



*New Hope Medical Training, LLC*  
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## SCHOOL CATALOG

**New Hope Medical Training, LLC**

Volume 2  
August. 10, 2018

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## **Vision**

The vision of New Hope Medical Training, LLC is to remain a premiere training facility for individuals who want to further their education in the medical field. Our vision is to also build a reputation with individuals, employers, and recruiters as the 1<sup>st</sup> choice of medical and health career training and health care education in the area.

Our motivated instructors strive to give one on one attention and the entire team is very dedicated in the personal and professional success of each student. Our unique center offers smaller class sizes and hands on training.

## **Mission Statement**

New Hope Medical Training's mission is to educate and provide unsurpassed excellence in the field of medical and health training by providing one on one student attention, interactive lecture, and practical hands-on training, enabling students to become highly productive and successful health care professionals.

## **Goals**

- To develop within our students a familiarity with the core principles of healthcare industry
- To develop within our students' the skills needed to accurately perform the skills required in chosen field of study
- To develop within our students the professionalism, compassion, and problem solving skills needed to be successful and caring health care professionals
- To prepare our students for successful careers as healthcare providers, rather that involves entry into graduate or professional schools, and/or employment.

## **Catalog Note:**

This catalog is not intended to be a contract between New Hope Medical Training, LLC and the students. It contains policies, procedures, and requirements of the facility. When required, changes to the catalog may occur, and those changes will be communicated through catalog inserts and other means until a revised edition of the catalog is published. Students are to familiarize themselves with current regulations, requirements, and changes. Information in this catalog is accurate as of the date of publication.

**Name of Institution:**

New Hope Medical Training, LLC

**Governing Body and Officials**

Hope Jacobs, RN, BSN, CCM – President, Director  
Dr. Tina Ndoh, PhD–Appointed Trustee  
Shelton Harris – Appointed Trustee

**Faculty:**

Hope Jacobs, RN, BSN, CCM –Instructor  
Crystal Habersham, RN, BSN – Instructor, Nurse Aide Program Coordinator

## Academic Calendar

**New Hope Medical Training, LLC will observe the following holidays:**

New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after Thanksgiving, Christmas Day, and the day after Christmas. On these days, New Hope Medical Training, LLC will be closed for academic purposes. If any of these holidays fall on a Saturday, the holiday will be observed on the preceding Friday; if it falls on a Sunday, the holiday is observed the following Monday.

### School Calendar

The school year will start the 2<sup>nd</sup> Monday in January and end on the 3<sup>rd</sup> Friday of December, with the observed school holidays listed below. Specific programs and class dates that fall in the school year will be posted on our website.

### 2018 HOLIDAYS

The following holidays will be observed in the 2017.

New Year's Day	Monday, January 1, 2018
Martin Luther King Day	January 15, 2018
Memorial Day	Monday, May 28, 2017
Independence Day	Wednesday, July 4, 2017
Labor Day	Monday, September 3, 2018
Thanksgiving Day	Thursday, November 22, 2018
Day After Thanksgiving	Friday, November 23, 2018
Christmas Day	Tuesday, December 25, 2018
Day After Christmas	Wednesday, December 26, 2018

## **Weather Emergencies**

New Hope Medical Training, LLC's staff cares about the safety of each student. If snow or other weather conditions are so severe and impose dangerous driving conditions that the campus must be closed, students will be notified of school closing on the school's website and via the email address given at orientation. Students may also call the school's administrative office to confirm school closing 2 hours before class starts by listening to the recorded weather line.

Unless further announcements are made, classes will resume on schedule the following day. Students are to assume responsibility for their own safety when making decisions to attend classes during inclement weather.

It is the student's responsibility to view the website and check emails for school cancellation or delays due to weather emergencies.

## **Class Cancellations and Reschedules**

New Hope Medical Training reserves the right to cancel or reschedule a course due to low enrollment or unforeseen circumstances. In such case the student will be eligible to enroll in another class or receive a full refund.

## **Student Orientation**

New students are to attend a scheduled Student Orientation session and are required to have a completed Enrollment Certification by the end of orientation. Orientation dates will be posted on the website and sent on confirmation letter for each class. During orientation, students will:

- Meet their academic department head and instructor(s).
- Tour the building and classroom.
- Obtain their syllabus and complete any paperwork

Faculty will:

- Outline program content, graduate class salaries, placement rates, retention rates, code of conduct, parking, attendance regulations, drug policy, safety policy, safety report, and numerous additional policy terms.
- Ensure proper documents have been submitted by each student and complete an official enrolment certification before student can start class.

