

# Care One Health Training Institute, INC

**Care One Health Training Institute**

8701 Wadford Dr

RALEIGH, NC 27616

**3/11/2020**

**Volume 13, Issue 1**

**ACADEMIC YEAR 2020-2021**

# Welcome

Welcome to **Care One Health Training Institute Inc.**

We offer NA I, NA II, Phlebotomy Technician, EKG Technician, Pharmacy Technician, Medical Billing and Coding, Medication Aide and Clinical Medical Assistant programs. These programs provide a quality comprehensive education setting for all students. At the end of the program students will be able to:

- Provide basic health and personal care for the patient and resident regardless of setting.
- Secure a job in the respective areas of study.

Furthermore, it will give you that sense of fulfillment and responsibility that health care professionals enjoy in our community.

I hope that you find the program exciting and rewarding.

I would like to take the opportunity of wishing every student success in the program. I assure you that you have made a commendable choice in making the healthcare profession your career.

We congratulate each student on making this career choice.

Administrator,

Anne Murathime, Ed.D

# **CARE ONE HEALTH TRAINING INSTITUTE, INC**

## **GOVERNING BODY**

Peter M. Theuri DBA, MBA, CPA

Kemah E.P. Washington Ed.d

Sujal Patel MBA

## **Advisory Board**

Tammy Lewis BSN, RN

Wanda Robinson RN

Samantha Dixon RN

Sandra Vandall RN

## **OFFICIALS**

Anne Murathime Administrator Ed. D

Beth Mills, RN

## **REGISTRAR**

Jodi Fernandez

## **FACULTY**

Beth Mills, RN

Bonnie Palermo RN, ADN

Nancy Olson RN, BSN

Marilyn Kilgore RN, ADN

Barbara Smith RN, BSN

Gloria Okereke RN, BSN, MPH

Ramesh Upadhyaya RN, BSN, MSN, MBA

Kathy Turner RN, BSN

Doreen Schram RN, BSN, MSN, MBA

Marie Sell RN

Tiffany Stabler – Phlebotomy Instructor, CMA

Rosland Braxton, CPR Instructor

Melissa Fernandez – Data Manager

## **Mission Statement**

The mission of Care One Health Training Institute is to provide the highest quality professional nursing service, and to train and develop professional nursing assistants and healthcare personnel committed to render nursing care within Wake County and surrounding areas.

## **Vision Statement**

We aim to improve patient care by providing professional competent nurse aides and healthcare personnel. We teach our students to always treat residents in the same manner in which they would like to be treated. We encourage individual students to create a basic response to the changing needs and conditions in healthcare and senior care.

## **We Are Committed To Excellence**

At Care One, we strive to create an environment of teamwork and participation, where, through continuous performance evaluation, students pursue excellence and take pride in their work. We believe that the quality of our services is the key to success. We will maintain financial viability through a cost-effective operation to meet the organization's long-term commitment to the community.

# Care One Health Training Institute

## Holiday Schedule

### 2020

| Holiday                     | Date                                       | Day of the Week    |
|-----------------------------|--------------------------------------------|--------------------|
|                             |                                            |                    |
| New Year's Day              | Jan 1 <sup>st</sup> – 5 <sup>th</sup>      | Wednesday - Monday |
| Martin Luther King Jr Day   | Jan 20 <sup>th</sup>                       | Monday             |
| Good Friday                 | April 10 <sup>th</sup>                     | Friday             |
| Memorial Day                | May 25 <sup>th</sup>                       | Monday             |
| Independence Day            | July 3 <sup>rd</sup> – 5 <sup>th</sup>     | Thursday & Friday  |
| Labor Day                   | Sept 7 <sup>th</sup>                       | Monday             |
| Columbus Day                | Oct 12 <sup>th</sup>                       | Monday             |
| Veterans Day                | Nov 11 <sup>th</sup>                       | Monday             |
| Thanksgiving                | Nov 26 <sup>th</sup> - 29 <sup>th</sup>    | Thursday & Friday  |
| Christmas & New Years 20/21 | Dec 24 <sup>th</sup> & Jan 5 <sup>th</sup> | Thursday - Tuesday |

\*clock hours are constant, but days & date offered is subjected to change

**Care One Health Training Institute**  
**Holiday Schedule**  
**2021**

| <b>Holiday</b>               | <b>Date</b>                                | <b>Day of the week</b>       |
|------------------------------|--------------------------------------------|------------------------------|
| New Year's Day               | Jan 1 <sup>st</sup> - Jan 3 <sup>rd</sup>  | Friday - Sunday              |
| Good Friday                  | April 2 <sup>nd</sup>                      | Friday                       |
| Memorial Day                 | May 31 <sup>st</sup>                       | Monday                       |
| Independence Day             | July 2 <sup>nd</sup> – 4 <sup>th</sup>     | Friday - Sunday              |
| Labor Day                    | Sept 6 <sup>th</sup>                       | Monday                       |
| Veterans Day                 | Nov 11 <sup>th</sup>                       | Thursday                     |
| Thanksgiving                 | Nov 25 <sup>th</sup> – 28 <sup>th</sup>    | Thursday - Sunday            |
| Christmas & New Year's 21/22 | Dec 24 <sup>th</sup> – Jan 2 <sup>nd</sup> | Monday – Sunday<br>(2 weeks) |

