

# TCE

TEXAS COVENANT EDUCATION

A PROMISE MADE  A PROMISE KEPT

**San Antonio** MAIN CAMPUS

**Student Catalog**

Volume XII

September 8, 2011



**2011 - 2012**

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

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

## History

# Eloise L. Morales, RN

1957 to 2008



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

As of July 2011, Academy of Nurses Assistant changed its name to **TCE - Texas Covenant Education.**

### School Mission Statement

Texas Covenant Education is dedicated to providing quality industry-based training to those individuals who are seeking to enter the medical field. It is the mission of the school to provide this training at the most cost effective level within the South and South Central Texas area. Emphasis is placed on the student and meeting the needs of the medical field within the allied health professional environment.

### Approvals

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

### Non Discrimination Policy

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

### Location

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

### Ownership

Texas Covenant Education is owned and operated by Texas Covenant Education, Inc.

### Officers

In Memory of:

Eloise L. Morales (1957-2008) Founder

Juan R. Osteguín III, President, Instructor, Shareholder

Chesarae L. Garza, Shareholder

### Key Staff and Certifications

Juan R. Osteguín III, LVN

Chesarae Garza, CNA

Angelina T. Osteguín, Off Mgr

Omar Bentancourt, LVN

William Moyer, LVN

Judy L. Ferguson, RN

Lydia Stewart, LVN

### Hours of Operation

Office Hours are Monday through Friday from 9am to 5pm. The office may be open in the evenings and weekends on occasion to meet the needs of scheduled classes.

### Facilities

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

## COURSE SCHEDULES

Nurse Assistant		
<b>Days</b>	3 weeks	M – F
	Class & Lab	9am - 3pm No lunch
	Clinical	7am - 1pm No lunch
<b>Evenings</b>	4 weeks	M – F
	Class & Lab	6pm – 10:30pm No lunch
	Clinical	6pm – 10:30pm No lunch
<b>Weekends</b>	5 wkends	Sat & Sun
	Class & Lab	9am – 6pm 30 min lunch
	Clinical	7am – 4pm 30 min lunch

Nurses Assistant - Spanish		
<b>Days</b>	4 weeks	M – F
	Class & Lab	9am - 3pm No lunch
	Clinical	7am - 1pm No lunch
<b>Evenings</b>	4 weeks	M – F
	Class & Lab	4pm – 10pm No lunch
	Clinical	4pm – 10pm No lunch

Medical Assistant / Medical Secretary / Phlebotomy		
<b>Days</b>	43 weeks	M – Th
	Class & Lab	9am – 3:30pm 30 min lunch
	Externship	120 hrs (schedule varies per site)
<b>Afternoons</b>	43 weeks	M – Th
	Class & Lab	1pm – 6:30 pm 30 min lunch
	Externship	120 hrs (schedule varies per site)
<b>Evenings</b>	45 weeks	M – Th
	Class & Lab	6pm – 10:30pm No lunch
	Externship	120 hrs (schedule varies per site)

Medication Aide		
<b>Days</b>	12 weeks	M – W – F
	Class & Lab	9am - 1:30pm No lunch
	Externship	12 hrs (schedule varies per site)
<b>Evenings</b>	12 weeks	M – W – F
	Class & Lab	6pm – 10:30pm No Lunch
	Externship	12 hrs (schedule varies per site)

Medication Aide – Continuing Education		
<b>Days</b>	1 Day	Saturday
	Class & Lab	9am – 6pm 30 min lunch
	Externship	N/A

## COURSE SCHEDULES

Dialysis Technician		
<b>Days</b>	16 weeks	Tue – Thurs
	Class & Lab	8am - 2:30pm No Lunch
	Externship	200 hrs (schedule varies per site)

Pharmacy Technician		
<b>Days</b>	32 weeks	M - F
	Class & Lab	9am – 3:30pm 30 min lunch
	Externship	200 hrs (schedule varies per site)
<b>Evenings</b>	40 weeks	M - F
	Class & Lab	6pm – 10:30pm No lunch
	Externship	200 hrs (schedule varies per site)
<b>Weekends</b>	44 weeks	Sat & Sun
	Class & Lab	9am – 6pm 30 min lunch
	Externship	200 hrs (schedule varies per site)

EKG / ECG - Interpretation		
<b>Days</b>	4 Days	Saturdays
	Class & Lab	9am – 6pm 30 min lunch
	Externship	N/A

Restorative Aide - Seminar		
<b>Days</b>	4 Days	Sat - Sun
	Class & Lab	9am – 6pm 30 min lunch
	Externship	8 hrs (schedule varies per site)

**Please Note:** All schedules are subject to change.

## Safety

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

## Approved Programs

Program Name	Hours
Nurse Assistant	80
Nurse Assistant – Spanish	
Dialysis Technician	310
Medical Assistant / Medical Secretary & Phlebotomy	798
Medication Aide	144
Pharmacy Technician	750

## Approved Seminars

Seminar Name	Hours
EKG/ECG Interpretation	32
Medication Aide Continuing Education	7
Restorative Aide	32

## Approved Reviews

Review Name	Hours
Pharmacy Technician Certification Board Review	8
Certified Clinical Hemodialysis Technician Review	8

## Admission Requirements

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

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

Admission Requirements	
Programs	Page
Nurses Assistant	11
Pharmacy Technician	13
Medical Assistant/Medical Secretary / Phlebotomy	16
Medication Aide	20
Medication Aide Continuing Education	26
Dialysis Technician	22
Restorative Aide	24
EKG / ECG	25
Pharmacy Technician Exam Review	27
Dialysis Technician Exam Review	28

## METHODS OF PAYMENT

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

## TUITION INSTALLMENT PLAN

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

## Holidays Observed

New Years Eve & Day  
Martin Luther King Day  
Memorial Day  
Independence Day  
4<sup>th</sup> of July Day  
Labor Day  
Veteran's Day  
Thanksgiving Eve & Day  
Day After Thanksgiving  
Christmas Eve & Day  
Day After Christmas  
Good Friday  
Battle of Flowers Day ... (San Antonio, TX – Holiday)

## TUITION AND FEES

Course Title & Fees	Nurse Assistant	Medical Assistant / Medical Secretary / Phlebotomy	Medication Aide	Medication Aide (maCEtp)	Dialysis Technician Program	CCHT Exam Review	Pharmacy Technician	PTCB Exam Review	EKG/ECG	Restorative Aide
<b>Total Hours ▶</b>	<b>80</b>	<b>798</b>	<b>144</b>	<b>7</b>	<b>310</b>	<b>n/a</b>	<b>750</b>	<b>n/a</b>	<b>32</b>	<b>32</b>
<b>Tuition</b>	\$1,055.00	\$7,500.00	\$ 900.00	\$ 100.00	\$ 2,850.00	\$ 150.00	\$7,500.00	\$ 150.00	\$ 500.00	\$ 505.00
<b>Registration</b>	\$ 20.00	Included	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	Included	\$ 20.00	\$ 20.00	\$ 20.00
<b>Books</b>	\$ 100.00	Included	Included	Included	Included	Included	Included	\$ 60.00	Included	Included
<b>Lab</b>	\$ 100.00	Included	Included	Included	Included	Included	Included	Included	Included	Included
<b>Tools &amp; Equipment</b>	Included	Included	Included	Included	Included	Included	Included	Included	Included	Included
<b>Insurance</b>	\$ 25.00	Included	\$ 25.00	N/A	\$ 25.00	N/A	Included	N/A	\$ 25.00	\$ 25.00
<b>Background Check</b>	\$ 25.00	Included	\$ 25.00	N/A	\$ 25.00	N/A	Included	N/A	N/A	N/A
<b>Certification Test Fees</b>	Included	Included	Included	N/A	Included	N/A	Included	N/A	N/A	N/A
<b>Total Cost ▶</b>	<b>\$1,325.00</b>	<b>\$7,500.00</b>	<b>\$ 970.00</b>	<b>\$ 120.00</b>	<b>\$2,920.00</b>	<b>\$170.00</b>	<b>\$7,500.00</b>	<b>\$230.00</b>	<b>\$ 545.00</b>	<b>\$ 550.00</b>