## **Attendance Policies**

We, at New Hope Medical Training, realize how important it is for students to have regular attendance to obtain pertinent knowledge from a class to enhance their career goals. It is also vital that all students who graduate from their individual program are equipped and prepared for the medical field of their choice. It is essential that students be in attendance of all classroom hours, including labs and clinical. Therefore, we have developed the following policy regarding attendance, absences, leaves, tardiness, class cuts, and other interruptions, as well as make-up work:

### **Absences**

- Students are expected to call or email only the administrative office if they will be absent.
- Students are responsible for course content when absent and for coming prepared to the class following the absence. It is the student's responsibly to obtain make-up assignments from the instructor.
- The student is responsible to coordinate with the instructor as to how to make up missed time and to complete any make up tests and assignments.
- Poor attendance will result in disciplinary actions (see policy below).

### **Make Up Work**

- Students may be given make up tests that are different and slightly more difficult from the original tests given to students. Make up assignments are coordinated between the student and instructor.

### **Tardiness**

- All students are expected to be on time for each class. There will be a 10-minute grace period after class officially begins. After 10 minutes, the student is considered to be tardy. If a student has excessive tardiness, he or she may be subjected to disciplinary actions leading to dismissal from class.

### **Class Cuts**

- If student leaves class early or cuts class without instructor approval, the student will be subject to the same disciplinary action as in the attendance policy.

### **Unsatisfactory Attendance Policy:**

Actions for students, whose absences, tardiness, or leaving early from class interfere with their ability to meet course objectives, the student may occur the following:

- Placed on academic probation
- Dropped from the course

- Providing documentation does not remove the absence from records
- If the student decides not to return to class, the student will be dropped from the class at midterm unless the student withdraws from the course in writing per school policy.

### **Governing Body Regulated Attendance**

Some future programs may have outside regulatory bodies that require a minimum of course attendance and hours.

Each instructor will include attendance requirements and criteria for tardiness on the course syllabus.

### **Special Circumstances/Leave of absence**

Special consideration **may** be given but not guaranteed which may include a leave of absence, in the case of a student prolonged illness, accident, death in the family, or other circumstances that make it impractical to complete the program. This has to be approved by the Director and will require documented proof (for example a doctor's note, or obituary copy.)

## **ENROLLMENT AND ENTRANCE REQUIREMENTS**

New Hope Medical Training, LLC has developed the following enrollment requirements for the current courses listed below. They are as follows:

### **Phlebotomy Technician Medical Assistant**

- 18 years of age or older
- Submit a copy of your High School or GED transcript
- Proficiency in English reading, writing, and comprehension
- Submit a Photo ID and Social Security Card
- Must sign consent/participation forms for lab practice

### **Nurse Aide**

- 18 years of age or older
- Submit a copy of your High School or GED transcript
- Proficiency in English reading, writing, and comprehension
- Submit a Photo ID and Social Security Card
- Must sign consent/participation forms for lab practice
- Must pass a criminal background check
- Must have a negative TB test or screening with recent chest x-ray within the last year prior to clinical



## **Medication Aide**

- 18 years of age or older
- Submit a copy of your High School or GED transcript
- Proficiency in English reading, writing, and comprehension
- Submit a Photo ID and Social Security Card
- Must sign consent/participation forms for lab practice
- Must be a Certified Nursing Assistant, active on the NC CNA Registry

Every student who wants to attend the school must first complete an application with a non-refundable application fee. The forms can be found online or at our office. The student must also furnish a copy of their High School Diploma or GED, photo ID, and social security card. The student then will be notified by email confirm admittance into the school.

Students will then complete a registration form for each course. The registration forms will be provided online and at the school's location. Course Fees will be paid during registration.

Registration must be completed up until 2 days prior to the class orientation date or until the class is full whichever comes first, unless the course. Registration is not complete until full payment is received and registration forms are completed.

In-person registration is allowed on assigned days. This information will be posted on the website.

Students whose names do not appear on the instructor's roster are not officially registered and will not receive credit or grades.

