



CHANCE MEDICAL ACADEMY 2019 SCHOOL CATALOG

ALWAYS CARING.ALWAYS HERE!

THE FUTURE OF ADVANCED HEALTH AND EDUCATION!

Date of publication 2/14/2019

Chance Medical Academy. 3260 W Henderson Rd Columbus, OH 43220

ABOUT CHANCE MEDICAL ACADEMY

Our Vision

Chance Medical Academy is committed to providing high quality education to healthcare professionals by practicing integrity, respect, and professionalism that will ultimately exceed the classroom and thrive in to the healthcare industry.

Our Mission

To be a robust educational training solution while thriving to enhance the knowledge and education of individuals around Ohio.

FACULTY AND STAFF DIRECTORY:

<u>Name</u>	<u>Position</u>	<u>Contact email</u>	<u>Credentials</u>
Cheryl Hitchcock	Phlebotomy Instructor	Chitchcock.cpt@gmail.com	CPT, CNA, CET
Erica Hawkes	Phlebotomy Instructor	Hawkes.ericca2584@gmail.com	CPT, MA
Dr 'Lia Javadi	Phlebotomy/CPR Instructor	drliaj.2016@gmail.com	BS/MA/PHD
Chris Bonner	Admissions	info@chanceohio.com	BS (Ohio State)
Whitney Bonner	School Director	Whitney.chanceohio@gmail.com	MSW, BA (Akron)

LEGAL HOLIDAY SCHEDULE: NO CLASS

The following are official Holidays for the school. Classes will not be held during these days.

- New year's Day
- New year's Eve
- Martin Luther King Day
- Independence Day
- Memorial Day
- Labor Day
- Thanksgiving Day
- Day after thanksgiving
- Christmas Eve
- Christmas Day

SCHOOL POLICIES AND REGULATIONS FOR:

ENROLLMENT DATES:

All students must enroll into any class on or before the Friday prior to the class starting **unless there is an exception by the Director of Admissions or if the Friday prior falls on a Holiday.**

Example:

Class start date= Monday January 9th 2017
Last day to enroll= Friday January 6th 2017

ENTRANCE REQUIREMENTS:

1. PHLEBOTOMY TECHNICIAN PROGRAM:

- 18+ years of age
- High School Diploma or GED (if taking NHA exam)
- Health Screening - Tuberculosis Test
- Current, government-issued photo I.D.

2. PARAMEDICAL EXAMINING:

- 18+ years of age
- High School Diploma
- Phlebotomy Technician Certification (If not from Chance Medical)
- Current government issued photo I.D.

ATTENDANCE POLICY:

Chance offers short-term duration programs that requires a strict attendance policy. Our goal is to enhance the knowledge of each student to the best of our ability. Due to this, absence(s) are strongly discouraged but if you were to miss a class due to unexpected circumstances, it is your job to contact the staff as well as your instructor immediately to determine the necessary steps for makeup work. Should you miss a class, the degree of makeup work is at the sole decision of the instructor. Below are examples of different types of makeup work.

- Additional time being spent outside of classroom hours on own time with classroom material.
- Attending additional classes that correspond to the class that was missed.
- Private classes with instructor. (Private sessions are an additional 25\$ fee per hour)

Note: All makeup dates shall be approved by the instructor

Students will be awarded (2) points for each class session in attendance. If a student is tardy 30-minutes or more, the student will not be awarded any points. Students who have an excused absence will be awarded (1) point.

Excused absences are defined as those for which a medical or court excuse is provided (professional letterhead required), or those that are beyond the control of the students and are

approved by the instructor. Any tardy or early departure from class of (30) minutes or more will be counted as an absence.

Any student who has (a) TWO class-long absences or (b) TWO class-long tardies or (c) ONE absence and ONE tardy for every 15 classes; will be placed on academic probation. If after being placed on academic probation another absence(s) or tardy occurs, the student will receive an "incomplete" for the entire course and must pay in full for re-entrance of the course if desired.

GRADING SYSTEM

PHLEBOTOMY:

TO SUCCESSFULLY PASS THE PHLEBOTOMY TECHNICIAN PROGRAM STUDENTS MUST MEET THE FOLLOWING:

1. Obtain a grade of a 70% or better on all coursework given prior to the final exam, **AND**
2. Complete a minimum of (50) SUCCESSFUL Venipunctures Collections
 - a) Collection Techniques include: straight needle, winged-infusion and syringe
3. Complete a minimum of (10) SUCCESSFUL dermal punctures
4. Pass the written final exam with a grade of 70% or better.
5. Pass each of the final practical exams with a grade of 70% or better.

UNSATISFACTORY PROGRESS AND PROBATION PERIOD:

1. Student will attend the following classes without tardiness, early dismissal or absence:
2. Student understands it is required to have at least a 70% In their respective program.
3. Student understands it is required to obtain a 70% or higher on the Final Written Exam in order to be able to sit for the Final Practical Exams (if part of the curriculum).
4. Student understands and will adhere to ALL the following points:
 - A. Student will be in class no later than the start time on all class days.
 - B. Student will arrive to class in the required uniform.
 - C. Student will refrain from using all electronics unrelated to classroom learning.
 - D. Student will take only the assigned time for breaks.
 - E. Student will participate in lab and any other procedures related to class learning.
 - F. Assignments will be turned in at the beginning of class on the due date to receive credit.

