



Harmony Health Career Training Institute, LLC.

1708 Trawick Rd. Ste. 115

Raleigh, NC 27604

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Volume 1, Issue 8

ACADEMIC YEAR 2022-2023

Chief Administrator's Welcome:

Welcome to Harmony Health Career Training Institute, LLC! It is both an honor and a privilege to lead an allied health school solely committed to building a learning community of students and scholars where "you will stand out on your job." Here at Harmony Health Career Training Institute, LLC you will find that the gifts and talents of our faculty, staff, and students create an optimal environment for learning. Our professional standards and expectations from students are high, our programs are rigorous, and our graduates are consistently sought after everywhere.

It is with great pleasure and a sense of excitement that we are grateful you chose Harmony Health Career Training Institute, LLC to jump-start your career. You will appreciate our focus on students as individuals and the personal attention you will receive in your educational process. It gives us a sense of pride to be a part of assisting you in achieving your professional goals.

"Today is the day you decided to change your current circumstances."

Thank you,

Dr. Nicole Harrison DNP, MSN-Ed., RN

Chief Administrator of Harmony Health Career Training Institute, LLC.

Mission Statement: Harmony Health Career Training Institute, LLC was birthed on the acknowledgment of providing client-centered care as the core of our training programs. We believe in providing clients with holistic care. Faculty members are dedicated to our students by providing quality educational opportunities that will prepare entry-level healthcare career students for the workforce. Our purpose is to instill fundamental skills, knowledge, safe practice needed to function in current and future allied health career roles while becoming a critical asset to interdisciplinary healthcare teams.

Philosophy: Harmony Health Career Training Institute, LLC. allied health educational programs will introduce students to the basic concepts as outlined in programs throughout the curriculum. The students of these programs upon completion will be prepared and competent to fulfill various roles in the healthcare field intellectually, perceptually, and will be able to perform the technical skills required for this position.

Organizational Structure

Nicole Harrison DNP, MSN-Ed, RN

Officials

Nicole Harrison DNP, MSN-Ed, RN

Faculty

Nicole Harrison DNP, MSN-Ed, RN (Instructor)

Lanette Wilson MSN, RN (Nurse Aide I Program Coordinator)

Y'Carra Harkley, NAI (CPR Instructor)

Latasha Woolard-Cherry RN (Nurse Aide I Instructor)

Yolanda Sloan BSN, RN (Nurse Aide I Instructor)

Valerie Gladstone RN (Nurse Aide I Instructor)

Karen Mahler, RN (Nurse Aide I Instructor)

Lotoya Tatum, MSN, RN (Nurse Aide I Instructor)

Tonya Eley, RN (Nurse Aide I Instructor)

April Langston, CPhT (Phlebotomy Instructor)

Shonnon Lynch CPhT (Phlebotomy Instructor)

Reserved Holidays 2022-2023

New Year's Day

Martin Luther King, Jr.

Memorial Day

Independence Day

Labor Day

Thanksgiving

Christmas Day

Harmony Health Career Training Institute, LLC

2022 – 2023 Academic Calendars

Class Schedule

Nurse Aide I/CNA I Training (102 Clock Hours)

34 Hours of Theory

32 Hours of Clinical Experience-off site at local nursing facilities

36 Hours of Lab

Class Schedule

Regular **Day** Class Option: 3 DAYS (Monday, Wednesday, Friday)

Class Time each day: 9:00am-3:30pm

Break 12noon-12:30pm

Clinical experience-Times TBA (~ 7:30am-4pm* facility specified) **Monday-Thursday**

July 6th, 2022 – August 12th, 2022

September 7th, 2022 – October 14th, 2022

October 17th, 2022-November 23rd, 2022

January 2nd, 2023-February 10th, 2023

February 27th, 2023-April 7th, 2023

April 17th, 2023-May 26th, 2023

Regular **Day** Class Option 2 DAYS (Tuesday and Thursday) 8 & 1/2 weeks

Class Time each day: 9:00am-3:30pm

Break 12noon-12:30pm

Clinical experience-Times TBA (~ 7:30am-4pm* facility specified) **Monday-Thursday**

July 6th, 2022 – August 30th, 2022

November 8th, 2022- December 30th (attend 12/28-12/30)

January 3rd, 2023-March 2nd 2023

March 7th, 2023-May 4th, 2023

May 9th, 2023-June 29th, 2023

Regular **Evening** Class Option: 3 days per week

Class Time each evening: 5pm-9pm

Clinical experience-Times TBA (5pm-9pm* facility specified) (**Monday,Wednesday,Thursday**)

July 5th, 2022-October 5th, 2022

October 10th, 2022 – January 9th, 2023

January 23rd, 2023-April 24th, 2023

May 1st, 2023- August 7th, 2023

Regular **Weekend** Class Option: Saturday only -13 weeks

Class Time each Saturday-8 hours per class session: 8am-4:30pm

Break Period: 12:00PM - 12:30PM

Clinical experience-Times TBA (7:30am-4pm* facility specified) **Saturday & Sunday**

July 9th, 2022-August 20th 2022

Nurse Aide I Refresher (40 Hours)

July 8th-July 22th

Other course dates to be announced

Medication Aide (24 Clock Hours)

24 hours of on-campus classroom time

Class Schedule

4 Days Monday-Thursday

Class Time: 0900AM-12:00PM, 12:30PM-3:30PM

Break Time 12:00PM-12: 30 PM

3 Days- Monday –Wednesday

Class Time: 0800AM-12:00PM, 12:30PM-4:30PM

Break Time 12:00PM-12:30PM

Medication Tech/Aide (15 Clock Hours)

15 hours of on campus classroom time

Class Schedule

2 Days Friday - Saturday

Class Time:

Friday: 9:00am - 5:00pm

Saturday: 9:00am – 4:30pm

Break Period: 12:00PM - 12:30PM

Medication Aide and Tech Class Schedules-No clinical required

TBA-call for current course availability

Phlebotomy Technician Hybrid (100 Clock Hours) 8-week program

58 Hours of Theory

42 Hours of Lab

Saturday: 9:00am – 3:00pm

Break Period: 12:00PM - 12:30PM

June 1st, 2022 -July 27th, 2022

August 2nd, 2022-September 23rd, 2022

November 2nd, 2022-December 30th, 2022

January 11th, 2023-March 10th, 2023

March 27th, 2023-May 26th, 2023

June 12th, 2023- August 1st, 2023

School Policies and Regulations

Leave

Our institution does not authorize or approve a leave of absence regardless of the reason.

Absences

Harmony Health Career Training Institute, LLC faculty, believe that students demonstrate responsibility for and commitment to their educational goals through regular attendance. Attendance and promptness are expected professional behaviors of all students. Students demonstrate responsibility for and commitment to their educational goals through regular participation; therefore, 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. Absences are not an excuse for not completing makeup assignments. It is the responsibility of the individual student to contact the instructor and set up arrangements to make up assignments missed within 5 days. There are no excused absences, regardless of the reason. Two (2) tardiness or early departures will also result in termination. Instructors will excuse no absences under this policy.

Absenteeism is calculated from the first day of class. Students must be on time for all classes; a ten-minute grace window will be given at the start of class and lab only, for tardiness. Abuse of this grace window will result in the termination of this grace window and is done so at the discretion of instructors. Students are required to attend class, lab, and clinical assignments and stay for the duration of the course, lab and clinical time unless otherwise instructed by faculty/instructor.

Phlebotomy Technician Hybrid: Any student, who misses more than 10hrs, will be dismissed from the program effective immediately.