At times, for continuing education courses, the student may be allowed to complete the application and register for classes at the same time. Acceptance is not guaranteed until application and needed documents are submitted and approved. Any monies paid will be refunded if not accepted minus the application and registration fees.

Some future programs may have outside regulatory bodies and or components that may require additional enrollment criteria. This will be posted to the New Hope Medical Training website and catalog.

## **Registration Waitlist**

A waitlist is a record of students who are interested in adding a class that does not have available seats. If a class is full, a student may have the option of joining a waitlist for that class. If a seat in a waitlisted class becomes available, students are notified via email in the order in which they signed up on the waitlist.

## **GRADING SCALE**

**The policy concerning grades will be adhered to, and the following grading schedule will be used for each course as follows:**

### **Medical Assistant and Phlebotomy Technician**

Each student must complete the course with a minimum passing grade of C.

90-100 A  
80-89 B  
75 -79 C  
70-74 D  
69 and Below F

### **Medication Aide**

The class is a Pass or Fail only

### **Nurse Aide**

Each Student must complete the theory with a 77 or higher, and the clinical and Lab is pass or fail only.

93-100 A  
92-85 B  
84 -77 C

### **Policy concerning suspension or expulsion for unsatisfactory grades and progress:**

The student will receive written notification by the instructor if the student is at risk of failing the course. The student will then be placed on academic probation with written information of what needs to be done to pass the course. If the student fails to make the required changes to pass the course, the student will be dropped from class, however, the student must repay and reregister for the next available class

### **Description of Probationary Policy:**

At times a student may be placed on probation. This is meant to notify the student of the risk of failing the class due to conduct, unsatisfactory grades, poor attendance, or excessive tardiness.

The student may also be placed on probation if after the midterm counseling the student is at risk of failing the course. When placed on probation, the student will need to show improvement in the specified area(s) to successfully complete the course.

Students will be notified in writing if the instructor places a student on probation and what the student needs to do to bring grades up to satisfactory. At times, an extra credit research project may be completed for some courses to assist in bringing grades up to satisfactory.

**Conditions for Reentrance for Students and Dismissal Policy for Unsatisfactory Process:**

Students may re-enter the next available program or choice if they choose. The student who fails the course must re-register and pay for the course and accept tutoring by our staff. Some students may not be allowed to re-enter the school, per the board's discretion that include but not limited to circumstances dismissal for drug use, cheating, or weapons.

**PROGRESS RECORDS KEPT AND FURNISHED TO STUDENTS**

It is important that a student knows of his or her own progress. New Hope Medical Training, LLC has developed the following policy regarding reporting progress of each student.

**Notification**

Each student will be notified of his or her quizzes and test grades on or before the next school day following taking the quiz, test, or homework assignment. All homework assignments must be completed before class begins the next day.

Each student will have a one-on-one midterm counseling session that will be summarized in writing, stating the current average of grades, any conduct or attendance issues, and results of observation in lab and class.

If a student falls below a C average or risk of falling below a C average at the time of the midterm progress report, the student will be given a written warning and a description of what needs to be accomplished to pass the course. The student will then be placed on probation.

At times, and at the instructor's discretion, an extra credit assignment may be given to students who are on the borderline of not passing the course.

The student's midterm summary and any probationary agreements will be filed in the student's file and a copy will be given to the student.

At any time before or after midterm counseling a student may be given a written warning if the student is at risk of failing a class. The student will then be placed on academic probation to include steps that must be taken to pass the course.

## Transcript Request

Students may request their transcript by completing a transcript request form found in the administrative office or online. The transcript can be picked up or mailed after 14 days. A transcript fee of \$10.00 must be paid to the school to process your request.

## Records Retention Policy:

A written record of student's academic records will include, but are not limited to, the following and will be kept in the student's file and locked in the Director's office. The written record will also be scanned and saved electronically. Written records include:

- Copy of attendance record
- Copy of all grades
- Copy of final exams
- Copy of written warnings
- Copy of probationary agreements
- Copy of student's transcript

## STUDENT CODE OF CONDUCT

To ensure a safe and productive learning environment below is the explanation of our code of conduct:

- **The use of all electronic devices are not allowed during class, lab, or clinical.**  
Cell phones and other electronic devices are disruptive to class as they hinder a learning environment. Therefore, all students must turn off all cell phones and other electronic devices in classroom settings and while involved in class-related activities such as labs, clinical, etc.