## **Class Offered**

### **Nurse Aide I Program (105 Hours)**

Day Classes Monday – Friday OR Mon - Wed -Fri

Evening Classes Mon –Thur

Weekend Classes Sat – Sun

### **Nurse Aide II Program (160 Hours)**

Day Classes Tue – Wed – Thur

Evening Classes Mon – Thur

### **Nurse Aide I Refresher (40 Hours)**

### **Nurse Aide II Refresher (12 Hours)**

### **Phlebotomy (104 Hours)**

Day Classes Mon – Thur

Evening Classes Mon – Thur

### **Medication Aide (24 Hours)**

## **Online Classes**

### **EKG (48 Hours)**

### **Health Unit Coordinator (164 Hours)**

### **Medical Billing/Coding (300 Hours)**

### **Medical Assisting (917 Hours)**

### **Pharmacy Tech (160 Hours)**

**CARE ONE HEALTH TRAINING INSTITUTE, INC**

**2021-2022 Academic Calendars**

**Nurse Aide I Program (105 Clock Hours)**

**65 Hours of Classroom & Lab**

**40 Hours of Clinical Exp**

**NA I**

**Class Schedule**

**NA I Day Class**      4 weeks      Monday – Friday

Class Time:            9:00 am – 2:30 pm

June 18 – July 16

July 20 – Aug 14

Aug 19 – Sept 16

Sept 21 – Oct 19

Oct 21 – Nov 18

Nov 19 – Dec 18, 2020

Jan 5 – Feb 1, 2021

Feb 3 – Mar 2

Mar 4 – Mar 31

Apr 5 – Apr 30

May 3 – May 28

June 1 – June 28

June 30 – July 28

**NA I Track Class**    5 weeks    Monday – Wednesday – Friday

Class Time:            9:00 am – 4:30 pm

June 22 – July 29

Aug 3 – Sept 9

Sept 14 – Oct 21

Oct 26 – Dec 4, 2020

Jan 6 – Feb 12, 2021

Feb 17 – Mar 24

Mar 29 – May 5

May 10 – June 16

June 21 – July 28

**NA I Evening Class #1**            5.5 weeks    Monday –Thursday

Class Hours:                    5:00 pm – 10:00 pm

June 29 – Aug 4

Aug 10 – Sept 16

Sept 21 – Oct 28

Nov 2 – Dec 10, 2020

Jan 11 – Feb 17, 2021

Feb 22 – Mar 30

Apr 5 – May 11

May 17 – June 22

June 28 – Aug 3

**NA I Weekend Class**                      5.5 weeks                      Saturday – Sunday

Class Hours:                      8:00 am – 6:30 pm

Aug 15 – Sept 19

Sept 26 – Oct 31

Nov 7 – Dec 19, 2020

Jan 9 – Feb 13, 2021

Feb 20 – March 27

Apr 10 – May 15

May 22 – June 26

**CARE ONE HEALTH TRAINING INSTITUTE, INC**

**2020-2021 Academic Calendars**

**Nurse Aide II Program (160 Clock Hours)**

**80 Hours of Classroom**

**80 Hours of Clinical Exp**

**NA II**

**Class Schedule**

**NA II Day Class:**                      9 weeks                      Tuesday – Wednesday – Thursday

Class Time:                      9:00 am – 3:30 pm

Jun 30 – Aug 27

Sept 15 – Nov 11, 2020

Jan 19 – Mar 18, 2021

Apr 6 – Jun 3

Jun 22 – Aug 19

**NA II Evening Class:**      8 weeks      Monday - Thursday

Class Time:                      5:00 pm – 10:00 pm

Jun 15 – Aug 6

Aug 17 – Oct 13

Oct 19 – Dec 15, 2020

Jan 12 - Mar 8, 2021

Mar 22 – May 13

May 24 – July 19

**CARE ONE HEALTH TRAINING INSTITUTE, INC**

**2020-2021 Academic Calendars**

**Nurse Aide 1 Refresher (40 Clock Hours)**

**20 Hours of Lab / 20 Hours of Classroom**

**NA I Refresher**

**Week Day Class:**              8 Days                      Monday - Thursday

Class Hours:                      5 pm – 10 pm

June 15 – June 25

Nov 2 – Nov 16, 2020

Feb 15 – Feb 25, 2021

July 19 – July 29

Nov 29 – Dec 9

**Nurse Aide 2 Refresher (12 Clock Hours)**

**Hours of Lab / Hours of Classroom**

**NA II Refresher**

**Week Day Class:** 2 Days Mon & Fri

Class Hours: 9:00 am – 3:00 pm

June 15 – June 19

July 13 – July 17

Aug 17 – Aug 21

Sept 14 – Sept 18

Oct 19 – Oct 23

Nov 16 – Nov 20

Dec 7 – Dec 11, 2020

Jan 25 – Jan 29, 2021

Feb 22 – Feb 26

Mar 2 – Mar 26

Apr 19 – Apr 23

May 24 – May 28

June 21 – June 25

**CARE ONE HEALTH TRAINING INSTITUTE, INC**

**2020-2021 Academic Calendars**

**Medication Aide (24 Clock Hours)**

**18 Hours of Classroom / 6 Hours of Lab**

**Class Schedule**

**Week Day Class:**                      2 weeks                      Tues, Wed, Thurs

Class Hours:                      5:30 pm – 9:30 pm

June 15 – June 24

July 20 – July 29

Aug 17 – Aug 26

Sept 21 – Sept 30

Oct 19 -Oct 28

Dec 7 – Dec 16, 2020

Jan 14 – Jan 23, 2021

Feb 4 – Feb 13

Mar 17- Mar 26

Apr 7 – Apr 16

May 19 – May 28

June 9 – June 18

**CARE ONE HEALTH TRAINING INSTITUTE, INC**

**2020-2021 Academic Calendars**

**Phlebotomy (104 Hours)**

**48 Hours of Classroom / 24 Hours of Lab / 32 Hours of Clinical Exp**

**Class Schedule**

**Day Classes:** 4 weeks Monday, Tuesday, Thursday

Class Hours: 10:00 am – 5:30 pm

Jan 13 – Feb 12

Feb 17 – Mar 17

Mar 23 – Apr 21

Apr 27 – May 27

June 1 – June 30

July 6 – Aug 4

Aug 10 – Sept 9

Sept 14 – Oct 14

Oct 19 – Nov 18

Nov 23 -Dec 18, 2020

Jan 11 – Feb 4, 2021

Feb 8 – Mar 2

Mar 8 – March 30

Apr 5 – Apr 27

May 3 – May 25

June 7 – June 29

**Evening Classes:**                      5 weeks                      Monday – Thursday

Class Hours:                      6:00 pm – 10 pm

June 15 – Aug 6

Aug 17 – Oct 13

Oct 19 – Dec 15, 2020

Jan 11 – Feb 4, 2021

Feb 8 – Mar 2

Mar 8 – Mar 30

Apr 5 – Apr 27

May 3 – May 25

June 7 – June 29

July 5 – July 27

**CARE ONE HEALTH TRAINING INSTITUTE, INC**

**2020-2021 Academic Calendars**

**ONLINE CLASSES**

**\*Disclaimer- Start date and end date determined upon registration\***

**EKG Hybrid**

Day Class: 9 weeks Lab- As scheduled

Class Hours: Flexible

Flexible: Sun- Sat

**HEALTH UNIT COORDINATOR**

Day Class: 13 weeks Flexible

Class Hours: Flexible - Online

Start Date – issued Upon Registration

**MEDICAL BILLING/CODING**

Day Class: 26 weeks Flexible

Class Hours: Flexible - Online

Start Date – issued Upon Registration

**MEDICAL ASSISTING**

Day Class: 26 – 38 weeks Sunday – Saturday

Class Hours: Flexible – Online/Lab/Internship

**PHARMACY TECH/Hybrid**

Day Class: 15 weeks TBA

Class Hours: Flexible – Online/lab

## **School Policies and Procedures**

### **Leave**

A student can take leave of absence from the school for family/personal emergencies, provided the student is in good academic and financial standing with Care One Health Training Institute Inc. However, the student must return to school within six months to complete the program. The student must take and pass a challenge exam on all the units already completed. The challenge is administered at a fee of \$15.00. The administration will evaluate case by case. Any leave of absence that extends longer than six months would require that the student re-register to re-start the program from the beginning.