Nurse Aide I: A student may miss up to 10 hours of the program. Absences will be documented as date absence occurred, content missed, and date content was made up on the designated form. All missed classroom content and lab and clinical experiences must be made up hour for hour for students to successfully complete the Nurse Aide I Training Program.

Nurse Aide I Refresher: Students must be present for 100% of course. The student will be dismissed from the course if not present for the entire course duration. Unless you make prior arrangements with the instructor to make up your time.

Medication Aide: Students must be present for 100% of the course. The student will be dismissed from the course if not present for the entire course duration. Unless you make prior arrangements with the instructor to make up your time.

Medication Technician/Aide: Student must be present for 100% of course. The student will be dismissed from the course if not present for the entire course duration. Unless you make prior arrangements with the instructor to make up your time.

Class Cancellation

Harmony Health Career Training Institute, LLC. reserves the right to cancel classes due to an insufficient number of students enrolled in a course or any state of North Carolina executive order in which we must abide by.

Makeup Work

All missed classroom, laboratory, and clinical time must be made up for the student to complete their designated program. It is the student's responsibility, to contact the instructor and arrange to make-up material and experiences missed, within 5 days. The instructor may assign additional assignments and make-up work to be completed for each absence. The amount of work is left up to the discretion of individual instructor/faculty members.

Tardiness

Excessive tardiness for class lecture, lab or clinical will be grounds for withdrawal from the program. Students, who have two (2) tardiness or early departures, will be dismissed from their designated program. A student is considered tardy if she/he comes to or leaves class, lab or clinical setting outside of designated program start on or before the end of class, lab or clinical.

Interruption for Unsatisfactory Attendance

Students who have an unsatisfactory attendance record will be dropped from the program. Unsatisfactory attendance includes missing more than ten (10) hours of class hours, missing any lab/ clinical hours (2) late arrivals or (2) early departures from class, laboratory or clinical time.

Unsatisfactory attendance-Any student who **misses more than 10 hours** of the **Nurse Aide I** program will be dropped from the program. Absences will be documented as date absence occurred, content missed, and date content was made up on the designated form. All missed classroom content and lab and clinical experiences must be made up hour for hour for students to successfully complete the Nurse Aide I Training Program. **Clinical make up experiences will incur an additional fee of \$75 per hour.**

Admission

Admission to Harmony Health Career Training Institute, LLC. is open to all students on a first come served basis. No person shall on the basis of race, color, creed or religion, age, sex, national origin, or physical disability status, except where age or physical disabilities are found to be a bona fide occupational qualification, be excluded from employment or participation in, be denied the benefits of, or be subject to discrimination under any program or activity of this institution. It is the policy of this institution not to discriminate on the basis of sex in the admission requirements, educational programs, activities, or employment policies as required by Title IX in the Educational Amendments of 1972. In conformance with the provisions of the Rehabilitation Act of 1973, and other applicable laws and regulations, Harmony Health Career Training Institute, LLC. will not discriminate against any student, employee, or applicant for admission or employment because of physical disabilities. Any student or prospective student who believes that discrimination has limited any educational opportunity, or any Institution employee who believes employment rights have been denied based on discrimination, or any individual who desires information concerning this policy should contact the following designated responsible employee: Program Director.

Student Responsibility

Each student is responsible for the completion of the academic program in which the student is enrolled. The student must understand all of the requirements for the program, including unacceptable behaviors and the minimum grades required to graduate from the program.

Admission Requirements

Prospective students must be eighteen (18) years or older and show proof of this by presentation:

- A. High School Transcripts or

- B. High School Equivalency (G.E.D) or Secondary education transcript showing evidence of program completion or
- C. An approved testing instrument to access basic reading, writing and math skills.

Admission Procedure

- A. Submit a completed application for admission and student enrollment agreement.
- B. After desired course date availability is verified by the school, the student must submit the non-refundable enrollment fee and initial deposit if applicable to complete the registration process for that particular class. (If the desired class date is not available, the student will be given a list of available class dates, and the non-refundable deposit may be applied to any of the dates given.)
- C. Two forms of ID - Official Picture ID and non-laminated signed Social Security Card.*
- D. Submit all documented proofs of educational requirements (HS diploma or GED).*
- E. Submit evidence of two-step TB Test
- F. Criminal Background (must be submitted; Phlebotomy and Nurse Aide I training programs) *
- G. Drug Screening (must be submitted; Phlebotomy technician training only) *
- H. Immunization Records.
- I. Hepatitis B Vaccines/Declination *(form can be found on our website).
- J. Flu shot, COVID-19 immunization/Declination *(form can be found on our website).

** All required documentation(C-J) must be uploaded only to our vendor, Castle branch for verification.

** J-requirement when clinical days fall between October-March.

***PHLEBOTOMY TECHNICIAN HYBRID and NURSE AIDE I COURSES ONLY**

CRIMINAL BACKGROUND AND DRUG SCREEN

Affiliating clinical agencies with which the school has contracted to provide clinical experiences for certain programs, students are required to submit criminal background checks, and drug screening before participation in clinical experiences at the site. The results of the background check and drug screen may determine if a student is eligible to enter clinical agencies. Students are responsible for the cost of the background check and drug screen.

1. Applicants should be aware that a student must be able to enter and remain in all clinical agencies to progress within the program. If a clinical site denies a student placement in the facility, the student would be unable to complete the required

clinical component of the course. The student will be dismissed from all courses and will not be allowed to progress in the program. **The clinical site denial is final and out of the hands of Harmony Health Career Training Institute, LLC.**

2. Currently, the school uses an online vendor, Castle branch, for background checks, sex offender registry checks, and drug screening. Information on how to complete the process will be given to students.
3. The background check and drug screening must be completed by the specified date before the start of the semester in which the student enrolls. Failure to complete the process as specified will jeopardize enrollment in the pharmacy technician program.
4. Any criminal conviction that occurs subsequently to the criminal background check must be communicated in writing to the Director of the school within 5 (five) days after such conviction has been entered by the court, notwithstanding the pendency of any appeal. A new background check will be requested at this time at the expense of the student.

Admission

The Institution is not responsible for students who apply, receive notice of class availability, but fail to pay the non-refundable enrollment fee and/or initial deposit promptly with regards to receipt of class availability notice. The Institution reserves the right to accept students with completed registrations on a first-come, first served basis.

Students who apply, receive notice of availability, and pay the non-refundable enrollment fee and/or deposit after a course has closed its registration due to a lapse of time, will be offered the next available class.

Harmony Health Career Training Institute, LLC. reserves the right to evaluate individual cases and to refuse admission to an applicant when it is in the best interest of the individual and/or the program

Technical Requirements for Completing Homework, Study and Review of Materials

Harmony Health Career Training Institute, LLC, does not offer online/hybrid courses that require the use of a student-provided personal computer. Yet, sufficient technology and internet access are required to complete homework assignments for courses while enrolled at Harmony Health Career Training Institute, LLC. The following list will help verify that you are adequately equipped.

NOTES: Specific curricula courses may require additional software purchases. Any additional software requirements will be provided to you in the syllabus for your courses, by way of verbal communication when you are on campus or via electronic email.

- Computer specifications are reviewed and revised bi-annually to accommodate changes in technology. While every attempt is made to ensure that these specifications satisfy all curricular needs for students completing course assignments and assigned reading, Harmony Health Career Training Institute, LLC. reserves the right to require upgrades in the event of technology changes. Students will be given 90 days' notice before such changes are implemented.

- While tablets, iPad, smartphones and other mobile devices may allow for some completion of coursework, they are not guaranteed to work in all areas. Please ensure you have a Windows or Mac based computer available to complete course assignments in the event your selected mobile device does not meet the needs of the course. Google Chrome or Mozilla Firefox operating systems are the best to use when online modules are in use.

