

Petra College, Inc. Annual Academic Catalog

2019-2020

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Preliminary Statement

Petra College, Inc. is licensed by the Louisiana Board of Regents, and adheres to the rules and regulations set forth by the Proprietary Schools Advisory Commission.

Petra College, Inc. 's business hours are Monday – Friday 8:30am-1:30pm.

Petra College offers the following programs: certified nursing assistant program starts at 9:00am-1:00pm; phlebotomy 1:15pm-4:15pm and medical assistant 4:30pm-9:30pm.

These classes are offered on weekdays only. We are located at 1814 N. Morrison Blvd, Hammond, Suite A&B, Hammond, Louisiana, 70401.

Petra College, Inc. will assist with Job Placement to our graduates.

However, Petra College cannot and does not guarantee a job.

Petra College, Inc. does not provide housing for its students.

Mission Statement

Our Mission

The mission of Petra College is to educate students for careers that exist today.

Our Vision

Petra College will provide the finest career training that enables our students to grow both personally and professionally with confidence, knowing they are well versed in their related fields.

Our Value

1. To prepare students to become employable graduates who perform well in their place of employment.
2. To offer, through a sincere concern on the part of educated and experienced teachers, the necessary tools of learning that will help to make the students' future a success.

Introduction

The goals of the instructional program contained in this guide are:

1. To introduce the student to the medical assistant field.
2. To provide students with experiences in the classroom and in the clinical areas that result in development of basic competencies required of medical assistants.
3. To provide the student with training required by State and Federal laws for employment as a medical assistant.
4. To provide students who have completed a medical assistant training program with the opportunities to update their skills.

Credit for Previous Education or Training

Petra College does not accept transfer credit from previous educational programs or prior experiences.

Grading Scale

| | |
|---|--------------|
| A | 100% - 90% |
| B | 89% - 80% |
| C | 79% - 70% |
| D | 69% - 60% |
| F | 59% or Below |

Requirements for Certification

Attendance

Petra College expects perfect attendance of each student. Students are responsible for notifying the Instructor or administration when they are absent or tardy. Instructor will record each absence any absence greater than 20% in any course is not acceptable and constitute grounds for disciplinary actions. A student can be dropped from program if he/she exceeds 20% of absences. This circumstance is on a case by case basis. If you exceed 20% or greater, most likely you will be dropped immediately from the program and must reapply for the next course.

A student may reenter the program; however, said student will have to resubmit payment for each class that must be repeated due to forced withdrawal or due to failure of poor attendance.

Grades - Students shall receive a cumulative course grade of a 70% or better for certification. In addition, students must pass the final exam with at least a 70% or better and must pass clinical with an 80% or better in order to receive certification as a Medical Assistant.

Students are permitted to practice skills until 100% accuracy is achieved. The test

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of skills must be given by the approved instructor who holds an instructor certification.

Retakes are permitted on all oral or written quizzes/tests, up to two (2) times. The competency-based curriculum allows for variation in completion time because of the differences in individual students. Final grades and student assessments are distributed at the end of each semester.

General Financial Regulations

1. Registration is not completed, and a student is not enrolled in classes until Petra College charges are paid in full or satisfactory arrangements are made in writing with the Business Office.

2. At the discretion of Petra College's administration, a student may be suspended for non-payment of indebtedness to the Petra College for a period greater than thirty (30) days. If the account is later paid, the student may seek reinstatement.

3. No diploma, certificate, official transcript, grade report, letter of honorable dismissal, recommendations, or participation in graduation ceremonies is granted to any student failing to make a satisfactory settlement of any indebtedness to the Petra College.

4. The Petra College reserves the right to revise charges as conditions may warrant. However, the current year's charges are not adjusted during the academic year.

5. If a student is late, he/she will be charged a fee of 10% which is to be paid when regular payment is made. If a student is late more than three times, student will have to consult with administration before another extension is granted. Late is defined as five days late from making regular scheduled payment.

Admission and Registration Policies

The admission process begins with an interview; thereafter, administration will review enrollment requirements.

Purpose

This policy will inform prospective students of Petra College's admission and registration requirements.

Criteria

The prospective Petra College student must provide or meet the following requirements:

- High school diploma or equivalent i.e., general education diploma (GED), except for CNA program
- Valid government issued photo I.D. (i.e.: driver's license, passport, military ID, state issued ID, etc.)
- Social security card (Petra College will make a photocopy of the original)

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- Students interested in enrolling in Medical Assistant or Phlebotomy program must be 18 years of age or turning 18 prior to program end date. CNA students may enroll at age 16 with parental consent. Petra College will enroll a medical assistant and/or phlebotomy senior who is on track to graduate the current school year. To enroll these students must also produce the following:
- A letter from the school counselor stating student is in good standing and on track to graduate within the current enrolled school year.
- List the graduation date and the amount of classes student is enrolled in for the current school year.

Procedure

A summary of the admission process is below:

1. Administration interviews student and reviews admission and registration policies.
2. Enrollment fee and complete enrollment packet.
3. Prior to orientation, all required documents (driver's license or picture ID, social security card, high school diploma/GED, immunization records, and statewide criminal background check) must be submitted.
4. Attend Orientation
5. First day of class and first payment due.

Admission Requirements

1. Requirements for admission to the career programs at Petra College are as follows: Applicants must be at least 16 years of age to start our certified nursing assistant program. CNA students may enroll at age 16 with parental consent. Students interested in enrolling in Medical Assistant or Phlebotomy program must be 18 years of age or turning 18 prior to program end date. Petra College will enroll a medical assistant and/or phlebotomy senior who is on track to graduate the current school year. To enroll these students must also produce the following:
 - A letter from the school counselor stating student is in good standing and on track to graduate within the current enrolled school year.
 - List the graduation date and the amount of classes student is enrolled in for the current school year.
2. Applicant must be a high school graduate or equivalent (such as a GED or valid home education credential) to enroll in all programs except certified nursing assistant.
3. Applicant must successfully complete a personal interview with appropriate school personnel.
4. Applicant must be a US citizen or legal immigrant in possession of appropriate documentation.

