and relaxation massages. This course includes several practice examinations in class and via the internet, and will strive to prepare students to be successful in passing the various sections of the massage therapy certification examination at the state level as well as the national certification examination level. With an ever-changing industry that gains national recognition and state reciprocal licensing agreements the school will continually adapt this course to the information that places Northcoast Massage Therapy Program students in the best possible position to be able to pass whatever examinations are most accepted and recognized by the massage therapy industry.

Prerequisite: MT101 through MT106

MESSAGE THERAPY DIPLOMA PROGRAM

MAJOR EQUIPMENT

MESSAGE THERAPY COMPUTER LABORATORY:

(Shared with Medical Assistant Program)

- NETWORK SERVER
- STUDENT WORKSTATIONS (14)
- APPLICABLE SOFTWARE and SITE LICENSES
- ETHERNET HUB
- ROUTER
- UPS (BATTERY and BACKUP)
- BROTHER LASER PRINTERS
- TV/DVD COMBINATION (Shared with all programs) (2)
- 3-M OVERHEAD PROJECTORS (2) (with pull-down screens (2) classrooms)
- COMFORTABLE SWIVEL CHAIRS (for every student)
- T-1 INTERNET CONNECTION
- PATCH PANEL and ALL CABLES

MESSAGE EQUIPMENT: THREE (3) COMPLETE MESSAGE PATIENT ROOMS AND A MESSAGE CLIENT WAITING ROOM FULLY SET-UP.

- MESSAGE TABLES (8)
- PORTABLE MESSAGE CHAIRS (8)
- 10-MOTOR MESSAGE CHAIR
- THERAPIST-SELECT HAND-HELD MESSAGE UNIT
- NERVE IMPULSE MESSAGE STIMULATOR
- HEADRESTS (8)
- FREE-FOAM FILLER BOLSTERS (8)
- BONGERS (3 Sets)
- DISPOSABLE HEADREST COVERS (By the case)
- LATEX GLOVES (By the case)
- DUAL-PURPOSE BIOTONE MESSAGE CREAM
- AROMATHERAPY DISPURSE UNITS (3)
- FLEECE TABLE WARMERS 1" THICK (3)
- ALL COTTON CLOTH TABLE SHEET/COVERS (70 Sets)
- STAINLESS STEEL CARTS (2)
- HANGING VERTIBRE MODEL
- FULL-BODY SKELETON
- REFLEXOLOGY VIDEOS
- SEATED MESSAGE VIDEO SERIES (Ralph Stevens)
- REFLEXOLOGY CHARTS
- ANATOMICAL CHARTS
- DIGITAL OSCILLATING ROOM HEATERS (3)
- TORCH LIGHTS IN CLIENT ROOMS (3)
- CD PLAYERS IN EACH CLIENT ROOM (3)

MESSAGE THERAPY DIPLOMA PROGRAM

PROGRAM OUTLINE

Course Titles	Total Clock Hours	Total Credit Hours	
MT101: Anatomy/Physiology I Classroom Lecture	<u>96.0</u> 96.0	Classroom Lecture	<u>9.6</u> 9.6
MT102: Massage Therapy I Classroom Lecture Laboratory	36.0 <u>60.0</u> 96.0	Classroom Lecture Laboratory	3.6 <u>3.0</u> 6.6
MT103: Anatomy/Physiology II Classroom Lecture	<u>96.0</u> 96.0	Classroom Lecture	<u>9.6</u> 9.6
MT104: Massage Therapy II Classroom Lecture Laboratory	36.0 <u>60.0</u> 96.0	Classroom Lecture Laboratory	3.6 <u>3.0</u> 6.6
MT105: Massage Therapy III Classroom Lecture Anatomy/Physiology III Laboratory	60.0 42.0 <u>90.0</u> 192.0	Classroom Lecture Anatomy/Physiology III Laboratory	6.0 4.2 <u>3.0</u> 13.2
MT106: Small Business Management Classroom Lecture Ethics Lecture Laboratory	41.0 25.0 <u>60.0</u> 126.0	Classroom Lecture Ethics Lecture Laboratory	4.1 2.5 <u>2.0</u> 8.6
MT107: Massage Therapy (Anatomy/Physiology and Practical Program Review) Classroom Lecture Student Internship	96.0 <u>102.0</u> 198.0	Classroom Lecture Student Internship	9.6 <u>3.2</u> 12.8
TOTAL LECTURE	528.0	TOTAL LECTURE	52.8
TOTAL LABORATORY	270.0	TOTAL LABORATORY	11.0
TOTAL INTERNSHIP	<u>102.0</u>	TOTAL INTERNSHIP	<u>3.2</u>
PROGRAM TOTALS	900.0		67.0

MASSAGE THERAPY DIPLOMA PROGRAM

CLOCK HOUR TO CREDIT HOUR CONVERSION

The Northcoast Medical Training Academy utilizes the following Clock Hour to Credit Hour Conversions in compliance with the State Board of Career Colleges and Schools, and in compliance with applicable federal regulations:

Quarter Credit Hours:

- One (1) quarter credit hour for at least ten (10) classroom contact hours plus appropriate outside preparation or the equivalent; or
- One (1) quarter credit hour for at least twenty (20) hours of supervised laboratory instruction plus appropriate outside preparation; or
- One (1) quarter credit hour for not fewer than thirty (30) hours of externship/internship or work-related experience.

NORTHCOAST MEDICAL TRAINING ACADEMY

PRACTICAL NURSING PROGRAM

**STUDENT HANDBOOK
2011**

Revised 1/11

OVERVIEW OF THE PROGRAM

Two classes of up to 32 students are admitted each class start for the full-time program of 48 weeks, 30 hours each week. Day classes are held Monday through Friday from 8:00 a.m. to 2:00 p.m.; afternoon classes are held Monday through Friday from 3:30 p.m. – 9:30 p.m. Clinical experience follows the day and afternoon class schedules as closely as possible. Students may have clinical experiences at other times to accommodate clinical objectives.

One class of 32 (up to 33) students is admitted each class start for the week-end (part-time) program of 96 weeks, 15 hours each week. Classes are held from 5:30 to 10:30 p.m. on Fridays and 8:00 a.m. to 6:00 p.m. on Saturdays. Clinical experience follows the class schedule as closely as possible. Classes may have clinical experiences at other times to accommodate clinical objectives.

Admission to the school is granted to those who meet the admission requirements including passage of the pre-admission examinations.

Graduates of the PN program who meet all of the Ohio Board of Nursing requirements are eligible to take the national nursing examination provided by NCLEX-PN. Successful passage of this exam enables the graduate to be employed as a practical nurse providing care for patients in various settings within the scope of practice defined by the Ohio Board of Nursing.

PROGRAM PHILOSOPHY

The faculty of the PN Program place a high value on life and human dignity, and view quality education as a prerequisite to placing well-prepared and caring nurses in healthcare settings. The PN Program shares the mission of Northcoast Medical Training Academy to provide quality programs that are sound in concept, implemented by a competent faculty, and geared to serving those seeking a solid foundation in knowledge to obtain employment in their chosen field of study.

We believe in accordance with 4723-5-4 of the Ohio Administrative Code that the knowledge required to become a competent practical nurse is drawn from the basic biological, physical, and technological sciences of human anatomy and physiology, chemistry, microbiology, nutrition, pharmacology, mathematics, and computer operations. Social and behavioral sciences assist in developing a foundation for understanding and communicating with individuals or groups across the lifespan as well as understanding the effects of multiple experiences upon human behavior. Finally, knowledge of basic nursing art and science prepares the graduate to deliver safe nursing care across the life span and to function within the defined scope of practice for a practical nurse. The nurse cares for individuals within a care environment to promote health and maintain psychosocial and physiological integrity.

The basic premises for the science of caring in nursing taught in this program are based on the broad and complex premises explained by nurse theorist Jean Watson in Caring Science as Sacred Science, (2005 F.A. Davis and Co.). This theory requires grounding

in a humanistic value system combined with a scientific knowledge base that guides the nurse's actions.