Acceptance

Each prospective student will be notified in writing of registration confirmation via electronic mail communication.

Enrollment Date

The enrollment date is on or before the first day of each session. No enrollment will be accepted after the fourth day of the class session. It is up to the individual student to ensure they review and ask questions regarding class work, information and instructions missed due to their late enrollment date.

Grading System

The progress and quality of a student's work are measured by a system of a percentage grade. Separate grades will be allocated to class work and clinical work. Evaluation of clinical practice is Pass/Fail.

Phlebotomy Technician Hybrid, Nurse Aide I, Nurse Aide I Refresher ,Medication Aide and Medication Tech

Grading Scale for programs

Any earned grade less than 78% for any program will result in “U” Unsatisfactory.

For programs that require a clinical/externship practicum- a clinical procedure sheet will be used to access and document the student's ability to perform all the critical components if 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 to pass. A student who is unable to demonstrate the competency profile for each skill will receive an unsatisfactory grade.

Minimum Satisfactory

Phlebotomy Technician Hybrid: Students must score 78% or better in theory and satisfactory in clinical to graduate. Lab and Clinical learning experience with a grade satisfactory will be accepted to continue and pass the program. A student with a grade below 78% and/or Unsatisfactory in clinical or lab will be dismissed from the program.

Nurse Aide I: The minimum passing theory grade is 78%. The theory grade is derived from four exams=75% of grade, final exam =10% of grade and projects =10% of grade. attendance+5% for 100%. Proficiency is defined as the ability to perform a skill in a competent and safe manner. In order for a student to be deemed proficient, the student must demonstrate 95% of the steps for each skill correctly and demonstrate 100% of the predetermined critical steps for each skill correctly. Students must continue to demonstrate proficiency in the performance of nurse aide skills when working with residents. The laboratory and clinical grading policy are pass/fail.

Nurse Aide I Refresher: The minimum passing grade is 78%. The theory grade is derived from successful completion of the NNAAP practice competency exam. This exam can be found on (<http://www.pearsonvue.com/nc/nurseaides>). Students will also have to demonstrate proficiency in the performance of nurse aide skills. Demonstration and return demonstration of starred skills on the Skill Performance Checklists Summary-Appendix A from the NC State Approved Nurse Aide I curriculum. This can be found on (<https://info.ncdhhs.gov/dhsr/hcpr/curriculum/pdf/appendixA.pdf>).

Medication Tech/Aide 15- hour course: Students must score 78% or better in theory and satisfactory in skills checkoff to graduate. Skills learning experience with a grade satisfactory will be accepted to continue and pass the program. A student with a grade below 78% and/or

Unsatisfactory in skills checkoff will be dismissed from the program. NC DHSR provides a student manual and study guide. Links provided below.

Student training manual can be found on

(<https://info.ncdhhs.gov/dhsr/acls/training/student/studentmanual.pdf>)

Student study guide can be found on (<https://info.ncdhhs.gov/dhsr/acls/pdf/medstudy.pdf>)

Medication Aide 24-hour course: Students must score 78% or better in theory and satisfactory in skills checkoff to graduate. Skills learning experience with a grade satisfactory will be accepted to continue and pass the program. A student with a grade below 78% and/or Unsatisfactory in skills checkoff will be dismissed from the program.

Probation

There is no probationary period allowed by the institution.

Re-entrance if Students 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 a conference with the program director. Things in which will be considered are:

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

Note: upon re-entry, the student will be required to repay all tuition and fees. Tuition and fees paid previously will not be applied to future classes unless they meet the requirements of the Tuition Refund Policy.

Transcripts

A permanent transcript will be established for each non-credit student. The transcript will be updated each time the student completes a non-credit course.

All students' progress records shall be accurately recorded and ready to be furnished to the student upon request of the transcript. The first student transcript will be provided at no charge to the student. However, the following additional transcript will be at the cost of \$20.00 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 professional behaviors at all times while on school ground for the following reasons:

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

Harmony Health Career Training Institute, LLC. will not tolerate any behavior considered inappropriate, disruptive, and unacceptable. Exhibiting such 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:

1. For behavior that constitutes a danger to the personal safety of other members of the Institution community, including guests or licensees of Harmony Health Career Training Institute, LLC. (Intentionally causing or attempting to cause injury is included within the meaning of this provision.).
2. For conduct, that materially and adversely affects the educational process. Complete honesty is essential for a healthy learning environment.
3. For sexual assault, defined as any attempted or actual sexual activity carried out by and/or against a member of Harmony Health Career Training Institute, LLC. and/or its students that are unwanted or nonconsensual, including forcible or non-forcible sex offenses.
4. For behavior that distracts from or disrupts the learning environment and is not considered professional. Examples of disruptive behavior include but are not limited to suggestive or revealing clothing or use of profanity.
5. The Institution prohibits the use of alcoholic beverages or illegal drugs on campus or at its activities. This includes clinical, lab and classes on and off campus and events in which the student is representing the Institution.
6. Absolutely no cell phone use is allowed during class, lab or clinical time.
7. When computers, tablets, or laptops are needed for instructional time, they are to be utilized for course content. Surfing the internet, social media websites, email, and anything that does not pertain to course materials is strictly prohibited.

Student Expenses Tuition & Fees

Phlebotomy Technician Hybrid (*Must have HS/GED Transcripts*)

Students enrolled in this curriculum program will learn aspects of becoming a Phlebotomy Technician. The phlebotomy technician will be introduced to an overview of basic skills used in specimen handling and phlebotomy. This course is designed to prepare an individual to perform venipuncture and capillary puncture in order to obtain blood specimens for diagnostic procedures. This course will include anatomy and physiology of the circulatory system, safety considerations, confidentiality, communication quality control, collection, transport and processing of all specimens' types received in the clinical laboratory. This course delivery is hybrid meaning students will complete course work, written assignments, quizzes, discussion boards and tests online and attend mandatory face-to-face class time and lab components of the course to fulfill the requirements for course completion. This is a certificate level course Total Clock Hours: 100

\$100.00 (NON-REFUNDABLE REGISTRATION FEE IS PAID WHEN APPLICATION IS SUBMITTED)

\$1100.00 TUITION includes: tuition, skills kit, rental book fees; MUST be returned at the end of the course. **One-time** national certification exam study materials and fee through National Phlebotomy Solutions.

Uniforms (non-refundable): \$40

Malpractice Insurance (non-refundable): \$20

Drug test screening (non-refundable): \$30

***Additional fees not payable to Harmony Health Career Training, LLC.**

Background check through outside vendor, fees vary.

Phlebotomy Technicians Certification to obtain their certified phlebotomy technician (CPhT) credentialing: Costs vary between \$115-130-one time testing included in tuition **IF** additional testing to obtain certification is needed the **student covers any and all fees.**

Nurse Aide I (*Must have HS Diploma/GED transcripts*)

This course introduces basic nursing skills required to provide personal care for patients, residents, or clients in a healthcare setting. Topics include communications, safety, patients' rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, and mental health. Upon successful completion of the course, the student is eligible to make an application for the National Nurse Aide Assessment Program (NNAAP) Examination necessary for listing

on the North Carolina Nurse Aide I Registry. This is a certificate level course Total Clock Hours: 102

\$100.00 (NON-REFUNDABLE REGISTRATION FEE IS PAID WHEN APPLICATION IS SUBMITTED)

\$825.00 TUITION

Drug test screening (non-refundable): \$30

Optional print out of the NC Nurse Aide I State Curriculum(non-refundable unless returned unused in new condition) \$30

Uniforms(non-refundable) : \$40

***Additional fees not payable to Harmony Health Career Training, LLC.**

Background screening fees vary through outside screening vendors.