### GRADUATION REQUIREMENTS

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

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

### PLACEMENT ASSISTANCE POLICY

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

1. Texas Covenant Education will;
  - a. Assist eligible graduates in their job searches.
  - b. Assist with resume writing.
  - c. Assist with interviewing preparation.
  - d. Assist with identifying job openings.
2. Career services are available to all eligible graduates
  - a. New Students;
  - b. Alumni
3. Lifetime assistance in updating resume.
4. Placement Assistance is not extended to seminars or exam review participants

### GRADING SCALE

- A = 90 – 100
- B = 80 – 89
- C = 70 – 75
- F = 69 – or lower
- I = Incomplete

## STUDENT SATISFACTORY PROGRESS POLICY

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

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

## CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed and a tour of the facilities and inspection of the equipment is made by the prospective student. All checks will be mailed to the student's address of record within 60 days after cancellation.

## REFUND POLICY

1. Refund computations will be based on scheduled clock hours of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
  - (a) The last day of attendance, if the student is terminated by the school;
  - (b) The date of receipt of written notice from the student; or
  - (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in nonrefundable administrative fees shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.<sup>1</sup>

**<sup>1</sup> More simply, the refund is based on the precise number of clock hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form PC-1040 provides the precise calculation.**

## **REFUND POLICY** *continued ...*

5. Refunds for books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
  - (a) An enrollee is not accepted by the school.
  - (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course.
  - (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

***A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.***

## **REFUND POLICY** *continued ...*

8. **REFUND POLICY FOR MILITARY STUDENTS CALLED TO ACTIVE DUTY:** A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
  - a. if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
  - b. a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first year after discharge from active military duty without payment of additional tuition, fees, or other charges for the program other than the previously unpaid balance of the original tuition, fees, and charges for books for the program; or
  - c. the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
    1. Satisfactorily completed at least 90 percent of the required coursework for the program; and
    2. Demonstrated sufficient mastery of the program material to receive credit for completing the program.
9. The payment of refund will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

## **POLICY ON:**

### **Incompletes, Withdrawals, Repeat Subjects and Remedial Work**

#### **Incompletes**

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

#### **Withdrawals**

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

#### **Repeat Subject**

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

#### **Leave of Absence**

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

## **Student Conduct Policy**

1. Perfect attendance is desired from each student, but 75% overall attendance average is mandatory.
2. If the student does not attend at least 75% of the course, the student will be dismissed, and is subject to the refund or granting credit policies.
3. Tardiness – every student is responsible for obtaining missed information due to tardiness. You will be responsible for any missed work.
4. A student will be expelled after missing 25% of the schedule clock hours due to tardiness or absences.
5. If expelled for unsatisfactory attendance or tardiness you must reenroll. You may not reenroll before the start of the next class start date. If the student wishes to re-enroll the student must.
  - a. Write a letter requesting re-enrollment &
  - b. Must speak to the School Director to obtain approval for re-enrollment.
6. No make-up work will be granted only tutoring.
7. Leave of Absence is available to all students. You must have a good cause. The student will be responsible for complying with the school's Refund and Previous Credit policies. VA students will be reported to the Veterans Affairs office as a drop but will be eligible for re-enrollment when desired.
8. Cheating of any kind will not be tolerated. This will result in the student's dismissal from the course. Student may be eligible to reenroll after a conference with the Director has been completed.
9. Students are required to be on time and prepared for class every day.
10. All students must wear their uniforms while in class.
11. During clinical instruction a nursing uniform is required along with a watch with a second hand and a nametag. No dress or opened toe shoes during clinical instruction are allowed. The student will be given three warnings, one verbal and two written if their appearance does not meet the standards. After which the student will be expelled. Re-enrollment policies will apply.
12. Disruptive behavior of any kind is unacceptable. The student will be given three warnings, one verbal and two written if their behavior continues to not meet the standard the student will be terminated and may not remain in class. Re-enrollment policies will apply.
13. **SEXUAL HARASSMENT OF ANY KIND, WEAPONS OF ANY KIND, AND BEING UNDER THE INFLUENCE OF ANY SUBSTANCE WILL NOT BE TOLERATED. ANY STUDENT VIOLATING THIS RULE WILL BE TERMINATED AND CANNOT RE-ENROLL.**

## **Attendance, Absences, Tardiness, Make-Up Work and Re-Admittance**

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

## **Grievance / Complaint Policy**

1. All students are encouraged to voice or write their grievance/complaint to their instructor and/or the Director at anytime.
2. If the student's grievance/complaint cannot be resolved, the student will be given the opportunity to place their grievance/complaint in writing. A form will be provided and must be requested from the front office.
3. Any grievance/complaint can be submitted at any time.
4. If the grievance/complaint is not resolved the student has the option to submit their grievance/complaint to the state for review at this address:

**Texas Workforce Commission, Career  
Schools and Colleges**  
101 East 15<sup>th</sup> Street  
Austin, TX 78778-0001  
512-936-3100
5. A record of any and all grievances/complaints will be kept confidential and in the student's permanent file, whether voiced or written. Only formal voiced complaints will be recorded.

# APPROVED PROGRAMS

## Nurse Assistant Program

### CURRICULUM OUTLINE

Program Length	3	Weeks - <b>Days</b>
Program Length	4	Weeks - <b>Evenings</b>
Program Length	5	Weeks - <b>Weekends</b>
Classroom Instruction	53	clock hours
Externship	27	clock hours
Total Hours	80	clock hours

### PROGRAM DESCRIPTION – NURSE ASSISTANT PROGRAM

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

### Program Outline

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

### Admission Requirements

1.	Be at least 18 years of age (or have the permission and signature of their parent).
2.	Complete registration/application packet.
3.	Have a current and valid state or military identification and social security card.
4.	Have a minimum of 8 <sup>th</sup> grade education or successfully pass an ATB test.
5.	Cannot be listed as a unemployable on the Employee Misconduct Registry (EMR) and cannot have been convicted of a criminal offense as listed in the Texas Health and Safety Code 250.006.