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5. Applicants are required to submit to random drug testing at any time during the program, as deemed necessary by the Director of affiliated clinical facilities. A positive drug screen will result in disciplinary action that may include termination from the school.
6. Applicant must be current with all required immunizations including 2-MMRs (Measles, Mumps, Rubella), varicella and a MCV4 (Meningitis) or titers for all showing immunity, as well as a Tetanus booster every 10 year. A negative Mantoux (TB) test is required before attending externship. All students are recommended to undergo the Hepatitis B Series vaccination. On a case by case basis one maybe exempt from immunizations (see exemption form). Also, if a student is missing vaccinations prior to class start date, students must show evidence of scheduled appointments.
7. Applicant must obtain a criminal background check prior to school entry. However, Petra College can run background checks. The cost to run a statewide criminal background check is \$45.00. If one pays with a credit card there will be a surcharge.
8. Once student pays his/her enrollment fee and background checks to the school, that amount is non-refundable.
9. Petra College will run a sex offender search. If the results are unfavorable, it will go under further review.
10. Petra College will not discriminate against anyone with a documented or visible disability. It is the responsibility of the enrollee, to share their specified disability upon enrollment. Once disability is noted, Petra College will accommodate specified disability.
11. Admission to Petra College does not guarantee acceptance into a specific program.
12. The student must ensure that their records at Petra College contain their name as it appears on their social security card.
13. Currently, Petra College doesn't offer financial aid. However, enrollee may participate in a Petra payment plan (see administration).
14. Prior to orientation, student must review program catalog for specific curriculum and school policies/procedures.
15. Prior to orientation, all items must be submitted.
16. Student will not be admitted into any program without all required documents.

Petra College Program Policy

Petra College requires all students to be in attendance at least 20% of class and clinical time to receive a certificate of completion for the program of study. Student's will need to submit a valid doctor's note or excuse for extenuating circumstances. In addition, tardiness is defined as arriving more than ten (10) minutes late for class.

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Tardiness without a legitimate reason on more than three different occasions will be considered an unexcused absence. All excused absences must be made up within two weeks. It is the responsibility of the student to notify the instructor of missed work. (this rule is contingent upon approval by instructor.)

All Petra College student payments are to be made in full before attending clinical. Student's will not be able to attend clinical if tuition is not paid in full. Prior to clinical, all textbooks must be returned to school. At all times, uniforms must be worn. Students must also wear black or white socks with black or white tennis shoes.

Petra College student enrollment fees and criminal background checks must be completed before entrance into any program. Prior to orientation all required documents (driver's license or picture ID, social security card, high school diploma/GED, immunization records, and statewide criminal background check) must be submitted.

All students must obtain his/her criminal background check called "Right To Review": 7919 Independence Blvd, Baton Rouge, LA 70806.

Petra College students shall maintain professionalism always. All students must adhere to student conduct and respect authority. Petra College will discipline and prohibit the following situations: drug and alcohol use, disruption of classes, dishonesty, use of profanity, disobedience, defiance of rules and safety, defiance of policies and procedures, and excessive tardiness.

Note: This rule is only for excused absences.

Certified Nursing Assistant Program Policy

Student must complete the required 40 hours of in class and 40 hours of clinical training at specified site and pass classroom instruction with 70% before being eligible to sit for final exam. After successful completion of 40 hours lecture/40 hours lab, student must also demonstrate competency via the final competency exam and written exam. Student must score 80% of final competency exam and 70% written exam. Once clinical is completed student NAT 8 form will be submitted to the state for certification number. If a student does not adhere to the above policy, he/she will have to re-enter the program.

Phlebotomy Program Policy

Student must complete the required 62 hours of in class(lecture/lab) instruction, 25 capillary sticks in class coupled with 48 hours of clinical training and perform 100 successful venipunctures by the end of clinical. Student must also pass classroom instruction with 70%; final 70% and clinical. If a student does not adhere to the above policy, he/she will have to re-enter the program.

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Medical Assistant Program Policy

Student must complete the required 708 hours of in class (lecture/lab) instruction and 210 hours of Medical Assistant Externship at specified site. Student must pass classroom instruction with 70%; final 70%, and 80% clinical. If a student does not adhere to the above policy, he/she will have to re-enter the program.

National Association for Health Professional Program Policy

All Phlebotomy and Medical Assistant students will take the National Association for Health Professional (NAHP test) after clinical and prior to graduation. This is mandatory, no exceptions. The NAHP application fee is \$75 and the study guide is \$20. All money is due three (3) weeks prior to test date. Student may purchase study guide for either NAHP test at Petra College.

Requirements for Phlebotomy LBSME Licensure

1. Take the NAHP online test.
2. After taking the test, call NAHP at 1-888-267-4090 and dial extension 2 for Mrs. Theresa to submit a request for scores to be sent to LSBME.
3. While you are waiting on the scores to be sent to LSBME, you can begin the process of applying for licensure through LSBME.
 - First, go to www.lsbme.la.gov
 - Then, select the **Apply for or Renew License** icon
 - Next, scroll down to the **Categories** section and select **Clinical Laboratory Personnel**.
 - Under **Initial Application**, select the **Application and Instructions** option. (The document will download to your computer)
 - Once the document is downloaded, you will print the application and fill it out, and mail it to LSBME
4. After student has passed his/her national test as a phlebotomist, student must also complete their LSBME application and successfully submit to LSBME before Petra College releases certificate.

Note: Section 2 of the Certification of the Dean letter will need to be sent to Petra to be filled out.

REFUND POLICY

Policy

In order to facilitate the refund policy in a consistent and fair manner, it is

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necessary to have a written policy in place. If a student withdraws, or is dismissed, or is determined to be an unofficial withdrawal, an internal refund worksheet will be completed. Refunds will be administered as written in following procedure:

Procedure

- (1) The refund policy is published in the school catalogue and enrollment contract.
- (2) The refund policy is administered uniformly.
- (3) A student does have to request the refund.
- (4) Refunds when due shall be made within 45 days from day of determination.
- (5) Refunds are made when due from the date the institution terminates the student, or the institution determines withdrawal by the student.
- (6) All refunds shall be calculated on the student's last day of attendance.
- (7) Petra College must meet the minimum requirements set by the Louisiana Board of Regents and approval from the Council on Occupational Education.
- (8) The following internal refund policy has been approved and is followed by Petra College:

For Program Less Than 300 Clock Hours, the Withdrawal After Commencement of Classes Refund Policy Shall Be:

- (1) During the first week of class, the institution shall refund 90% of the tuition, less all items issued not returned, thereafter;
- (2) After a student has completed two weeks of the course, the institution shall refund at least 70% of the tuition, less the registration fee, thereafter;
- (3) After a student has completed more than three weeks of the course, the institution shall refund at least 60% of the tuition, less the registration fee, thereafter;
- (4) After a student has completed four weeks or more of the course, the institution shall retain a 100% of the tuition.