Caring

Caring can be effectively demonstrated and practiced only interpersonally. Carative factors result in the satisfaction of certain human needs while promoting health and individual growth. A caring environment is one that offers development of potential while allowing for choice of the best action by each person. Caring integrates biophysical knowledge with that of human behavior to promote health and to minister to those who are ill. The practice of caring is central to nursing. As a given, caring must be grounded on a set of universal human values – kindness, concern and love of self and others.

Individual

The individual is valued as a unique, dynamic being influenced by biological, psychological, cultural, spiritual, and developmental forces from which human needs are realized. As human needs are met, the individual achieves balance and harmony within by creating ways to cope with these experiences.

Health

Health is a dynamic process of attempting to live up to one's potential from birth to death. One's health is self-defined. It reflects the complex nature of balance and harmony within the person with multiple biological and socio-cultural systems, and is influenced by personal and cultural norms. As health is self-defined, illness represents an individual's interpretation and response to disease or other disharmony within himself or his environment.

Practical Nursing

Practical nursing is an integral part of a profession that provides nursing care to individuals in a variety of contemporary health-care settings. A practical nurse functions only under the direction of a licensed physician, dentist, podiatrist, or registered nurse, and within the scope of the practical nurse as stated in the Ohio Nurse Practice Act (Ohio Revised Code 4723.01). This means that the PN participates in the nursing process by contributing observations to the nursing assessment and development of the nursing care plan, implementing the planned actions, and contributing to evaluation of the planned care. Northcoast prepares future PN graduates to collaborate with members of the health care team appropriately and professionally.

Nursing Education

Nursing education is an organized, goal-directed process by which knowledge, skills, attitudes, and behaviors are developed in the learner based on fundamental values. This process moves in stages from simple to complex, from the known to the unknown, and from normal to abnormal. Bloom's taxonomy for categorizing levels of abstraction are used to test knowledge, comprehension, application, and analysis of subject matter presented in this program. Education is a life-long process. It is the mechanism by

which an individual pursues life goals, broadens human potentials and opportunities, develops creative thinking, and clarifies values.

The natural development of humanistic values can be facilitated through the exchange of attitudes and beliefs and of the learning and role modeling that occur between the student nurse and the nursing educator. Practical nursing contributes to and maintains high standards of humanistic nursing care empowered by this educational process.

Graduates of this program are eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN) and may apply for endorsement to practice in other states. The graduate realizes that continuing education is essential to adapt to the changing patterns of health care. Northcoast faculty seek to inspire, motivate, and educate every student with the ultimate goal of empowering the highest quality graduate not only academically and clinically, but also as a caring human being who aspires to contribute his or her best to society.

Client Needs

Nurses perform functions to meet the needs of clients in various settings. The National Council of State Boards of Nursing analyzed nursing activities that meet client needs in relation to the frequency of their performance, their impact on maintaining client safety, and the settings in which they are performed. Four major categories were identified: safe and effective care environment, health promotion and maintenance, psychosocial integrity, and physiological integrity. The faculty believes that practical nursing education is embodied in these categories and is integrated in the concepts of the nursing process, caring, communication and documentation, and teaching and learning.

CONCEPTUAL FRAMEWORK

The curriculum of the PN program is designed to prepare students in the core competencies performed by entry-level practical nurses to assist individuals to meet human needs in a variety of health care settings while developing humanistic values and altruistic behaviors that define a caring nurse.

Courses are organized around the framework of client needs identified by the National Council of State Boards of Nursing and incorporate the PN Program philosophy and program objectives based on Watson's science of caring. Integrated within the courses are the five (5) concepts and processes identified by the 2005 NCLEX-PN Plan as fundamental to the practice of nursing. These are defined as follows:

Nursing Process: The clinical problem-solving process that provides a scientific approach for delivering care to clients. The steps of this process include data collection, planning, implementation, and evaluation.

Caring: Encounters between the nurse and other persons that are grounded in a humanistic value system of altruistic behaviors that foster mutual respect and trust. In this collaborative environment, the nurse provides support and compassion to help clients achieve desired outcomes. Caring is the essence of nursing.

Communication: The verbal, nonverbal, or both types of interactions between the client, significant others, and members of the health care team.

Documentation: The validation of the events and activities associated with client care through written or electronic record that reflects standards of practice and accountability into the provision of care. It is a critical component of a nurse's responsibility.

Teaching and Learning: Strategies to facilitate the acquisition of knowledge, skills, and attitudes that lead to a planned change in behavior, used when the nurse functions in the role of a teacher.

PROGRAM OUTCOMES

Upon completion of the PN Program, the graduate will receive a diploma and will be eligible to file an application with the Ohio Board of Nursing to write the National Council Licensure Examination for Practical Nurses (NCLEX-PN). The graduate will meet the program objectives as follows:

1. Develop sensitivity to self and others that commits the nurse to help other people achieve such goals as satisfaction, comfort, freedom from pain and suffering, and higher level wellness.
2. Draw upon the cognitive abilities of knowledge comprehension, application, and analysis of scientific principles to employ critical thinking in delivery of nursing care.
3. Utilize the nursing process to contribute to meeting the physiological, psychosocial, cultural, and spiritual needs of individuals and groups, including end-of-life care.
4. Function safely as a competent beginning practical nurse in a diversity of health care environments within the scope of practice defined by the Ohio Nurse Practice Act.
5. Demonstrate knowledge of legal, ethical, historical, and emerging issues in nursing including the law and rules that regulate the practice of nursing.
6. Demonstrate interpersonal caring and compassion in interactions with clients while providing support to help them achieve desired outcomes.
7. Use professional and caring communication when collaborating with clients, families, health team members, and other significant individuals.
8. Document observations, interventions, and evaluation of nursing interventions associated with client care that reflect standards of nursing practice and accountability.
9. Understand and communicate cultural awareness of individuals and groups by respecting the beliefs and values of clients across the life span, even when these beliefs and values differ from their own.

10. Promote health and higher level functioning for clients in person-to-person relationships.
11. Use principles of teaching and learning when helping clients to acquire knowledge, skills, and attitudes that lead to a purposeful change in behavior.
12. Demonstrate safe pharmacotherapeutics including medication, administration and assistance with self-administration of medications.

COST OF THE PROGRAM

- ALL FEES AND STUDENT EXPENSES ARE PAID DIRECTLY TO THE SCHOOL.

TUITION (FOUR QUARTER PROGRAM)	\$18,440.00
CLINICAL LABORATORY PACK AND SUPPLY PACK	350.00
UNIFORMS	<u>200.00</u>
	\$18,990.00*

*There is a \$50 application fee due upon enrollment

FINGERPRINTING AT ORIENTATION \$37.00 or \$68.00*
 *BCII only or FBI also if student has resided out of state in last 5 years

LIABILITY INSURANCE \$35.00

GRADUATION COSTS:

SCHOOL PIN	\$10.00
GRADUATION EXPENSES- (Hall rental, diploma printing, diploma cover)	\$35.00
FLORENCE NIGHTINGALE LAMP (STUDENTS KEEP)	<u>\$ 45.00</u>

LICENSURE FEES:

FINGERPRINTING FOR LICENSURE (FBI/BCII)	\$ 68.00
APPLICATION	\$ 75.00
EXAM FEE	\$200.00

APPLICATION/ADMISSION PROCESS

Persons interested in attending the PN Program shall do the following:

1. Submit a completed Application.
2. Submit a nonrefundable test fee of \$100.00 to the school (check, money order, or cash)
3. Submit the following: *official* high school transcript or GED and/or *accredited* college transcript showing scores with at least a 2.00 GPA or GED with a score of at least 50/500.
Students please note: If you are submitting a foreign transcript, it must be translated into the U.S.A. equivalent G.P.A. This must be received prior to collecting any funds from you, and before you will be permitted to sit for the pre-entrance test.
4. Take the pre-entrance test of reading and essential math skills. Passage at 80% or better is required to be considered for admission.
5. Provide one (1) personal (non-family) and one (1) work or business reference letter.
6. Submit a negative drug screen.
7. Sign a statement of awareness of the Criminal Record Policy.