### **Absences**

Full attendance is required for students to complete the program. If for any reason, the student is to be absent from school or clinical, it is the student's responsibility to notify the school in advance of class time if he/she will be absent for that class day. When absent, it is the student's responsibility to make up assignments within a week's period by making arrangements with the Instructor. There are no excused absences. Regardless of the reason, if a student is absent from two classes, clinical, or classroom, he/she will be dropped from the course. Four (4) tardiness or early departures will also result in termination.

Absenteeism is calculated from the first day of class and there is no excused absence. Students must be on time for all class and clinical assignments and stay for the duration of the class and clinical time.

A student will be dropped from the program if the student missed more than 10 hours of classroom, including lab hours, or 5 hours of clinical, regardless of reason. A conference will immediately be arranged with the Director when the student misses the stated hours, to discuss the student's continued participation in the program. All missed classroom, laboratory, and clinical hours must be made up for the student to complete training.

## **Class Cut**

Care One Health Training Institute Inc. reserves the right to cancel classes due to insufficient number of students enrolled in class.

## **Make up Work**

All missed classroom, laboratory, and/or clinical time must be made up for the student to complete the program. It is the student's responsibility, within two days (2) after the student returns to school, to contact the instructor and arrange to make-up material and experiences missed. The instructor may assign additional make-up work to be completed for each absence. All missed clinical time must be made up in the clinical setting and will be arranged at the convenience of the instructor. There is a payment of \$20.00 an hour for each hour of clinical that has to be made up.

## **Tardiness**

Excessive tardiness for class lecture, lab or clinical will be grounds for withdrawal from the program. Students who have three (3) tardiness or early departures will be advised to meet with the Director to evaluate the student's continuation in the program. A student is considered tardy if he/she comes in or leaves class, lab or clinical setting 15 minutes after the start or before the end of class, lab or clinical.

## **Interruption for Unsatisfactory Attendance**

If a student has an unsatisfactory attendance record, they will be dropped from the program. Unsatisfactory attendance includes missing more than 10 hours of classroom, including lab hours, or 5 hours of clinical experience or 4 late arrivals or 4 early departures from class, laboratory or clinical time.

## Admission

Admission to Care One Health Training Institute Inc. is open to all on a first come first served basis, with no regards to race, religion, nationality, ethnicity, age, handicap, gender, sexual identity or payment source. All prospective applicants must complete and submit an application to the office no later than seven days prior to the communication of classes. Enrollment day is the first day of each session, or earlier.

## Student Responsibility

Each student is responsible for the completion of the academic program in which the student is enrolled. The student must understand all the requirements for the program, including unacceptable behaviors and the minimum grades required to graduate from the program. Students are encouraged to seek the assistance of the instructors when needed.

## Admission Requirements

Prospective students must be eighteen (18) years or older before graduation or completion of program and must show proof of:

- A. High School Transcripts or
- B. High School Equivalency (G.E.D.)

**STUDENTS WHO ARE ABOUT TO BE 18 BEFORE PROGRAM COMPLETION** *must be interviewed in the presence of a parent or guardian and this (an Agreement) must bear his/her signature. I certify I was present during the interview. I understand the terms and conditions of this School Catalog and, if accepted by Care One, I agree to be responsible for its terms.*

☐ Parent    ☐ Guardian    Signature: \_\_\_\_\_

*Also we will require a letter from the student's high school Principal/Counselor indicating that the student's work/school schedule will not be affected during the course of study at Care One Health Training Institute.*

Applicants who do not possess the requirements will be required to pass an entry-level test TABE Test to determine their ability to read at the eighth-grade level before they can be admitted into the program.

## **Admission Procedure**

- A. Submit a completed admission application
- B. Two forms of ID (1) Picture ID and Social Security Card
- C. Submit all documentation proofs of educational requirements (High School Transcripts).
- D. Submit evidence of satisfactory physical health and TB Test
- E. Criminal Background Check (done through the school)
- F. Immunization Records and Drug Test

Care One Health Training Institute Inc. reserves the right to evaluate special cases and to refuse admission to an applicant when it is in the best interest of the individual and/or the program.

## **Acceptance**

Each prospective student will be notified in writing of acceptance into the program.

## **Enrollment Date**

The enrollment date is on or before the first day of each session. No enrollment will be accepted after the second day of the class session.

## Grading System

The progress and quality of a student's work is measured by a system of letter grade. Separate grades will be allocated to class work and clinical work.

### Grading Scale for Class Work

|                                                                                                                                                                                                                                                                         |  | Grades | GPA | Percentages    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------|-----|----------------|
|                                                                                                                                                                                                                                                                         |  | A+     | 4.5 | 98-100%        |
| <div style="display: flex; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Not passing</div> <div style="margin-left: 10px;">  </div> </div> |  | A      | 4.0 | 93-97%         |
|                                                                                                                                                                                                                                                                         |  | A-     | 3.8 | 90-92%         |
|                                                                                                                                                                                                                                                                         |  | B+     | 3.5 | 87-89%         |
|                                                                                                                                                                                                                                                                         |  | B      | 3.0 | 83-86%         |
|                                                                                                                                                                                                                                                                         |  | B-     | 2.8 | 80-82%         |
|                                                                                                                                                                                                                                                                         |  | C+     | 2.5 | 78-79%         |
|                                                                                                                                                                                                                                                                         |  | C      | 2.0 | 73-77%         |
|                                                                                                                                                                                                                                                                         |  | C-     | 1.8 | 70-72%         |
|                                                                                                                                                                                                                                                                         |  | D+     | 1.5 | 67-69%         |
|                                                                                                                                                                                                                                                                         |  | D      | 1.0 | 63-66%         |
|                                                                                                                                                                                                                                                                         |  | D-     | 0.8 | 60-62%         |
|                                                                                                                                                                                                                                                                         |  | E      | 0.0 | 59 % and below |

A clinical procedure sheet will be used to assess and document student's ability to perform all the critical components of skill expectations. Clinical and laboratory learning experiences are graded either S = Satisfactory or U = Unsatisfactory. Each student must achieve a minimum of a satisfactory rank for clinical performance in order to pass. A student who is unable to demonstrate the competency profile for each skill will receive an unsatisfactory grade.

## **Minimum Satisfactory**

Students must score 78% or better in theory and satisfactory in clinical to graduate. Clinical learning experience with a grade satisfactory will be accepted to continue and pass the program.

## **Conditions for Expulsion or Suspension for Unsatisfactory Grades or Progress**

Students who continue to maintain below a “C” grade after probation will be suspended for unsatisfactory grades.

Students may be dropped from the program if they are unable to demonstrate safe and satisfactory clinical practice.

Students will be informed of their grades after each test. Students will be made aware of their progress on a weekly basis. A student who is not performing a/or above “C” grade will receive academic counseling.

## **Probation**

A student who makes lower than a “C” grade after (20) hours of instruction will be placed on academic probation. The instructor and/or program director will review the status of the probation. Students will be allowed only two probationary status periods after which they will be expelled from the program.