## Nurse Assistant - Course Description

NA-101	Introduction to Long Term Care	Lec	Lab	Ext	Total
		16	00	00	16
<p>This subject introduces students to care of a long term resident and facility. Upon completion of this subject students will be able to: 1) Discuss the role of the Nurse Assistant; 2) Recognize and prevent safety hazards and use safety measures; 3) List emergency measures and care; 4) Infection control, identify and prevent; 5) Identify residents rights and independence; 6) Describe the rules of communication and interpersonal skills 7) Taking care of you.</p>					
Prerequisite:		None			

NA-102	Personal Care Skills	Lec	Lab	Ext	Total
		10	07	00	17
<p>Upon completion of this subject students will be able perform personal skills: 1) Perform body mechanics, positioning, and moving residents and describe the purpose; 2) Discuss the care of the resident's environment surroundings; 3) Assisting residents with bathing, toileting, Perineal care, skin care; 4) Discuss the residents hygiene and grooming needs; 5) List the nutritional, hydration and elimination needs of the resident.</p>					
Prerequisite:		NA-101			

NA-103	Basic Nursing Skills	Lec	Lab	Ext	Total
		08	00	00	08
<p>This subject introduces students to the skills of basic nursing: 1) Promoting a restraint – proper environment; 2) Correctly take, record and report vital signs, height, and weight, 3) Observing, reporting and charting admission, transfer, and discharge of residents; 4) Describe coping with death; 5) List and recognize emergency care including foreign airway obstruction (choking) and Cardiopulmonary resuscitation (CPR).</p>					
Prerequisite:		NA-101, 102			

NA-104	Restorative Services	Lec	Lab	Ext	Total
		06	00	00	06
<p>This subject is devoted to instructing students in restorative skills to promote resident independence. Students will learn how to: 1) Improve resident self-esteem; 2) Use restorative approach in all aspects of care; 3) Promote optimal physical and psychosocial wellness; 4) How to explain procedures and perform them; 5) Encourage residents; 6) Assist residents to function independently; 7) Monitor residents progress; 8) Assist with restorative programs; 9) Assist with adaptive and assistive devices; 10) Use of prosthetic devices; 11) Maintaining range of motion.</p>					
Prerequisite:		NA101, 102, 103			

NA-105	Mental Health & Social Service Needs	Lec	Lab	Ext	Total
		06	00	00	06
<p>During this portion of the program, students learn basic human needs. They will learn how to: 1) The five basic human needs; 2) Meet your own basic needs; 3) How to respond to resident's appropriate and inappropriate sexual behavior; 4) Human needs of the resident, 5) How to assist resident in cultural and religious practices; 6) Respond to major losses/changes associated with aging; 7) Effects of losses and changes to human needs; 8) Developmental tasks of older adults; 9) Normal psychological responses to losses/changes.</p>					
Prerequisite:		NA-101, 102, 103, 104			

NA-106	Clinical Practice	Lec	Lab	Ext	Total
		00	00	27	27
<p>In the final stage of the program the student will put into practice everything taught in lecture and in the lab setting prior to the start of clinical practice. Side by side with employed staff, all nurses, of a long term care facility students will learn 1) Interpersonal skills with peers in the health field; 2) Direct care and communication with residents; 3) How to work under direction and independently; 4) How to take and follow nurse orders.</p>					
Prerequisite:		NA-101, 102, 103, 104,105			

# Pharmacy Technician Program

## CURRICULUM OUTLINE

Program Length	<b>32</b>	weeks - <b>Days</b>
Program Length	<b>40</b>	weeks - <b>Evenings</b>
Program Length	<b>44</b>	weeks - <b>Weekends</b>
Classroom Instruction	432	clock hours
Lab	118	clock hours
Externship	200	clock hours
Total Hours	750	clock hours

### Program OBJECTIVE – Pharmacy Technician Program

This program is designed to prepare students for entry-level positions as a Pharmacy Technician in a retail or institutional pharmacy. The course focuses on providing knowledge and understanding of: Pharmacology, Pharmacy Calculations, and I.V. Admixture.

### PROGRAM DESCRIPTION – PHARMACY TECHNICIAN PROGRAM

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

### Program Outline

Number	Subject Title	Lec	Lab	Ext	Total
PT 101	General Pharmacy Introduction	48	00	00	48
PT 102	Data Entry & General Office Skills	06	10	00	16
PT 103	Anatomy & Physiology	32	00	00	32
PT 104	Pharmacy Math	68	00	00	68
PT 105	Drug Classification	68	00	00	68
PT 106	Pharmacology	68	00	00	68
PT 107	Community Pharmacy	24	08	00	32
PT 108	Institutional Pharmacy	28	20	00	48
PT 109	Intravenous Admixture	90	80	00	170
PT 110	Clinical Externship	00	00	200	200
Total		<b>432</b>	<b>118</b>	<b>200</b>	<b>750</b>

### Admission Requirements

1.	Be at least 18 years of age (or have the permission and signature of their parent).
2.	Complete registration/application packet.
3.	Have a current and valid state or military identification and social security card.
4.	All applicants for this course are required to have a High School Diploma or GED; ATB testing is not available for this course.
5.	Students must be free of previous felony convictions, which will be confirmed via the submission of a criminal background check.

## Pharmacy Technician - COURSE DESCRIPTION

PT 101	General Pharmacy Introduction	Lec	Lab	Ext	Total
		48	00	00	48
<p>Orientation will be given for two hours during this Introduction to Pharmacology. The student will be introduced to the History of pharmacy and will be able to describe the history of modern medicine. The student will trace the evolution of pharmacies and development or the roles of the pharmacist and pharmacy technician. The student will be explore and define FDA, DEA &amp; HIPPA regulations &amp; procedures. Students will be introduced to the qualifications, skills, and nonjudgmental duties required of pharmacy technicians in various job settings. And will have the opportunity to explore industry trends and e-pharmacy. Then the student will demonstrate how a technician can combine their knowledge with other skills and move into other positions. The Pharmacy Technician will apply him or herself diligently in acquiring all possible knowledge of medicines, their use or abuse, correct dosage, methods of administration, symptoms of over dosage, and abnormal reactions that may arise in the treatment of various conditions.</p>					
Prerequisite:		None			

PT 102	Data Entry & General Office Skills	Lec	Lab	Ext	Total
		06	10	00	16
<p>The student will learn and demonstrate the principles of typing/data entry. Participants will be introduced to the computer and its functions in business and industry.</p>					
Prerequisite:		None			

PT 103	Anatomy & Physiology	Lec	Lab	Ext	Total
		32	00	00	32
<p>The student will be introduced to the Endocrine, Nervous, Respiratory, Visual, Auditory, Gastrointestinal, Urinary, Cardiovascular &amp; Reproductive systems. The student will describe common system diseases, the drugs and surgical procedures to treat them and list the side effects that these drugs may cause. As well as write the trade and generic names of the drugs used. List both the classifications and indications of each drug and its primary side effect.</p>					
Prerequisite:		None			

PT 104	Pharmacy Math	Lec	Lab	Ext	Total
		68	00	00	68
<p>The student will be able to perform conversions using the four most commonly used systems of measurement. The student will demonstrate several methods for calculating dosages of medicines and dilute and combine medicines to achieve the desired dosage for both adult and pediatric dosing. And will be able to convert Arabic numbers into Roman numerals and vice versa and use international time. The student will also describe routes of drug administration and the advantages and disadvantages of each. Be able to write in standard abbreviations of dosage forms and routes and its importance. Also demonstrate proper storage and packaging of drugs in accordance to manufacturer's instructions.</p>					
Prerequisite:		None			

PT 105	Drug Classification	Lec	Lab	Ext	Total
		68	00	00	68
<p>The student will be able to describe antibiotics from several angles from discovery to new generation of antibiotics. As well as list several types of communicable diseases, common pathogens, their transmission and used anti-infective agents along with the classifications, side effects and drug action. The student will describe the causes of asthma and allergies and how these are treated and list the side effects and drugs most commonly prescribed for inflammation, asthma, and allergies. Will be able to list the most commonly used minerals and vitamins by name, symbol and functions as well as name the essential trace elements with their importance. Be able to describe the difference between fat-soluble and water-soluble vitamins and daily allowance with the adverse reactions of overusing and conditions that may cause deficiency. The student will also be able to describe the importance of vaccines and their production and the most common used. Students will be able to schedule administration of vaccines, boosters and circumstantial needs for certain vaccines. Finally, the student will list common cancer types and causes and how it is diagnosed and spread. Be able to describe treatments as they relate to pharmacology and the side effects of chemotherapy.</p>					
Prerequisite:		None			