For Program More Than 300 Clock Hours, the Withdrawal After Commencement of Classes Refund Policy Shall Be:

- (1) During the first two weeks of classes, the institution shall refund 100% of the tuition, less all items issued not returned, thereafter;

- (2) During the third week of classes, the institution shall refund at least 90% of the tuition, less the registration fee, thereafter;
- (3) During the fourth weeks of classes, the institution shall refund at least 75% of the tuition, less the registration fee, thereafter;
- (4) After the fourth week of the program, the institution shall retain 100% of the stated contract price less books, uniforms, or equipment not issued to student.
- (5) Any items issued to the student and used during training or fees assessed to the student upon enrollment are non-returnable and non-refundable in the event of early termination.
- (6) Any student wishing to re-enroll must complete the entire admissions process (including a new application, enrollment agreement and \$100 registration fee). Petra College reserves the right to write-off debt owed to the institution for students who re-enroll.

Payments

Tuition

Petra College does not offer financial aid. However, Petra College does offer its students a payment plan with the following terms.

- CNA: \$500 due on or before the first day of class and the remaining balance of \$500 is due three weeks later.
- Phlebotomy: \$900 on or before the first day of class and the remaining balance of \$900 is due four weeks later.
- Medical Assistant: \$555 is due on or before the first day of class and the remaining balance due in monthly payments of \$456.43 per month for 7 months.

All balances must be made before students report to clinical. The student must pay his/her monthly payment on or before the 15th of each month. **A late fee of \$50 will be assessed if payment is more than five calendar days late.**

Textbook Rental

Petra College will rent all textbooks. Student understands if they destroy the textbook in any way, they are responsible for paying the full price of the textbook. Textbooks should be returned to Petra College no later than the last day of class. If the textbook is NOT returned by the last day of class, student will not receive his/her certification until textbook debt is paid.

Enrollment Fee

Adhere to payment schedule for enrollment fee per program of study. Enrollment and tuition payments are made online at www.petracollege.com

***This is a non-refundable Enrollment fee**

Note: instructions for online payment will be provided upon request

Student Conduct and Conditions for Discharge

Students are expected to act professionally and in a disciplined manner which will prohibit any of the following situations:

| | |
|--|---|
| <ul style="list-style-type: none">• Use of drugs and alcohol during school hours | <ul style="list-style-type: none">• Disobedience |
| <ul style="list-style-type: none">• Disruption of classes | <ul style="list-style-type: none">• Defiance of rules of safety |
| <ul style="list-style-type: none">• Dishonesty | <ul style="list-style-type: none">• Defiance of policies and procedures |
| <ul style="list-style-type: none">• Use of profanity | <ul style="list-style-type: none">• Excessive tardiness |

Termination/Cancellation of Contract

Students will be discharged under the following conditions:

- Academic development under seventy percent (70%)
- Failure to maintain the attendance policies
- Failure to obey policies against use of alcohol and drugs during school hours
- Intentionally disrupting class activities/Instructor
- Intentional dishonesty/Cheating
- Five (5) business days of non-tuition payment to school

Re-Entrance

Any student who was terminated for conduct or insubordination may be readmitted to the program, subject to the same procedures for re-entry as the student who has dropped out.

Any student that has dropped out of the program may be readmitted to the next class if the Director completes a personal face-to-face interview with the student. All other program policies and procedures will be applicable at the time of re-entrance.

Any student that has been terminated due to failure of meeting academic standards may be readmitted to the next class. The academy's director will complete a personal face-to-face interview with the student and the student will pay all applicable fees at the time of re-entrance.

Note: After face-to-face visit, it's at the discretion of the director and/or president to accept said student back into program.

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Attendance: Petra College will retain an attendance record for each student. It will be necessary for all students to complete twenty percent (20%) of class hours to receive a certificate of completion for the program of study. If the student does not meet the attendance requirements, then the student will be dismissed from the program. Please submit valid doctor's notes or excuses for extenuating circumstances.

Tardiness is defined as arriving more than ten minutes late for class. Tardiness without legitimate reason on more than three separate occasions will be considered as an unexcused absence. Students are to arrive on time for class. All documentation for reasons for absences is required for a student returning to class after an absence. All classes missed by a student must be made up within two weeks of absence. It is the student's responsibility to schedule makeup work.

Leave of Absence

Students may request a leave of absence. The student must submit a written notice to the school explaining the reason they are not able to attend school. If the student fails to notify the school director of their leave of absence, the student will be held to the standards discussed in the Attendance section. This includes probation and possible dismissal for lack of attendance. Students wishing to return to class after a leave of absence must contact the school director. The school director and student will both determine when and if the student will return to class.

Etiquette

Students should always maintain professionalism. Students must always respect the teacher and one another .

Dress Code

Students must adhere to the following dress code for class and clinical:

- Short to medium fingernails
- Tennis shoes or crocs only. Flip-flops are not permitted
- Socks (Black or white only)
- Scrubs (Dark red, dark green or white only)
- Revealing clothing is not permitted
- Proper undergarments shall be worn and not visible.
- Jewelry/Piercings: Men no earrings. Females may wear only one pair of small earrings. No visible facial, body, or tongue piercings.
- No Nose piercings
- Tattoos should be readily coverable tattoos should be appropriately covered so as not to be visible.

Grooming Standards:

- Practice daily oral hygiene.
- Bathe daily and use effective deodorant.
- Heavily scented toiletries should be avoided.
- Hair should be clean and kept at a reasonable length. Long hair should be pulled back and not fall into the work area. Hair color or style may not be extreme. Hair color is to be of natural color and shade.
- Facial hair must be neat, clean and well-trimmed.
- Nails: Should be conservative in length and neatly manicured. Artificial nails (acrylic, etc.) are not allowed due to safety concerns.
- Make-up: Should be conservative and in good taste.

