



Prepare To Care

Training Center, Inc

750 Broad Street, NW
Suite 201
Cleveland, Tennessee 37311
(423) 614-3838

**SCHOOL CATALOG
&
CLASS SYLLABUS
2010-2011**

www.prepare-2-care.com

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National Healthcareer Association

NHA exams exceed all certification and industry standards for reliability, validity and competency – making the NHA “*The Benchmark in Healthcare Certification*” .!

SECTION II

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"In your careers, you will meet many people. All are significant. They deserve your attention and care, even if all you do is smile and say hello."

~Joann C. Jones

Whether a person is a male or female, a nurse is a nurse. ~Gary Veale

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Nursing is an art: and if it is to be made an art, it requires an exclusive devotion as hard a preparation, as any painter's or sculptor's work; for what is the having to do with dead canvas or dead marble, compared with having to do with the living body, the temple of God's spirit? It is one of the Fine Arts: I had almost said, the finest of Fine Arts.

~Florence Nightingale

SECTION I – INFORMATION

BACKGROUND



Founded in 2006 **Prepare To Care Training Center, Inc.** has become the area's premier healthcare education center. Currently we offer quality training programs for Certified Nursing Assistants and Certified Phlebotomy Technicians.

PURPOSE & INTENT

PTC Training Center offers quality education for those interested in a rewarding healthcare career. Our sole purpose is to provide a resource for training in health occupations. Our intent is to improve the quality of patient care through education and consistency for those choosing to enter the healthcare field.

Our programs are *not* designed to prepare students for further college study. Transfer of credits is solely up to the receiving institution. No credit is granted by PTC Training Center for previous education, training or experience. To receive full credit and be issued a "certificate of completion", each student must complete all requirements of our training programs.

Prepare To Care Training Center, Inc. is NOT a job placement agency, nor does PTC Training Center, Inc. provide job placement. Participation in any education program offered at PTC Training Center, Inc. does not guarantee the student a job.

Description of Facility

PTC is located at 2321 North Ocoee Street, Suite 5, Cleveland TN 37311. This is also the mailing address. Our classrooms and skills labs are located on the bottom floor of a two story building, and are well lit for evening classes. PTC occupies over 2,300 ft² of space which includes: 2 restrooms, a breakroom, 4 offices, 3 classrooms, 2 clinical labs and file room. Classrooms are equipped with tv's, dvd/vhs players, dry erase boards and other supplies.

AUTHORIZATION

Prepare To Care Training Center, Inc. is authorized to operate by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety and fiscal responsibility.

ORGANIZATION & BOARD OF DIRECTORS

Prepare To Care Training Center, Inc. is a Tennessee corporation with operating address at:

750 Broad Street NW, Suite 201
Cleveland, Tennessee 37311
(423) 614-3838

Program Director	Shelia Green, RN
Education Director	Suzanne Stanfield, LPN
Instructors	Debby Crumbley, CPT

2009 BOARD OF DIRECTORS

President & : Diane L. Jones
Secretary

SECTION II - REGISTRATION

REGISTRATION & ENROLLMENT

Each student registering for the CNA Program must complete an enrollment application, sign the acknowledgement agreement, provide proof of prerequisites (if required) and make a \$138 deposit, book & materials fee (\$100 of which is non-refundable). Completion of these items will place the student on the class roster and ensure the student a seat in the next upcoming class.

Each student registering for the Phlebotomy Program must complete an enrollment application, sign the acknowledgement agreement, provide proof of prerequisites (if required) and make a \$347.50 deposit, book & materials fee (\$100 of which is non-refundable). Completion of these items will place the

student on the class roster and ensure the student a seat in the next upcoming class.

Students will be allowed to reschedule one time without additional fees, provided rescheduling is done prior than 72 hours of class start date. If additional changes are made, each case will be evaluated individually with the possibility of additional administrative fees to cover costs of changes which may be deducted from any student refund.

To receive a registration and enrollment packet, please call (423) 614-3838 or come by the school during business hours which are Monday – Friday, 9:00 AM to 5:00 PM. The school is located at 2321 North Ocoee Street, Cleveland, Tennessee.

Applicants with documented copies of high school transcripts or GED will be accepted for enrollment in the Certified Nursing Assistant (CNA) program. Students wishing to participate in programs other than CNA may be subject to pre-requisites and may need to show proof of completion of a training program or work experience.