Credentia examination credentialing for listing on NC Nurse Aide I (NA I)Registry: Costs vary between \$140-150. Fees are set by Credentia and are not monitored by Harmony Health Career Training.

Nurse Aide I Refresher(*Must have HS Diploma/GED transcripts*)

This course covers a review of nurse aide I skills, and course content for students who have let their current Nurse Aide I registry listing expire within the past 5 years or less.

\$400 TUITION

MEDICATION AIDE (Must be at least 18yrs old)

This is a 24-hour State Approved course involving class and lab practice. Students must score 90 on the final exam. The course includes the six rights of medication administration, accuracy, infection control, patient's rights and scope of practice. Current NA I registry validation. Upon completion, students are eligible to take the N.C. State Board Medication Aide Exam for skilled nursing homes (This is **not** the same as the Med Tech or Med Aide for Assisted Living Centers, Rest Home, and group homes requires).This is a certificate level course Total Clock Hours: 24

\$50.00 (NON- REFUNDABLE REGISTRATION FEE IS PAID WHEN APPLICATION IS SUBMITTED)

\$350.00 TUITION

\$50 Student Manual -Students cannot access online due to copyright rules set forth by publication.

***Additional fee not payable to Harmony Health Career Training, LLC.**

Medication Aide Certification Examination Fee \$59 paid separately from course fees to Credentia. Link provided below.

<https://credentia.com/test-takers/ncma>

Medication Aide (Must be at least 18yrs old)

The course introduces the unlicensed personnel to administer medication in a safe, competent manner. Upon completion of the course, the student will be prepared to take the NC Medication Aide Exam for Adult Care Homes. The course focuses on the responsibilities associated with medication administration. (No clinical) Target Audience: Unlicensed personnel desiring to administer medications, as a Med Tech, in an assisted living, mental health facility or group home setting. This is a certificate level course Total Clock Hours: 15

\$50.00 (NON- REFUNDABLE REGISTRATION FEE IS PAID WHEN APPLICATION IS SUBMITTED)

\$250.00 TUITION

\$40.00 Student Manual **printed** copy

Electronic student manual availability online free through NC DHSR* *instructor is not* responsible for ensuring students have access and can use the electronic manual :

Student training manual can be found on

(<https://info.ncdhhs.gov/dhsr/acls/training/student/studentmanual.pdf>)

Student study guide can be found on (<https://info.ncdhhs.gov/dhsr/acls/pdf/medstudy.pdf>)

***Additional fee not payable to Harmony Health Career Training, LLC.**

NCDHHS Medication Aide State Examination Fee \$25 paid separate from course fees to Credentia. Link provided below.

<https://credentia.com/test-takers/ncmacare>

***Additional fees are set by other governing agencies and are subject to change. Harmony Health Career Training Institute, LLC. is not responsible for changes in expenses that may or may not be reflected in this student handbook.**

Refund Policy

A refund shall not be made except under the following circumstances.

- a. A student who officially withdraws (in writing*) from a class (es) before the first class meeting shall be eligible for a 100 percent refund, not including the Non-refundable fees. In addition, a student is eligible for a 100 percent refund if an applicable class fails to "make" due to insufficient enrollment.
- b. After the respective class begins, a 75 percent refund shall be made upon the request of the student if the student officially withdraws (in writing*) from the class prior to or on the 25 percent point of the scheduled hours of the class.
- c. To comply with the applicable federal regulations regarding refunds; federal regulations regarding refunds will supersede state refund regulations in this rule.

All refunds will be issued to the student who officially withdraws in writing no later than 4 weeks from the receipt of the approved written withdrawal.

No refunds will be issued on the non refundable registration fee, material kit/equipment (if provided), or malpractice insurance fee.

No refunds will be issued to a student who was made to drop due to misconduct, failure to submit required documents in designated time, clinical site refusal or unsatisfactory progress.

Student Withdrawal

A student may voluntarily withdraw from any program. It is the student's responsibility to obtain and complete an official school withdrawal form and submit the completed form to the Program Director's Office. The official date of withdrawal is the date the completed withdrawal form is received by the Program Director's office. The official date of the withdrawal will be used in determining tuition refund eligibility according to the tuition refund policy. Students who do not complete the withdrawal form, notify the school of departure, or fail to inform the school of absences after the allowed missed time, will be considered dropped from the selected program and all other rules regarding the tuition policy will apply. Any student that withdraws must wait 30 days to enroll in future classes.

Description of Space, Facilities, and Equipment

Class/lab will be conducted at Harmony Health Career Training Institute, LLC. building. The classroom/conference room has tables/desks and chairs to accommodate students comfortably with adequate lighting, whiteboard and an atmosphere conducive to the student learning and testing.

Lab room is set up complete with the equipment and supplies normally found in a nurse aide and/or phlebotomy setting, as well as those items needed for skill instruction, practice, and return demonstration.

The physical layout of skills labs includes furniture or materials, chairs, supplies and nearby sinks with hot and cold running water.

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

Harmony Health Career Training Institute, LLC. will continually seek relationships with facilities that will provide rich clinical experience for the students. Currently, Harmony Health Career Training Institute, LLC. is affiliated with Tower Rehabilitation and Nursing Center, Pruitt Health-Raleigh, UNC-Rex Healthcare, and the Department of Public Safety Corrections Division.

Course Syllabus, Clock Hours and Certification Exam Boards.

COURSE TITLE: NURSE AIDE I (CNA I) TRAINING

COURSE NUMBER: 114

TOTAL CLOCK HOURS: 102

COURSE DESCRIPTION:

This course introduces basic nursing skills required to provide personal care for patients, residents, or clients in a healthcare setting. Topics include communications, safety, patients' rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, and mental health. Upon successful completion of the course, the student is eligible to make an application for the National Nurse Aide Assessment Program (NNAAP) Examination necessary for listing on the North Carolina Nurse Aide I Registry.

34 Hours Theory

36 Hours Lab

32 Hours Clinical

CO-REQUISITES /PREREQUISITES: NONE

RESOURCES AND MATERIALS: Nurse Aide I Skills Practice

**REQUIRED TEXT IN MODULE FORM: NC State Approved Nurse Aide I Curriculum
etext available: <https://www2.ncdhhs.gov/dhsr/hcpr/curriculum/index.html>**

OTHER: Instructor/Student Ratio

1:16 Theory instruction, 1:10 Lab instruction and 1:10 Clinical instruction.

TEACHING STRATEGIES: (CHECK THOSE YOU PLAN TO UTILIZE)

Lecture Role-Playing Small Group Discussion

Audio Visual Lab Demonstration

Does your course require completing a special project or assignment or passing a certain test?

YES

Course includes passing both the laboratory and clinical component. Proficiency is defined as the ability to perform a skill in a competent and safe manner. In order for a student to be deemed proficient, the student must demonstrate 95% of the steps for each skill correctly and demonstrate 100% of the predetermined critical steps for each skill correctly. Students must continue to demonstrate proficiency in the performance of nurse aide skills when working with residents. All Nurse Aide I skills in this course must be successfully performed prior to successful completion of the training program.