Graduation Requirements

Students must have a seventy percent (70%) cumulative course grade, 70% final grade, and 80% clinical score to graduate. If a student does not complete his/her clinical that student will not complete the program. In addition, when a student is assigned a clinical site due to his/her own actions student may be subject to wait until next class is in session. This rule is on a case by case basis. The administrator and dean will make final decision.

At the discretion of the Director/Instructor(s), students who do not meet all requirements to achieve certification may have the opportunity to receive remedial assistance at an additional cost.

Student absence can't exceed 20% in any program. If absence is greater than 20% student without an excused absence, student will be in jeopardy of not graduating (see Attendance).

Petra College Valedictorian and Salutatorian Policy

The Valedictorian and Salutatorian for Petra College's graduating class is determined by a combination of factors. First, as with tradition, the Valedictorian is usually the student that has the highest grade-point average in the class at the end of the program. Also, the salutatorian is usually the student that has the second highest grade-point average in the class at the end of the program. The school's valedictorian and salutatorian shall be announced after clinicals. Valedictorian/salutatorian will be required to give a speech during the graduation ceremony. Speech may be no more than 3 minutes long.

However, a valedictorian or salutatorian candidate must also meet the following policy requirements:

- A valedictorian or salutatorian candidate absences may not be greater than 20% for

each program.

- Any school or discipline action that results in a punishment of a suspension or greater shall automatically disqualify a student for consideration as the valedictorian or salutatorian.
- If there is a tie between two (2) students for valedictorian, then the graduation ceremony shall consist of two (2) valedictorians and no salutatorian.
- If there is a clear valedictorian and a tie for salutatorian, then the graduation ceremony shall consist of a valedictorian and two (2) co-salutatorians.
- If there is a clear valedictorian and a tie for salutatorian, there will be a valedictorian along with co-salutatorians.

School Schedule

The school operates on a non-traditional school term. Classes canceled due to weather are made up at the end of the term.

The following holidays will be observed throughout the academic year. Classes are not going to be held during the following holidays:

| | |
|------------------------------|---|
| • New Year's Day | • Mardi Gras Day |
| • Martin Luther King Jr. Day | • Spring Break (First 2 days) |
| • Memorial Day | • Independence Day |
| • Labor Day | • Thanksgiving Day • Friday after Thanksgiving Day |
| • Christmas Eve and Day | |

Petra College reserves the right to change the school calendar at any time.

The hours per week vary depending on whether the class is academic, lab or clinical. Please refer to the program's detailed schedule.

Enrollment Schedule

Varies per program.

Student/Faculty/Staff Grievance Procedure

Any student who has a grievance with the school or an instructor should first discuss the issue with the instructor, then with the President. If a timely resolution is not reached, the student should make a written complaint and submit it to the school director asking for a written response. When a satisfactory resolution of the

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problem is not achieved then the student may contact:

Louisiana Board of Regents Proprietary School Section
P. O. Box 3677
Baton Rouge, LA 70821 225-342-7084

Medical Assistant Curriculum Guide and Course Descriptions

Medical Assistants are multi-skilled professionals dedicated to assisting in patient care management. This health care professional performs administrative and clinical duties and may manage emergency situations, facilities, and/or personnel. Medical assistants work in physicians' offices, clinics, hospitals and other medical facilities under the supervision of a physician.

- Petra College, Inc. business hours are Monday-Friday 8:30am-1:30pm.
- Our Medical Assistant classes and labs are Monday through Friday, 4:30pm-9:30pm for 29 weeks at 25 hours per week.
- The clinical are 40 hours per week for 6 weeks.
- Petra College's Medical Assistant program is 918 clock hours with a completion of 8 ½ months.

National Association for Health Professional Program Policy

All Medical Assistant students will take the National Association for Health Professional (NAHP test) after clinical and prior to graduation. This is mandatory, no exceptions. The NAHP application fee is \$75 and the study guide is \$20. All money is due three (3) weeks prior to test date. Student may purchase NAHP study guide at Petra College. NAHP test are offered online at Petra College.

Requirements to Complete Certificate

| | Medical Assistant Program | Lecture Hours | Lab Hours | Total Hours |
|----------|----------------------------------|----------------------|------------------|--------------------|
| MEDA-100 | Medical Professional Issues | 22 | 26 | 48 |
| MEDA-110 | Insurance Billing and Coding | 21 | 37 | 58 |
| MEDA-128 | Phlebotomy Essentials | 21 | 27 | 48 |

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| MEDA-129 | Phlebotomy Clinical Applications | 27 | 35 | 62 |
| MEDA-150 | Medical Administrative Aspects | 22 | 26 | 48 |
| MEDA-155 | Patient Care I | 22 | 26 | 48 |
| MEDA-160 | Medical Terminology | 58 | 50 | 108 |
| MEDA-180 | Human Body in Health and Disease | 21 | 27 | 48 |
| MEDA-185 | Emergency Preparedness | 21 | 27 | 48 |
| MEDA-240 | Clinical Laboratory Diagnostics | 21 | 27 | 48 |
| MEDA-250 | Pharmacology for Allied Health | 24 | 24 | 48 |
| MEDA-251 | Pharmacology Administration | 24 | 24 | 48 |
| MEDA-255 | Patient Care II | 21 | 27 | 48 |
| MEDA-275 | Medical Assistant Externship | | | 210 |
| Total Credits: | | 325 | 383 | 918 |

Description of Courses

MEDA-100. Medical Professional Issues. (22 Lecture Hours and 26 Lab Hours.)

The role and function of the medical assistant is reviewed. This course focuses on the basic concept of professional practice of medicine and the scope of practice of the medical assistant. Students discuss the personal and professional characteristics, along with the legal and ethical standards for medical assistants, explore professional and personal therapeutic communication, and address time management and goal setting.

MEDA-110. Insurance, Billing and Coding. (21 Lecture Hours and 37 Lab Hours.) This course explores the medical insurance system and related billing and coding. Students learn how to complete and submit electronic and paper insurance claim forms, perform referrals, and apply the correct procedure and diagnostic codes. Prerequisite: Medical Terminology.