PT 106	Pharmacology	Lec	Lab	Ext	Total
		68	00	00	68
<p>The student will be introduced to and be able to describe drugs according to their therapeutic applications pertinent physiology and related diseases as related to common body systems. As well as list each drug classification, mechanism of action, main therapeutic effects, clinical indications, adverse reactions and drug interactions. And describe absorption, metabolism, excretion, and special considerations. Students will be able to list the different dosages and calculations according to age, such as pediatrics, geriatrics and pregnancies.</p>					
Prerequisite:		None			

Pharmacy Technician - **COURSE DESCRIPTION** *continued ...*

PT 107	Community Pharmacy	Lec	Lab	Ext	Total
		24	08	00	32
The student will demonstrate practical application of drug preparation and pharmacy delivery distribution and laboratory practice relating to community pharmacy operations. Job-related skills in pharmacy data entry, outpatient dispensing and unit dose cart filling will also be performed.					
Prerequisite:		None			

PT 108	Institutional Pharmacy	Lec	Lab	Ext	Total
		28	20	00	48
The student will perform functions relating to pharmacy manufacturing techniques and medication packaging and procedures using pharmacy-manufacturing methods of compounding medications. Student will demonstrate pharmacy manufacturing, purchasing, inventory control, drug packaging and labeling. The student will demonstrate practical application of drug preparation and pharmacy delivery distribution and laboratory practice relating to institutional pharmacy operations. As well as filling physician's orders.					
Prerequisite:		None			

PT 109	Intravenous Admixture	Lec	Lab	Ext	Total
		90	80	00	170
The student will be able to describe and utilize the different types and sizes of syringes, needles, and containers used in the preparation of Parenteral medications. Be able to demonstrate aseptic techniques as it applies to working with these items in both vertical & horizontal hoods and the care of the flow hoods.					
Prerequisite:		None			

PT 110	Clinical Externship	Lec	Lab	Ext	Total
		00	00	00	200
At the end of their program the student will be assigned to their practical site in order to experience the daily operations of a professional Pharmacy environment. Students demonstrate and productively utilize all competencies (resources, information, systems, technologies, and interpersonal skills). And apply basic skills, thinking skills and personal qualities for a solid job performance in a retail or hospital pharmacy setting.					
Prerequisite:		PT 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, Register and approved with the Texas Pharmacy Board as a Pharmacy Technician Trainee			

# Medical Assistant / Medical Secretary / Phlebotomy Program

## CURRICULUM OUTLINE

Program Length	43	Weeks - <b>Days</b>
Program Length	43	Weeks - <b>Afternoons</b>
Program Length	45	Weeks - <b>Evenings</b>
Classroom and Lab Instruction	678	clock hours
Externship	120	clock hours
Total Hours	798	clock hours

### Program OBJECTIVE – Medical Assistant / Medical Secretary / Phlebotomy Program

This program is designed to prepare students for entry-level positions as an Administrative Medical Assistant, Clinical Medical Assistant and Phlebotomist in a clinical and/or Administrative capacity. The course focuses on providing knowledge and understanding of: Health and Wellness, Diagnostic Procedures and Treatments.

### PROGRAM DESCRIPTION – Medical Assistant / Medical Secretary / Phlebotomy Program

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

Graduates of this program will be able to perform daily administrative tasks including, but not limited to, basic medical administrative duties, clerical assignments, computer tasks, professional telephone answering techniques and the ability to use and understand basic software programs including, but not limited to, various data entry and word processing applications, along with internet procedures. There is a segment within the program that covers the duties and responsibilities of processing payroll and the tasks associated with financial management of a medical facility.

This program is designed to prepare the Medical Assistant graduate with the qualifications, knowledge, skills and abilities necessary in order to successfully secure gainful entry-level employment within a variety of medical settings as a medical office clerk, administrative medical assistant, clinical medical assistant, medical receptionist, medical records clerk, patient advocate and/or patient-practice liaison within a medical office, doctor's office, insurance agency or medical accounting and coding office.

All modules will include identification, spelling and pronunciation of terms associated. Professional behavior, appearance and communication skills will be emphasized throughout.

## Program Outline

Number	Subject Title	Lec	Lab	Ext	Total
MA 101	Introduction to Medical Assisting	15	09	00	24
MA 102	Administrative Medical Assisting	25	29	00	54
MA 103	Health Information in the Medical Office	08	22	00	30
MA 104	Billing and Coding Procedures	15	69	00	84
MA 105	Financial and Practice Management	21	33	00	54
MA 201	Clinical Medical Assisting	27	45	00	72
MA 202	Assisting with Medications	15	33	00	48
MA 203	Assisting with Medical Specialties	93	36	00	129
MA 301	Diagnostic Procedures / Phlebotomy	45	78	00	123
MA 401	Assisting with Surgeries	05	13	00	18
MA 501	Career Development	21	21	00	42
MA 601	Externship	00	00	120	120
Total		<b>290</b>	<b>388</b>	<b>120</b>	<b>798</b>

## Admission Requirements

1.	Be at least 18 years of age.
2.	Complete registration/application packet.
3.	Have a current and valid state or military identification and social security card.
4.	All applicants for this course are required to have a High School Diploma or GED; ATB testing is not available for this course.
5.	Students must be free of previous felony convictions, which will be confirmed via the submission of a criminal background check.

## Medical Assistant - COURSE DESCRIPTION

MA 101	Introduction to Medical Assisting	Lec	Lab	Ext	Total
		<b>15</b>	<b>09</b>	<b>00</b>	<b>24</b>
<p>In this module, the student will be presented with the advantages of becoming a Medical Assistant and some of the many career opportunities available. Students will be introduced to the skills that must be developed and the general knowledge that must be acquired to function effectively. Personality traits and professional appearance and behavior will be covered. A discussion of the history of Medical Assisting as a profession and versatility of a career in Medical Assisting will be included. Students will be able to identify and discuss the meaning and characteristics of professionalism in the health care setting. Students will be introduced to legal and ethical considerations when working in a health care environment including rights and responsibilities as related to ethical and legal decision making. Civil laws as they relate to medical professional liability will be covered. The student will be informed of the duties and responsibilities inherent in meeting acceptable medical industry standards. Medical Assisting has grown into one of the most respected professions in the field of Allied Health.</p>					
Prerequisite:	None				

MA 102	Administrative Medical Assisting	Lec	Lab	Ext	Total
		<b>25</b>	<b>29</b>	<b>00</b>	<b>54</b>
<p>In this module, administrative duties of the Medical Assistant will be covered. Students will receive an introduction to computers and various computer software programs such as word processing as well as an introduction to and proper use of the internet. Instruction will include use of the computer in the health care environment, equipment used including various networking systems, screens, keyboards, printers, multipurpose equipment and copiers. Keyboarding skills will result in the student's ability to type at least 25 words per minute as well as proper formatting of correspondence and various forms related to the work setting. And the student will be introduced to the total concept and procedures that apply for computers and their use. Personal computers along with business formats will be covered. A variety of all equipment and their use will be provided in this section. Equipment to be included and covered will include but will not be limited to screens, keyboards, various printers, along with multipurpose equipment and copiers will be introduced and utilized. Student along with the assistance of the Instructor will have the opportunity to practice hands on activities that would take place within a professional medical environment. The student will practice document formatting, processing incoming and the proper processing of outgoing correspondence. The student will practice and demonstrate their abilities in filing, making copies, preparation of office folders, credit card processing, payroll processing and Internet emailing and correspondence. Students will be instructed in proper use of the telephone, how to take and deliver messages and professional telephone etiquette. Scheduling appointments, patient reception and processing, completion of patient intake forms, daily environment, activities and operations within the health care office, proper handling of various forms of correspondence and inter and intra-office communication will be covered.</p>					
Prerequisite:	None				