COURSE OUTCOMES:

Upon completion of this course, the student should be able to:

1. Provide basic activities of daily living (ADL) care to clients of long-term care facilities, assisted living and hospital settings.
2. Communicate and interact effectively with team members, residents, and their families, with sensitivity to the psychosocial needs of clients.
3. Assist clients in attaining and maintaining maximum functional independence.
4. Protect, support and promote the rights of clients.
5. Provide safety and preventive measures in the care of clients.
6. Demonstrate basic nurse aide skills listed in the skills handbook safely, competently and proficiently.
7. Function effectively as a member of the healthcare team by providing care to a minimum of two clients.
8. Adhere to state and federal HIPAA confidentiality laws.
9. Verbalize and understand safe care for clients.
10. Verbalize basic disease processes as they relate to clients.
11. Define and describe the scope of practice for the nurse aide.

METHODS OF EVALUATING OUTCOMES:

 x Demonstration Skills

 x Written Post-Tests

 x Instructor Assessment & Observation

PRIMARY METHOD OF EVALUATION

The minimum passing theory grade is 78%. The theory grade is derived from four exams which count 75% ,final exam 10%, projects10% and attendance 5% for a total of 100%. Proficiency is defined as the ability to perform a skill in a competent and safe manner. In order for a student to be deemed proficient, the student must demonstrate 95% of the steps for each skill correctly and demonstrate 100% of the predetermined critical steps for each skill correctly. Students must continue to demonstrate proficiency in the performance of nurse aide skills when working with residents. The laboratory and clinical grading policy are pass/fail.

ATTENDANCE:

A student may miss up to 10 hours of the program. Absences will be documented as date absence occurred, content missed, and date content was made up on the designated form. All missed classroom content and lab and clinical experiences must be made up hour for hour for students to successfully complete the Nurse Aide I Training Program.

COURSE TITLE: NURSE AIDE I REFRESHER

COURSE NUMBER: 120

TOTAL CLOCK HOURS: 40

COURSE DESCRIPTION:

This course reviews basic nursing skills required to provide personal care for patients, residents, or clients in a healthcare setting. Topics include communications, safety, patients' rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, and mental health. Upon successful completion of the course, the student is eligible to make an application for the National Nurse Aide Assessment Program (NNAAP) Examination necessary for listing on the North Carolina Nurse Aide I Registry.

20 Hours Theory

20 Hours Lab

CO-REQUISITES /PREREQUISITES: Previous Nurse Aide I training course, certificate of completion of a nurse aide I training course.

RESOURCES AND MATERIALS: Nurse Aide I Skills Practice

REQUIRED TEXT IN MODULE FORM: NC State Approved Nurse Aide I Curriculum etext available: <https://www2.ncdhhs.gov/dhsr/hcpr/curriculum/index.html>

OTHER: Instructor/Student Ratio
1:16 Theory instruction, and 1:10 Lab instruction

TEACHING STRATEGIES: (CHECK THOSE YOU PLAN TO UTILIZE)

Lecture Role-Playing Small Group Discussion
 Audio Visual Lab Demonstration

PRIMARY METHOD OF EVALUATION

The minimum passing theory grade is 78%. The theory grade is derived from one final exam which counts for a total of 100%. Proficiency is defined as the ability to perform a skill in a competent and safe manner. In order for a student to be deemed proficient, the student must demonstrate 95% of the steps for each skill correctly and demonstrate 100% of the predetermined critical steps for each skill correctly. Students must continue to demonstrate proficiency in the performance of nurse aide skills when working with residents. The laboratory and clinical grading policy are pass/fail.

ATTENDANCE:

A student may miss up to 2 hours of the program. Absences will be documented as date absence occurred, content missed, and date content was made up on the designated form. All missed classroom content and lab and clinical experiences must be made up hour for hour for students to successfully complete the Nurse Aide I Refresher Training Program.

COURSE PROGRAM: PHLEBOTOMY TECHNICIAN HYBRID

TOTAL CLOCK HOURS: 100

COURSE DESCRIPTION: An overview and introduction of basic skills as used in specimen handling and phlebotomy. This course is designed to prepare an individual to perform venipuncture and capillary puncture in order to obtain blood specimens for diagnostic procedures. The course will include anatomy and physiology of the circulatory system, safety considerations, confidentiality, communication, quality control, collection, transport and processing of all specimens' types received in the clinical laboratory setting.

58 Hours Online Theory

42 Hours Lab

OTHER: Instructor/Student Ratio

1:16 Theory instruction, 1:10 Lab instruction and 1:10 Clinical instruction.

TEACHING STRATEGIES: (CHECK THOSE YOU PLAN TO UTILIZE)

Lecture Role-Playing Small Group Discussion
 Audio Visual Lab Demonstration

Does your course require completing a special project or assignment or passing a certain test?

YES

PRIMARY METHOD OF EVALUATION

The minimum passing theory grade is 78%. The theory grade is derived from four exams which count 75% ,final exam 10%, projects10% and attendance 5% for a total of 100%. Proficiency is defined as the ability to perform a skill in a competent and safe manner. In order for a student to be deemed proficient, the student must demonstrate 95% of the steps for each skill correctly and demonstrate 100% of the predetermined critical steps for each skill correctly. Students must continue to demonstrate proficiency in the performance of phlebotomy skills when working with clients. The laboratory and clinical grading policy is pass/fail.

ATTENDANCE:

A student may miss up to 10 hours of the program. Absences will be documented as date absence occurred, content missed, and date content was made up on the designated form. All missed classroom content and lab must be made up hour for hour.

COURSE TITLE: Phlebotomy: Past and Present, and Healthcare Setting

COURSE NUMBER: 200

TOTAL CONTACT HOURS: 1

Course Description:

Students enrolled in this class will learn the concepts necessary to become a phlebotomist. This course provides the student with the opportunity to become skilled in phlebotomy by gaining basic knowledge needed. Gives insight to the past and present of phlebotomy in healthcare. They will discover and develop foundation skills that are essential to work. The course is a hybrid course meaning the majority of assignments, quizzes, tests and course materials will be online. Students will be required to physically attend hours in the classroom in order to complete the course which will cover the hands-on portion of this course

1 hour online

Required Text(s):

Phlebotomy Essentials 7h edition
ISBN-13: 978-1284209945
ISBN-10: 1284209946

OTHER: Instructor/ Student ratio is 1 to 15

Prerequisites:

N/A

TEACHING STRATEGIES: (CHECK THOSE YOU PLAN TO UTILIZE)

Lecture Role-Playing Small Group Discussion
 Audio Visual Lab Demonstration
 Voice-over Power points

Instructor info:

Instructor information will be found in Moodle including contact information.

Course Objectives:

Upon completion of this course, the student will be able to:

1. Demonstrate basic knowledge of terminology for healthcare settings.
2. Describe basic concepts of verbal and nonverbal communication.
3. Compare types of healthcare institutions and methods used by providers for coverage.
4. List personnel levels in clinical analysis.

Methods of Evaluation:

The instructional methods used include reading assignments, practice exercises, PowerPoint slides, recorded content, and tests. To receive a certificate of completion, students must achieve a passing score of 80% or higher on all course exams and complete all online content within 6 weeks. Instructor assessment and observation will be used during classroom hours.

COURSE TITLE: Introduction to Phlebotomy

COURSE NUMBER: 201

TOTAL CONTACT HOURS: 4

Course Description:

Students enrolled in this class will learn the concepts necessary to become a phlebotomist. This course provides the student with a description of their role and duties as a phlebotomist, introducing the clinical laboratory environment and equipment. They will discover and develop foundation skills that are essential to work. The course is a hybrid course meaning the majority of assignments, quizzes, tests and course materials will be online. Students will be required to physically attend hours in the classroom in order to complete the course which will cover the hands-on portion of this course

2 hours online, 2 hours lab

Required Text(s):

Phlebotomy Essentials 7th edition

ISBN-13: 978-1284209945

ISBN-10: 1284209946

OTHER: Instructor/ Student ratio is 1 to 15

Prerequisites:

Phlebotomy: Past and Present, and Healthcare Setting

TEACHING STRATEGIES: (CHECK THOSE YOU PLAN TO UTILIZE)

Lecture Role-Playing Small Group Discussion

Audio Visual Lab Demonstration

Voice-over Power points

Instructor info:

Instructor information will be found in Moodle including contact information.