Students are responsible for their own learning experience and should be mature, self-motivated and able to comprehend both written and oral communications. Students must be physically and mentally capable to perform all duties of the enrolled training program. Excuses (i.e. “I had to work”, “I had company”, “...a sick child, relative or friend”, etc.) **WILL NOT BE ACCEPTED.**

If at the end of the program, the student has failed to meet and complete the training requirements, including the attendance policy, the student’s record will indicate thus and Prepare To Care Training Center, Inc.’s obligation to the student will be terminated.

FINANCIAL REQUIREMENTS

Students who enroll at Prepare To Care Training Center, Inc. do so as individuals, separate from their employers. Each student is directly responsible for the cost of their training, textbooks and any testing fees.

PROGRAM TUITION & FEES

Certified Nurse Assistant (CNA) Program

Registration	Evening	\$138
(applies to total cost \$100 non-refundable)	Day	\$ 369

TOTAL COST BREAKDOWN

Tuition	\$ 550
Other Fees (text, uniform rental, etc)	\$ 100
<u>TN State Exam</u>	<u>\$ 88</u>
Total Tuition & Fees	\$ 738

Certified Phlebotomy Technician (CPT) Program

Registration (applies to total cost \$100 non-refundable)	\$ 347.50
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TOTAL COST BREAKDOWN

Tuition	\$ 500
Registration Fee (non-refundable)	\$ 100
<u>Administrative Fees*</u>	<u>\$ 95</u>
Total Tuition & Fees	\$ 695

*Administrative fees cover , text, background checks, drug screens, etc. for CPT clinicals

Certification & Registration Examinations

Currently the state of Tennessee only registers Certified Nursing Assistants.

Prepare To Care Training Center, Inc. offers Phlebotomist Certification through the National HealthCareer Association, a nationally recognized certification program. To sit for the CPT exam, students must pay an additional \$125.

CANCELLATION & REFUND

A student **MUST** cancel in writing.

VERBAL CANCELLATION WILL NOT BE ACKNOWLEDGED

In order to receive refunds of any money already paid, the student must meet the following criteria:

SECTION III - POLICIES

CLASS POLICIES

All students need to come to class prepared and ready for fast-paced, hands-on learning. Read all assignments - this will establish the basis for session learning and enhance class experience. Come prepared to take notes as well as take tests and quizzes. Instructors will specify any additional equipment or supplies that may be needed.

Students are encouraged to attend every class session. Accurate attendance records are required by certification programs and will be required of each class instructor. 80% attendance is required to receive credit and a certificate of completion.

Students must notify the instructor if they will be absent from class by calling the office at (423) 614-3838. If no answer the student must leave a message. Make-up of missed work will be at the discretion of the instructor. Under no circumstances will make-up result in the class session covering the same material again for the benefit of the absentee or additional hours or cost to PTC Training Center. Documented evidence of medical care may be necessary for class reinstatement.

Inappropriate behavior, such as violence, physical or verbal, profanity, stealing or disruptive behavior will not be tolerated.

Disruptive behavior is any behavior that causes fellow students or staff to feel unsafe or uncomfortable, causes the loss of time by the instructor or that just seems inappropriate to the Director.

Any student who displays inappropriate behavior may be terminated from the class and receive a "*Failure to complete the requirements of the training program*" placed in their student record. Termination will result in the forfeiture and loss of all money paid to PTC Training Center, Inc.

NO SMOKING allowed in any Prepare To Care Training Center classroom or office. A designated

Within 72 hours of enrollment	Full - Including Deposit
After 72 hours – before 1 st Class	Tuition Only (lose deposit)
1 st or 2 nd class	75% of tuition (lose deposit)
3 rd – 5 th Class	25% of tuition (lose deposit)
After 5 th Class	No Refund

Refunds will be dispersed 45 days after the Effective date of cancellation which will be either :

- 1) last day of attendance if terminated by PTC or
- 2) date of receipt of written cancellation from student or
- 3) five school days following the last day of attendance.

CERTIFICATE OF COMPLETION



Each student will be evaluated for satisfactory completion of the training program by their instructor using the following tools:

1. Homework & Quizzes (70% is passing)
2. Final Exam (70% is passing)
3. Clinical Skills (100% is passing)

This Certificate of Completion is evidence that each student has successfully completed an accepted education program and mastered fundamental skills in the chosen area. This certification will qualify the student to register and take the appropriate Certification Exam either from the State of Tennessee or the National Health-Careers Association.

smoking area is provided. Students who smoke and use this area are expected to keep it clean and neat.

