



SCHOOL CATALOG

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School Policies and Procedures

School History

Med-Cert was established in 2005 with the purpose of training professional and committed persons wishing to enter the medical field. Med-Cert is family owned and operated.

Mission

The mission of Med-Cert is to provide quality training at an affordable cost to all individuals wishing to enter into the medical arena. We strive to enhance each student's life by providing them with the tools that are needed to provide safe quality care to patients, residents and clients in need of care.

Facilities

Med-Cert has 2 locations. One is located southeast of Cleveland in the suburb of Maple Heights, OH. This location is in the Southgate USA shopping center. Our other location is in the city of Akron.

License and Registration

Med-Cert is registered with the National Healthcareer Association to offer the National Certified Phlebotomy and EKG Technician test. Med-Cert's State Tested Nursing Assistant (STNA) program is approved by the Ohio Department of Health (registration numbers 3651878 and 3651915). Med-Cert is registered with the State of Ohio Board of Career Colleges and Schools Registration #14-03-2041T.

Non-Discrimination Policy

Med-Cert does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin in the administration of its educational policies, admissions policies, employment policies, and other Academy administered programs and activities.

School Calendar

Med-Cert offers classes year-round with new classes starting every month. The EKG Technician program is a 56-clock hour course offered in 4-hour sessions over a 6 week period. The Phlebotomy program is a 48-hour course offered in 4-hour sessions over a 6 week period. The Home Health Aid course is a 76-hour course in 4-hour sessions over a 2 week day or evening period. Our State Tested Nursing Assistant (STNA) program is a 76-hour course offered in 8 hour sessions over a 2 week period, a 5 week weekend period, in

4 hour sessions over a 5 week period for our evening class or in 6 hour sessions over a six week period for our Monday and Wednesday only class.

Classes may be cancelled if class size requirements are not met. Students will be refunded all payments in full if classes are cancelled for this reason. If a session is cancelled due to inclement weather it will be made up at the end of the program. Students will not be notified individually of class cancellation due to weather. Students are encouraged to watch the local TV and radio station for school closings.

Holidays

The following holidays are observed and no classes are held:

- New Years Day (January 1st)
- Martin Luther King Day (3rd Monday of January)
- Memorial Day (last Monday of May)
- Independence Day (July 4th)
- Labor Day (1st Monday of September)
- Thanksgiving Day (4th Thursday of November)
- Christmas Day (December 25th)

Operating Hours

Med-Cert hours for inquiries and registration is Monday – Friday, from 9:00 am – 5:00 pm

Officials & Faculty

CEO/Co-Owner

Mr. Terrance Myers

President/Co-Owner

Ms. Lorea Myers, RN BSN

Staff

Mr. Rick Myers - Operations

Ms. Tanya Russell - Administration

Instructors

Mr. Terrance Myers - CPR/FA Instructor

Ms. Lorea Myers, RN BSN - Program Coordinator & STNA/HHA Instructor

Ms. Joanna Buchannon, RN – STNA Instructor

Ms. Frieda Stewart – Phlebotomy Instructor

Mrs. Sheri Terrell - Phlebotomy Instructor

Mrs. Deandra Tillman – EKG Instructor

Enrollment Dates:

A student may enroll at any time prior to the start of a new class.

ENTRANCE REQUIREMENTS

EKG:

- At least 18 years of age
- State I.D.
- High school/ college diploma or equivalency

Phlebotomy:

- At least 18 years of age
- State I.D.
- High school/ college diploma or equivalency
- TB Test

Home Health Aid:

- At least 16 years of age
- State I.D.
- Able to read or write at the 8 grade level or above

STNA:

- At least 16 years of age
- Clean TB Test
- Cleared Physical
- Background Check
- State I.D.
- Able to read or write at the 8 grade level or above.

Academic Resources, Policies and Procedures

Attendance Policy

Each student must attend all sessions of the class in order to meet the course objectives. All missed classes must be made up. If more than two days of the class is missed the student will be dropped from the class.