Persons who have paid the \$100 test fee, have a 2.00 GPA or higher on high school/college transcript or GED with a minimum score of 50/500, passed the pre-entrance test with an 80% or higher score, submitted two (2) written reference letters, signed the awareness of the Criminal Record Policy statement, and submitted a negative drug screen will receive a Conditional Acceptance letter.

Full admission will be considered by the Director after completion of the following second set of criteria:

1. Submit the completed enrollment paperwork along with the \$50.00 application fee.
2. Attended the mandatory Practical Nursing Program Orientation.
3. Demonstrated physical and emotional ability to perform the routine tasks a student practical nurse must perform while in class and clinical settings. The pre-admission health form must be completed by the applicant's personal physician along with documentation of up-to-date immunizations for the following: PPD, MMR, Hepatitis B, and Varicella (chickenpox) or statement if applicable. Documentation of immunizations must be provided to the school prior to any clinical experience. Special learning needs will be considered by faculty and administration on an individual basis.
4. Completed all financial paperwork and paid the down payment of \$200.00 (refundable) due when you meet with the financial aid administrator to hold a

position on the class start date. This will be applied to the total tuition amount. If funding is provided by an agency or other funding institution, a letter from that agency must be provided to the school to secure a place on the class start date. All financial aid must be approved prior to class.

5. Verified current CPR certification attained from the American Heart Association. Students will not be permitted to participate in clinical rotations if CPR certification is not current.
6. Verified background check that shows no convictions of crimes as listed in the Criminal Record Policy.

Applications are maintained for one year only, after which the process of admission must be restarted. The Practical Nursing Program Admissions Director is available for questions regarding admissions into the program on Monday through Thursday, 9:00 a.m. – 4:00 p.m.

TRANSFERS/ADVANCED STANDING

Students are expected to attend and successfully pass all classes, skills labs and clinicals associated with each course in a sequential manner. Therefore, any credit given for courses taken outside of Northcoast Medical Training Academy will potentially affect tuition costs ONLY and is at the sole discretion of the Campus Director.

NON-DISCRIMINATION POLICY

Northcoast Medical Training Academy does not discriminate on the basis of gender, sexual orientation, age, physical or mental disability, race, creed or religion in its admission into or treatment in any of its programs, activities, advertising, training, placement or employment. However, should a discriminatory act occur against any student or employee, Northcoast will take the steps necessary to investigate the incident, correct any discriminatory effects and to prevent recurrence of such acts of discrimination, including disability harassment.

The Campus Director is the designated coordinator of Title IX, the Education Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. The school Director also serves as the coordinator to ensure compliance with section 504 of the Rehabilitation Act of 1973 and for implementing proper and appropriate policies that relate to the requirements of the school and its employees regarding this Act.

The Title IX Education Amendments Act of 1972 and the Section 504 Rehabilitation Act of 1973 designated Coordinator is:

Timothy Runge, Campus Director/Owner
Northcoast Medical Training Academy
1832 State Rt. 59
Kent Ohio 44240
330-678-6600

In the event that the complaint/grievance involves the Campus Director, the Practical Nursing Program Director will serve as the alternate Coordinator of both Title IX Education Amendments Act of 1972 and the Section 504 Rehabilitation Act of 1973. The contact information is as follows:

Joyce Shara, Practical Nursing Program Director
Northcoast Medical Training Academy
1832 State Rt. 59
Kent, Ohio 44240
330-678-6600, Ext. 231

Prospective students, current students, graduates or employees who wish to file a grievance or complaint against the school or its representatives for disability discrimination, including disability harassment, carried out by other students, employees, or third parties, or for other discriminatory acts covered under Title IX and Section 504, may do so as outlined in the **GRIEVANCE PROCEDURE** section of the PN Handbook.

The PN Program of Northcoast Medical Training Academy is committed to equal opportunity for all. Nursing courses meet the needs of students with physical and/or learning disabilities as provided by the Americans for Disability Act of 1992. The student must be able to perform the following activities to progress through the program:

1. Frequently work in a standing position and do frequent walking;
2. Lift and/or transfer patients up to 6 inches from a stooped position, then push or pull the weight up to three (3) feet;
3. Lift and/or transfer patients from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers;
4. Physically apply up to the (10) pounds of pressure to bleeding sites, or in performing normal CPR activities;
5. Respond and react quickly to auditory instructions/requests or monitoring equipment, and perform auditory auscultation;
6. Physically be able to perform up to an eight (8) hour clinical experience at least three (3) times per week;
7. Perform close and distant visual activities involving objects, persons, and paperwork, as well as to discriminate depth and color perception;
8. Discriminate between sharp/dull and hot/cold when using hands;
9. Manual dexterity required for preparing and administering medications;
10. Ability to read medication labels and patient records;
11. Perform mathematical calculations for medication preparation and administration;
12. Speak English clearly enough for patients to understand, and understand the verbal communications of English-speaking clients/patients;

13. Communicate effectively in writing, using appropriate grammar, vocabulary, and word context usage;
14. Make quick appropriate decisions under stressful situations;
15. Carry out procedures that prevent the spread of infection, e.g. frequent hand washing or using masks and gloves, etc.
 - Please note that all applicants are responsible to determine their own level of eligibility with respect to these qualifications and **MUST identify to the school any particular accommodation that they may need or require.**
 - Students with a disability who enter the PN Program do so with the full understanding that they will be expected to meet all course requirements with any reasonable accommodation that may be provided by the school.

***The nursing Faculty and the PN Program Director will evaluate all requests for “reasonable accommodation”.**

CRIMINAL RECORD POLICY

This policy serves to protect the clients, students, and staff of Northcoast Medical Training Academy and Clinical Affiliation sites. The safety and well-being of the patients for whom care is provided is our primary consideration.

All students will have a criminal records check done at orientation **at their expense.** Fingerprinting for the criminal records check will be done at Northcoast Medical Training Academy. The Ohio Bureau of Criminal Identification and Investigation will conduct the criminal records check. The results of the records check will be sent to the school, then the Ohio Board of Nursing. Students are not permitted to participate in clinical experiences until their report is received.

Students who have failed to disclose criminal records on their application will be immediately terminated from the program for falsification of the application.

Persons who have pled guilty to, been convicted of, or have a judicial finding of guilt for certain crimes are, by law, barred from employment in pediatric and adult care settings. The clinical affiliation sites with whom the school is contracted require that students meet the same criteria as their employees in this matter. Therefore, persons convicted of these crimes will not be permitted in the clinical facilities and will be denied admission into Northcoast Medical Training Academy Practical Nursing Program. (the crimes included are listed on the following page “Senate Bill 160 ORC”)

Students must notify the PN Director of all arrests within two (2) weeks of the occurrence. Students who are found guilty of any of the crimes listed on the following page will be immediately dismissed from the Practical Nursing Program.

Any misconduct on or off school property and/or clinical sites that is directly related to and affects the welfare and morale of the school is within the scope of authority and the discretion of the PN Director with respect to discipline/program termination.

Applicants with any other criminal records are required to submit certified copies of the indictment, Plea, and Journal Entry for each offense with their application. The applicant will be counseled regarding admission, clinical site availability, potential for employment, and licensure.

While Northcoast Medical Training Academy PN Program can provide education for students who have **not** been convicted of certain crimes (see Senate Bill 160 ORC), the Ohio Board of Nursing (OBN) reserves the right to review all applications and deny or revoke licensure at its own discretion. Therefore, Northcoast does not guarantee that student applications for licensure will be accepted by OBN.