MA 103	Health Information in the Medical Office	Lec	Lab	Ext	Total
		<b>08</b>	<b>22</b>	<b>00</b>	<b>30</b>
<p>Within this unit the material covered will be to define, spell and pronounce the terms listed in the vocabulary section correctly. Material will cover the importance of keeping accurate medical records. Discuss the ownership of the records. Be able to explain the difference between a traditional medical record and a problem-oriented medical record. Be able to illustrate the difference between subjective and objective information. Discuss the procedures for changing an entry in the patient record. Be able to list and discuss the basic procedures used in a filing system. Be able to describe the steps in filing a document. Be able to list and discuss applications that apply to a basic file system. Establish a patient's medical record. Be able to prepare an informed consent for treatment. Prepare a record release form. File medical records and documents using an alphabetic system. File medical records and documents using a numeric system. Be able to document appropriately and accurately. Medical records in paper form as well as EHR will be presented. Students will learn proper health information management and the importance of privacy on the health care office.</p>					
Prerequisite:	None				

MA 104	Billing and Coding Procedures	Lec	Lab	Ext	Total
		<b>15</b>	<b>69</b>	<b>00</b>	<b>84</b>
<p>Within this unit the student will be introduced to the purposes of the ICD-9-CM and its proper use. Understand and apply the basic coding rules in the use of the ICD-9-CM. Understand the importance of the Tabular Index, which contains the most specific coding information. Comprehend and use instructional terms and symbols as defined in the ICD-9-CM. Explain the use of V and E codes. Be able to describe the steps for abstracting procedural data from clinical documentation. Be able to identify the purposes of the CPT-4. Be able to describe the process and steps for selecting the most accurate code based on clinical documentation. Discuss the purpose of health insurance. Be able to differentiate among the various types of insurance policies. Be able to explain the numerous classifications of insurance benefits available. Explain how insurance benefits are determined. Differentiate among the different types of managed care options. Be able to list and discuss other major third-party payers. Discuss the differences between paper claims and electronic claims. Explain how to complete each of the 33 blocks of the CMS-1500 claim form. An introduction to establishing professional fees and the billing and collection process will also be included.</p>					
Prerequisite:	None				

Medical Assistant - **COURSE DESCRIPTION** *continued* ...

MA 105	Financial and Practice Management	Lec	Lab	Ext	Total
		21	33	00	54
<p>Within this unit the student will be introduced to the Internet and how the Internet has changed traditional banking practices. State the four requirements of a negotiable instrument. Discuss the advantages of using checks. Identify the three most common types of bank accounts. Be able to explain how you would handle mistakes made in preparing a check. List and discuss eight precautions to observe in accepting checks. Discuss the actions necessary when a deposited check is returned. Accurately reconcile a bank statement with the office checking account. Be able to discuss the four items that all financial records should show at any given time. Be able to distinguish between accounts payable and accounts receivable. List and explain the three most common bookkeeping systems found in a physician's office today. Be able to secure the state and federal forms required for maintaining employment records. Be able to name the five common periodic accounting reports. Discuss the importance of setting a budget for each fiscal year. Be able to process accurately the office payroll and all affiliated reports. Explain the importance of management in the medical office. Discuss the desirable qualities of a medical office manager. List and discuss the three types of leaders. Be able to explain why the telephone voice of an applicant is important. List the various types of staff meetings. Explain the term of target market. Discuss how suggestion boxes might help the medical facility to make improvements. List and discuss the four P's of marketing. Be able to design a presentation for a marketing event. Students will be introduced to the human resource function in the health care setting and be able to create a job posting, review job applications and resumes, evaluate and interview potential employees and perform background and reference checks. Students will learn the importance of good customer service and will be able to demonstrate good customer service behavior and communication.</p>					
Prerequisite:		None			

MA 201	Clinical Medical Assisting	Lec	Lab	Ext	Total
		27	45	00	72
<p>Within this unit the student will be introduced to Infection Control. Be able to recognize diseases caused by pathogenic microorganisms. Be able to apply the chain-of-infection process to the healthcare practice. Be able to differentiate between hum oral and cell-mediated immunity. Be able to specify potentially infectious body fluids. Be able to explain the major areas included in the OSHA Compliance Guidelines. Be able to employ the components of holistic care in the patient assessment process. Be able to recognize the importance of nonverbal communication when interacting with patients. Be able to apply therapeutic communication techniques with patients across the lifespan. Be able to demonstrate professional patient interview techniques. Be able to differentiate among various medical record systems employed in the physician's office. Be able to determine risk management strategies for the ambulatory care setting. Be able to obtain a written medical history from a patient. Be able to illustrate at least five guidelines for patient education that can affect overall patient wellness. Determine potential barriers to patient learning. Be able to describe the role of the medical assistant in patient education. Students will be able to obtain and record vital signs including temperature, pulse, respirations, blood pressure, head circumference, height and weight. They will learn basic nutrition in order to promote good health. Students will be able to describe and assist with the elements included in a primary physical examination and be able to properly prepare the patient for various examinations.</p>					
Prerequisite:		None			

MA 202	Assisting with Medications	Lec	Lab	Ext	Total
		15	33	00	48
<p>Within this unit the student will be able to distinguish among the government agencies that regulate drugs in the United States. The student will be introduced to the Drug Enforcement Administration (DEA) regulations for the management and control of regulated substances. Be able to explain the medical assistant's role in the prevention of drug abuse. Be able to differentiate among a drug's chemical, generic, and trade name. Will be able to summarize the clinical uses of drugs that are prescribed to patients. Cite safety measures for the use of over the counter drugs. Demonstrate methods for verifying the accuracy of calculations. Differentiate among the terms used in dosage preparation. Summarize the important parts of a drug label. Be able to specify the legal responsibilities of a medical assistant in calculating drug dosages. Be able to analyze safety guidelines for specific patient populations. Perform documentation of medication administration. Apply safety precautions to the management of medication administration in the ambulatory healthcare setting. Be able to summarize patient assessment factors that have an impact on medication administration. Review and familiarize themselves in OSHA guidelines in the management of parenteral administration. Assess legal and ethical issues in drug administration in the ambulatory care setting.</p>					
Prerequisite:		None			

MA 203	Assisting with Medical Specialties	Lec	Lab	Ext	Total
		93	36	00	129
<p>Within this unit the student will be introduced to assisting with medical emergencies, assisting in ophthalmology and otolaryngology, assisting in dermatology, assisting with gastroenterology, assisting with urology and male reproduction, assisting with obstetrics and gynecology, assisting in pediatrics, assisting in orthopedic medicine, assisting in neurology and mental health issues, assisting in endocrinology, assisting in pulmonary medicine, assisting in cardiology and assisting in geriatrics. Each specialty of study will include appropriate terminology, identification and recording of signs and symptoms, related diagnostic procedures, disease processes, effects of conditions and diseases on additional body systems and various disease treatments. Instruction will include preparation and response to emergency situations. Courses in CPR and Basic First Aid will be included.</p>					
Prerequisite:		None			

Medical Assistant - **COURSE DESCRIPTION** *continued ...*

MA 301	Assisting with Diagnostic Procedures / Phlebotomy	Lec	Lab	Ext	Total
		45	78	00	123
<p>Within this unit the student will be introduced to the principles of electrocardiography, assisting with diagnostic imaging, assisting with the clinical laboratory, assisting in the analysis of urine, assisting in phlebotomy, assisting in the analysis of the blood and assisting in microbiology and immunology. Students will learn proper patient education and preparation instructions as related to various diagnostic procedures. Upon completing student will be eligible to sit for phlebotomy certification exam.</p>					
Prerequisite:	None				