MEDA-128. Phlebotomy Essentials. (21 Lecture Hours and 27 Lab Hours.) This course offers skill development in the performance of a variety of blood collection methods using proper techniques and universal precautions including: vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children and infants. Emphasis is on

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infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing and accessioning. Point of Care Testing (POCT) will also be discussed for waived laboratory procedures.

MEDA-129. Phlebotomy Clinical Applications. (27 Lecture Hours and 35 Lab Hours.) This course replicates a health professions job site in order to provide work-based instruction that helps students gain practical experience in the discipline, enhances skills, and integrates knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional. The student will demonstrate skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions which include: vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis is on infection control and prevention, proper patient identification, labeling of specimens, quality assurance, specimen handling, processing and accessioning. The course is designed to allow students to develop the skills, knowledge, and attitude required to function in a professional manner in the health care setting. Laboratory information services, client services and quality assurance may be covered. Students must perform a minimum of 100 successful venipunctures and 25 successful skin punctures. Prerequisite: Successful completion of Phlebotomy Essentials, students must be 18 years of age prior to sitting for national registry exam, and high school diploma/GED required before taking the national registry exam.

MEDA-150. Medical Administrative Aspects. (22 Lecture Hours and 26 Lab Hours.) This course provides an introduction to the administrative skills needed for a medical office. Students will learn how to maintain medical records (both paper and electronic), manage appointments, and perform routine office duties. Focus is on the financial aspects of the medical office including accounts payable and accounts receivable. Students will examine billing and collection procedures. Prerequisite: Medical Terminology.

MEDA-155. Patient Care I. (22 Lecture Hours and 26 Lab Hours.) This course introduces basic skills necessary for the medical assistant. Aseptic practice for the medical office will be defined, basic patient interaction such as interviewing, obtaining and recording vital signs, assisting with basic physical exams and testing will be studied. Prerequisite: Medical Terminology.

MEDA-160. Medical Terminology. (58 Lecture Hours and 50 Lab Hours.) This course presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A programmed learning, word building system will be used to learn word parts that are used to construct or analyze new terms. This provides the opportunity to decipher unfamiliar terms and check their spelling. Emphasis is placed on spelling, definition, usage and pronunciation. Abbreviations will be introduced as related terms are presented.

MEDA-180. Human Body in Health and Disease. (21 Lecture Hours and 27 Lab Hours.) This course focuses on diseases that are frequently diagnosed and treated in the medical office setting. Basic anatomy and physiology will be discussed. Basic anatomy and physiology consisting of all body systems cardiology, ENT, pulmonology, gastroenterology, neurology and various other systems. This course will allow students to perform EKG and interpret and along with EEG and various neurological disorders. Prerequisite: Medical Terminology.

MEDA-185. Emergency Preparedness. (21 Lecture Hours and 27 Lab Hours.) This course is designed to provide students with an orientation for their possible future roles in disaster response and the importance of staying within the scope of practice of their profession. Students will be prepared to meet the expectations of their employers, to volunteer effectively, and to be competent and safe responders.

MEDA-240. Clinical Laboratory Diagnostics. (21 Lecture Hours and 27 Lab Hours.) The role and function of the professional in the clinical laboratory is introduced. Topics include safety in the laboratory, CLIA government regulations and quality assurance, and microscope procedures and concepts. Students perform procedures in the different departments of a simulated laboratory, including specimen collection and performance of CLIA 88 low and moderate complexity testing. Students demonstrate competency in the wide variety of specimen techniques used to collect process, and test specimens. Prerequisite: Phlebotomy.

MEDA-250. Pharmacology for Allied Health. (24 Lecture Hours and 24 Lab Hours.) This course is designed to enable the students to understand the foundation and principles of entry level pharmacology. The student will be provided with an introduction to the classifications, effects, side effects and adverse reactions for medications.

MEDA-251. Pharmacology Administration. (24 Lecture Hours and 24 Lab Hours.) In this course students will prepare and administer medications via several routes including oral, parenteral (excluding intravenous), transdermal, and inhalation. Emphasis is placed on safe and accurate administration. Students are advised that they can only administer medication under the supervision of a licensed medical professional.

MEDA-255. Patient Care II. (21 Lecture Hours and 27 Lab Hours.) This course introduces basic clinical skills necessary for the medical assistant. Aseptic practice for the medical office will be defined, basic patient interaction such as interviewing, obtaining and recording vital signs, assisting with basic physical exams and testing will be studied. Prerequisite: Patient Care I.

MEDA-275. Medical Assistant Externship. (210 Externship Hours.) This course provides the student with an opportunity to apply clinical, laboratory, and administrative skills in a supervised, non-remunerated externship in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills

necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional. Prerequisites: Student must have completed all Medical Assistant curriculum courses to be eligible for this class and approved by the director of the Medical Assistant program; proof of immunizations: Hep B SERIES/Titer within 3 years, MMR, Tetanus Toxoid within 5 years, current Tb Tine; students must pass the school specified background check and random drug screen; and current Cardiopulmonary Resuscitation (CPR) certification (health care provider level) will also be provided by the school.

Program Learning Outcomes

You as you graduate should be able to:

Desirable characteristics include empathy, tact and effective communication skills.

| | |
|--|--|
| <ul style="list-style-type: none"> • Perform clerical functions | <ul style="list-style-type: none"> • Apply principles of medical asepsis |
| <ul style="list-style-type: none"> • Perform specimen collection | <ul style="list-style-type: none"> • Process insurance claims |
| <ul style="list-style-type: none"> • Provide patient care | <ul style="list-style-type: none"> • Communicate effectively |
| <ul style="list-style-type: none"> • Apply legal and ethical concepts | <ul style="list-style-type: none"> • Instruct patients |
| <ul style="list-style-type: none"> • Perform medical office operational functions | <ul style="list-style-type: none"> • Demonstrate professionalism in a health care setting |
| <ul style="list-style-type: none"> • Perform medical office operational functions | <ul style="list-style-type: none"> • Demonstrate professionalism in a health care setting |

Successful medical assistants can accept responsibility and work with people, often in stressful situations, and are accurate when working with details and records.