## **Re-entrance if Student Dismissed for Unsatisfactory**

Students who withdrew or were dismissed from the program for unsatisfactory progress will have the opportunity to re-enter the program after consultation with the program director. To be considered are:

- a. Past history of student’s performance
- b. Evidence of potential for successful performance
- c. Extent to which extenuating circumstances affected student’s performance and whether these circumstances have been removed.
- d. Available space and resources

## **Transcripts**

All students' progress records shall be accurately recorded and ready to be furnished to the student upon request of transcript. The first student transcript will be provided at no charge to the student. However, subsequent additional transcripts will be at a cost of \$10.00 to the student. The student is to request in writing the transcript with the proper fees stating name, social security number and date of graduation.

## **Student Conduct**

Students are expected to exhibit acceptable behaviors at all times while on school grounds for the following reasons:

- A. To maintain an appropriate learning environment
- B. To enable the students to enter the healthcare profession
- C. To maintain the safety of the school premises, students and staff

Care One Health Training Institute Inc. will not tolerate any behavior considered inappropriate, disruptive, and unacceptable. Exhibiting unacceptable conduct may result in either probation, suspension, expulsion or other disciplinary action. The following behaviors are considered unacceptable, but this list is not all inclusive:

- Cheating on examination, plagiarism, buying, selling or stealing
- Abuse or threatening abuse to others
- Falsification of school or client records
- Breach of confidentiality
- Fighting or instigating arguments with fellow students or staff
- Insubordination to instructor or any other staff members of the school
- Being loud, discourteous, or using profane language
- Possession of firearm or other weapons in school or clinical premises
- Possession or use of alcoholic beverage, illegal narcotic or drugs in school or clinical premises
- Failure to adhere to safety standards protective of self and others
- Breach of any Federal, State, or Local laws

## Students Expenses Tuition & Fees

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>NURSE AIDE I</b></p> <p>This course teaches individuals to be proficient in the skills of vital signs, personal care, rehabilitative care, mental health &amp; social needs, interpersonal skills; safety &amp; emergency procedures in order to be prepared for the state approved Competency Exam.</p> <p><b>\$25.00</b><br/>NON REFUNDABLE REGISTRATION FEE IS PAID WHEN APPLICATION IS SUBMITTED</p> <p><b>\$625.00</b><br/>TUITION FEES &amp; BOOK</p>      | <p><b>NURSE AIDE II</b></p> <p>This course will teach skills and tasks that build on the Nurse Aide I class.</p> <p>Students will learn to perform tasks such as oxygen therapy, suctioning, tracheostomy, break up and removal of fecal impaction, sterile dressing change/wound irrigation, IV fluid assistance activities, elimination procedures, nutritional activities, urinary catheters, and the role of CNA II in the healthcare team. Students must have taken and passed NA I.</p> <p><b>\$25.00</b><br/>NONREFUNDABLE REGISTRATION FEE IS PAID WHEN APPLICATION IS SUBMITTED</p> <p><b>\$900.00</b><br/>TUITION FEES &amp; BOOK</p>                                                                                                                                                                                    |
| <p><b>NURSE AIDE I REFRESHER</b></p> <p>This course teaches individuals to be proficient in skills of vital signs, personal care, rehabilitative care, mental health &amp; social needs, interpersonal skills, safety &amp; emergency procedures in order to be prepared for the state approved Competency Exam.</p> <p><b>\$25.00</b><br/>NONREFUNDABLE REGISTRATION FEE IS PAID WHEN APPLICATION IS SUBMITTED</p> <p><b>\$275.00</b><br/>TUITION FEES &amp; BOOK</p> | <p><b>NURSE AIDE II COMPETENCY ASSESSMENT</b></p> <p>Competency assessment requirements do not include assessment of the didactic portion of the course; however, all of the NA II skills identified on the NA II Task List must be assessed and successfully completed for the NA II to be determined competent in the required skills. This assessment will take place in the skills lab. Competency Assessment does not require that the program provide any study guide or remediation. If study guides or remediation is offered, they must be offered in a consistent manner to all persons who apply for the competency assessment. Completion of an entire NA II course is required.</p> <p><b>\$25.00</b><br/>NONREFUNDABLE REGISTRATION FEE IS PAID WHEN APPLICATION IS SUBMITTED</p> <p><b>\$150</b><br/>TOTAL COST</p> |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>PHLEBOTOMY TECHNICIAN</b></p> <p>At the completion of this course, the student will know the skills to enable him/her to function as a certified phlebotomist nationwide in any healthcare organization.</p> <p>The student will be able to obtain his/her National Credential Certification from the National Phlebotomy Association. Training consists of: proper venous sites, various vials, colors, and types of veins and techniques for hematocrit (blood draw) withdrawal.<br/>*This course will require additional time for clinical once the course is complete.</p> <p><b>\$25.00</b><br/>NONREFUNDABLE REGISTRATION FEE IS PAID WHEN APPLICATION IS SUBMITTED.</p> <p><b>\$995.00</b><br/>TUITION FEES &amp; BOOK</p> | <p><b>MEDICATION AIDE</b></p> <p>Must be a CNA I to be able to administer oral medication in a nursing home.</p> <p>Upon completion, student will be prepared to take the state approved competency Exam with Promissory, and will be listed with Division of Facility services</p> <p><b>\$25.00</b><br/>NONREFUNDABLE REGISTRATION FEE IS PAID WHEN APPLICATION IS SUBMITTED</p> <p><b>\$275.00</b><br/>TUITION FEES &amp; BOOK</p>                                                                                                                        |
| <p><b>ELECTROCARDIOGRAM (EKG) TECHNICIAN</b></p> <p>This course is designed to give the student an understanding of the basic anatomy of the heart and a case-based approach to EKG interpretation.</p> <p><b>\$25.00</b><br/>NONREFUNDABLE REGISTRATION FEE IS PAID WHEN APPLICATION IS SUBMITTED</p> <p><b>\$775.00</b><br/>TUITION FEES &amp; BOOK</p>                                                                                                                                                                                                                                                                                                                                                                               | <p><b>MEDICAL BILLING AND CODING ONLINE</b></p> <p>This course thoroughly prepares students to correctly code patients 'medical records and to optimize reimbursement for a full range of medical services.</p> <p>Students are introduced to several techniques for finding and applying the correct codes in today's standard coding systems.</p> <p><b>\$75.00</b><br/>NONREFUNDABLE REGISTRATION FEE IS PAID WHEN APPLICATION IS SUBMITTED</p> <p><b>\$2,475.00</b><br/>TUITION FEES &amp; BOOK</p>                                                      |
| <p><b>MEDICAL ASSISTANT</b></p> <p>The Medical Assistant Program is designed as a progression of medical training to thoroughly prepare the student as an assistant.</p> <p><b>\$75.00</b><br/>NONREFUNDABLE REGISTRATION FEE IS PAID WHEN APPLICATION IS SUBMITTED</p> <p><b>\$3,425.00</b><br/>TUITION FEES &amp; BOOK</p>                                                                                                                                                                                                                                                                                                                                                                                                            | <p><b>NURSE AIDE I ONLINE HYBRID</b></p> <p>This course is a hybrid online class where the majority of the assignments will take place online. Students will physically attend labs and/or clinicals just 2 days each week. In summary, all reading, and workbook assignments will be done online, during the student's own time. Exams, Labs, &amp; Clinicals will take place at the Care One campus.</p> <p><b>\$25.00</b><br/>NONREFUNDABLE REGISTRATION FEE IS PAID WHEN APPLICATION IS SUBMITTED</p> <p><b>\$675.00</b><br/>TUITION FEES &amp; BOOK</p> |