No filming or pictures with electronic devices are allowed.

Students may check phone messages during breaks.

No Cell phones allowed in the clinical facilities

- **No forms of academic dishonesty or cheating permitted.**  
This includes, but is not limited to, use of unauthorized information on any activity or exercise; copying from another student's paper; giving or receiving unauthorized assistance during a test, quiz, or any other similar activity.
- **No verbal insults, altercations, or violence allowed.**  
Students must be professional and courteous to instructors and students at all times.

- **No profanity, back talk arguments, or disruptions allowed.**  
Such actions in class toward staff, other students, or any individuals in lab, clinical, or other school settings during class time will not be tolerated. This includes: teasing, arguing, verbal disruptions, fighting, and touching someone without their permission.
- **No constant talking or side conversations in class.**  
This is to ensure everyone is able to hear the instructor.
- **No rowdiness on campus.**  
To help prevent injuries, no running, jumping, or rowdiness in class or lab area will be tolerated.
- **No weapons or dangerous devices allowed on campus.**  
According to the Weapons and Dangerous Instrumentalities-North Carolina General Statute 14-26, it is unlawful for anyone to possess any weapon, whether openly or concealed, while on educational property. House Bill 1008: It is a felony to possess or carry a firearm or explosive device on educational property or to aid a person less than 18 years old to possess or carry a firearm or explosive device on educational property. This statute permits prosecution of anyone carrying any dangerous instrument in school, on school grounds, or at any school activities.
- **No narcotics, alcoholic beverages, or controlled substances allowed.**  
A student shall not knowingly or negligently own, possess, use, transport, or be at any time under the influence of any narcotic drug, alcoholic beverage, or any other controlled substance while in New Hope Medical Training, LLC classrooms or grounds, or during the time when a student is participating in any New Hope Medical training event, clinical, or other school-related function.  
  
Use of any drug authorized by medical prescription from a registered physician shall not be considered a violation of this rule. However, students shall be held strictly accountable for their behavior while under the influence of prescribed medicines.
- **No children allowed in classroom, clinical, or labs.**  
Due to safety, children are not allowed in classrooms or lab areas during class sessions, nor may they be left unattended on school property.
- **Damage to, or destruction of, New Hope Medical Training, LLC property or private property.**  
Students must not damage school property or the property of others.

- **Harassment.**  
All forms of harassment including slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual's sex, sexual orientation, race, color, national origin, age, religion, disability, marital, and any other protected status, is prohibited.
- **Sexual harassment.**  
Any sexual act that occurs without the consent of the other person or occurs when the other person is unable to give consent due to drugs, alcohol, or a disability, is prohibited. Sexual violence includes: rape, sexual assault, sexual battery, and sexual coercion. Sexual harassment also includes conduct of a sexual nature that is intimidating, hostile, or offensive to campus, educational, and/or working environment for another person. This includes unwelcome sexual advances or requests for sexual favors, inappropriate sexual or gender-based activities, comments, gestures, or other forms of verbal, physical conduct, or communications which constitutes sexual harassment. Sexual harassment and assault are prohibited by federal or state law, and by New Hope Medical Training, LLC regulations.
- **Dress Code**  
It is important to dress appropriately and have good grooming habits for the field of health care. Some course will require that you wear a nursing uniform. This will be posted when registering for your course and reviewed during orientation. At all times students must wear pants and closed toe and tennis or nursing shoes for safety. You must also wear your name badge at all times.
- **I.D. Cards**  
Students are to wear identification cards in a conspicuous location on their person, so they can be clearly seen whenever students are in the building. The Identification card is required for admittance to all facilities, including class. The card is also required at all school functions not held on campus. The first card is free; any replacements for lost, damaged, or stolen cards will pay \$5 dollar replacement fee.
- **Smoking, Eating and Drinking**  
NO smoking (including chewing tobacco) allowed inside the building. There are designated smoking areas outside of the building. No eating allowed in the classroom. Students may drink beverages if it is in a screw top plastic container which the cap must be screwed tightly.
- **Parking**  
Students are to park only in designated parking areas. The school assumes no responsibility for the care or protection of any vehicle or its contents at any time it is operated or parked on the campus. Lock vehicles at all times.