Medical Assistant Program Fee Schedule

| Fee Schedule | Student Cost |
|-------------------------------------|---------------------|
| Tuition | \$3650 |
| Workbook | \$45 |
| Medical Terminology Workbook | \$55 |
| MA PROGRAM TOTAL | \$3750 |

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| | |
|---------------------------|------------------------------|
| **Additional Costs | NAHP Study Guide-\$20 |
| **Additional Costs | NAHP Test-\$75 |
| **Petra T-Shirt | \$12 |
| **Graduation | \$60 |
| **Enrollment Fee | \$100 |
| Additional Costs | \$267 |

NOTE:

**** These additional costs are not included in the tuition.**

**** Petra College will rent all textbooks. Student understands if they destroy the textbook in any way, they are responsible for paying the full price (\$110.00) of the textbook. Textbooks should be returned to Petra College no later than the last day of class. If the textbook is NOT returned by the last day of class, student will not receive his/her certification until textbook debt is paid.**

Phlebotomy Curriculum and Course Descriptions

9 Weeks/110 Clock Hours

The primary objective of the Phlebotomy Certification Program is to provide students with the hands-on training necessary to offer high-quality care to patients while working alongside other qualified health care professionals. Course offerings include training in hospitals, nursing homes and home health agencies, as well as courses of study and practice in skills related to patient care. Students divide their time between classroom and laboratory instruction to best equip them to secure entry level employment in the health care or nursing industry. Phlebotomy program is 110 clock hours and 9 weeks from 1:15pm to 4:15pm; Monday-Wednesday.

National Association for Health Professional Program Policy

All Phlebotomy students will take the National Association for Health Professional (NAHP test) after clinical and prior to graduation. This is mandatory, no exceptions. The NAHP application fee is \$75 and the study guide is \$20. All money is due three (3) weeks prior to test date. Student may purchase study guide for NAHP test at Petra College.

**Requirements for Phlebotomy Louisiana State Board Medical Examiner
LSBME Licensure**

- Take the NAHP online test.
- After taking the test, call NAHP at 1-888-267-4090 and dial extension 2 for Mrs. Theresa to submit a request for scores to be sent to LSBME.
- While you are waiting on the scores to be sent to LSBME, you can begin the process of applying for licensure through LSBME.
- First, go to www.lsbme.la.gov
- Then, select the **Apply for or Renew License** icon
- Next, scroll down to the **Categories** section and select **Clinical Laboratory Personnel**.
- Under **Initial Application**, select the **Application and Instructions** option. (The document will download to your computer)

Once the document is downloaded, you will print the application and fill it out, and mail it to LSBME.

Requirements to Complete Certificate

| | Phlebotomy Program | Lecture Hours | Lab Hours | Total Hours |
|----------|---|----------------------|------------------|--------------------|
| PHLE-110 | The Healthcare Setting | 3 | 0 | 3 |
| PHLE-120 | Quality Assurance and Legal Issues | 3 | 0 | 3 |
| PHLE-130 | Infection Control, Safety, First Aid, and Personal Wellness | 3 | 3 | 6 |
| PHLE-140 | Medical Terminology | 3 | 0 | 3 |
| PHLE-150 | Human Anatomy and Physiology | 3 | 0 | 3 |

| | | | | |
|-----------------------|---|----|----|-----|
| PHLE-160 | The Circulatory System | 3 | 0 | 3 |
| PHLE-170 | Blood Collection Equipment, Additives and Order of Draw | 3 | 3 | 6 |
| PHLE-180 | Venipuncture Procedures | 4 | 6 | 10 |
| PHLE-190 | Preanalytical Considerations | 3 | 3 | 6 |
| PHLE-200 | Capillary Puncture Equipment and Procedures | 4 | 6 | 10 |
| PHLE-210 | Special Collections and Point-of-Care Testing | 3 | 0 | 3 |
| PHLE-220 | Nonblood Specimens and Tests | 3 | 0 | 3 |
| PHLE-230 | Arterial Puncture Procedures | 3 | 0 | 3 |
| PHLE-250 | Phlebotomy Clinical Applications | 0 | | 48 |
| Total Credits: | | 41 | 21 | 110 |

Description of Courses

PHLE-110. The Healthcare Setting. (3 Lecture Hours and 0 Lab Hours.) This course describes the evolution of Phlebotomy and details the role of a phlebotomist in today's health care setting.

PHLE-120. Quality Assurance and Legal Issues. (3 Lecture Hours and 0 Lab Hours.) This course emphasizes the basic principles and applications of law, ethics, and bioethics as they relate to the medical arena. It covers legal terms, consent, contracts, physician/patient relationships, professional liability, and various medical issues. Through lectures, class discussions, case studies, and library research, students acquire knowledge of the importance of their professional, legal, and ethical responsibilities.

PHLE-130 Infection Control, Safety First Aid, and Personal Wellness. (3 Lecture Hours and 3 Labs Hours.) This course identifies the components of the chain of infection and provides examples each step in the chain. This course also describes infection control procedures used to break the chain and identify four functions of infection control.

PHLE-140 Medical Terminology. (3 Lecture Hours and 0 Lab Hour.) This Course presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special ending, plural forms, abbreviations, and symbols are included in the content. A Programmed learning word building system will be used to learn word parts that are used to construct or analyze new terms. This provides the opportunity to decipher unfamiliar terms and check their spelling. Emphasis is placed on spelling definition, usage and pronunciation. Abbreviations will be related terms are presented.

PHLE-150. Human Anatomy and Physiology. (3 Lecture Hours and 0 Lab Hours.) This course focuses on diseases that are frequently diagnosed and treated in the medical office setting. Basic anatomy and physiology will be discussed. Prerequisite: Medical Terminology.

PHLE-160. The Circulatory System. (3 Lecture Hours and 0 Lab Hours.) This course provides an overview of the circulatory system. The course identifies the layers and other structures of the heart and describes each layer's function. Name and locate major arm and leg veins and describe the suitability of each for venipuncture.

PHLE-170. Blood Collection Equipment, Additives and Order of Draw. (3 Lecture Hours and 3 Lab Hours.) This course describes the color coding used to identify the presence or absence of additives in blood collection tubes and name the additive, laboratory departments, and individual testes associated with the various color-coded collected and explain why it is important.