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| <p><b>PHARMACY TECHNICIAN ONLINE HYBRID</b></p> <p>This course provides the student with skills that are important in assisting the pharmacist in preparing and dispensing medication. The student will be trained in medication order processing, inventories, compounding, packaging, use of a prescription balance, HIPAA privacy act and computers. This program prepares graduates for certification as a Certified Pharmacy Technician. Upon satisfactory completion of this course, the students are eligible to take the National Certification Exam.</p> <p><b>\$75.00</b><br/>NONREFUNDABLE REGISTRATION FEE IS PAID WHEN APPLICATION IS SUBMITTED</p> <p><b>\$2,650.00</b><br/>TUITION FEES</p> | <p><b>PHLEBOTOMY TECHNICIAN ONLINE HYBRID</b></p> <p>This Phlebotomy Technician Program prepares professionals to collect blood and other specimens for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures correctly and safely. Instruction includes medical terminology, related anatomy and physiology, blood collection procedures, and procedures for collection of other types of specimens within the scope of practice of the phlebotomist.</p> <p><b>\$25.00</b><br/>NONREFUNDABLE REGISTRATION FEE IS PAID WHEN APPLICATION IS SUBMITTED</p> <p><b>\$1,125.00</b><br/>TUITION FEES &amp; BOOKS</p> |
| <p><b>NURSE AIDE II ONLINE HYBRID</b></p> <p>This course will teach skills and tasks that build on the Nurse Aide I class.</p> <p>Students will learn to perform tasks such as oxygen therapy, suctioning, tracheostomy, break up and removal of fecal impaction, sterile dressing change/wound irrigation, IV fluid assistance activities, elimination procedures, nutritional activities, urinary catheters, and the role of CNA II in the healthcare team. Students must have taken and passed NA I.</p> <p><b>\$25.00</b><br/>NONREFUNDABLE REGISTRATION FEE IS PAID WHEN APPLICATION IS SUBMITTED</p> <p><b>\$900.00</b><br/>TUITION FEES &amp; BOOK</p>                                              | <p><b>HEALTH UNIT COORDINATOR</b></p> <p>This course is designed to prepare a student for an entry-level position as a Hospital or Health Unit Care Secretary. Medical terminology, communication, maintaining records, reports, charts, data entry, as well as medical law and ethics will be presented. This program is designed to prepare students for employment in a health care setting. Entry-level fundamental skills are essential to providing unit secretarial services in a variety of health care inpatient settings.</p> <p><b>\$75.00</b><br/>NONREFUNDABLE REGISTRATION FEE IS PAID WHEN APPLICATION IS SUBMITTED</p> <p><b>\$ 675.00</b><br/>TUITION FEES &amp; BOOK</p>                                         |

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| <p><b>ELECTROCARDIOGRAM (EKG) ONLINE HYBRID</b></p> <p>This course is designed to give the student an understanding of the basic anatomy of the heart and a case-based approach to EKG interpretation. The EKG Technician Online Hybrid course provides instructions on the technical and clinical aspects of EKG performance. Attention is given to quality, accuracy, and safety throughout the program with a focus on not only understanding the proper lead placement for the 12-lead EKG, but also rudimentary knowledge of basic cardiac arrhythmias. The EKG Technician Online Hybrid course will train you on how to perform the initial testing that assists the physician in identifying abnormal cardiac arrhythmias.</p> <p><b>\$25.00</b><br/>NONREFUNDABLE REGISTRATION FEE IS PAID WHEN APPLICATION IS SUBMITTED</p> <p><b>\$775.00</b><br/>TUITION FEES &amp; BOOK</p> | <p><b>MEDICAL ASSISTANT ONLINE HYBRID</b></p> <p>This program provides medical assisting students with the knowledge and skills to perform clinical procedures in various medical office settings. Medical assistants perform routine clinical tasks to keep the offices of physicians, podiatrists, chiropractors, optometrists, and many other specialists running smoothly. Clinical duties may include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, assisting the physician during examination, and assisting with minor surgery. Medical assistants also draw blood, collect and prepare laboratory specimens, and perform basic laboratory tests on the premises. Additionally, they instruct patients about medications and special diets, prepare and administer medications, and authorize drug refills as directed by a physician, prepare patient X-rays, take electrocardiograms, and maintain clinical equipment in an ambulatory care setting.</p> <p><b>\$75.00</b><br/>NONREFUNDABLE REGISTRATION FEE IS PAID WHEN APPLICATION IS SUBMITTED</p> <p><b>\$3,425.00</b><br/>TUITION FEES &amp; BOOKS</p> |
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## Teach Out Plan & Record Retention Plan

Care One Health Training Institute Inc., and Harmony Health Career Institute. hereby agree on this \_\_\_\_day of \_\_\_\_\_, 2021 to provide accommodation and facilities that will enable each other's students to properly and adequately enroll and complete their instructional training for the program the students are enrolled in due to pending closure.

Each school agrees as follows:

1. The school in need of the teach out assistance shall:
  - Notify the other school as soon as they are aware of the pending closure, preferably 60 days prior, facilitate appropriate accommodation for the students.
  - Notify students in writing at least 30 days prior to the impending closure and transfer.
  - Contact the Office of Proprietary Schools; Community College System at least 30 days prior to closure and submit the following information:
    - a) Number of students being transferred and the student's information
    - b) Program to be completed and program completion date
    - c) Name of the other school where students will be completing their program
    - d) Arrange and transfer the students who are interested in finishing out the program to the other school.

2. The school shall contact the Registrar, NC State Archives (919) 807-7310 to arrange for the permanent preservation of student's records.
3. The closing shall ensure the guarantee bond stays in effect for the length of time determined by the bond company or until executed by the NCCCS (Office of Proprietary Schools).
4. The closing school shall cease to admit new students.
5. The school shall give a full refund of tuition minus the cost of books and supplies. To students who will not transfer to the other school.

## **Terms**

The teach out relationship between Care One Health Training Institute Inc., and Harmony Health Career Training Institute, shall continue until the contract is terminated.

Either party upon deserves the right to terminate the contract as follows:

- a) With a 60 days written notice given by either party to the other.
- b) Upon mutual written consent of both schools.
- c) Immediately by either school for cause.