Course Objectives:

Upon completion of this course, the student will be able to:

1. As a learner, understand their role as a student and future phlebotomist.
2. Introduction to the lab, general overview of the classroom and equipment used.

Methods of Evaluation:

The instructional methods used include reading assignments, practice exercises, PowerPoint slides, recorded content, and tests. To receive a certificate of completion, students must achieve a passing score of 80% or higher on all course exams and complete all online content within 6 weeks. Instructor assessment and observation will be used during classroom hours.

COURSE TITLE: Quality Assurance and Legal

COURSE NUMBER: 202

TOTAL CONTACT HOURS: 1

Course Description:

Students enrolled in this class will learn the concepts necessary to become a phlebotomist. This course provides the student legal aspects and incorporates quality assurance measures to take as a phlebotomist. Workplace policies and procedures are covered. They will discover and develop foundation skills that are essential to work. The course is a hybrid course meaning the majority of assignments, quizzes, tests and course materials will be online. Students will be required to physically attend hours in the classroom in order to complete the course which will cover the hands-on portion of this course.

2 hours online

Required Text(s):

Phlebotomy Essentials 7h edition
ISBN-13: 978-1284209945
ISBN-10: 1284209946

OTHER: Instructor/ Student ratio is 1 to 15

Prerequisites:

Phlebotomy: Past and Present, and Healthcare Setting
Introduction to Phlebotomy

TEACHING STRATEGIES: (CHECK THOSE YOU PLAN TO UTILIZE)

Lecture Role-Playing Small Group Discussion

Audio Visual Lab Demonstration

Voice-over Power points

Instructor info:

Instructor information will be found in Moodle including contact information.

Course Objectives:

Upon completion of this course, the student will be able to:

1. Define legal, professional, and ethical issues related to phlebotomy.

Methods of Evaluation:

The instructional methods used include reading assignments, practice exercises, PowerPoint slides, recorded content, and tests. To receive a certificate of completion, students must achieve a passing score of 80% or higher on all course exams and complete all online content within 6 weeks. Instructor assessment and observation will be used during classroom hours.

COURSE TITLE: Infection Control, Safety, First Aid

COURSE NUMBER: 203

TOTAL CONTACT HOURS: 7

Course Description:

Students enrolled in this class will learn the concepts necessary to become a phlebotomist. This course provides the student with a description of safety, infection control and first aid being a healthcare provider. OSHA, universal precautions are covered. They will discover and develop foundation skills that are essential to work. The course is a hybrid course meaning the majority of assignments, quizzes, tests and course materials will be online. Students will be required to physically attend hours in the classroom in order to complete the course which will cover the hands-on portion of this course

3 hours online, 4 hours lab

Required Text(s):

Phlebotomy Essentials 7th edition

ISBN-13: 978-1284209945

ISBN-10: 1284209946

OTHER: Instructor/ Student ratio is 1 to 15

Prerequisites:

Phlebotomy: Past and Present, and Healthcare Setting

Introduction to Phlebotomy

Quality Assurance and Legal

TEACHING STRATEGIES: (CHECK THOSE YOU PLAN TO UTILIZE)

Lecture Role-Playing Small Group Discussion

Audio Visual Lab Demonstration

Voice-over Power points

Instructor info:

Instructor information will be found in Moodle including contact information.

Course Objectives:

Upon completion of this course, the student will be able to:

1. OSHA, Universal and an overview of standards in healthcare.
2. Explain ways to prevent the spread of infection.
3. How to prevent needle stick injuries, handling of lab emergencies.

Methods of Evaluation:

The instructional methods used include reading assignments, practice exercises, PowerPoint slides, recorded content, and tests. To receive a certificate of completion, students must achieve a passing score of 80% or higher on all course exams and complete all online content within 6 weeks. Instructor assessment and observation will be used during classroom hours.

COURSE TITLE: Medical Terminology

COURSE NUMBER: 204

TOTAL CONTACT HOURS: 2

Course Description:

Students enrolled in this class will learn the concepts necessary to become a phlebotomist. This course component will explain common medical terms, medical abbreviations as well as basic anatomy and physiology terms. They will discover and develop foundation skills that are essential to work. The course is a hybrid course meaning the majority of assignments, quizzes, tests and course materials will be online. Students will be required to physically attend hours in the classroom in order to complete the course which will cover the hands-on portion of this course

2 hours online

Required Text(s):

Phlebotomy Essentials 7h edition
ISBN-13: 978-1284209945
ISBN-10: 1284209946

OTHER: Instructor/ Student ratio is 1 to 15

Prerequisites:

Phlebotomy: Past and Present, and Healthcare Setting
Introduction to Phlebotomy
Quality Assurance and Legal
Infection Control, Safety, First Aid

TEACHING STRATEGIES: (CHECK THOSE YOU PLAN TO UTILIZE)

Lecture Role-Playing Small Group Discussion
 Audio Visual Lab Demonstration
 Voice-over Power points

Instructor info:

Instructor information will be found in Moodle including contact information.

Course Objectives:

Upon completion of this course, the student will be able to:

1. Define medical terminology related to healthcare and the role of a phlebotomist
2. When to use medical approved abbreviations
3. How to incorporate anatomy terms to use in practice

Methods of Evaluation:

The instructional methods used include reading assignments, practice exercises, PowerPoint slides, recorded content, and tests. To receive a certificate of completion, students must achieve a passing score of 80% or higher on all course exams and complete all online content within 6 weeks. Instructor assessment and observation will be used during classroom hours.

COURSE TITLE: Human Anatomy and Physiology, Circulatory System

COURSE NUMBER: 205

TOTAL CONTACT HOURS: 12

Course Description:

Students enrolled in this class will learn the concepts necessary to become a phlebotomist. This course provides the student and visual overview of human anatomy and physiology while covering body systems such as the circulatory and integumentary systems. This course is a hybrid course meaning the majority of assignments, quizzes, tests and course materials will be online. Students will be required to physically attend hours in the classroom in order to complete the course which will cover the hands-on portion of this course

10 hours online, 2 hours lab

Required Text(s):

Phlebotomy Essentials 7h edition

ISBN-13: 978-1284209945

ISBN-10: 1284209946

OTHER: Instructor/ Student ratio is 1 to 15

Prerequisites:

Phlebotomy: Past and Present, and Healthcare Setting

Introduction to Phlebotomy

Quality Assurance and Legal

Infection Control, Safety, First Aid

Medical Terminology

TEACHING STRATEGIES: (CHECK THOSE YOU PLAN TO UTILIZE)

Lecture Role-Playing Small Group Discussion
 Audio Visual Lab Demonstration Voice-over

Power points

Instructor info:

Instructor information will be found in Moodle including contact information.

Course Objectives:

Upon completion of this course, the student will be able to:

1. Define basic human anatomy and disorders of the body.
2. Demonstrate basic knowledge of the circulatory and integumentary body systems.
3. Describe the basic function of the cardiovascular system

Methods of Evaluation:

The instructional methods used include reading assignments, practice exercises, PowerPoint slides, recorded content, and tests. To receive a certificate of completion, students must achieve a passing score of 80% or higher on all course exams and complete all online content within 6 weeks. Instructor assessment and observation will be used during classroom hours.