SENATE BILL 160 OHIO REVISED CODE DISQUALIFIERS

ORC	2903.10	Aggravated Murder	2913.04	Unauthorized use of Property: Unauthorized Access to Computer System
	2903.02	Murder	2913.11	Passing Bad Checks
	2903.03	Voluntary Manslaughter	2913.21	Misuse of Credit Checks
	2903.4	Involuntary Manslaughter	2913.31	Forgery
	2903.11	Felonious Assault		
	2903.12	Aggravated Assault	2913.40	Medicaid Fraud
	2903.13	Assault	2913.43	Securing Writings by Deception
	2903.16	Failing to Provide a Functionally Impaired Person	2913.47	Insurance Fraud
	2903.21	Aggravated Menacing	2913.51	Receiving Stolen Property
	2903.34	Patient abuse & neglect	2919.13	Unlawful Abortion
			2919.22	Endangering Children
			2919.24	Contributing to Unruliness or Delinquency of a Child
	2905.01	Kidnapping	2919.25	Domestic Violence
	2905.02	Abduction		
	2905.04	Child stealing	2921.36	Prohibition of Conveyance of Certain Items on to Grounds of Detention Facility or Mental Health or MRDD Facility
	2905.05	Criminal Child Enticement		
	2905.11	Extortion	2923.12	Carrying Concealed Weapon
	2905.12	Coercion	2923.13	Having Weapons While under Disability
	2907.02	Rape	2923.16.1	Improperly Discharging Firearms at or into Habitation of School
	2907.03	Sexual Battery		
	2907.04	Corruption of a Minor	2925.02	Corrupting Another with Drugs
	2907.05	Gross Sexual Imposition	2925.03	Trafficking in Drugs
	2907.06	Sexual Imposition	2925.11	Drug Abuse
	2907.08	Voyeurism	2925.13	Permitting Drug Abuse
	2907.09	Public Indecency	2925.22	Deception to Obtain Dangerous Drugs
	2907.12	Felonious Sexual Penetration	2925.23	Illegal Processing of Drug Documents
	2907.21	Compelling Prostitution		
	2907.22	Promoting Prostitution	3716.11	Adulterated Food
	2907.23	Procuring		
	2907.25	Prostitution		
	2907.31	Disseminating Matter Harm to Juveniles		
	2907.32	Pandering Obscenity		
	2907.32.1	Pandering Obscenity Involving a Minor		
	2907.32.2	Pandering Sexually Oriented Matter Involving a Minor		
	2907.32.3	Illegal use of Minor in Nudity- oriented Material or Performance		
	2911.01	Aggravated Robbery		
	2911.02	Robbery		
	2911.12	Burglary		
	2911.13	Breaking and Entering		
	2913.02	Theft: Aggravated Theft		
	2913.03	Unauthorized Use of a Vehicle		

INSURANCE

The State of Ohio does not permit schools to protect their students with professional liability insurance. All students enrolled in the nursing program must provide proof of professional liability insurance. A professional liability insurance program brochure will be given to each student to assist in the process of obtaining professional liability insurance. It is the student's responsibility to apply and acquire the insurance prior to beginning the first clinical rotation or the student may not attend. The cost of this insurance is approximately \$35.00-\$45.00 per year.

GRADING POLICY

Students will be evaluated periodically by the course instructors with midterm and final student conferences, and a final evaluation at the end of each term. A minimum GPA of 2.00 must be achieved in every academic course and a grade of "satisfactory" must be achieved in every lab and clinical component in order to pass the course. A final grade of "unsatisfactory" in any clinical or laboratory portion of the course will result in failure of the entire course.

Grading Scale

	<u>Theory</u>	<u>Clinical</u>
A	94 -100 (4.00)	Satisfactory = S
B	87 – 93 (3.00)	Unsatisfactory = U*
C	80 – 86 (2.00)	
F	79 & below (0.00)	
W	Withdraw	

Note: If a student receives an "F" for a final grade for any course, retakes the course and successfully passes it, the original "F" will be shown on the student's final transcript, but will **not** be calculated in the G.P.A. If the student fails a **subsequent** course, the original "F" **will** be calculated in the final G.P.A. when the student retakes and successfully passes the course. **Only one "F" will be "forgiven" during the length of the program.**

SKILLS LAB

When included in a course, the skills lab provides the student the opportunity to learn and practice in preparation for competency testing. The student will show competency by demonstrating a competency skill to the instructor. The student will be given a total of 3 opportunities to satisfactorily complete any skill during a competency. If any attempt at the demonstration is satisfactory, the student may progress to the next student demonstration and continue to participate in the clinical rotations. If the student is unsatisfactory in all three (3) attempts at competency, the student will receive an "unsatisfactory" grade, and cannot progress to the next student demonstration or continue to participate in the clinical rotations. The student will be awarded an "F" grade for the course, be dismissed from the program, and will need to reapply. (See the Readmission Policy.)

EVALUATION OF CLINICAL PERFORMANCE

For all clinical courses, the student's clinical performance is evaluated as "satisfactory" or "unsatisfactory" according to the clinical learning objectives, expectations, clinical preparation, patient confidentiality, professionalism, and patient's mental, emotional, and physical safety. In addition, students must receive at least 80 points on the 100 Point Clinical Evaluation Tool. For "satisfactory" performance, each student must be totally prepared for every clinical experience as directed and deemed so by the Instructor. (See the course syllabus and the clinical evaluation tool for each course for a description of the evaluation criteria).

CLINICALS AND PRECEPTORSHIP

Clinical sites for clinical experiences and individual preceptorships for students are required for various classes. Therefore, clinical sites will be made available to the student by the school at the Director's discretion. **Students are expected to remain at the clinical sites for the entire time scheduled and are NOT permitted to leave for breaks and/or lunches.** The clinical grade will be determined by the Course Coordinator with input from the individual clinical instructor. Students will be scheduled for clinical experiences as indicated by the course syllabus. Students will be assigned to a preceptorship site and individual as indicated by the requirements of the final course, Professional Transitions. Clinical hours are scheduled by the Course Coordinator and included on the class schedule. Due to available clinical sites, students will need to be flexible regarding the clinical site locations and times.

TEST POLICY

Tests will be administered according to the course syllabus. Students are not permitted to use any hand-held computer instruments during testing unless otherwise indicated by the instructor. It is very important that other students are not distracted during the testing period. Therefore, students are not permitted to leave and reenter the room or ask questions during test-taking. Questions should be addressed before taking the exam. **All** materials must be cleared from desks and cell phones must be turned off. All quizzes/exams are timed and will begin and end according to a preset time schedule regardless of when the student enters the classroom.

Make-up quizzes and/or exams may be administered in an alternate format at the discretion of the instructors and Course Coordinator. Make-up quizzes/tests must be taken upon the first day of return from any absence. It is the student's responsibility to contact the instructor to arrange for the make-up. Additional quizzes may be given and may be announced or unannounced. A 5% deduction of the total points will be applied to make-up tests/exams taken without appropriate documentation for the absence. Late assignments will not be accepted.

Students must obtain at least an 80% on tests/quizzes in order to receive a passing grade. Students should maintain a record of all grades obtained so they can know their standing in the course at all times. Students who are having problems learning the material are encouraged to seek assistance from the instructor or designated faculty as

soon as the problem is identified and not wait until the final week of the course. It is the student's responsibility to be aware of their own strengths or weaknesses in test-taking and to seek assistance as needed. An 80% or higher grade average is required in order to pass each course.

Cheating on any test/quiz is reason for program expulsion.

TEST REVIEW POLICY

Test Review is a privilege granted to the student as an additional learning technique and is at the discretion of the Course Coordinator. As per policy, a review may be provided as scheduled by the Course Coordinator after the test has been taken by all course students. Monitors of the review may choose to answer questions, however, students need to be aware that monitors may not be the Instructor who taught the class. **All materials must be cleared from desks before distributing tests and/or answer sheets for review.** There will be no arguing or disrespect allowed or tolerated during the review. Students are not permitted to write, or record in any way, test questions during test review. If students have concerns about a specific question, they must submit their concerns about the question in writing documenting at least three (3) citation sources supporting their point of view. It must be received within 72 hours of the test review including weekend and holiday hours.

Electronic mail, faxes, registered letters, or other methods that document the time in which the concern is received are the most appropriate methods for submission. The student will have a response related to the question within 72 hours of receiving the written documentation. The final decision will be made by the Course Coordinator with input from the course faculty.