Tardiness Policy

A tardy of one hour or more will be considered an absence. Excessive tardiness may result in dismissal from the course.

Make-up Policy

Students must make up absent material with the instructor. This may put the student behind on their expected date of completion. Study may be required to make up coursework with future classes at the instructors description.

Cheating and Misconduct

Cheating and misconduct will not be tolerated. Any student found to be cheating will be dismissed from the course. Disruptive behavior will not be tolerated. Any student found displaying such behavior will be asked to leave the school premises and may be subject to dismissal from the course.

Courses Offered

- Phlebotomy
- Home Health Aid
- STNA
- EKG

Programs

Phlebotomy Technician Certificate Program

Clock Hours: 48.00

STNA Program

Clock Hours: 76.00

Home Health Aid Program

Clock Hours: 76.00

EKG Technician Certificate Program

Clock Hours: 56.00

COURSE DESCRIPTIONS

Phlebotomy Technician Course

Phlebotomists work directly with patients, and as such are many times the only 'face' that patients may associate with the medical laboratories that perform vital patient testing for diagnosis, treatment, and prevention of disease. For this reason, they must have excellent customer service and communication skills in addition to the clinical knowledge and skills they will need to collect patient samples like blood and urine. Laboratory results depend greatly upon the phlebotomist's ability to collect quality specimens. This is a position of high responsibility. Course content areas include (1) introduction to phlebotomy; (2) healthcare structure and organization; (3) infection control, universal precautions, and safety; (4) medical terminology, human anatomy and physiology, and the circulatory, lymphatic and immune systems; (5) performing the venipuncture, dermal puncture and hand collection with butterfly; (6) venipuncture complications; (7) blood collection in special populations, preparation and site selection; (8) equipment and additives; (9) special collections and procedures; (10) specimen transport, handling and processing; (11) ethics and legal issues; (12) quality phlebotomy; and (13) AHA Patient Bill of Rights. Upon successful completion of this course, students will receive a certificate of completion and will be eligible for National Certification through the National Healthcareer Association (NHA).

Home Health Aide Course

A Home Health Aide (HHA) provides basic, personal care and health-related services to a variety of individuals (patients) who require more assistance than family and/or friends are able to provide. HHAs are part of a category of occupations that is commonly referred to as "direct care workers."

Our in-depth curriculum could help you learn important fundamental, practical skills involved in a career as a home health aide. For each patient, an HHA is responsible for recording services performed, as well as the patient's condition and progress. They also record and report any changes in a patient's condition to the case manager or supervisor and also discuss observations with them.

The types of patients with whom a Home Health Aide may work include:

- geriatric population
- physically disabled
- terminally ill / hospice
- convalescent persons
- individuals with chronic and/or acute illness
- adults with dementia (e.g., Alzheimer's disease)
- individuals with developmental disabilities

After completing this course, you should be able to:

- Define the skills and qualities of the home health aide
- Comprehend stages of human development
- Identify strategies for infection control and disease prevention
- Define systems of the body and their common diseases
- Identify methods for assisting clients with special needs

Upon successful completion of the course the student will receive a Home Health Aide Certificate of Completion which they can present of a home care agency to secure a job.

State Tested Nursing Assistant (STNA) Course

Med-Cert offers Nursing Assistant (STNA) Training that meet the education and testing requirements for nursing assistants as required by the Ohio Department of Health to work in residences, long-term care facilities, hospitals, assisted living or hospice. Upon successful completion of the training program, graduates will obtain State of Ohio Nurse Aide Certificate and be qualified to take the State Nurse Aide (STNA) examination.

Our 76-clock hour STNA Training Program will cover body mechanics, nutrition, anatomy and physiology, human disease processes, infection control, communication skills, and resident rights. Students will master various basic nursing and personal care skills. Clinical experiences allow students to demonstrate personal care skills in care settings under the supervision of a registered nurse/instructor.