The term "cause" as used herein shall mean the school has committed a willful and serious act against the other school, or State of North Carolina (such as embezzlement, fraud, etc.), the owner of the school has been guilty of serious neglect or misconduct and has failed to comply with the regulatory guidelines as set forth by the NC Community College System Proprietary Schools Section or has violated any State or Federal rules that will affect the integrity of the other school or question the other school's safe, objective delivery of service to the students.

## INDEMNIFICATION

The schools shall indemnify and hold harmless each other and its employees from any and all liability, loss or damages resulting from the provision of TEACH OUT services herein enumerated. Neither school is an agent, officer of the other, and has no authority to act as an agent of the other school, nor enters into an agreement for or on behalf of the other school.

IN WITNESS WHEREOF, the corporations have caused this Agreement to be signed in its name by its officers or managers duly authorized to do so.

CARE ONE HEALTH TRAINING INSTITUTE INC:

Anne Murathime, Ed.D

Administrator

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Signature

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Date

Harmony Health Career Training Institute LLC.

Dr. Nicole Harrison DNP, RN

CEO/Director

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Signature

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Date

# Refund Policy

Refunds will be calculated from the date of withdrawal, which is the last date of actual attendance. Written notice of intent to withdraw must be given to the program director or Administrator. NO refund will be made to a student who withdraws unofficially or who has been required to withdraw by the school.

Refunds will be issued on tuition and fees under the following circumstances:

- A 100% refund will be issued if a student withdraws before the first day of class or the school cancels the class.
- A 75% refund shall be made if the student withdraws within the first 25% of the period of enrollment for which the student was charged.
- To comply with the applicable federal regulations regarding funds; federal regulations regarding refunds will supersede state refund regulations in this rule.

NO refunds will be issued on the Registration fee, Books, or Insurance fee.

NO refunds will be issued to a student who was made to drop due to misconduct or poor progress.

## **Grievances**

Care One Health Training Institute Inc. is interested in the welfare of students. A student who has a grievance is encouraged to present the complaint with the instructor and if the student receives an unsatisfactory response, then the student will take the complaint in writing to the program director. If the resolution is unsatisfactory, the student can forward complaints to North Carolina Community College System at (919) 807-7100 or online at: <https://www.nccommunitycolleges.edu>.

Care One Health Training Institute, 8701 Wadford Dr., Raleigh, NC 27616, is applying for initial accreditation with the Commission of the Council on Occupational Education (COE). Persons wishing to make comments should either write to the Executive Director of the Commission, Council on Occupational Education, 7840 Roswell Road, Bldg. 300, Suite 325, Atlanta, GA 30350, or submit their comments through the Council's website ([www.council.org](http://www.council.org)). Those that wish to make their grievances/comments over the phone can call the Council at (800) 917-2081. Persons making comments must provide their names and mailing addresses.

## **Health and Safety Plan**

In case of an incident on school premises, the student is to let the Instructor or Administrative Personnel know of the occurrence right away. The Instructor or Administrative Personnel will then fill out an Incident Report. The Incident Report will be forwarded to administration and the appropriate actions will take place.

## **Dress Code**

In the classroom, students are expected to dress in school supplied Navy Blue Scrubs, white closed shoes and socks.

Care One Health Training Institute Inc. shall provide clinical experience for students in a skilled nursing facility under supervision of a registered nurse. The students are expected to abide by the policies of the host nursing facility. The expected dress code includes, Navy Blue Scrubs, white closed shoes, and socks.

Hoop or dangling earrings, long fingernails, jewelry or strong fragrances are not allowed to be worn by students in the clinical or classroom settings. Every student must be a well-groomed person with clean clothes and hair.

No fake or acrylic nails.

## **Identification of Student**

A student of Care One Health Training Institute Inc. shall be identified with a name tag that indicates if the student is a nurse aide trainee at Care One Health Training Institute Inc. The name tag shall include the word “trainee” or “student” after the student’s name and shall be worn by each student during clinical experience.

## **Students Records**

All students’ records will be kept in a locked cabinet for safe keeping. A student’s written consent must be obtained before any type of confidential records will be released. However, students’ records will be released without the student’s consent in the following situations:

1. When records are required by the school officials in the proper performance
2. Organizations conducting studies for educational and government agencies
3. Financial Aid request
4. In response to legal court orders
5. Appropriate persons in case of an emergency
6. Parents of dependent children as defined in the Internal Revenue Code of 1954

## **Maintenance of Records**

All students’ records will be kept in the office for five (5) years. If Care One Health Training Institute Inc. goes out of business or ceases to operate, all records will be kept in a bonded storage facility in Raleigh, North Carolina under the trade school name.

## **Procedures for Examination of Records**

A student requesting an inspection of educational records must do so in writing. The school will contact the student within 3 days to set up a date, time, and place for such an inspection. The inspection must be done within 30 days of the receipt of the request for inspection of educational records from the student.

## **Challenge of Students Record**

A student may challenge an educational record which the student considers to be inaccurate, misleading, or in violation of his/her privacy or other rights. Such challenges shall be in writing and shall include the reason for the fault in the date and the name or addresses of all people who may have knowledge, information, records, or faulty data questions. Within 30 days of the receipt of the request, the program director shall investigate and notify the student of the outcome of the investigation and the possibility of altering the records to reflect the correct data.

## **Closing of School Due to Inclement Weather**

The school will delay or cancel class due to inclement weather. When these conditions appear or are anticipated, the school will do its best to notify students in advance. However, students must listen for announcements of school closure from the radio and television stations: **WRAL news or WRAL.com**. If classes are delayed or canceled, all instructional items scheduled on that day or days will be held at the next class session. Make up classes will be arranged at the convenience of the instructors and school.

## **Office Hours**

The office is open from 8:30 am to 5:00 pm, Monday thru Friday. The office phone number is (919) 773-7165. Fax number is (919) 773-7167.

## **Name or Address Change**

Students must notify the office immediately of any change in name, address, or/and, telephone number. This is to facilitate communication between the school and the student.

## **Smoking Policy**

Care One Health Training Institute Inc. is a smoke-free school. Smoking is not allowed anywhere inside of the building.

## **Assistance with Job Placement**

Care One Health Institute Inc. does not guarantee jobs or salaries, but has contact with many hospitals, nursing homes, clinics, and other health care facilities in the community. Care One will link graduates with known job openings.

## **Changes to Curriculum, Fee or Other Requirements**

The governing body and/or administration of Care One Health Training Institute Inc. reserves the right to change at any time without notice; the graduation requirements for any class, fees, and other curriculum, course structure & content, and other such matters as may be within its control of an outside agency. Any such changes will be an addendum that will be effective the next class day.

## **Description of Space, Facilities and Equipment**

Classes will be conducted on 1<sup>st</sup> floor, classrooms 1-4 and 2<sup>nd</sup> floor classes 5-10. The classrooms have tables and chairs to accommodate 10 students comfortably with adequate lighting and an atmosphere that is conducive to students learning and testing. The classrooms contain a chalkboard or white board and reference materials for instructions and student use.