#### **Disciplinary action policy for unsatisfactory conduct**

1. Upon first violation of the Student Code of Conduct, the student will receive a verbal warning from the instructor.

2. After a second violation, the student will be given a second warning, in writing, by the instructor notifying the student that if there is one more incident in violation of the Student Code of Conduct, the student may be placed on probation or dismissed from class without a refund.
3. After the third violation, the student will be placed on probation or dismissed from class without a refund.

**Due to the seriousness of some conduct rules, at the Director’s discretion, students in violation of Student Code of Conduct rules which include but not limited to use of drugs and violence will be dismissed from class without a warning and refund.**

### **Appeal**

The student has the right to appeal a dismissal by submitting a request in writing to the Director. A decision will be made by the board members and the student will be notified within 48 hours of the final decision. The student may not return to class until appeal decision is made.

### **SCHEDULE OF FEES**

Below is a schedule for fees, charges for tuition, books, supplies, tools, student activities, laboratory fees, service charges, rentals, deposits, and all other charges.

All fees will be due at time of registration. In some circumstances, when posted on the website, a deposit can be made for fees and tuition, to hold the seat and the student will be notified when monies are due in writing. If books are required that are not included in the tuition, students will be notified in writing, and books must be purchased before the first day of class.

**At times the price will not be the advertised price on website due to we offer promotions.  
See our company website for current fees and book prices due to promotions.**

### **Phlebotomy**

Registration/Service Fee	\$50.00
Application Fee	\$50.00
Tuition	\$750.00
Textbooks	\$50.00
Supplies/Tools	\$100.00
Student Activities	Included
Lab Fees	\$50.00
Rentals	\$0
Deposits	See deposits
<b>Total</b>	<b>\$1100.00</b>

### **Medical Assistant**

Registration/Service Fee	\$50.00
Application Fee	\$50.00
Tuition	\$3000.00
Text Book	100.00
Supplies/Tools	\$100.00
Student Activities	Included
Lab Fees	\$100.00
Rentals	\$50
Deposits	See deposits
Total	\$3450.00

### **Nurse Aide**

Registration/Service Fee	\$50.00
Application Fee	\$50.00
Tuition	\$600.00
Textbooks	\$25.00
Supplies/Tools	\$50.00
Student Activities	Included
Lab Fees	\$0.00
Rentals	\$0
Deposits	See deposits
Total	\$775.00

### **Medication Aide**

Registration/Service Fee	\$50.00
Application Fee	\$50.00
Tuition	\$175.00
Textbooks	\$25.00
Supplies/Tools	\$0.00
Student Activities	Included
Lab Fees	\$0
Rentals	\$0
Deposits	See deposits
Total	\$300.00



## **Deposits/ & Class Promotions**

**Unless otherwise noted on our website**, deposits toward tuition/and fees can be made for half the total amount of course on the registration date and the balance will be due seven (7) calendar days before orientation date of each course or on the date communicated in writing by the instructor or as advertised. **At times the school may offer other payments plans/discounts and promotions.** The school reserves the right to increase or decrease prices of courses, application, and registration fees due to inflation and increase cost of supplies and labor.

## **Refund Policy**

New Hope Medical Training, LLC's refund policy for students who voluntarily withdraw and who are dismissed from their course.

- A full refund will be given if a student withdraws prior to the first day of class, minus the application and registration fees.
- A full refund will be given of all monies paid if the school cancels the class as noted on the school calendar.
- If a student withdraws or is terminated from the course within the first 25% of the period of enrollment, a refund of 75% of fees will be given to the student minus the application and registration fee.
- If a student withdraws or dismissed on or after 25% of the period of enrollment there will be no refund.
- The student must officially withdraw with a written notice found online via our online withdrawal portal, or in person utilizing the school's withdrawal forms in order to be eligible for a refund.
- Nonattendance is not a reason for a refund.
- It is the responsibility of the student to view the posted online deadlines and schedules, and withdraw during the appropriate time for a refund.
- If the class is cancelled by the institution due to low enrollment or other reasons the student will be granted a 100% refund or may take the next available class. Refund for this situation only will be resubmitted back to credit/debit card used or student will be issued a refund check within 7 days of cancellation.
- Refunds will be submitted within 45 days of voluntary withdrawal or dismissal.