MA 401	Assisting with Surgeries	Lec	Lab	Ext	Total
		05	13	00	18
<p>Within this unit the student will be able to describe typical solutions and medications used in minor surgical procedures. Be able to summarize methods for identifying surgical instruments used in minor office surgery. Be able to describe and identify the general classifications of surgical instruments. Be able to describe the proper care of surgical instruments and identify the various types of sutures and surgical needles. Students will learn the importance and how to prepare a sterile field and be able to assist with various minor surgical procedures.</p>					
Prerequisite:	None				

MA 501	Career Development	Lec	Lab	Ext	Total
		21	21	00	42
<p>Within this unit the student will be introduced to the reasons that job search training is important to a medical assistant. Be able to list three expectations that employers have of employees. Be able to understand the three types of employee skill strengths. Explain the two best job search methods. Describe some of the errors that should be avoided on a resume. List the four phases of the interview process. Discuss the importance of the probationary period for a new employee. Be able to prepare a resume, organize a job search, complete a job application, complete mock interview for a job and be able to negotiate a salary. The concepts of lifelong learning and continuous skills development will be covered.</p>					
Prerequisite:	None				

MA 601	Externship	Lec	Lab	Ext	Total
		00	00	120	120
<p>At the end of their program the student will be assigned to their practicum site in order to experience the daily operations of a professional medical office environment. Students will demonstrate and productively utilize all competencies (resources, information, systems, technologies and interpersonal skill). Students will apply their entry level skills, problems solving and personal qualities for securing a gainful position within a professional medical office.</p>					
Prerequisite:	MA 101, 102, 103, 104, 105, 201, 202, 203, 301, 401, 501				

# Medication Aide Program

## CURRICULUM OUTLINE

Program Length	13	Weeks - <b>Days</b>
Program Length	13	Weeks - <b>Evenings</b>
Classroom Instruction	100	clock hours
Lab	32	clock hours
Externship	12	clock hours
Total Hours	144	clock hours

### PROGRAM DESCRIPTION – Medication Aide Program

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

### Program Outline

Number	Subject Title	Lec	Lab	Ext	Total
MEDA 101	Introduction & Basic Concept of Medication Administration	20	00	00	20
MEDA 102	Administration of Medication & Affects on Body Systems	80	00	00	80
MEDA 103	Return Skills Demonstration (LAB)	00	20	00	20
MEDA 104	Clinical Externship	00	00	12	12
MEDA 105	Final Return Skill Demonstration (LAB)	00	12	00	12
Total		<b>100</b>	<b>32</b>	<b>12</b>	<b>144</b>

### Admission Requirements

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

## Medication Aide - **COURSE DESCRIPTION**

MEDA 101	Introduction & Basic Concept of Medication Administration	Lec	Lab	Ext	Total
		20	00	00	20
<p>Within this unit the student will be presented with the advantages of becoming a certified medication aide and some of the many career opportunities available. Introduction will be given for the necessary skills that must be developed and the general knowledge that must be acquired to function effectively will be presented. Personality traits and professional appearance will be covered. The student will be informed that whoever accepts this career must be willing to accept the responsibilities inherent in the industry standards. Student will be introduced into the basic concepts such roles &amp; responsibilities, History of drug use, reasons for giving drugs, problems with drug administration, legislation, involvement in drug therapy, use of resource references &amp; pharmacodynamics. As well as drug forms and preparations, common medical terms, abbreviations, symbols, terminology and drug names, weights, measures &amp; simple math and finally generic drug usage.</p>					
Prerequisite:		None			

MEDA 102	Administration of Medication & Affects on Body Systems	Lec	Lab	Ext	Total
		80	00	00	80
<p>Within this unit, the material covered, the student will be able to demonstrate how to store and medications and various supplies used for medication administration. Implement and document medication orders and communicate the orders as appropriated. Define potential causes of medication errors and roles and responsibilities of drug therapy. Demonstrate correct preparation of drugs for administration. Properly perform procedures and techniques for administering medications. Perform safe use, storage and administration of oxygen. Define responsibilities post medication administration. Student will show proper use of the medical record.</p>					
Prerequisite:		MEDA 101			

MEDA 103	Return Skills Demonstration	Lec	Lab	Ext	Total
		00	20	00	20
<p>Students will put into practice everything learned and demonstrate full knowledge and skills needed to administer medications safely and communicate appropriately in a safe and secured setting prior to entering the clinical externship.</p>					
Prerequisite:		MEDA 102			

MEDA 104	Clinical Externship	Lec	Lab	Ext	Total
		00	00	12	12
<p>The student will be assigned to their practical site in order to experience the daily operations of a medication aide. Students will demonstrate and productively utilize all competencies (resources, information, systems, technologies and interpersonal skill). Students will apply entry level skills, problems solving &amp; personal qualities for securing a gainful position as a medication aide.</p>					
Prerequisite:		MEDA 103			

MEDA 105	Final Return Skill Demonstration	Lec	Lab	Ext	Total
		00	12	00	12
<p>Student will return to the lab setting for a final demonstration of all skills learned and put into practice at the clinical site. This is to ensure that the student understood and properly administered medications safely and communicated appropriately.</p>					
Prerequisite:		MEDA 104			

# Dialysis Technician Program

## CURRICULUM OUTLINE

Program Length	16	weeks
Classroom Instruction	88	clock hours
Lab	22	clock hours
Externship	200	clock hours
Total Hours	310	clock hours

### PROGRAM DESCRIPTION – DIALYSIS TECHNICIAN PROGRAM

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

### Program Outline

Number	Subject Title	Lec	Lab	Ext	Total
DYLT 101	Introduction & the Persons with Kidney Failure	16.5	00	00	16.5
DYLT 102	Principles of Dialysis & Devices	16.5	00	00	16.5
DYLT 103	Hemodialysis Vascular Access, Procedures & Complications	27.5	00	00	27.5
DYLT 104	Dialyzer Reprocessing & Water Treatment	27.5	00	00	27.5
DYLT 105	Lab	00	22	00	22
DYLT 106	Clinical Externship	00	00	200	200
Total		<b>88</b>	<b>22</b>	<b>200</b>	<b>310</b>

### Admission Requirements

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

## Dialysis Technician - COURSE DESCRIPTION

DYL1 1 01	Introduction & the Persons with Kidney Failure	Lec	Lab	Ext	Total
		16.5	00	00	16.5
<p>As a patient care technician, a technician's job is to help patients with chronic kidney disease (CKD) receive safe and effective dialysis. To do this well, a student must learn what dialysis is, how it was developed, how to ensure high-quality care for patients, and how to perform and carry out your duties in a professional manner. We cover all of these topics in this course. The goal of caring for people with kidney failure is to help each one reach the highest level of health possible. As you go about your work, keep in mind that your patients have one thing in common, kidneys that don't work. Aside from that, each one is an individual with his or her own knowledge level, interests, and preferred ways to do things. Having respect for each person will help you provide the best care for all of your patients. As a technician, the technician is the eyes and ears of the care team, the person in the closest contact with each patient. This means technicians are in a unique position to learn about patients and share vital insights with the team that can help improve care. Patients will also ask you questions and expect technicians to know the answers or refer them to a staff person who can help. To take on this role, students need to understand kidney disease, its causes and consequences, treatment options, and much more.</p>					
Prerequisite:		None			