Labs 1-4 on the 2<sup>nd</sup> floor are set like a resident's room, complete with the equipment and supplies normally found in a resident's room, as well as those items needed for skill instruction, practice, and return demonstration. There is a computer lab on the 1<sup>st</sup> floor set up with 6 computers for student use and for research.

The faculty and students will have equipment, materials, and supplies necessary for student education.

Care One Health Training Institute will continually seek relationships with nursing facilities that will provide rich clinical experiences for the students. Care One Health Training Institute Inc. is affiliated with: Windsor Point, Bellarose, Hillcrest, Laurels of Forest Glen, Tower Nursing and Rehab, Eastern Carolina Medical Center, Lillington Family Medical Center, ArcPoint Labs, Duke-Raleigh Hospital, Med-Mart, NC Department of Public Safety, and Rex Rehab. Phlebotomy clinical sites may require travel outside of Raleigh which may take 1-2 hours to commute. Phlebotomy clinical rotations take place after completing the classroom portion of the course. The rotations may take 1-2 months to complete. Phlebotomy students will be required to bring volunteers in order to meet lab/clinical requirements.

## **Course Outline, Clock Hours and Certification Exam Boards**

### **Nurse Aide I: Clock Hours 105**

CNAs provide direct patient care, both medical and non-medical. They are typically supervised by registered nurses and often assist LPN nurses in a hospital setting. A CNA's work duties may include:

- Taking vital signs
- Help with some medical procedures
- Assist patients entering or leaving their beds
- Assist patients walking
- Tidy patient's room
- Answer call lights
- Make beds
- Deliver messages
- Monitoring patients and reporting changes
- Collecting samples for testing
- Provide patient hygiene
- Feeding patients
- Monitoring food and liquid input/output

CNAs work in a variety of settings including hospital, outpatient facilities, long term care facilities, clinics and in-home care. CNAs are often given patient duties that are undesirable to other hospital staff. Home health nurses' aides typically work independently with little direct supervision.

Teaching individuals to be proficient in the skilled of vital signs, personal care rehabilitative care, mental health & social needs, interpersonal skills, safety & emergency procedure in order to be prepared for the state approved Competency Exam.

Upon satisfactory completion of this course, the students are eligible to take the Pearson Vue Certification Exam.

### **Nurse Aide I Online Hybrid; Clock Hours 112**

This course teaches individuals to be proficient in the skills of vital signs, personal care, rehabilitative care, mental health & social needs, interpersonal skills, safety & emergency procedure in order to be prepared for the state approved Competency Exam.

This course is a hybrid online class where the majority of the assignments will take place online. Students will physically attend labs and/or clinicals 2 days each week. In summary, all reading, and workbook assignments will be done online, during the students' own time. Exams, Labs & Clinicals will take place at the Care One Campus.

Upon satisfactory completion of this course, the students are eligible to take the Pearson vue Certification Exam.

### **Nurse Aide I Refresher: Clock Hours 40**

This course teaches individuals to be proficient in the skills of vital signs, personal care, rehabilitative care, mental health & social needs, interpersonal skills, safety & emergency procedures in order to be prepared for the state approved Competency Exam.

Upon satisfactory completion of this course, the students are eligible to take the Pearson Vue Certification Exam.

### **Nurse Aide II: Clock Hours 160**

This course will teach skills and tasks such as oxygen therapy, suctioning, tracheostomy, break up and removal of fecal impaction, sterile dressing change/wound irrigation, IV fluid assistance activities, elimination procedures, nutritional activities, urinary catheters, and the role of CNA II in the healthcare team. Students must have taken and passed NA I.

Upon satisfactory completion of this course, the students will be licensed by the North Carolina Board of Nursing.

### **Phlebotomy Technician: Clock Hours 104**

Phlebotomy is the process of making an incision in a vein. It is associated with venipuncture, the practice of collecting venous blood samples, and bloodletting.

A person who performs phlebotomy is termed a Phlebotomist.

Phlebotomists are trained to draw blood from a live person or animal for tests, transfusions, donations, or research. Phlebotomists are trained in a certification program; this program can be online but must also include a certain number of hours of practical training in drawing blood.

Phlebotomists collect blood primarily by performing venipuncture and, for collection of minute quantities of blood, finger sticks. Blood may be collected from infants by means of a heel stick. Upon satisfactory completion of this course, the students are eligible to take NHA Certification Exam.

### **Electrocardiogram Technician: Clock Hours 48**

An electrocardiogram (EKG or ECG) is a test that checks for problems with the electrical activity of the heart. An EKG translates the heart's electrical activity into line tracings on paper. The spikes and dips in the line tracings are called waves.

The heart is a muscular pump made up of four chambers. The two (2) upper chambers are called Atria, and the two (2) lower chambers are called Ventricles. A natural electrical system causes the heart muscle to contract and pump blood through the heart to the lungs and the rest of the body.

Upon satisfactory completion of this course, the students are eligible to take the NHA Certification Exam.

### **Medical Billing and Coding: Clock Hours 300**

Medical Billing & Coding is the process of submitting and following up on claims to insurance companies. In order to receive payment for services rendered by a healthcare provider. The same process is used for most insurance companies, whether they are private companies or government sponsored programs. Medical billers are encouraged, but not required by law to become certified by taking an exam such as the RHIA Exam and others. Certification schools are intended to provide a theoretical grounding for students entering the medical billing field. Upon satisfactory completion of this course, the students are eligible to take the NHA Certification Exam.

### **Medical Assistant: Clock Hours 917**

This program provides clinical medical assisting students with the knowledge and skills needed to perform clinical procedures in various medical office settings. Medical assistants perform routine clinical tasks to keep the offices of physicians, podiatrists, chiropractors, optometrist, and many other specialists running smoothly. Clinical duties may include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, assisting the physician during the examination, and assisting with minor surgery. Clinical medical assistants also draw blood, collect and prepare laboratory specimens, and perform basic laboratory tests on the premises. Additionally, they instruct patients about medications and special diets, prepare and administer medications and authorize drug refills as directed by a physician, prepare patients for X-rays, take electrocardiograms, and maintain clinical equipment in an ambulatory care setting.

The MA is considered the gold standard of medical assisting professionalism. The credential represents a medical assistant who has been certified by the National Health Career Association (NHA) the MA means a professional edge, increased prestige among colleagues, and greater job security.

The National Board of Medical Examiners – responsible for many national examinations for physicians – serves as test consultant for the exam. As a result, the reliability, validity, and security of the exam are of the highest order.

Upon satisfactory completion of this course, the students are eligible to take the NHA Certification Exam.

### **Medication Aide: Clock Hours 24**

A Medication Aide, also referred to as a Medical Technician, distributes patient medications in nursing homes, schools, correctional facilities, or non-hospital assisted-living facilities. Medication Aides usually are directly supervised by doctors or other licensed caretakers. Medication Aides typically assist patients in properly taking oral, topical or intravenous medications in correct dosages and must adhere to strict medical protocol. These professionals also supervise patients to ensure that they do not have any adverse reactions after taking their medications and must keep comprehensive records of all medications that have been administered to each patient.