REQUIRED CURRICULUM SEQUENCE

Each course must be completed with at least an 80% and a "satisfactory" passing grade in clinical and/or lab in order to progress to the next course. All courses must be completed within 150% (six *attempted* quarters) of the time for the program with at least an 80% and a satisfactory passing grade in all clinical(s) and/or skills laboratory.

PROGRESSION

A cumulative GPA of <80% (2.00), an "unsatisfactory" clinical grade and/or less than 80 points on the 100 Point Clinical Evaluation Tool and/or an "unsatisfactory" lab grade will place the student on probation. Students will be required to retake any course of the program for which they receive a grade of less than 80% (2.00) ***at their expense***. *All students should note that being required to retake any course due to poor academic performance (a GPA less than 2.00) may cause them to wait a period of time (possibly quarters) to retake the quarter due to scheduling concerns.* ***Note: A final "unsatisfactory" performance in the clinical and/or lab portion, or failure of the lecture portion of any course, will automatically result in an "F" for the final***

course grade, and the student will be required to retake the course in its entirety when next offered.

ACADEMIC WARNING

A Counseling Form will be completed for the following:

Academic: A theory grade below 80% **at midterm** in the course.

Clinical: Unsatisfactory clinical performance in the Practice Lab or Clinical **at midterm** in the course

Unsafe Practice Lab Performance any time in the program.

Nonacademic: Conduct – Two (2) incidences

The student must meet with the Faculty Course Coordinator to formulate a plan for improvement. Failure to meet the terms of the plan by the end of the course may result in failure of the course.

WITHDRAWAL

Students withdrawing (personal or medical) from the program must do the following:

- a) submit a written letter of withdrawal to the PN Director
- b) Meet with the Registrar and complete a student withdrawal form
- c) meet with the Financial Aid Director
- d) make an appointment with the PN Director to discuss circumstances and options for returning

DISMISSAL

At the discretion of the Program Director, a student may be dismissed or suspended from the program and/or punitive actions may be taken for any of the following infractions:

1. A final cumulative G.P.A. of less than 2.00 for two consecutive quarters.
2. Violation of the Ohio Board of Nursing Code of Student Conduct.
3. Absenteeism exceeding policy limits.
4. Cheating on any test or examination at any time.
5. Violation of confidentiality of patient information.
6. Recording false information on a patient's chart, cheating on a test, lying to an instructor or nursing staff, submitting another student's work as your own.
7. Use or possession of unauthorized drugs or alcohol and reporting for class or clinical while under the influence of alcohol or illegal drugs.
8. Non-payment of fees.

9. Failure to demonstrate respect toward all staff, clients, and students associated with Northcoast Medical Training Academy and contracted agencies.
10. Endangering the safety of any staff, client and/or student associated with Northcoast Medical Training Academy and contracted agencies.

READMISSION

In the event that a student of the Practical Nurse Program is unsuccessful in a course, the student may reapply in writing for readmission, except in cases of dismissal for punitive or disciplinary reasons. The student will be considered for readmission a limit of two (2) times as with any other applicant and admission criteria will be based on current requirements. Readmission is evaluated on an individual basis and is not guaranteed. The student reentering the nursing program will be admitted to the course in which the student had been unsuccessful and based on the successful completion of previous courses.

The student shall be financially responsible for a \$100.00 readmission fee prior to readmission into the Practical Nurse Program. Students who are readmitted into the nursing program are subject to the conditions as stated in the most current Student Handbook.

DRESS CODE FOR CLASS DAYS

Students may choose to wear street clothes or scrub suits to class. Street clothes should be appropriate for the business/school setting (professional casual). No halter, spaghetti-strap or strapless tops, tops revealing midriff or cleavage, or tops with inappropriate messages are permitted. Jeans, spandex pants, tights, leggings, hats, or headscarves are not permitted. Jewelry in facial, mouth, or tongue piercing(s) is prohibited. Shorts/skirts/dresses must be knee-length. Scrub suits may be of any color the student chooses.

DRESS CODE FOR SKILLS LABORATORY

Scrubs must be worn with close-toed shoes. Hair must be tied back away from face for safety purposes. (See Clinical Dress Code for jewelry policy)

DRESS CODE FOR CLINICAL DAYS

Name pin and proper clinical identification must be worn at all times.

Uniforms: School uniforms must be clean and worn at all clinical experiences.

*Please do not wear wrinkled or unwashed garments.

*Uniforms are not to be worn outside of approved Northcoast activities.

Shoes: Shoes must be all white professional leather shoes with quiet heels. Clogs or slides are not permitted. Shoes must be polished daily and kept in good condition. Shoelaces are to be washed regularly.

Undergarments: All undergarments must be skin-tone color and pattern-free.

Grooming:

1. All students must be well groomed and engage in **daily** personal hygiene practices.
2. Male students must be clean shaven. Beards or mustaches, if worn, must be short, neat, and well-trimmed.
3. Hair must be neatly groomed. Long hair must be arranged back in ponytails, braids, or buns so it does not fall on front of face, back of collar, obstruct vision, or interfere with professional patient care. Hair extensions, accessories, and styles must be conservative. Hair guidelines must be maintained at all times while in uniform. This includes classroom, lab and clinical areas, and during travel to and from these areas.
4. Make-up may be used in moderation and natural in appearance.
5. Scented products: No perfume, cologne, aftershave, scented hand lotion and/or powder is to be worn during clinicals.
6. Hands must be kept clean and infection control practices followed.
7. Fingernails must be kept clean and trimmed to a length so as not to interfere with patient care. Artificial nail enhancements of any kind are not permitted; nail polish must be clear.
8. Any tattoos must be covered.

Jewelry:

The only jewelry permitted in the laboratory or clinical settings are the following:

1. One smooth metal ring band.
2. A plain watch with plain leather (white, brown, or black) or metal band with a second hand. Digital watches are unacceptable.
3. Earrings must be small studs, only one per earlobe. No jewelry may be worn in any pierced facial, body, mouth, or tongue areas.

ATTENDANCE POLICY

All students are expected and required to take advantage of all scheduled learning experiences and classes. The experiences are always arranged to provide students with appropriate and comprehensive training and development of both knowledge and skills. It is the student's responsibility to meet the objectives with a positive attitude for both the theory and practice portions of the program. Tardiness to class, absences, or leaving scheduled classes or clinical experiences will cause difficulties in meeting student objectives and may result in the failure to complete all requirements of the program. It is vital that all students entering the PN Program understand that the school will follow all attendance policies set forth below to the letter. Northcoast Medical wants only those individuals who complete all requirements of the PN Program and have a positive professional attitude to become graduates and represent the school in the medical field labor market.

Attendance will be taken by the instructors, and recorded and maintained for each quarter by the Registrar. Students are required to be on time and stay for the duration of class. Students who deviate from this policy will be dealt with on an individual basis by faculty and staff. Excessive tardiness or leaving classes early may result in a student's dismissal from the training program.

In the event of any absence from class, the student assumes the responsibility of immediately notifying the school and for making arrangements with individual instructors for any and all makeup of class work and hours missed. Students are to call the school at **330-678-6600** (Ext. 232) no less than one-half ($\frac{1}{2}$ hour) prior to class start and speak directly to the Administrative and Teaching Assistant, or leave a message on the Administrative and Teaching Assistant's voice mail to report an absence. The student assumes the responsibility for making arrangements with individual instructors for all makeup of class work missed as a result of being late for classes or leaving classes early.

To report an absence from any clinical site, students are required to call the clinical instructor no less than one-half ($\frac{1}{2}$ hour) prior to the clinical start time and either speak directly to their clinical instructor or leave a message on the instructor's cell phone.