PHLE-180. Venipuncture Procedures. (4 Lecture Hours and 10 Lab Hours.) This course describes each step in the venipuncture procedure, list necessary information found on specimen tube labels, and list the acceptable reason for inability to collect a specimen. Students will be required to have performed 100 successful venipunctures by the end of this course.

PHLE-190. Preanalytical Considerations. (3 Lecture Hours and 3 Lab Hours.) This course offers skill development in the performance of a variety of blood collection methods using proper techniques and universal precautions including vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children and infants. Emphasis is on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing and accessioning.

PHLE-200. Capillary Puncture Equipment and Procedures. (4 Lecture Hours and 10 Labs.) Describe the composition of capillary specimens, identify with tests have different reference values when collected by capillary puncture methods and name tests that cannot be performed on capillary specimens.

PHLE-210. Special Collections and Point-of-Care Testing. (3 Lecture Hours and 0 Lab Hours.) This course explains the principle behind each special collection procedure, identify the steps involved, and list any special supplies and equipment required.

PHLE--220. Nonblood Specimens and Tests. (3 Lecture Hours and 0 Lab Hours)

Identify and describe the types of Nonblood specimens other than urine and explain why these specimens are tested.

PHLE-230. Arterial Puncture Procedures. (3 Lecture Hours and 0 Lab Hours.)

Describe the procedure for collecting radial arterial blood gas specimens and the role of the phlebotomist in other site collections.

PHLE-250. Phlebotomy Clinical Applications (100 Lab Hours.) This course, which will be held at an off-site facility and is designed to replicate a health profession jobsite in order to provide work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrates knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional. The student will demonstrate skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions which include: vacuum, collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen handling, processing and accessioning. The course is designed to allow students to develop the skills, knowledge, and attitude required to function in a professional manner in the health care setting. Laboratory information services, client services and quality assurance may be covered. Students must perform a minimum of 100 documented successful venipunctures.

Prerequisite

Successful completion of Phlebotomy Essentials, students must be 18 years of age and possesses high school diploma/GED. Successful completion of this course meets the requirements of the National Association for Health Professional. The fee charged by the National Association for Health Professional to sit for their phlebotomy certification is the student's responsibility.

Program Learning Outcomes

You as a graduate should be able to:

Phlebotomists are medical professionals who work in a variety of settings collecting blood. Coming into contact with blood can prove quite dangerous. For this reason, there are strict medical procedures for handling such risks and CPTs must be knowledgeable of proper handling and disposal policies. Generally, the purpose of drawing the blood is sample work, but CPT's may also work at events such as Red Cross blood drives. At such events, CPTs assist other workers with the drawing and proper storage of blood in order to preserve it. The other duties of the CPT depend upon where he or she works. CPTs may be responsible for conducting patient interviews, checking vital signs and transporting the blood samples to a laboratory for testing purposes.

Phlebotomy Program Fee Schedule

| Fee Schedule | Student Cost |
|----------------------------------|----------------------------------|
| Tuition | \$1760.00 |
| Workbook | \$40 |
| PHLEBOTOMY PROGRAM TOTAL: | \$1800.00 |
| ** Additional Costs | NAHP Study Guide- \$20.00 |
| ** Additional Costs | NAHP Online Test- \$75.00 |
| **LSBME Licensure | \$40.00 |
| **Petra College T-Shirt | \$12.00 |
| **Graduation Costs | \$60.00 |
| ADDITIONAL COSTS TOTAL | \$207.00 |
| Enrollment Fee | \$100 |

NOTE:

**** These additional costs are not included in the tuition.**

**** Petra College will rent all textbooks. Student understands if they destroy the textbook in any way, they are responsible for paying the full price (\$68.00) of the textbook. Textbooks should be returned to Petra College no later than the last day of class. If the textbook is NOT returned by the last day of class, student will not receive his/her certification until textbook debt is paid.**

Nursing Assistant Curriculum Guide and Course Descriptions

7 Weeks / 80 Clock Hours

The primary objective of the Basic Nursing Assistant Program is to provide students with the hands-on training necessary to offer high-quality care to patients while working alongside other qualified health care professionals. Course offerings include training in a nursing home or a hospital-based skilled nursing facility unit, as well as courses of study and practice in skills related to patient care. Students divide their time between classroom and laboratory instruction to best equip them to secure entry level employment in the health care or nursing industry. The certified nursing

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assistant program class hours are 9:00am-1:00pm; however, the days vary.

Requirements to Complete Certificate

| Course Title | Lecture Hours | Laboratory Hours | Clinical Hours |
|---|---------------|------------------|----------------|
| I. Communication and Interpersonal Skills a. Expectations of Certified Nurse Aides (CNAs) b. Communication c. Documentation Principles and Procedures | 2 | 0 | 0 |
| II. Infection Control a. Prevention and Control of Infection b. The Aging Process and Disease Management | 5 | 4 | 0 |
| III. Safety and Emergency Procedures a. Cardiopulmonary Resuscitation Training b. Learning to Position and Move Correctly c. Emergency Care | 4 | 4 | 0 |
| V. Resident's Rights and Promoting Resident's Rights a. Understanding People and Identifying the Needs of the Resident(s) b. Understanding People's Rights c. Your Role in Ensuring Quality of Life | 2 | 0 | 0 |
| VI. Mental Health and Social Service Needs a. The Role of the Family b. Work Environments and Resident Population c. End of Life | 2 | 0 | 0 |

| | | | |
|---|----|----|----|
| VII. Personal Care | | | |
| a. Personal Injury Prevention and Protection | 5 | 5 | 0 |
| b. Pain Management, Sleep and Comfort | | | |
| c. Restorative Activities | | | |
| VIII. Basic Nursing Services | | | |
| a. Gathering Information | 4 | 3 | 0 |
| b. The Importance of Creating a Home Assisting with Nutrition | | | |
| c. Assisting with Elimination | | | |
| d. Maintaining and improving Skin Integrity | | | |
| Clinical Hours | 0 | 0 | 40 |
| Total Clock Hours | 24 | 16 | 40 |