## **Withdrawal Policy**

All students who plan to withdraw must do so in writing only on the online portal or in person by utilizing the designated withdrawal forms. To receive financial credit you must withdraw before the date listed on the syllabus for each class. See Refund Policy for financial credit and reimbursement procedures.

Students will receive a W on transcript if student withdraws from class properly.

## **Transfer**

You may transfer the monies paid to another course held at another time if you withdraw before the date listed on the syllabus in lieu of a refund. That class must be taken within a year.

## **Excessive Withdrawals**

Students who withdraw from a course more than 2 times may not be eligible to re-register for a course due to limiting seating and small class sizes. When registering and then withdrawing, spaces have been taken away from other potential students. Please be mindful and be sure of your schedule that you can complete the course before registering.

## **Space, Facilities, and Equipment**

### **Classroom**

- The classroom is approximately 900 square feet of open space with lab equipment, tables, and chairs.
- There are multiple restrooms and break areas located outside the classroom

### **Classroom and Lab Equipment**

- Hospital Beds
- Wheelchair
- Walker
- Canes
- bedside commode
- 1 simulated training manikin
- towels, hospital gowns, clothing
- blood pressure equipment
- thermometers
- stethoscopes
- over-the-bed table
- simulated arm manikin for venipuncture
- venipuncture equipment and supplies
- Medical Office Exam Table
- Medical Office Scale
- Medical Cabinet
- Specimen collection cups
- desks
- tables
- chairs
- file cabinet
- Sink
- Hoyer Lift

## Course Outlines

### **Phlebotomy Technician**

96 Contact Hours (50Lecture, 46Lab)

No Clinical

Schedule may vary see website

#### **Course Description**

This course provides an overall review of the most current phlebotomy practices and procedures with an emphasis on the most important competencies in this field. There will be a variety of lecture, discussion, lab exercises and exams to give our students adequate preparation for the national certification exam and to be a competent phlebotomist. Lab time will be included to provide the student with the opportunity to become skilled, and gain confidence to work as a phlebotomist.

After successful completion of the course, the student will be eligible to take our national recognized certification provider - the NHA – National Health Career Association’s exam to become a certified phlebotomy technician.

#### **Objectives:**

At the end of this program, the participant will be able to:

- Describe the duties of a phlebotomist
- Define legal, professional, and ethical issues related to phlebotomy
- Discuss complications associated with blood collection
- Exhibit competence in accurate specimen collection and documentation procedures
- Demonstrate a successful venipuncture on live humans and manikin
- Be prepared for the NHA exam

#### **Units:**

- Introduction to Phlebotomy: Introduction to Phlebotomy, Health Care Structure, Safety, Infection Control
- Phlebotomy Basics: Medical terminology, Human and Anatomy and Physiology, Circulatory, Lymphatic, and Immune System
- Specimen Collection
- Specimen Handling: Specimen Transport, Handling, and Processing
- Professional and Legal Issues: Quality Phlebotomy Measures, Legal Issues in Phlebotomy, Interviewing and Career Success.

**Prerequisites (no co requisites):**

- High school graduate or GED
- Must be 18 years of age or older
- Proficiency in English reading and writing, and comprehension skills
- Must sign consent forms and participate in venipuncture practice.

**Certification Requirements for Employment**

Upon successful completion of the course the students will be eligible to take the National Health Career Association (NHA ) Certification Exam. After passing the exam the student will become a certified phlebotomist technician.

**Career and Salary**

Employment of phlebotomists is projected to grow 25 percent from 2014 to 2024, much faster than the average for all occupations. According to the Bureau of Labor Statistics, median hourly earnings are approximately \$14.74 per hour and up.

**Credit Hours**

No Credit Hours issued for this course, only contact hours.

**Medical Assistant**

360 Contact Hours (200 Lecture, 160 Lab)

No Clinical

Schedule varies - See Website

**Course Description**

This course provides an overall review of the most current practices and procedures for a medical assistant. Students will gain valuable skills that enable application of theories in areas such as: anatomy, physiology, pharmacology, computer applications and clinical procedures. In this program one will learn to take vital signs, assist in treatment of minor injuries, collect and process lab specimens, and administer an array of tests. These skills will be supplemented with administrative and clinical skills vital to hospital and clinic success.