Students who miss an excess of 18 hours of lecture *per quarter* will be required to make up those hours. Example: if a student is absent for 25 hours, he/she will be required to make up seven (7) hours. Day students can attend the afternoon class; afternoon students can attend the day class. If this is not feasible, the student ***must*** see the Administrative and Teaching Assistant to receive an assigned make-up project to complete their make-up hours. ***All class work and hours missed must be completed by the end of the individual quarter in which the hours were missed, or course failure will result.*** Students must obtain a Make-up Hours form from the Administrative and Teaching Assistant. This form must be completed and verified by an instructor in the program to be valid. All forms are to be turned in to the Teaching and Administrative Assistant by the last day of the quarter in which the student's absence exceeds 18 hours.

*****REMEMBER***, a student ***MUST*** report off every day absent to the school to the Administrative and Teaching Assistant and every day absent from clinical to the

clinical instructor. Failure to report off according to this policy will result in **A MAJOR PROGRAM INFRACTION**.

*Total absences cannot exceed 18 hours of lecture **per quarter**, and 18 hours of clinical time for the **length of the program** without jeopardizing the student's ability to remain in the program.*

MAKE-UP WORK

Arrangements to make up assignments, projects, tests, and work missed as a result of absence must be made with the approval of the instructor in accordance with Northcoast Medical Training Academy attendance policy and course requirements.

CLINICAL MAKE-UP DAYS

Students are strongly encouraged to attend all clinical experiences as scheduled. Due to restrictions in the number of students permitted for each clinical group, make-up time is not guaranteed. In order to graduate from Northcoast Medical Training Academy, a student must make up any clinical hours in excess of eighteen (18) during the length of their program.

*Clinical days missed will affect the student grading of the course.

PLEASE NOTE:

- A student who is absent three (3) **consecutive** days, either class days or clinical days, without notifying the Administrative and Teaching Assistant and/or the clinical instructor, may be withdrawn from the program.

SCHOOL CLOSING DUE TO BAD WEATHER

The school reserves the right to close during weather emergencies or other emergencies for the safety of students and staff. Under these conditions, students will not be considered absent. Instructors will cover any missed material to ensure completion of the entire program. Should the school need to be closed due to weather-related circumstances, please check local TV stations (3,5,8) as well as radio stations WNIR and WKDD for school closing information and updates. The school will notify the media ASAP in the event that the school will be closed. Please note that the school is an authorized participant of the WKYC Channel 3 "I-Alert" school closing system. *If the main campus of Kent State University is closed due to inclement weather, Northcoast Medical Training Academy will also be closed.*

CLASSROOM PROTOCOL

The Faculty and Administration of the PN Program believe that classroom attendance is essential to the student's success. It is expected that the student will be attentive and interactive in the classroom and laboratory settings. The Instructor reserves the right to dismiss any student who disrupts the normal conduction of classroom activities. **ALL recording** of lecture content must be preapproved by the Instructor. Students are responsible for cleaning up after themselves before leaving the classroom. Cell phones and/or pagers **MUST be turned off** during classroom and clinical hours.

LICENSURE

In order to take the NCLEX examination to become a practical nurse in Ohio, the graduate must make application to the Ohio Board of Nursing and Pearson VUE. The examination is given at selected computer centers located in this area and throughout the United States.

Graduates must also submit the BCI&I plus FBI check to the Ohio Board of Nursing. This screening procedure will be held at the school prior to graduation.

The Ohio Board of Nursing requires that the criminal records check be completed and filed for each graduate.

NCLEX-PN

Northcoast Medical Training Academy PN Program will provide the potential graduate with information regarding application to the Ohio Board of Nursing (OBN) to sit for the NCLEX-PN licensure exam. If a graduate chooses to test and be licensed in a state other than Ohio, information should be sought from that Board of Nursing or appropriate licensing authority in that state. Application for licensure will be the responsibility of the student. Once the student has completed the requirements for the program, the Director will submit the appropriate forms to the Ohio Board of Nursing indicating that the graduate has completed the approved program and, therefore, has met the academic requirements for licensure. The Ohio Board of Nursing determines eligibility to sit for the examination in Ohio. The graduate will receive authorization to test from Pearson VUE and will then be able to schedule the NCLEX-PN examination with the testing center. (See graduation requirements for additional information).

HEALTH/MEDICAL CARE

Students are expected to take proper care of their own health by getting proper sleep, exercise, and diet. However, should the student become ill during class/clinical time and require further medical treatment, the student may seek medical care on their own. If the student is incapacitated and is unable to leave the facility on his/her own, the paramedics (911) will be called. The school will not be responsible for rendering any medical assistance or transportation due to liability reasons. An incident report will be

filed with the Course Coordinator following the incident. The Instructor reserves the right to request the student who exhibits signs or symptoms of illness to be seen by a physician. Students may be required to submit a physician's statement that they are able to resume nursing responsibilities before being permitted to return to the program. If an injury or illness alters a student's ability to meet the technical standards, that student will not be able to attend the classroom and/or clinical portion of the curriculum. Although a reasonable attempt to make accommodations will be made, the attendance policy does remain in effect.

Students taking prescribed narcotics under the care of a physician must bring a physician's statement to the Administrative and Teaching Assistant indicating that the student is able to safely meet the requirements of the Program.

EMERGENCY MEDICAL FORMS

All PN Program students will be requested to fill out an Emergency Medical Form providing the staff with information about who to call in the case of an emergency.

INJURY

A student who is injured while in class or the clinical area must report the injury to the Instructor on the day it occurs. Any injury, even though it may seem minor, should be reported in writing. Students will be referred to emergency care at their own expense for injuries or illness, and will be referred to their physician for follow-up care. Because students are not covered by Workers Compensation by either the school or the clinical sites, each student will assume the financial responsibility for any illness or accident while enrolled in the program. If an injury occurs at a clinical site, the student must follow the policy and procedure for injury required by that facility.

PREGNANCY

A student who is pregnant and who wishes to remain in the program must sign a waiver releasing the school and its affiliating agencies from **ANY** liability should her activities be detrimental. The student's physician must also provide written approval (with no restrictions for activity or weight lifting) in order for the student to continue in the program. The pregnancy waiver must be updated following each prenatal visit. Failure to report a pregnancy and have a signed waiver and physician's release could result in dismissal from the program.

BLOOD/BODY FLUID EXPOSURE PROTOCOL

Should a needle stick or any incident occur exposing a student to potentially infective blood and body fluids, this procedure should be followed: Immediately report the incident to the Instructor. Complete the required forms for variance according to facility protocol. Obtain emergency first aid care from the facility as per protocol. Contact your personal health care professional for follow-up. The individual student is responsible for drug therapy costs and subsequent follow-up testing.

SMOKING POLICY

Northcoast Medical Training Academy is a non-tobacco facility. Smoking is allowed **ONLY** in personal vehicles. Cigarette butts must be extinguished and placed in receptacles within the automobile. Use of tobacco of any kind is not permitted within the school. Violation of this policy will result in disciplinary actions. Students are required to follow the smoking policy associated with each affiliated clinical site.

ALCOHOL AND DRUG POLICY

The use, possession, or distribution of alcoholic beverages or illegal chemical substances on school or clinical property or during related school experiences is prohibited. Any student found guilty of violation of this rule will be dismissed from the program and reported to local law enforcement authorities.

Practical nursing students are expected to report physically and mentally fit for class, clinical, and observational experiences. If a student is suspected of being “under the influence”, at the discretion of the faculty the student will be sent for a “reasonable suspicion drug and alcohol screen”. Any student with a positive drug screen must report to the PN Director and Campus Director, and may be subject to dismissal.

A student who is taking a prescribed legal drug which could affect his/her performance is responsible for notifying the PN Director and providing a physician’s certificate stating that he/she is able to safely and efficiently perform the duties of a practical nursing student.

***A student must also notify the PN Director of any criminal drug statute conviction within five (5) days of such conviction.**

DRUG/ALCOHOL ABUSE COUNSELING

Professional counseling is available to all students through the following agencies:

Townhall II
156 N. Water St.
Kent, OH 44240
(330) 678-3009

Edwin Shaw Hospital
1621 Flickinger Road
Akron, OH 443120
(330) 784-1271

Glenbeigh Hospitals
16035 Industrial Parkways
Cleveland, OH 44084
1-800-234-1001

Additional private practitioners can be located in the Yellow Pages under Alcoholism Information and Treatment Centers.