EKG Technician Course

This is a lecture-lab course in which topics are presented by the instructor, skills and practice are explained, and skills practice is completed by students during lab periods. Objective and practical quizzes are given often, and there is a comprehensive final exam. This EKG course therefore assumes no previous experience or training, so the initial emphases are on the best practices, use of equipment and basic procedures.

COURSE OBJECTIVES

1. To introduce students to EKG interpretations and the cardiac cycle.
2. To instruct students to recognize normal and abnormal EKG's.
3. To introduce students to cardiac disorders and emergencies.
4. To instruct students in Cardiopulmonary Resuscitation.
5. To instruct students in Electrocardiography (ECG's).

Graduation Requirements

The student is expected to complete all classroom and field hours with satisfactory grades. In order to pass the course, the student must:

1. Obtain a minimum grade of "C" or better in all coursework for the Phlebotomy, EKG and Home Health Aide Class or a grade of "B" (80%) or better for the STNA Class.
2. Phlebotomy: Demonstrate proficiency in all practicum techniques (i.e., venipuncture, etc.) or skills. EKG: Complete at least 5 EKGs of each Resting, Stress, 3 Lead ECG, following correct procedures for each type. STNA and Home Health Aide: demonstrate proficiency in performing patient care skills.
3. Satisfactory settlement of all financial obligations to Med-Cert.

Credit for Previous Education or Training

Med-Cert does not accept transfer of credit nor allow credit for prior experience.

Transfer of Credit to Other Schools

It is the responsibility of the student to ensure that the receiving school will accept credit for courses from Med-Cert.

Standards for Satisfactory Progress

100% attendance is required and the successful completion of all tests and prescribed coursework is required in order to meet satisfactory progress. Final grades are issued at the end of each course. The following is the grading system to be used:

| | |
|--------|---------------|
| A..... | 90% and above |
| B..... | 80% - 89% |
| C..... | 70% - 79% |
| D..... | 60% - 69% |
| F..... | 59% or less |
| I..... | Incomplete |
| W..... | Withdrawn |

Probation

A student who is unable to attain a minimal satisfactory grade of “C” in the Phlebotomy, EKG or HHA class or a grade of “B” in the STNA class will be placed on academic probation. The student will be given extra assistance in an effort to reach the expected level of satisfactory performance.

Re-entrance

Any student who is on academic probation or has dropped out of the program, may be readmitted at the discretion the school director. The student must pay all tuition and fees. A student seeking re-entrance following academic probation will need to obtain a grade of “C” or better in the Phlebotomy, EKG or HHA class or a grade of “B” or better in the STNA class on the next written exam following probation.

Classroom Behavior

Students will be held financially responsible to any willful damage of any classroom property or laboratory equipment.

Clinical Lab and Lab Standard

These are “hands-on” and skills-based courses. Participation in the clinical portion of these courses is mandatory. The student will be instructed in proper procedures in the laboratory and clinical setting. For the phlebotomy sections, students will be required to draw blood from other students and they will have other students draw blood from them. No student shall draw blood on any student without an instructor present. All students will follow posted OSHA guidelines during every lab class. A student who is deemed not ready to perform venipuncture will not be allowed to do so until considered ready by

their instructor. If a student is unwilling to have their blood drawn, it is expected that they bring someone to class for them to have blood drawn. For STNA courses, students will perform clinical procedures on actual patients at a nursing home, basic nursing and personal care, and the like. For the HHA class all hands-on and skills will be learned and practiced in the class. For the EKG class skills practice will be completed every class period. Five points for each practice session will be awarded for participation. Successful tries and completions will be given a passing grade. Lab sessions are organized so students may build upon their skills as the course progresses. Students may only use fellow EKG students to practice their EKGs on, due to the sensitive nature of what must be done during the process of obtaining an EKG.