After successful completion of the course, the student will be eligible to take our national recognized certification provider - the NHA – National Health Career Association’s exam to become a clinical medical assistant.

## **Objectives:**

At the end of this program the student will be able to:

- Describe the duties of a medical assistant
- Define legal, professional, and ethical issues related to being a medical assistant
- Demonstrate the ability to perform a variety of clinical and administrative duties
- Be prepared for the NHA certification exam
- Explore various facets of the medical assisting trade through theory and lab requirements

## **Units:**

- Medical Assisting as a Career
- Safety and the Environment
- Communication, Professionalism, Legal and Ethical Issues
- Administrative Practices
- Applied Anatomy and Physiology
- Infection Control and Clinical Practices
- Diagnostics
- Basic phlebotomy techniques and specimen collection
- Assisting in Therapeutics
- Medical Assisting Practice/ Career Success

## **Prerequisites/Admission Requirements**

- No Prerequisite or Co - requisites courses needed to take this course
- High school graduate or have GED
- Must be 18 years of age or older
- Proficiency in English reading, writing, and comprehension skills
- Must sign consent forms and participate in venipuncture practice.

## **Certification Requirements for Employment**

Upon successful completion of the course the students will be eligible to take the National Health Career Association (NHA ) Certification Exam. After passing the exam the student will become a clinical medical assistant.

## **Career and Salary:**

Medical assistants can work in a variety of settings, such as: physicians' offices, clinics, nursing homes, hospitals and extended-care facilities. Salaries can range approx. \$15.00 an up.

The demand for healthcare professionals is at an all-time high. In fact, employment for medical assistants is expected to grow by 29% through 2022, which is much faster than the average for all occupations, according to the U.S. Bureau of Labor Statistics.

## **Credit Hours**

No Credit Hours issued for this course, only contact hours.

## **Nurse Aide I**

- The course is 132 hours which includes 43.5 hours of lecture, 56.5 hours of lab, and 32 hours of clinical. Schedules may vary, see website.

## **Course Description**

- This course is designed to provide entry level Nurse Aide students with nurse aide skills essential for providing resident care under the direction and supervision of a nurse. This program is designed to prepare participants to successfully fulfill the requirements for completion for the nurse aide I training program and to successfully meet the competency requirements for listing on the Nurse Aide I registry. After successful completion of this course the candidate will be eligible to take the NC Nurse Aide competency exam to become a certified nursing assistant.

## **Program Objective**

This Nurse Aide I Training Program will provide the resources and enhanced learning opportunities for students to develop appropriate nurse aide skills. This will be accomplished through structured, comprehensive, supervised classroom, lab, and clinical experiences, consistent with current standards of practice upheld by the NC Board of Nursing and inclusive of knowledge and skills required under OBRA

## **Units**

- Nurse Aide I
- Infection Control
- Communication
- The Resident's Environment
- Safety and Emergency
- Incident Reports

- Body Systems
- Pain
- Nutrition
- Nursing Process
- Dignity
- Person Centered Care
- Basic Restorative Care
- Body Mechanics
- Dementia
- Cognitive Effects of Aging
- Psychological Effects of Aging
- Mental Health
- Family Support
- End of Life

**Prerequisites/ Special Admissions Requirements:**

- No prerequisites or Co-Requisites courses required to take this course
- Must present a High School Diploma or GED Transcript
- Must have a valid Picture ID and Social Security card
- Must be 18 years of age or older
- Must be proficient in English reading, writing, and comprehension
- Must pass a criminal background check
- Must have a negative TB test or screening within the last year prior to clinical

**Certification Requirements for Employment**

Upon successful completion of the course the students will be eligible to take the NC Nurse Aide Exam. After passing the exam the student will become a certified nursing assistant (CNA) in NC and listed on the NC Nurse Aide Registry

**Career and Salary:**

Certified Nursing Assistants are in high demand and are one of the fastest growing careers in the US. As a certified nursing assistant you can gain employment in home care, nursing homes, hospitals, assisted living centers, and primary care offices. Becoming certified as a CNA can open up more doors and add the certification most employers, and some higher education programs look for. Pay rate varies depending on the setting and area it can range from \$8 - \$16 an hour.

**Credit Hours**

No Credit Hours issued for this course, only contact hours.