STUDENT GUIDANCE AND COUNSELING

Personal Counseling

Individual or family problems may present barriers to successful completion of education. Community support services are available in Portage County on a sliding fee scale cost to students in need of help.

Mental Health and Recovery Board of Portage County agencies provide services designed to meet individual needs. Refer to their website at mental-health-recovery.org or call (330) 673-1756 with questions.

Academic Guidance and Counseling

If a student identifies a need for academic assistance, it is the student's responsibility to contact the PN Director for a discussion of the issue and guidance in correcting the academic problem. Faculty who identify an academic problem in a student may arrange a meeting with the student to confront the issue. For the record, the student and Instructor will complete a Counseling Form and develop a plan for improvement. The Counseling Form will become part of the student's record until the student has graduated.

GRIEVANCE PROCEDURE

Within the PN program, the term "grievance" is defined as a dispute between a student and the school regarding the interpretation, application of, or compliance with any provision of the Northcoast Medical Training Academy policies or procedures. The grievance process is available to all students without fear of retaliation or intimidation. All conversations with the student shall be held in strict confidence by those involved. The grievance decision may be appealed as outlined in Step IV.

Step I: The grieving student discusses the concern with the Instructor who is involved with the issue in an effort to arrive at a mutually agreeable solution. The discussion must be held within three (3) working days of the occurrence.

Step II: If the grievance is unresolved after Step I, the student may further pursue the grievance process by submitting the grievance in writing to the Faculty Course Coordinator within six (6) working days of the original dispute. The letter must include the date of occurrence and a detailed description of the incident.

Within five (5) working days from the submission of the completed grievance letter, the student, Faculty Course Coordinator, and faculty member will meet for the purpose of resolving the grievance.

The Course Coordinator will then conduct an adequate, reliable, and impartial investigation of the complaint which will include the opportunity for parties to identify witnesses and other evidence.

At the conclusion of the investigation, the Faculty Course Coordinator's written disposition will be given to the student and the faculty member within seven (7) working days of the meeting. The grievance will be considered resolved if an agreement is reached at this point.

Step III: If the student is not satisfied with the Faculty Course Coordinator's disposition of the grievance, the student may appeal in writing to the PN Director within three (3) working days after receipt of the disposition. A conference will take place within five (5) working days and include the student, the Faculty Course Coordinator, the PN Director, and the involved faculty member. After review of all the data collected, the PN Director will submit a written disposition to the student and/or faculty member within seven (7) working days of the conference.

Step IV: If the student is not satisfied with the PN director's disposition of the grievance, the student may appeal in writing to the Campus Director within three (3) working days after receipt of the disposition. The Campus Director shall submit a written disposition which shall include reasons for the disposition. This disposition shall be considered binding and will conclude the grievance as well as due process.

The time limits set forth in the above procedure may be extended by mutual agreement of the school and the student. "Working days" shall not include Saturdays, Sundays, holidays, or vacation days.

Schools accredited by the ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd./Suite 302
Arlington, VA 22201
(703) 247-4212**

If a student feels that the school has not adequately addressed a complaint or concern, the student may consider contacting the State Board of Career Colleges and Schools. All complaints considered by the State Board of Career Colleges and Schools must be in written form, with permission from the complainant(s) for the State Board of Career Colleges and Schools to forward a copy of the complaint to the school for response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the State Board of Career Colleges and Schools. A copy of the State Board of Career Colleges and School's complaint form may be obtained by writing or calling the State Board of Career Colleges and Schools:

**Executive Director
State Board of Career Colleges and Schools
35 East Gay Street, Suite 403
Columbus, OH 43215
(614) 466-2752
(877) 275-4219**

CODE OF STUDENT CONDUCT

Students are expected to maintain professional behavior at all times in the classroom and clinical areas. Professionalism projects the moral values of empathy, integrity, and trustworthiness. Respect for self and others help create a positive learning atmosphere for everyone. Courtesy and cooperation help promote teamwork. The term "professional" is used to describe a person who can be trusted to maintain high personal standards, and is responsible and accountable for his/her own actions. These are the expectations for all Northcoast students.

UNETHICAL CONDUCT/UNACCEPTABLE BEHAVIOR/ATTITUDE

Ethics refers to the moral or philosophical principles that society uses to define actions as being right or wrong. Nursing ethics identify nurses' professional conduct in relation to clients, health team members and the community. Standards in the Code of Ethics of the National Association of Practical Nurse Education and Services, Inc. (NAPNES) reflect the high ideals expected of the practical nurse and students.

Unethical conduct is any behavior that violates the NAPNES Standards of Practice. For Northcoast Medical Training Academy PN Program, such behavior includes, but is not limited to, cheating, lying, falsifying records, breaching confidentiality, stealing, abusing alcohol or drugs, abusing patients/residents, behaving in a disorderly manner in the school or clinical area, and providing care outside the scope of practice for practical nurses.

An undesirable behavior or attitude would be shown if the student refused to cooperate with co-workers or peers, causes dissension among classmates or co-workers or peers, uses profanity or vulgarity, and displays antagonism toward instructors or classmates. These behaviors, as well as those listed above, are unacceptable and may be grounds for dismissal.

THE BOARD OF NURSING REQUIREMENTS RELATED TO NURSING STUDENTS

The conduct of the nursing student is an important issue related to the care of patients in the clinical setting. This policy is required by rule 423-5-12(J) OAC of the Ohio Administrative Code and includes, but is not limited to, the following:

1. A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the client, and the client's response to that care.
2. A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
3. A student shall not falsify any client record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This included, but is not limited to, case management documents or reports or time records, reports, and other documents related to billing for nursing services.
4. A student shall implement measures to promote a safe environment for each client.
5. A student shall delineate, establish, and maintain professional boundaries with each client.
6. At all times when a student is providing direct nursing care to a client the student shall:
 - a. Provide privacy during examination or treatment and in the care of personal or bodily needs; and
 - b. Treat each client with courtesy, respect, and with full recognition of dignity and individuality.
7. A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;
8. A student shall use universal blood and body fluid precautions established by Chapter 3723-20 of the Administrative Code;
9. A student shall not:
 - a. Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a client;
 - b. Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
10. A student shall not misappropriate a client's property or;
 - a. Engage in behavior to seek or obtain personal gain at the client's expense;

- b. Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client's expense;
- c. Engage in behavior that constitutes inappropriate involvement in the client's personal relationships; or
- d. Engage in behavior that may reasonably be interpreted as inappropriate involvement in the client's personal relationships.

For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

11. A student shall not:

- a. Engage in sexual conduct with a client;
- b. Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
- c. Engage in any verbal behavior that is seductive or sexually demeaning to a client;
- d. Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a client.

For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

12. A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:

- a. Sexual contact, as defined in section 2907.01 of the Revised Code;
- b. Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

13. A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student.

14. A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

15. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of habitual or excessive use of drugs, alcohol, or other chemical substances that impair the ability to practice.

16. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability;

17. A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance;

18. A student shall not obtain or attempt to obtain money or anything of value by intentional misrepresentation or material deception in the course of practice;

19. A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
20. A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.
21. A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion;
22. A student shall not assist suicide as defined in section 3795.01 of the Revised Code.
23. A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its faculty or preceptors, or to the board.

CONFIDENTIALITY

The Health Insurance Portability and Accountability Act (HIPAA) legislates the rights of individuals and the obligations of health care providers (nurses and nursing students) in maintaining the confidentiality of health care information. Therefore, any violation of the confidentiality statement during classroom activities, clinical assignments, or during the student's own private time will constitute grounds for immediate dismissal.

PICTURES

Pictures will be taken at the school on a specified date. These pictures are necessary for the school state board application records, and the class composite. Students will have the option of purchasing additional pictures.