CELL PHONES must be turned OFF or SILENT during all class sessions. No phones permitted inside facilities hosting clinicals.

Equal Opportunity Compliance Policy

In accordance with all applicable laws and pursuant to its own policies and operating procedures, Prepare To Care Training Center, Inc. provides for equal opportunity and prohibits unlawful discrimination and harassment. The applicable laws include:

- * Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination against any person on the basis of race, color, or national origin in programs or activities receiving federal financial assistance.
- * Title IX of the Education Amendments of 1972, as amended, prohibits discrimination on the basis of sex in the conduct or operation of a school's educational programs or activities, including admission to these programs and activities.
- * Section 504 of the Rehabilitation Act of 1973 prohibits the exclusion of any person solely on the basis of a disability from participation in or access to benefits of any federally financed program or activity; it also prohibits discrimination against any person solely on the basis of disability in any federally financed program or activity.
- * The Americans with Disabilities Act of 1990 prohibits discrimination against persons with disabilities in public accommodation.
- * The Age Discrimination Act of 1975 prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance.

Any person wanting to file a complaint under any of these laws should consult the Web site of the relevant government agency listed below:

Office of Civil Rights, U.S. Department of Education
<http://www.ed.gov/about/offices/list/ocr/index.html>

CONCERNS, COMMENTS, GRIEVANCES

Students are encouraged to make comments or express concerns or grievances so they may be addressed and resolved. Concerns may be filed anonymously, as long as verifiable information is available for review. All issues will be documented, with the information collected used for concern resolution and quality assurance.



Student concerns or comments regarding PTC training programs will not be discussed during class time. Concerns, comments or grievances are to be made to Diane L. Jones, President, at PTC or by telephone at (423) 614-3838. If you wish to remain anonymous, concerns may be filed over the telephone or in writing. Grievances not resolved on the institutional level may be forwarded to the Tennessee Higher Education Commission, Nashville, TN 37243-0830, (615) 741-5293.

SECTION IV - PROGRAMS

PROGRAM DESCRIPTIONS

Certified Nursing Assistant

The Certified Nursing Assistant program consists of 90 clock-hours - 45 hours of classroom time and 45 hours of clinical experience. Upon completion of this program, the student will be prepared and eligible to take the CNA certification exam offered by the state of Tennessee. Upon successful completion of this exam, the student's name will then be placed on the Nurse Registry. Both daytime and evening class schedules are available.

Text used for the CNA class will be *How To Be a Nurse Assistant, 4th Edition, AHCA*.

The instructor will provide a course schedule at the beginning of class. Student's notes and material from the text will be used for study.

Equipment and instruction material used will be:

- Dry erase board
- Hospital beds, scales, mannequin, etc.
- Thermometers
- Stethoscopes
- Sphygmomanometers

CNA Syllabus

Section 1 Your new job as a CNA

- The Long Term Care Facility
- Starting your job: What to Expect

Section 2 Managing Resident Quality of Life

- Getting to know the resident
- Resident rights
- CNA's role
- The role of the family
- Communication

Section 3 Principles for Quality Care

- Documentation
- Infection Control
- Injury Prevention
- The aging process/disease management
- Emergency Care/CPR
- Themes of Care

Section 4 How to Give Quality Care

- Creating the home environment
- Moving and positioning
- Personal care
- Nutrition
- Elimination
- Restorative
- Skin Integrity

Section 5 Advance Skills

- Resident Populations
- Alzheimer's
- Development Disabilities
- End of Life

Section 6 Being a Successful CNA

- Pulling It All Together
- Promoting Your Own Health
- How to Be A Successful Employee

Certified Phlebotomy Technician

The Certified Phlebotomy Technician (CPT) program consists of 80 clock-hours of comprehensive classroom and hands-on training – 48 hours classroom and 32 hours of clinical time. Certified Phlebotomy Technicians draw blood from patients or donors in hospitals, blood banks, or similar facilities for analysis or other medical purposes.

Upon successful completion of this program, each student will be eligible to challenge the National Healthcareer certification exam in Phlebotomy. To be certified as a Phlebotomy Technician students will have to achieve a passing score of 70% or better on the certification exam and prove competency drawing blood. Each student is required to complete a minimum of sixty(60) successful blood draws/sticks during their clinical experience at an approved office or facility. Students will be assigned clinical rotation upon completion of classroom requirements, and must provide documented proof of having successfully completed *50 venipunctures* and *10 capillary sticks*.