- G. Student will adhere to all policies and procedures of Chance Medical Academy outlined in the School Catalog, and their respective program outlined in the Syllabus.
1. Should a student **NOT** adhere to the conditions of his Academic Probation, he/she understands S/he **WILL BE DISMISSED** from the program. **Should this occur and the student wishes to complete their respective program, S/he will be required to re-enroll and held responsible for payment of their tuition and any fees related in full.**

CPR/AED AND FIRST AID TRAINING:

TO SUCCESSFULLY PASS THE AMERICAN RED CROSS CPR/AED AND FIRST AID COURSE ALL PARTICIPANTS MUST MEET THE FOLLOWING REQUIREMENTS.

1. Obtain a grade of a 70% or better on all coursework given prior to the final exam
2. Pass the written final exam with a grade of 70% or better.
3. Pass each of the final practical exams with a grade of 70% or better.
4. Attend the full class length.

DESCRIPTION/CONTENT OF PROGRAMS

PHLEBOTOMY TECHNICIAN PROGRAM:

Program length: 60 Clock Hours (15 calendar days)

DESCRIPTION

The phlebotomist is an essential link between patients and their doctors. Physicians rely on laboratory results for 70% of the objective information they receive on their patient's well-being. This is WHY it is so important that specimen collection and handling is performed properly to ensure that these results are accurate. This all begins with the phlebotomist; their knowledge, their skill and their expert handling through the specimen collection and handling process. 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.
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. Collection of non-blood specimens.
11. Specimen transport, handling and processing
12. Ethics and legal issues.
13. Quality Phlebotomy.
14. AHA patient Bill of Rights.

AMERICAN RED CROSS CPR/AED AND FIRST AID TRAINING

Program Length: 6 Clock Hours. (1 Calendar day)

DESCRIPTION

The primary purpose of the American Red Cross First Aid/CPR/AED program is to help participants recognize and respond appropriately to cardiac, breathing and first aid emergencies. The courses in this program teach participants the knowledge and skills needed to give immediate care to an injured or ill person and to decide whether advanced medical care is needed. This program offers a choice of first aid, CPR and AED courses to meet the various training need of a diverse audience.

COURSE CONTENT AREAS INCLUDE:

1. Describe how to recognize an emergency and size up the scene
2. Explain how to activate and work with the emergency medical services (EMS) system.
3. Understand legal concepts as they apply to lay responders, including consent and the purpose of Good Samaritan Laws.
4. Identify how to reduce the risk of disease transmission when giving care.
5. Demonstrate how to check a person who is responsive for life-threatening and non-life-threatening conditions.
6. Explain how to check an injured or ill person who appears to be unresponsive.
7. Recognize the signs and symptoms of a heart attack, and describe appropriate first aid care for a person who is showing these signs and symptoms.
8. Describe the links in the Cardiac Chain of Survival.

9. Demonstrate CPR and use of an automated external defibrillator (AED) for a person who is in cardiac arrest.
10. Demonstrate first aid care for a person who is choking.
11. Recognize the signs and symptoms of shock, and describe appropriate first aid care for a person who is showing these signs and symptoms.

CMA FORGIVENESS (Phlebotomy Only)

CMA forgiveness will grant students that have previously taken the course a discounted price of 20% off of the full tuition of the class. Each forgiveness student must take 100% of the course and abide by all policies and procedures set in place by the instructor as well as the school.

If any student were to take advantage of this program they must provide one of the following:

1. Certificate of completion.
2. Letterhead letter or transcript must include:
 - Dates of enrollment
 - Completion date
 - Name of student
 - Courses taken
 - Final Grade

<u>ITEMIZED COST PER PROGRAM</u>								
	Lab Materials	Books	CPR	NHA Review	NHA Exam	SSF	Tuition	Total
PT	x	x		x		50	580	630
PME	x	x					200	200
CPR	x	x	x				65	65

<u>OTHER FEES</u>	<u>COST</u>
Late payment fee (1st occurrence)	5.00
Late payment fee (2 nd occurrence)	30.00
Late payment fee every day after 2 nd occurrence	5.00 Each day until payment up to date.
Final practical retake fee	50.00
Missed class Instructor 1 on 1 fee	25.00/hr

<u>KEY</u>	
NHA	National Healthcareer Association

SSF	Seat Security Fee
PT	Phlebotomy
PME	Paramedical Examiner
CPR	Cardiopulmonary Resuscitation

REFUND POLICY

If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. There is one (1) academic term for this program that is 60 clock hours in length. Refunds for tuition and refundable fees shall be made in accordance with following provisions as established by Ohio Administrative Code section 3332-1-10:

1. A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.
2. A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.
3. A student who starts class and withdraws after the academic term is 15% complete but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
4. A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
5. A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees

The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity.

BUSINESS PARTNERS

1. AMERICAN RED CROSS

- Approval through the America Red Cross gives Chance Medical Academy eligibility to teach and certify students in CPR AED First Aid Pediatric.

2. TUITION FINANCING COMPANY

- Financing company that gives Chance Medical Academy the Authorization to finance costs of programs at its entirety.

3. GI BILL

- Provides assistance with giving military spouses funding for school programs.

4. OHIO MEANS JOBS (WIA)

- Ohio Means Jobs (WIA) specializes in lowering the unemployment rate and if approved, the student will receive funding from WIA to apply towards their education and anything affiliated with the class attending i.e CPR, Career service workshop classes etc.

COMPLAINT OR GRIEVANCE PROCEDURE

All student complaints should be first directed to the school personnel involved. If 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 his/her satisfaction by the school, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio, 43215, Phone 614-466-2752; toll free 877-275-4219.