MEALS & BREAKS

On class days students can bring their own lunch or eat out at one of the local restaurants. All food is to be eaten in the student lunchroom. A refrigerator, microwave, and snack vending machines are available for student use in the lunchroom. It is each student's responsibility to keep the lunchroom clean. **Food and beverages are not to be taken to the computer room or learning laboratory at any time.**

On clinical days, students are required to remain at the clinical site for the entire time scheduled. Therefore, it is expected that the students bring their own meals.

ADMINISTRATION/FACULTY

Joyce Shara, M.Ed., B.S.N., R.N., L.P.C.C.	PN Program Director
Denise Isackila, B.S.N., R.N.	Faculty Course Coordinator
Charlotte Armstrong, B.S.N., R.N.	Lead Instructor
Bernadine Rock, R.N., B.F.P.A.,	Administrative & Teaching Asst.
Danielle Kaley	PN Executive Assistant

All faculty members are Registered Nurses and meet the State Board of Career Colleges & Schools and the Ohio Board of Nursing requirements and standards. All faculty members are on file with the State Board of Career Colleges and Schools and the Ohio Board of Nursing, and their qualifications have been reviewed by the board through the required instructor qualifications form for each instructor.

**A complete faculty list is available from the Practical Nursing Program Director upon request.*

ACADEMIC CALENDARS 2011 - 2012

Day and Afternoon Classes – Monday through Friday

2011

2012

Qtr Start Date	Qtr End Date	Qtr Start Date	Qtr End Date
February 21, 2011	May 13, 2011	February 20/2012	May 11, 2012
May 16, 2011	August 5, 2011	May 14, 2012	August 3, 2012
August 15, 2011	November 4, 2011	August 13, 2012	November 2, 2012
November 7, 2011	February 10, 2012	November 5, 2012	February 8, 2013

Week-end Classes – Friday/Saturday

2011

2012

Qtr Start Date	Qtr End Date	Qtr Start Date	Qtr End Date
February 25, 2011	August 6, 2011	February 24, 2012	August 4, 2012
August 19, 2011	February 11, 2012	August 17, 2012	February 9, 2013

STUDENT HOLIDAY AND VACATION BREAK SCHEDULE

Day and Afternoon Classes – Monday through Friday

2011

2012

Holiday	Date	Holiday	Date
Martin Luther King, Jr.	January 17	Martin Luther King, Jr.	January 16
Presidents' Day	February 21	Presidents' Day	February 20
Memorial Day	May 30	Memorial Day	May 28
Independence Day	July 4 & 5	Independence Day	July 4
Labor Day	September 5	Labor Day	September 3
Thanksgiving	Nov. 23-25	Thanksgiving	11/21-23
Winter Break	12/19/11 – 1/3/12*	Winter Break	12/24/12 – 1/7/13**

*Classes resume on 1/3/12

**Classes resume on 1/7/13

Week-end Classes – Friday/Saturday

2011

2012

Holiday	Date	Holiday	Date
Memorial Day	May 28	Memorial Day	May 26
Independence Day	July 2		
Labor Day	September 3	Labor Day	September 3
Thanksgiving	Nov 25-26	Thanksgiving	Nov 23- 24
Winter Break	12/18/11 – 1/5/12*	Winter Break	12/23/12 – 1/10/13**

*Classes resume 1/6/12

**Classes resume 1/11/13

COURSE DESCRIPTIONS

PN101: Anatomy & Physiology

Credit Hours: 13.2

This is a course designed to promote understanding of the structure and function of the human body systems and how they differ in health and disease. Included are the principles of nutrition and microbiology. The course progresses from the study of the basic cell through study of all systems of the body. Emphasis is placed on the interdependence of the systems necessary to maintain homeostasis. Emphasis is also placed on vocabulary building and spelling of the names of body parts, physiologic processes and related disorders.

Prerequisite: None

PN102: Fundamental Nursing I

Credit Hours: 13.8

This course is a study of the basic art and science of practical nursing. Emphasis is placed on knowledge and skills that are the foundation of transpersonal nursing care, including carative communication, assessment and the nursing process, and developmental changes as they occur from young adulthood to senescence. The student applies classroom theory of basic nursing skills to both the practice and clinical laboratory settings.

Prerequisite: PN101

PN103: Fundamental Nursing II

Credit Hours: 11.1

This course focuses on health promotion and care during pregnancy, labor and delivery and post-partum, and advances to the care that assists with promotion and support of the emotional, mental and social well-being of the client, family, and communities, including end-of-life care. Clinical experiences focus in the mental health and community settings to emphasize care for the whole person in a social context.

Prerequisite: PN102

PN104: Pharmacology and IV Therapy

Credit Hours: 14.5

This course provides a basis for understanding the nurse's role in pharmacotherapeutics; drug classifications; pharmacologic principles; math calculations; medication administration techniques; legal, ethical, and cultural considerations related to pharmacology. Included are principles and administration of IV therapy. This course incorporates skill competencies and clinical experiences.

Prerequisite: PN103

PN105: Medical-Surgical Nursing I

Credit Hours: 23.7

This course focuses on nursing care of patients across the life span with common disorders of body systems. Principles of pathophysiology are integrated with the normal anatomy and physiology in a range from simple to complex, from known to unknown. Students apply the nursing process to provide competent and caring nursing to individuals in various clinical settings

Prerequisite: PN104

PN106: Medical-Surgical Nursing II**Credit Hours: 15**

This course is a continuation of the study of nursing care of patients across the life span with common disorders of body systems. Nursing interventions to provide competent nursing care to individuals will be applied in various clinical settings.

Prerequisite: PN105**PN107: Professional Transitions****Credit Hours: 8.2**

This course is designed to prepare the student for the role of the practical nurse. Leadership and management skills are presented and practiced in various clinical settings. Employment issues and career opportunities are discussed in the context of a challenging health care system. The National Council Licensure Examination is discussed, and passage of the HESI practice examination is required for passage of the course.

Prerequisite: PN106

CURRICULUM PLAN

Students progress through each course in succession through each quarter. The courses utilize 30 hours per week for quarters lasting 12 weeks each. See the individual course syllabi and the course schedule for the scheduled times per week.

Quarter One	Credit	Theory	Skills	Clinical	Total
PN101 Anatomy & Physiology I	13.2	126	12	-0-	138
PN102 Fundamental Nursing I	13.8	78	72	72	222
Quarter Two					
PN103 Fundamental Nursing II	11.1	90	6	54	150
PN104 Pharmacology & IV Therapy	14.5	102	42	66	210
Quarter Three					
PN105 Medical-Surgical Nursing I	23.7	174	6	180	360
Quarter Four					
PN106 Medical Surgical Nursing II	15	120	-0-	90	210
PN107 Professional Transitions	8.2	58	-0-	72	130

Credit Hours – 99.5

Total Hours = 1420

Total hours include 1/2 hour each course for orientation, and time for final tests, lab competency, and competency testing for the program.

CREDENTIAL AWARDED UPON COMPLETION OF THE PRACTICAL NURSING DIPLOMA PROGRAM

Upon successful completion of the program requirements, graduates will be awarded a Diploma in Practical Nursing from Northcoast Medical Training Academy. This program normally takes forty eight (48) weeks or twelve (12) months to complete.

REQUIREMENTS FOR GRADUATION

- Successful completion of appropriate coursework and a final cumulative G.P.A. of 2.00.
- No more than 18 hours of lecture absences per each quarter, and/or 18 hours of clinical absences for the length of the program.
- Current with all financial obligations.

CLOCK HOUR TO CREDIT HOUR CONVERSION

The Northcoast Medical Training Academy utilizes the following Clock Hour to Credit Hour Conversions in compliance with the State Board of Career Colleges and Schools, and in compliance with applicable federal regulations:

Quarter Credit Hours:

- One (1) quarter credit hour for at least ten (10) classroom contact hours plus appropriate outside preparation or the equivalent; or
- One (1) quarter credit hour for at least twenty (20) hours of supervised laboratory instruction plus appropriate outside preparation; or
- One (1) quarter credit hour for not fewer than thirty (30) hours of externship/internship or work-related experience.