DYL1 1 02	Principles of Dialysis & Devices	Lec	Lab	Ext	Total
		16.5	00	00	16.5
<p>Hemodialysis may seem complex, but it is based on simple scientific principles. This module will help the student understand these principles and how they are used in dialysis. Dialysis replaces three main kidney functions: 1. Removing wastes from the blood 2. Removing excess fluid from the blood 3. Keeping electrolytes (electrically charged particles) in balance. The student will learn how these three functions are replaced by the dialyzer. Trained staffs who know dialysis principles, equipment, and procedures are the most vital monitors of patient safety. This module covers hemodialysis devices, including dialyzers, dialysate, and delivery systems. If followed carefully the student will put to practice procedures and apply the principles reviewed in this module, technicians can master the use and maintenance of each device and help deliver safe dialysis treatments.</p>					
Prerequisite:		DYL1 1 01			

DYL1 1 03	Hemodialysis Vascular Access, Procedures & Complications	Lec	Lab	Ext	Total
		27.5	00	00	27.5
<p>In this section, the student will learn about fistulae, grafts, catheters, and other devices. The student will know definitions, assessment, and monitoring. We also cover the KDOQI guidelines, patient teaching, and complications of each type of access. Technicians have the vital task of helping patients to keep their lifelines. Proper access care and use can improve quality of life of the patients and job satisfaction for the whole care team. The student will also learn the types of patient care tasks, technical tasks, and skills needed to deliver safe and effective treatment. It goes over the processes of dialysis, from set-up through clean-up. The actions at each step from setting up the machine, to washing your hands, to putting in needles, to monitoring the treatment—affect your patients.</p>					
Prerequisite:		DYL1 1 02			

DYL1 1 04	Dialyzer Reprocessing & Water Treatment	Lec	Lab	Ext	Total
		27.5	00	00	27.5
<p>Dialyzer reprocessing is regulated by the federal and some state governments. Regulations include the standards and conditions centers must follow so reuse is as safe and effective as possible for both patients and staff. A reprocessing technician (Dialysis Technician) has the immense job of maximizing patient benefits of reuse and reducing the risks. This is done by carefully following all of the guidelines, regulations, and center procedures. This module covers the history of the reasons for reprocessing, the role of regulations and guidelines, and the steps used to reprocess dialyzers. To be safe, water to be used for dialysis must pass through a water treatment system—a series of devices, each of which takes out certain contaminants. This section the student will learn why and how water is treated before it is used for dialysis. The student will also learn the components of a water treatment system, how the system is monitored, and the common contaminants found in water.</p>					
Prerequisite:		DYL1 1 03			

DYL1 1 05	Lab	Lec	Lab	Ext	Total
		00	22	00	22
<p>Students will put into practice everything learned and demonstrate full knowledge and skills needed to perform as a Dialysis Technician safely and communicate appropriately in a safe and secured setting prior to entering the clinical externship.</p>					
Prerequisite:		DYL1 1 04			

DYL1 1 06	Clinical Externship	Lec	Lab	Ext	Total
		00	00	00	200
<p>The student will be assigned to their practical site in order to experience the daily operations of a Dialysis Technician. Students will demonstrate and productively utilize all competencies (resources, information, systems, technologies and interpersonal skill). Students will apply entry level skills, problems solving &amp; personal qualities for securing a gainful position as a Dialysis Technician.</p>					
Prerequisite:		DYL1 1 05			

# APPROVED SEMINARS

## Restorative Aide

### CURRICULUM OUTLINE

Program Length	4	days
Classroom Instruction	16	clock hours
Lab	8	clock hours
Externship	8	clock hours
Total Hours	32	clock hours

#### PROGRAM DESCRIPTION – Restorative Aide Program Seminar

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

#### Seminar Outline

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

#### Admission Requirements

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

#### COURSE DESCRIPTION

RNA 101	Restorative Aide Seminar	Lec	Lab	Ext	Total
		<b>16</b>	<b>08</b>	<b>08</b>	<b>32</b>
<p>This subject introduces students to care of a long term resident and facility. Upon completion of this subject students will be able to: 1) Discuss the role of the Restorative Aide; 2) Recognize and prevent safety hazards and use safety measures; 3) List different disciplines or therapy; 4) Will learn skills in communication, dementia, special care needs, family dynamics, and stress management; 5) Introduction to restorative nursing, communications, psychosocial aspects of disability, anatomy, physiology and pathology of the long-term patient, specific care problems, and basic restorative; 6) Use restorative approach in all aspects of care; 7) Promote optimal physical and psychosocial wellness; 8) How to explain procedures and perform them; 9) Encourage residents; 10) Assist residents to function independently; 11) Monitor residents progress; 12) Assist with restorative programs; 13) Assist with adaptive and assistive devices; 14) Use of prosthetic devices; 15) Maintaining range of motion.</p> <p>Upon completion of this subject students will also be able perform personal skills: 1) perform body mechanics, positioning, and moving residents and describe the purpose; 2) Discuss the care of the resident's environment surroundings; 3) Assisting residents with transfer, ambulation, exercise, strengthening, independence and more.</p> <p>In the final stage of the program the student will put into practice everything taught in lecture and in the lab setting prior to the start of clinical practice. Side by side with employed staff. 1) Interpersonal skills with peers in the health field; 2) Direct care and communication with residents; 3) How to work under direction and independently; 4) How to take and follow a restorative program; 5) Document the progress in the record sheet.</p>					
Prerequisite:	Certified Nurses Assistant Certification or Certificate of Completion from an approved Nurse Aide Program				

# EKG/ECG Interpretation

## CURRICULUM OUTLINE

Program Length	4	days
Classroom Instruction	32	clock hours
Total Hours	32	clock hours

### PROGRAM DESCRIPTION – EKG/ECG Interpretation Program

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

### Seminar Outline

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

### Admission Requirements

1.	Be at least 18 years of age.
2.	Complete registration/application packet.
3.	Have a current and valid state or military identification and social security card.
4.	Provide proof of occupation or school enrollment in any of the following disciplines: <ul style="list-style-type: none"> <li>a. Paramedic</li> <li>b. Nursing/Nurse (RN, LVN, CNA , [or CNA equivalent - i.e. PCA])</li> <li>c. Medical Students</li> <li>d. EKG/ECG monitor technicians</li> <li>e. Medical Assistant</li> </ul>

### COURSE DESCRIPTION

EKG 101	EKG/ECG Interpretation Seminar	Lec	Lab	Ext	Total
		<b>32</b>	<b>00</b>	<b>00</b>	<b>32</b>
<p>This subject introduces students to care of a long term resident and facility. Upon completion of this subject students will be able to: 1) Know the Anatomy &amp; Physiology of the heart; 2) Know electrophysiology of the heart; 3) Know the rhythm of Sinus Mechanisms; 4) Know the wave form and signs &amp; symptoms of an Atrial rhythm; 5) Know the wave form and signs &amp; symptoms of a Junctional rhythm 6) Know the wave form and signs &amp; symptoms of a Ventricular rhythm; 7) Know the wave form and signs &amp; symptoms of an Atrioventricular (AV) blocks; 8) Know the wave form and signs &amp; symptoms of a Pacemaker rhythm; 9) Know how to apply, run and interpret a 12-Lead ECG. 10) Each student will learn, when appropriate, current recommended treatments for the rhythm.</p> <p>Upon completion of this subject students will also be able perform personal skills: 1) Monitoring EKG/ECG waveforms; 2) Performing a 12-Lead EKG/ECG; 3) Reporting and documenting normal and abnormal findings; 4) How to document the progress in the record sheet.</p> <p>Anatomy and Physiology 2 hours, Electrophysiology 3 hours, Sinus Mechanism 3 hours, Atrial Rhythm 3 hours, Junctional Rhythm 3 hours, Ventricular Rhythm 3 hours, Atrioventricular (AV) Blocks 3 hours, Pacemaker Rhythm 3 hours, Introduction to the 12 Lead ECG 1 hour. Total Lecture 24 hours, Lab – Interpretation 8 hours, Total 32 hours</p> <p>Prerequisites any of the following are acceptable: Paramedic, Nursing/Nurse, Medical Students, EKG/ECG monitor technicians, Other Allied Health Personnel, Medical Assistant. Exceptions to this list will be determined by the Director or Instructor during the student interview.</p>					
Prerequisite:	None				