## **Medication Aide**

### **Course Description:**

24 Hour Course (No Clinical)

This NC Board of Nursing approved curriculum is designed to meet the training requirements to become qualified as a Medication Aide. It will cover the six rights of medication administration for non-licensed personnel. Topics will include: medication administration via various routes, medical asepsis, hand hygiene, terminology and legal implications. Upon completion, students will be prepared to take the competency exam and demonstrate skills necessary to qualify for listing on the North Carolina Medication Aide Registry.

### **Course Objectives Include:**

- Identify the general role of the Medication Aide
- Recognize legal implications of negligence and diversion
- Describe proficiency and safety in preparation of medications.
- Recognize commonly used abbreviations and terminology
- Verbalize the six rights of medication administration.
- Define and demonstrate Infection Control Techniques as it relates to medication administration
- Define the skills of general medication administration.
- Describe and demonstrate the efficiency in preparing a clean, well lit, and well supplied work area from which to safely administer medications.
- Define and demonstrate the different routes of medication administration

### **Units**

- Scope of Duties
- Legal/Ethical Responsibilities
- Overview of Medication Administration
- Medication Administration
- Infection Control
- Medication Administration Supplies
- Administration of Medications

### **Prerequisites/Co Requisites**

#### **Special Admissions Requirements:**

- No Prerequisite or Co Requisites Courses Required
- Must present a High School Diploma or GED Transcript
- Must have a valid Picture ID and Social Security card
- Must be 18 years of age or older

- Must be proficient in English reading, writing, and comprehension
- Must be listed on the NC Nurse Aide Registry

### **Certification Requirements for Employment**

After Successful completion of the course the student will be eligible to take the NC state Medication Aide Exam. After passing the exam the student will be listed on the NC Medication Aide Registry

### **Career and Salary:**

Medication Aides are hired in skilled nursing facilities to assist the nursing staff with the important role of medication administration to their residents. As a certified medication aide the CNA will be able to have more options and an increase in pay. Salaries range from \$10-\$14 an hour and up depending on the facility and area.

### **Credit Hours**

No Credit Hours issued for this course, only contact hours.

## **Phlebotomy Refresher Workshop**

### **Course Description:**

The Basic Phlebotomy Skills Refresher Workshop is designed for qualified professionals and previously trained and occupationally qualified professionals to re-fresh their phlebotomy skills. This class includes the review of test tubes, additives, proper order of draw, and basic venipuncture techniques.

This workshop perfect for nurses, phlebotomists, medical assistants, physicians, and other previously occupationally trained healthcare professionals who wish to review the basic venipuncture techniques and national guidelines to enhance practice and improve patient care.

This workshop is 7 contact hours. After successfully completing the workshop you will receive a certificate of completion to add to your educational portfolio.

**Fee:** \$ 399.00 per person

**Phlebotomy Workshop Disclaimer:**

**THE PHLEBOTOMY REFRESHER WORKSHOP IS OFFERED FOR CONTINUING EDUCATION PURPOSES FOR PREVIOUSLY TRAINED AND OCCUPATIONALLY QUALIFIED INDIVIDUALS. THIS PROGRAM IS NOT LICENSED BY THE NORTH CAROLINA COMMUNITY COLLEGE SYSTEM. THE PHLEBOTOMY SKILLS REFRESHER PROGRAM HAS BEEN DECLARED EXEMPT FROM THE REQUIREMENTS FOR LICENSURE UNDER PROVISIONS OF ARTICLE 8, §115D OF THE NORTH CAROLINA GENERAL STATUTES, WITH RESPECT TO PROGRAMS DETERMINED TO BE CONTINUING EDUCATION FOR ALREADY TRAINED AND OCCUPATIONALLY QUALIFIED INDIVIDUALS. EXEMPTION FROM LICENSURE IS NOT BASED UPON ANY ASSESSMENT OF PROGRAM QUALITY UNDER ESTABLISHED LICENSING STANDARDS**

**TRANSFERRING CREDITS**

New Hope Medical Training LLC will not accept credits or trainings from other institutions at this time. Non-transferable contact hours will be utilized in our continuing education courses.

A policy will be instituted for New Hope Medical Training, LLC if and when credit hours will be used after approval from governing bodies.

***Thank You***

Thank you for considering New Hope Medical Training to further your education in the health care field. We look forward to helping you meet your career and education goals.