COURSE TITLE: Blood Collection Procedures

COURSE NUMBER: 206

TOTAL CONTACT HOURS: 44

Course Description:

Students enrolled in this class will learn the concepts necessary to become a phlebotomist. This course component will explain and showcase equipment required for routine venipuncture, specimen collections and procedures. Actual hands-on lab preparation blood drawing sessions and opportunities in class and in the community are included as well. This course is a hybrid course meaning the majority of assignments, quizzes, tests and course materials will be online. Students will be required to physically attend hours in the classroom in order to complete the course which will cover the hands-on portion of this course

20 hours online, 22 hours lab

Required Text(s):

Phlebotomy Essentials 7h edition

ISBN-13: 978-1284209945

ISBN-10: 1284209946

OTHER: Instructor/ Student ratio is 1 to 15

Prerequisites:

Phlebotomy: Past and Present, and Healthcare Setting

Introduction to Phlebotomy

Quality Assurance and Legal

Infection Control, Safety, First Aid

Medical Terminology

Human Anatomy and Physiology, Circulatory System

TEACHING STRATEGIES: (CHECK THOSE YOU PLAN TO UTILIZE)

Lecture Role-Playing Small Group Discussion

Audio Visual Lab Demonstration Voice-over

Power points

Instructor info:

Instructor information will be found in Moodle including contact information.

Course Objectives:

Upon completion of this course, the student will be able to:

1. List and recognize lab equipment necessary for blood collection.
2. Know the correct order of draw.
3. Describe proper non-blood draw.
4. Comprehend proper venipuncture collection and complications.
5. Blood draw techniques.

Methods of Evaluation:

The instructional methods used include reading assignments, practice exercises, PowerPoint slides, recorded content, and tests. To receive a certificate of completion, students must achieve a passing score of 80% or higher on all course exams and complete all online content within 6 weeks. Instructor assessment and observation will be used during classroom hours.

COURSE TITLE: Special considerations, Point of Care testing, Computers and Specimen handling and processing, non blood tests

COURSE NUMBER: 207

TOTAL CONTACT HOURS: 15

Course Description:

Students enrolled in this class will learn the concepts necessary to become a phlebotomist. This course provides the student to be aware of special considerations, point of care testing and non blood tests. Computer/electronic medical charting is covered as well. Actual hands-on lab preparation blood drawing sessions and opportunities in class and in the community are included as well. This course is a hybrid course meaning the majority of assignments, quizzes, tests and course materials will be online. Students will be required to physically attend hours in the classroom in order to complete the course which will cover the hands-on portion of this course

7 hours online, 8 hours lab

Required Text(s):

Phlebotomy Essentials 7h edition
ISBN-13: 978-1284209945
ISBN-10: 1284209946

OTHER: Instructor/ Student ratio is 1 to 15

Prerequisites:

Phlebotomy: Past and Present, and Healthcare Setting
Introduction to Phlebotomy
Quality Assurance and Legal
Infection Control, Safety, First Aid
Medical Terminology
Human Anatomy and Physiology, Circulatory System
Blood Collection

TEACHING STRATEGIES:

Lecture Role-Playing Small Group Discussion

Audio Visual Lab Demonstration

Instructor info:

Instructor information will be found in Moodle including contact information.

Course Objectives:

Upon completion of this course, the student will be able to:

1. Describe ways in which samples can be transported to a lab.
2. Verbalize proper timing, clotting factors, and specimen rejections.

Methods of Evaluation:

The instructional methods used include reading assignments, practice exercises, PowerPoint slides, recorded content, and tests. To receive a certificate of completion, students must achieve a passing score of 80% or higher on all course exams and complete all online content within 6 weeks. Instructor assessment and observation will be used during classroom hours.

COURSE TITLE: Certification examination preparation, healthcare professionalism

COURSE NUMBER: 208

TOTAL CONTACT HOURS: 14

Course Description:

Students enrolled in this class will learn the concepts necessary to become a phlebotomist. This course provides the student with the resources and tools necessary to obtain certification as a phlebotomist. Healthcare professionalism including resume writing and job interview skills. This course is a hybrid course meaning the majority of assignments, quizzes, tests and course materials will be online. Students will be required to physically attend hours in the classroom in order to complete the course which will cover the hands-on portion of this course

10 hours online 4 hours lab

Required Text(s):

Phlebotomy Essentials 7h edition
ISBN-13: 978-1284209945

ISBN-10: 1284209946

OTHER: Instructor/ Student ratio is 1 to 15

Prerequisites:

Phlebotomy: Past and Present, and Healthcare Setting

Introduction to Phlebotomy

Quality Assurance and Legal

Infection Control, Safety, First Aid

Medical Terminology

Human Anatomy and Physiology, Circulatory System

Blood Collection

Special considerations, Point of Care testing, Computers and Specimen handling and processing, non blood tests

TEACHING STRATEGIES:

Lecture Role-Playing Small Group Discussion

Audio Visual Lab Demonstration

Instructor info:

Instructor information will be found in Moodle including contact information.

Course Objectives:

Upon completion of this course, the student will be able to:

1. Be prepared to sit for the national certification examination.
2. Have a completed resume ready to submit to potential employers.

Methods of Evaluation:

The instructional methods used include reading assignments, practice exercises, PowerPoint slides, recorded content, and tests. To receive a certificate of completion, students must achieve a passing score of 80% or higher on all course exams and complete all online content within 6 weeks. Instructor assessment and observation will be used during classroom hours.

COURSE TITLE: MEDICATION TECH/AIDE (ADULT CARE HOMES)

COURSE NUMBER: 118

TOTAL CLOCK HOURS: 15

COURSE DESCRIPTION:

This course prepares unlicensed assistive personnel in adult care homes, assisted living facilities, and group homes to take the Medication Administration Exam. Students receive the basic information and education needed to perform basic competencies required to safely administer medications by the following routes: oral, buccal, sublingual, transdermal, optic, nasal, topical, inhalant, vaginal and rectal.

Other course topics include drug interactions; reactions, side effects, dosage calculations, ethical and legal issues, and controlled substances and their documentation.

15 Hours (No Clinical)

CO-REQUISITES /PREREQUISITES: NONE

RESOURCES AND MATERIALS: Medication Administration Simulation

REQUIRED TEXT: Medication Administration 10/15 Hour Training Course for Adult Care Homes e-text available:

<https://www2.ncdhhs.gov/dhsr/acls/training/student/studentmanual.pdf>

OTHER: Instructor/ Student ratio is 1 to 15

TEACHING STRATEGIES: (CHECK THOSE YOU PLAN TO UTILIZE)

Lecture Role-Playing Small Group Discussion

Audio Visual Lab Demonstration

Does your course require completing a special project or assignment or passing a certain test?

YES

The student must demonstrate an understanding of the “six rights” and be able to safely and proficiently administer medication in the lab setting. Also, the student must be able to document medication administration appropriately on the Medication Administration Record (MAR) before completion of the training program.

COURSE OUTCOMES:

Upon completion of this course, the student should be able to:

1. List the members of the healthcare team.

2. Understand the role and limitations of the Medication Tech.
3. Explain the client's right to privacy, confidentiality, independence, and refusal.
4. Demonstrate an understanding of the "six rights" of medication administration and "three medication checks" safely and proficiently to administer medication.
5. Demonstrate appropriate documentation of medication administration on the Medication Administration Record (MAR).
6. Understand the concepts of medication administration, including terminology and abbreviations.
7. Understand how to document and report medication errors.
8. Display the awareness that healthcare workers must have to avoid ethical/ legal dilemmas.
9. Understand and practice effective communication with supervising licensed nurses.