# MEDICATION AIDE - CONTINUING EDUCATION (maCEtp)

## CURRICULUM OUTLINE

Program Length	1	day
Classroom Instruction	07	clock hours
Total Hours	07	clock hours

### PROGRAM DESCRIPTION – Medication Aide Continuing Education Seminar (maCEtp)

The seven (7) hour Medication Aide Continuing Education Program/Seminar (maCEtp) is required annually by the Texas Department of Aging and Disability Services Medication Aide Program. The content is directed to the responsibility of Medication Aides for theirs and the resident’s benefit. It will enhance the knowledge and skills of Medication Aides and make the best use of medications. Content will target patient compliance with medication regimens, promote health Professionals’ communication skills and disease management as well as ensure optimal therapeutic outcomes. The student will learn how to assist the multi-disciplinary approaches to effective medicine communications and treatments. Students will be provided with the “Communicate Before You Medicate” principles.

### Seminar Outline

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

### Admission Requirements

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

## COURSE DESCRIPTION

EKG 101	Medication Aide Continuing Education Program/Seminar (maCEtp)	Lec	Lab	Ext	Total
		<b>07</b>	<b>00</b>	<b>00</b>	<b>07</b>
<p>This (maCEtp) class is scheduled for seven hours and will be completed in one day. It meets the annual requirements for Medication Aides by the Texas Department of Aging and Disability Services Medication Aide Program. The first 30 minutes will consist of introductions and distributing course materials. Then will be a review of Medication Aide rules and regulations and a review of 40TAC §95 and other regulations. Student’s will know the authorized and unauthorized functions of a Medication Aide, the requirements of §95.103(b) and any rule changes during the last year and pertinent changes to the Medication Aide curriculum. Major topic is determined by the maCEtp approved instructor. Approved by both the Texas Department of Aging And Disability Services - Medication Aide Program and the Texas Workforce Commission - Career Schools and Colleges department. The closing will consist of evaluation handouts and exams if appropriate.</p> <p>As of 05/01/1996 the Texas Department Of Human Services (DHS) recommends only selected introductory and closing content for the maCEtp, leaving the instructor free to determine the major content for the maCEtp. At the completion of the course the roster of medication aides and their information will signed by the instructor and mailed to the Texas DHS – Medication Aide Program.</p> <p>Because the Texas DHS as allowed the maCEtp instructor is free to choose the major content, the course content will change from time to time. Here are some examples, provided by the Texas DHS – Medication Aide Program, to be taught. 1. Role of the Medication Aide on the Interdisciplinary Team 2. Communication Skill for Medication Aides 3. Role of Medication Aide in comprehensive drug management 4. Role of Medication Aide in resident assessment and care planning 5. New health care policies 6. New clinical guidelines 7. New clinical treatments and techniques 8. Automated and integrated health care systems 9. Trends in patient care/clinical practice 10. Current research related to medication aide 11. Clinical and pharmacologic management of residents with specific clinical conditions such infectious diseases, AIDS, eye disorders, diabetes, deculicters ulcers, TB, ect. 12. Role of the Medication Aide in meeting the psychosocial needs of residents 13. Skills and techniques for Medication Aides 14. Review of changes in health care regulations and standards pertinent to Medication Aides such as Nurse Aides Rules, Texas Curriculum for Nurse Aides in Long Term Care Facilities, Licensing Standards for Long Term Care Facilities, etc. 15. Drug review and update, such as review of new drugs, drugs frequently used in facilities and/or avoiding common medication errors.</p>					
Prerequisite:	None				

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

CURRICULUM OUTLINE

Program Length	1	day
Classroom Instruction	08	clock hours
Total Hours	08	clock hours

**REVIEW DESCRIPTION – PTCB EXAM REVIEW**

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

Review Outline

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

Admission Requirements

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

REVIEW DESCRIPTION

PTCBR 101	PTCB Exam Review	Lec	Lab	Ext	Total
		<b>08</b>	<b>00</b>	<b>00</b>	<b>08</b>
Students will utilize the following teaching skills; lecture, written, and computer based modules. The student will take many PTCB review tests throughout the seminar as well as making of flash cards with the 200 most common medications. Instructors will lecture on not only the medications but exam preparations, common testing errors, and trends in the PTCB exam. Updates in the law will be reviewed.					
Prerequisite:	None				

**CChT**  
(Certified Clinical Hemodialysis Technician)  
**EXAM REVIEW**

CURRICULUM OUTLINE

Program Length	1	day	
Classroom Instruction	08	clock hours	
Total Hours	08	clock hours	

**REVIEW DESCRIPTION – CCHT EXAM REVIEW**

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

Review Outline

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

Admission Requirements

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

REVIEW DESCRIPTION

CCHTR 101	CCHT Exam Review	Lec	Lab	Ext	Total
		<b>08</b>	<b>00</b>	<b>00</b>	<b>08</b>
Students will utilize the following teaching skills; lecture and written modules. The student will take a CCHT review pretest and post test. Instructors will lecture on not only the procedures but exam preparations, common testing errors, and trends in the CCHT exam. Updates in the law will be reviewed.					
Prerequisite:	None				

## *Vision*

**T**exas Covenant Education will be recognized as a premier allied health vocational institution whose student needs the dynamic employment needs of the global community.

## *Mission Statement*

**T**exas Covenant Education is dedicated to providing quality industry-based training to those individuals who are seeking to enter the medical field. It is the mission of the school to provide this training at the most cost effective level within the South and South Central Texas area. Emphasis is placed on the student and meeting the needs of the medical field within the allied health professional environment.

## *Core Values*

**T**exas Covenant Education is an entrepreneurial-learning community whose member's value:

- ▶ *Students as full partners in their learning*
- ▶ *Teamwork, collaboration, and interactive learning*
- ▶ *Mutual respect, inclusiveness and open communication*
- ▶ *High standards of professional ethics and individual integrity*
- ▶ *Diversity and accessibility*
- ▶ *Quality customer service, excellence, accountability, and responsibility*
- ▶ *Fun and enjoyment*
- ▶ *Innovation*
- ▶ *Productivity*
- ▶ *Prosperity*

**APPROVED BY THE TEXAS COVENANT EDUCATION, BOARD OF DIRECTORS  
SEPTEMBER 17, 2008**





## Director's Vision



There are times in our lives when it seems the darkest. When skies appear more than just grey and hope cannot be seen.

In our personal lives it may take the form of financial distress, family dysfunction, or the abandonment of a close friend.

For the student it can be: low grades, low attendance, or a lack of focus, bringing them to a place of giving up.

But, it is never too late, nor too dark. Darkness is only the *Absence of Light*.

It is my vision, to see our school be a strong light guiding them to a brighter future and meaningful career.

*Juan R. Osteguín III, School Director*



A PROMISE MADE  A PROMISE KEPT

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