Med-Cert is not responsible for any loss or injury to any student as a result of this. Each student in the Phlebotomy program agrees to hold Med-Cert harmless from all claims, loss, or injury arising from blood being drawn from them by another student.

Students will be instructed on the proper way to handle laboratory equipment. Willful damage to any lab equipment will be the financial responsibility of the student. All lab supplies are restricted to lab use only. Removal of any lab supplies or equipment from the lab is strictly prohibited.

Dress Code

Appropriate scrubs will be required in the classroom for the Phlebotomy, EKG and HHA class. Scrubs are required during clinical for the STNA class. It must be neat and clean. No baggy scrubs will be allowed as they could interfere with the blood draw and the safety of the patient and the phlebotomist. No jewelry that could be deemed inappropriate or unsafe will be allowed. Long hair must be pulled back. Scrubs are required.

Shoe Standards

Tennis shoe type only. Preferably white but the color is not mandatory. NO CLOGS, OR OPEN TOE ALLOWED, INCLUDING CROCS.

Financial Information

Phlebotomy Training

| | |
|-----------------------------|-----------------|
| Registration ----- | \$110.00 |
| Book Fee----- | \$40.00 |
| Instructional Tuition ----- | \$600.00 |
| Total Cost ----- | \$750.00 |

Home Health Aide Training

| | |
|-----------------------------|-----------------|
| Registration ----- | \$37.50 |
| Instructional Tuition ----- | \$212.50 |
| Total Cost ----- | \$250.00 |

STNA Training

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|-----------------------------|-----------------|
| Registration ----- | \$75.00 |
| Instructional Tuition ----- | \$425.00 |
| Total Cost ----- | \$500.00 |

EKG Training

| | |
|-----------------------------|-----------------|
| Registration ----- | \$94.00 |
| Instructional Tuition ----- | \$555.00 |
| Total Cost ----- | \$649.00 |

All tuition and fees are payable for one class term only. Registration fee is due prior to the start of the class. Payments can be arranged but must be paid in full by the end of the class. Students enrolled in any course will be covered under Med-Cert liability insurance policy. The cost is included in the tuition and fees. **Additional costs for health assessment and immunizations may apply and are the responsibility of the student.**

Refund Policy

Refunds for all classes shall be made for each academic term in accordance with the following procedures:

- (i) A student who starts class and withdraws before the academic term is fifteen per cent complete will be obligated for twenty-five per cent of the tuition and refundable fees plus the registration fee.
- (ii) A student who starts class and withdraws after the academic term is fifteen per cent complete but before the academic term is twenty-five per cent complete will be obligated for fifty per cent of the tuition and refundable fees plus the registration fee.
- (iii) A student who starts class and withdraws after the academic term is twenty-five per cent complete but before the academic term is forty per cent complete will be obligated for seventy-five per cent of the tuition and refundable fees plus the registration fee.
- (iv) A student who starts class and officially withdraws after the academic term is forty per cent complete will not be entitled to a refund of the tuition and fees.

Student Services and Regulations

Counseling and Advising

Whenever possible, Med-Cert instructors and staff will assist students who are experiencing educational, financial, or personal difficulties. Students who are in need of additional or other counseling will be assisted in finding outside professionals to assist.

Employment Assistance

Med-Cert is dedicated to helping students find jobs and will assist in the student's job search effort. Med-Cert does not guarantee employment. Med-Cert will also offer career services that will include but not limited to resume development, interviewing skills, job searches and tips on job openings.

Bookstore

The cost of the textbook is already included in the fee schedule.

Grievance Procedure

All students' complaints should initially be directed to the school personnel involved. In the event that no resolution is forthcoming, a written complaint shall be submitted to the director of the school.

Whether or not the problem or complaint has been resolved to the student's satisfaction, by the school, the student may direct any problem or complaint to: Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio 43215-3414. Or call the phone number (614) 466-2752 or toll-free (877) 275-4219 to lodge a complaint. A copy of the grievance form may be obtained from the Admissions Office.