In many places, a person must pass a certification exam and be licensed by the government to work as a Medication Aide.

Upon satisfactory completion of this course, the students are eligible to take the Pearson Vue certification Exam.

### **Medical Assistant Hybrid: Clock Hours 920**

This program provides clinical medical assisting students with the knowledge and skills needed to perform clinical procedures in various medical office settings. Medical assistants perform routine clinical tasks to keep the offices of physicians, podiatrists, chiropractors, optometrist, and many other specialists running smoothly. Clinical duties may include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, assisting the physician during the examination, and assisting with minor surgery. Clinical medical assistants also draw blood, collect and prepare laboratory specimens, and perform basic laboratory tests on the premises. Additionally, they instruct patients about medications and special diets, prepare and administer medications and authorize drug refills as directed by a physician, prepare patients for X-rays, take electrocardiograms, and maintain clinical equipment in an ambulatory care setting.

The MA is considered the gold standard of medical assisting professionalism. The credential represents a medical assistant who has been certified by the National Health Career Association (NHA) the MA means a professional edge, increased prestige among colleagues, and greater job security.

The National Board of Medical Examiners – responsible for many national examinations for physicians – serves as test consultant for the exam. As a result, the reliability, validity, and security of the exam are of the highest order.

Upon satisfactory completion of this course, the students are eligible to take the NHA Certification Exam.

### **EKG Online Hybrid: Clock Hours 60**

An electrocardiogram (EKG or ECG) is a test that checks for problems with the electrical activity of the heart. An EKG translates the heart's electrical activity into line tracings on paper. The spikes and dips in the line tracings are called waves. See a picture of the EKG components and intervals.

The heart is a muscular pump made up of four chambers. The two (2) upper chambers are called Atria, and the two (2) lower chambers are called Ventricles. A natural electrical system causes the heart muscle to contract and pump blood through the heart to the lungs and the rest of the body.

Upon satisfactory completion of this course, the students are eligible to take the NHA Certification Exam.

### **Hybrid: Clock Hours 160**

This course will teach skills and tasks such as oxygen therapy, suctioning, tracheostomy, break up and removal of fecal impaction, sterile dressing change/wound irrigation, IV fluid assistance activities, elimination procedures, nutritional activities, urinary catheters, and the role of CNA II in the healthcare team. Students must have taken and passed NA I.

Upon satisfactory completion of this course, the students will be licensed by the North Carolina Board of Nursing.

### **Health Unit Coordinator: Clock Hours 164**

This course is designed to prepare a student for an entry-level position as a Hospital or Health Unit Care Secretary. Medical terminology, communication, maintaining records, reports, charts, data entry, as well as medical law and ethics will be presented.

This program is designed to prepare students for employment in a health care setting. Entry-level fundamental skills are essential to providing unit secretarial services in a variety of health care inpatient settings.

### **Phlebotomy Tech Online Hybrid: Clock Hours 160**

Phlebotomy is the process of making an incision in a vein. It is associated with venipuncture, the practice of collecting venous blood samples, and bloodletting.

A person who performs phlebotomy is termed a Phlebotomist.

Phlebotomists are trained to draw blood from a live person or animal for tests, transfusions, donations, or research. Phlebotomists are trained in a certification program; this program can be online but must also include a certain number of hours of practical training in drawing blood.

Phlebotomists collect blood primarily by performing venipuncture and, for collection of minute quantities of blood, finger sticks. Blood may be collected from infants by means of a heel stick. Upon satisfactory completion of this course, the students are eligible to take NHA Certification Exam.

### **Pharmacy Tech Online Hybrid**

Pharmacy Technicians assist licensed pharmacists to provide medication and other health care products. This program helps students gain the knowledge and skills necessary to work in both retail and institutional settings, and to prepare students for national certification exams.

Pharmacy Technicians must demonstrate personal and interpersonal skills: Professionalism, communication, critical thinking, time management, and problem solving, an understanding of the laws and regulations of pharmacy practice. They must demonstrate an understanding of anatomy and physiology of each body system and the therapies and treatments used to treat common conditions of each body system. Pharmacy Technicians perform basic mathematical calculations used for medical dosages and compounding preparations. They must demonstrate an understanding of the role of the Pharmacy Technician in various pharmacy practices and duties such as properly handling, preparing, and dispensing prescriptions, as well as recordkeeping. Pharmacy Technicians perform procedures related to billing, inventory management, and purchasing. They must demonstrate responsible actions toward maintaining medications safety and avoidance of medication errors.

## **NA II Refresher: Clock Hours 12**

Competency assessment requirements do not include assessment of the didactic portion of the course; however, all of the NA II skills identified on the NA II Task List must be assessed and successfully completed for the NA II to be determined competent in the required skills. This assessment will take place in the skills lab.

Competency Assessment does not require that the program provide any study guide or remediation. If study guides or remediation is offered, they must be offered in a consistent manner to all persons who apply for the competency assessment. Completion of an entire NA II course is required.

## **Granting Credits**

Credits may be granted to students with previous educational training who were unable to complete the NA I program as long as they return to complete the program within six (6) months. The students will take and pass a challenge exam on all units already completed. The students must have no financial obligations and must have left the school in good standing. This challenge exam will be administered at a fee of \$15.00.

- a. Successfully completed all course requirements
- b. Earned a final grade of 78% or better in theory and “Satisfactory” in Clinical Experience.
- c. Have no outstanding balance of fees.
- d. Maintain appropriate and professional conduct throughout the program

## **Certification**

Every student who has completed the requirements for a program, upon graduation will receive a certification.

## STUDENT ACKNOWLEDGEMENTS

This School Catalog, together with other published Care One policies, procedures, and student conduct codes, shall constitute the entire agreement between Student and Care One. I understand and agree that these written documents supersede any prior or contemporaneous oral or written statements and may not be modified without the written agreement of the Care One Administrator.

I have received or read a copy of Care One's current School Catalog, the provisions of which I accept including without limitation its grounds for termination.

I have read and understand all provisions of this Agreement. I understand that my enrollment and Care One's obligations under this Agreement (except the Refund Policy and Cancellation Policy sections above) may be terminated by Care One if I fail to comply with Care One's attendance, conduct, academic, and/or financial requirements.

**By signing below, I confirm my agreement to the terms and conditions outlined on all thirty pages of this School Catalog.**

X \_\_\_\_\_

Student Signature

Date

**STUDENTS UNDER THE AGE OF 18** must be interviewed in the presence of a parent or guardian and this Agreement must bear his/her signature. *I certify I was present during the interview. I understand the terms and conditions of this School Catalog, and, if accepted to Care One. I agree to be responsible for its terms.*

☐ Parent      ☐ Guardian

X

\_\_\_\_\_  
Signature

Relationship

Date

\_\_\_\_\_  
Authorized Signature, Care One Health Training Institute Inc.

Date