METHODS OF EVALUATING OUTCOMES:

 x Demonstration Skills

 x Written Post-Tests

 x Instructor Assessment & Observation

PRIMARY METHOD OF EVALUATION

The student will achieve a grade of 78% or higher on the post-test as well as success in passing the lab portion of the course, which includes the performance of medication administration and documenting on the Medication Administration Record.

ATTENDANCE:

This course requires students to attend one hundred (100 %) percent of the class hours to complete the course.

COURSE TITLE: MEDICATION AIDE (SKILLED CARE FACILITIES/ HOMES)

COURSE NUMBER: 112

TOTAL CONTACT HOURS: 24

COURSE DESCRIPTION:

This is a 24-hour State Approved course involving class and lab practice. Students must score 90 on the final exam. The course involves the six rights of medication administration, accuracy, infection control, patient's rights and scope of practice. Upon completion, students are eligible to

take N.C. State Board Medication Aide Exam for skilled nursing homes (This is not the same as the Med Tech or Med Aide for Assisted Living Centers, Group Homes, and Rest Home requires).

24 Hours (No Clinical)

CO-REQUISITES /PREREQUISITES: Nurse Aide I

RESOURCES AND MATERIALS: Medication Administration Simulation

REQUIRED TEXT: Medication Aide Student Manual

Order from Docusource

www.docusourceofnc.com

: (919) 459-5900(phone)

: (919) 459-5918(fax)

OTHER: Instructor/ Student ratio is 1 to 10

TEACHING STRATEGIES: (CHECK THOSE YOU PLAN TO UTILIZE)

Lecture Role-Playing Small Group Discussion

Audio Visual Lab Demonstration

Does your course require completing a special project or assignment or passing a certain test?

YES

The student must demonstrate an understanding of the “six rights” and be able to safely and proficiently administer medication in the lab setting. Also, the student must be able to document medication administration appropriately on the Medication Administration Record (MAR) before successful completion of the course.

COURSE OUTCOMES:

Upon completion of this course, the student should be able to:

1. Explain the expectations and limitations of the role of Medication Aide
2. Discuss the consequences of exceeding or not fulfilling the expectations of the Medication Aide
3. Recognize the legal implications of negligence, fraud, and diversion
4. Recognize issues around medication administration errors
5. Explain the client’s rights to privacy, confidentiality, independence, and refusal
6. Demonstrate the six rights of administering medications
7. Recognize commonly used abbreviations and terminology related to medication administration

8. Demonstrate proficiency in reading a medication label
9. Demonstrate how to document correctly on the Medication Administration Record (MAR)
10. Identify proper action to take when special circumstances occur in relation to medication administration
11. Demonstrate how to administer liquid medications correctly
12. Demonstrate how to administer medications utilizing the following routes: Eye, Ear, Oral, Nasal, Buccal, Sublingual, Topical, Vaginal Rectal, Inhalant, Transdermal
13. Recognize the role of parent/guardian in providing consent for medication administration to children or non-competent adults.

METHODS OF EVALUATING OUTCOMES:

 x Demonstration Skills

 x Written Post-Tests

 x Instructor Assessment & Observation

PRIMARY METHOD OF EVALUATION

The student will achieve a grade of 78% or greater on the post-test in addition to passing the lab portion of the course.

ATTENDANCE:

This course requires students to attend one hundred (100 %) percent of the class hours in order to complete the course successfully.

Transferring Credits

Harmony Health Career Training Institute, LLC. at this time does not accept credits from other educational institutions.

Certification

Every student who has completed the requirements for a program, upon graduation will receive a course certificate of completion.

Grievances

Harmony Health Career Training Institute, LLC. 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 the complaint to the North Carolina Community College System.

Dress Code

In the classroom, students are expected to dress very modestly. Harmony Health Career Training Institute, LLC. shall provide clinical experience for Nurse Aide I and Phlebotomy technician students in a clinical setting under the direct supervision of a registered nurse and a licensed phlebotomist. The students are expected to abide by the policies of the host clinical site. The expected dress code includes, students shall wear neatly pressed scrub sets according to the program they are enrolled in, closed toe leather or leather typed material shoes and socks. Hoop or dangling earrings, long fingernails, jewelry, unnatural hair colors or strong fragrances are not allowed to be worn by students in the clinical or classroom setting. Every student must be well groomed and present with a professional appearance at all times.

Identification of Student

A student of Harmony Health Career Training Institute, LLC. shall be identified with a name tag that indicates the student is a trainee at Harmony Health Career Training Institute, LLC. The name tag shall include the word “trainee” or “student” or some similar wording form to let others know you are a student and shall be worn by each student during the clinical experience and when on the school campus(unless specified differently by instructors).

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. In the event that Harmony Health Career Training Institute, LLC. goes out of business or ceases to operate, all records will be kept in a bonded storage 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 5 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 examination of educational records from the student.

Challenge of Student 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 challenge shall be in writing and shall include the reason for the fault in date and the name or addresses of all people who may have knowledge, information, records or faulty data in question. 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.

The closing of School Due to Inclement Weather

In the event of hazardous weather, including such events as heavy rain, snow or ice accumulation on a day prior to a regular class day, the initial decision to cancel or delay the next day's classes will be made prior to 7 a.m. of the class day in question. A notice will be placed on the school's website <https://harmonyhealthcareertraining.com/> and local news channels. Makeup classes will be arranged once weather conditions are safe for all students and instructors.

Office Hours

The office is open from 10:00 am to 4:00 pm, Monday, Tuesday, Wednesday and Friday. The office phone number is (919-615-1581) for our Raleigh Office. Instructors may be reached via text messaging and emails designated on the syllabus. Email is the quickest way to get hold of staff and faculty. Please email harmonyhealthtrainingcareer@gmail.com.

Name or Address Change

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

Smoking Policy

Harmony Health Career Training Institute, LLC. is a smoke-free school. Smoking is not allowed anywhere inside or outside of the building. Most clinical sites are smoke-free environments as well. Please adhere to these policies at all times.

Assistance with Job Placement

Harmony Health Career Training Institute, LLC, does not guarantee jobs or salaries but will inform graduates with known job openings in the event the office is notified of such job openings. Please refer to bulletin board posts located on school premises.

Changes in Curriculum, Fee or Other Requirements

The governing body and/or administration of Harmony Health Career Training Institute, LLC. reserves the right to change at any time without notice; the graduation requirements for any class, fees, and another 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.

Previous Educational Credit

Harmony Health Career Training Institute, LLC. does not grant credit for education received from other educational institutions.

STUDENT ACKNOWLEDGEMENTS

This School Catalog, together with other published Harmony Health Career Training Institute, LLC. policies, procedures, and student conduct codes shall constitute the entire agreement between Student and Harmony Health Career Training Institute, LLC. 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 Harmony Health Career Training Institute, LLC. Program Director.

I have received or read a copy of Harmony Health Career Training Institute, LLC. current School Catalog, the provisions of which I accept including without limitation its grounds for termination.

I have read and understood all provisions of this Agreement. I understand that my enrollment and Harmony Health Career Training Institute, LLC. Harmony Health Career Training Institute, LLC, may terminate obligations under this Agreement (except the Refund Policy and Cancellation Policy sections above). If I fail to comply with Harmony Health Career Training Institute, LLC. attendance, conduct, academic, and/or financial requirements.

By signing below, I confirm my agreement to the terms and conditions outlined on all 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 by Harmony Health Career Training Institute, LLC. I agree to be responsible for its terms.

Parent Guardian

X _____

Signature

Relationship

Date

X _____

Authorized Signature, Harmony Health Career Training Institute, LLC.
Date