Text used for Phlebotomy class and all other class materials will be provided by your instructor.

The instructor will provide a course schedule at the beginning of class. Student notes and material from the text will be used for study.

Equipment and instruction material used will be:

- Dry erase board
- Simulated Arm/Hand
- Needles, adaptors, tourniquets
- Color coded test tubes
- Alcohol Preps, 2x2's, band-aids
- Video Presentations

Phlebotomy Syllabus includes:

Section 1 Past & Present Healthcare Setting

- Phlebotomy History Perspective
- Phlebotomy Today

Section 2 Safety and Infection Control

- OSHA
- Allergies
- Hygiene
- Needles and sharps

Section 3 Medical Terminology

Section 4 Anatomy and Physiology

- Body Position, Function, Organization
- Body Systems

Section 5 Phlebotomy Equipment

- Test Requisitions
- Blood Collection
- Additives
- Order of Draw

Section 6 Venipuncture Procedures

- Vascular Anatomy
- Arteries

Section 7 Pre-analytical Considerations

- Basal State
- Physiology
- Problem Sites

Section 8 Phlebotomy In-Depth

- Error Risks
- Quality
- Troubleshooting
- Special Considerations

Course Requirements/Materials

Student is responsible for the following **before** the 1st day of class:

- **Official HS Transcripts or GED Certificate with Score**
- **TB TEST RESULTS** – Copies only NO Originals
- **IMMUNIZATION RECORDS** – MMR (measles, mumps rubella & chicken pox)
- **HEPATITIS B VACCINE** – have started the series of Hepatitis B Vaccines and/or signed the Hepatitis B Vaccine Advisory

Student is responsible for the following **before** Clinical Training:

- Professional Liability Insurance (Phlebotomy Students Only)
- Watch with a second hand

Optional Materials

- Stethoscope
- Blood Pressure Cuff
- Gait Belt

CNA STUDENT NOTICE

Each class requires ASSIGNED Clinical hours
ATTENDANCE IS MANDATORY.

CNA Clinical schedule will match class schedule.

Phlebotomy Clinicals may be scheduled M-F,
between 7:30 AM – 6:00 PM (Actual times may vary per student)

Phlebotomy clinicals must be completed within 120 days of
class completion.

PTC INCLEMENT WEATHER POLICY

PTC will attempt to make every effort to notify local radio stations regarding school closings caused by unsafe weather conditions. If possible, we will notify students and staff directly of any closings.

Student and staff safety are of most importance. If roads are unsafe, use your own travel discretion.

2010 CALENDAR

CERTIFIED NURSE ASSISTANT

DAY CLASS SCHEDULE
Mon-Fri 9:00 AM – 3:30 PM

EVENING CLASS SCHEDULE
Mon-Wed-Fri 5:00 – 10:00

***2010 Class Schedule**

***2010 Class Schedule**

Jan 4-Jan22 Jun 21-Jul 9
Feb 1-Feb 19 Jul 19-Aug 6
Mar 1-Mar 19 Aug 16-Sep 3
Mar 29-Apr 16 Sep 13-Oct 1
Apr 26-May 14 Oct 11-Oct 29
May 24-Jun 11 Nov 8-Dec

Jan 4-Feb 5 Jul 26-Aug 27
Mar 1-Apr 2 Sep 13-Oct 15
Apr 19-May 21 Oct 25-Dec 3
Jun 7-Jul 9

**Class schedules are tentative and may be subject to change*

CERTIFIED PHLEBOTOMY TECHNICIAN

DAY CLASS SCHEDULE
Mon – Wed – Fri 9:00 AM – 1:00 PM

EVENING CLASS SCHEDULE
Tue & Thu 5:00 PM – 9:00 PM

***2010 Class Schedule**

***2010 Class Schedule**

Jan 11 Jul 5
Apr 12 Sep 13
Nov 15

Feb 9 Jul 27
May 18 Oct 6

**Class schedules are tentative and may be subject to change*

We reserve the right to cancel classes in the event not enough students register.

The school will be closed (no classes) for the following holidays

New Year’s Day Memorial Day 4th of July Labor Day
Thanksgiving & Day After Christmas Eve Christmas Day