Description of Courses

I. Communication and Interpersonal Skills (2 Lecture Hour, 0 Lab Hours, and 0 Clinical Hours)

- a. Expectations of Certified Nurse Aides (CNAs)
- b. Communication
- c. Documentation Principles and Procedures

II. Infection Control (5 Lecture Hour, 4 Lab Hours, and 0 Clinical Hours)

- a. Prevention and Control of Infection
- b. The Aging Process and Disease Management

III. Safety and Emergency Procedures (4 Lecture Hour, 4 Lab Hours, and 0 Clinical Hours)

- a. Cardiopulmonary Resuscitation Training
- b. Learning to Position and Move Correctly
- c. Emergency Care

IV. Resident's Rights and Promoting Resident's Rights (2 Lecture Hour, 0 Lab Hours, and 0 Clinical Hours)

- a. Understanding People and Identifying the Needs of the Resident(s)
- b. Understanding People's Rights
- c. Your Role in Ensuring Quality of Life

V. Mental Health and Social Service Needs (2 Lecture Hour, 0 Lab Hours, and 0

Clinical Hours)

- a. The Role of the Family
- b. Work Environments and Resident Population
- c. End of Life

VI. Personal Care (5 Lecture Hour, 5 Lab Hours, and 0 Clinical Hours)

- a. Personal Injury Prevention and Protection
- b. Pain Management, Sleep and Comfort
- c. Restorative Activities

VII. Basic Nursing Services (4 Lecture Hour, 3 Lab Hours, and 0 Clinical Hours)

- a. Gathering Information
- b. The Importance of Creating a Home
- c. Assisting with Nutrition
- d. Assisting with Elimination
- e. Maintaining and improving Skin Integrity

CNA Clinical (40 Clinical Hours)

The clinical externship is completed in a nursing home or a hospital-based skilled nursing facility unit. Students are eligible to register for this component once they have completed their 40 hours of classroom instruction. Students **MUST** be registered for the clinical externship by their last day of classroom instruction. Enrollment in the classroom portion of the CNA program does not guarantee acceptance into the clinical internship. Prior to beginning their clinical hours, students will be required to complete and attend a clinical orientation. Information and required paperwork will be provided to the student during the clinical registration process. Students who are employed at a State of Louisiana approved training site may elect to contact the school regarding the school completing a contract with State approved training site.

Program Learning Outcomes

You as a graduate should be able to:

1. Explain the admission of a client according to agency policy.
2. Explain discharge of a client according to agency policy. (This may include transfer to another facility or unit.)
3. Describe benefits of exercise and activity on each of the body systems.
4. Discuss complications that can occur when a person is confined to bed without exercise.
5. Describe basic range of motion (ROM).

6. Describe principles of safety as they relate to wheelchairs, beds, gurneys, transfers with assistive devices, etc.
7. Describe ways of moving the client up in bed.
8. Describe transferring a client to a wheelchair or chair and the principles of wheelchair safety.
9. Describe transferring a patient to a gurney.
10. Describe positioning clients in the following: supine, prone, side-lying (lateral), Sim's and Fowler's position.
11. Describe ambulating a client with or without the use of assistive devices.
12. Describe application and removal of established prostheses, immobilizers and braces.
13. Describe and name major structures of the urinary system; briefly explain function of urinary system.
14. Identify normal and abnormal characteristics of urine and usual amounts voided.
15. Identify observations which must be reported to the nurse.
16. Discuss use of bedpans, urinals and commodes.
17. Define urinary incontinence and discuss common reasons why people become incontinent.
18. Describe nursing care required for the incontinent client.
19. Describe perineal care/pericare.
20. Explain the importance of fluids to the urinary system.
21. Describe the different types of catheters. Explain why they are a source of infection.
22. Identify types of urinary drainage bags and describe the application of each.
23. Describe the emptying of a catheter drainage bag and cleansing of tubing.
24. Describe catheter care for male and female.
25. Explain bladder retraining and the role and responsibility of the CNA.
26. Demonstrate recording of output for incontinent clients.
27. Discuss straining urine.
28. Describe the purpose and process of performing a bladder scan.
29. Describe attributes nursing assistants must acquire to work successfully with clients who are physically and/or mentally impaired.
30. Discuss how clients with mental and physical limitations may need assistance in meeting basic human needs.

31. Describe how rehabilitation involves all aspects of the client's life: physical, psychosocial, spiritual, etc.
32. Identify the complications that need to be prevented for rehabilitation to be successful.
33. List actions nursing assistants can use to help a client who has difficulty communicating.
34. List actions a nursing assistant can use to help a client with physical limitations including vision and hearing.
35. Identify the normal anatomical and physiological changes that occur in the elderly.
36. Identify the psychosocial and cognitive changes or adjustments the elderly must make to compensate for the anatomical and physiological changes brought on by aging.

Desirable characteristics include empathy, tact and effective communication skills. Successful medical assistants are able to accept responsibility and work with people, often in stressful situations, and are accurate when working with details and records.

The following information pertains to the entire curriculum:

| Maximum Class Size | Classroom Student/Instructor Ratio | Clinical Student/Instructor Ratio | Total Cost to Student | Level of Award Certificate/Diploma/Degree |
|--------------------|------------------------------------|-----------------------------------|-----------------------|---|
| 23 | 1/23 | 1/10 | See Fee Schedule | Certificate |

| | |
|---------------------------|----|
| Total Classroom/Lab Hours | 40 |
| Total Clinical Hours | 40 |
| Total Course Hours | 80 |

CNA Program Fee Schedule

| | |
|----------------------------------|-----------------|
| Tuition | \$980.00 |
| Workbook | \$20.00 |
| CNA PROGRAM TOTAL: | \$1,000 |
| **Petra T-Shirt | \$12.00 |
| **Graduation | \$60.00 |
| Enrollment Fee | \$100 |
| ** ADDITIONAL COSTS TOTAL | \$172 |

NOTE:

**** These additional costs are not included in the tuition.**

**** Petra College will rent all textbooks. Student understands if they destroy the textbook in any way, they are responsible for paying the full price (\$65.00) of the textbook. Textbooks should be returned to Petra College no later than the last day of class. If the textbook is NOT returned by the last day of class, student will not receive his/her certification until textbook debt is paid.**