



CHANCE MEDICAL ACADEMY SCHOOL CATALOG

ALWAYS CARING.ALWAYS HERE!

THE FUTURE OF ADVANCED HEALTH AND EDUCATION!

Chance Medical Academy.5900 N. High St, Columbus, OH 43085

Registered with the Ohio State Board of Career Colleges and Schools: Registration NO 2160

Revised 5/4/2023

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>Credentials</u>
Erika Hawkes	Phlebotomy/MA Instructor	CPT, MA
Chris Bonner	Admissions	BS (Ohio State)
Whitney Burden	School Director	MSW, BA (Akron)
Kelly Smallwood	EKG Instructor	CPT, MA
Patricia Emond	Phlebotomy/MA Instructor	CPT, MA
Tanesha Owens	CPR Instructor	CPR/RN

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
- Day after New Years
- Martin Luther King Day
- Independence Day
- Memorial Day
- Juneteenth
- Mothers Day
- Labor Day
- Thanksgiving Day
- Day after thanksgiving
- Day before Thanksgiving
- Christmas Eve
- Christmas Day
- Day after Christmas Day
- Fathers Day

PHLEBOTOMY 2024 SCHEDULE

Program length:48 Clock Hours. This program is normally completed in 16 calendar days.

Dates	Times	Days	Length	Cost
8-3-2024	10am-1pm	Sat/Sun	8 Weeks	630
7-15-2024	6pm-9pm	T/TH	8 Weeks	630
9-3-2024	6pm-9pm	M/W	8 Weeks	630

Clinical Medical Assistant 2024 SCHEDULE

Program length:120 Clock Hours. This program is normally completed in 40 calendar days.

Dates	Times	Days	Length	Cost
8-3-2024	10am-1pm	Sat/Sun	20 Weeks	2050
5-28-2024	6pm-9pm	T/TH	20 Weeks	2050
9-3-2024	6pm-9pm	M/W	20 Weeks	2050

EKG WORKSHOP 2024 SCHEDULE

Program length:16 Clock Hours. This program is normally completed in 4 calendar days.

Dates	Times	Days	Length	Cost
TBD	10am-1pm	Sat/Sun	2 Weeks	250
TBD	6pm-9pm	T/TH	2 Weeks	250
TBD	6pm-9pm	M/W	2 Weeks	250

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. EKG TECHNICIAN WORKSHOP PROGRAM:

- 18+ years of age
- Current, government-issued photo I.D.

3. PARAMEDICAL EXAMINING:

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

4. CLINICAL MEDICAL ASSISTANT

- 18+ years of age
- High School Diploma
- 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

TO SUCCESSFULLY PASS THE 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. 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.

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 HEART ASSOCIATION 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: 48 Clock Hours (16 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.

CLINICAL MEDICAL ASSISTANT PROGRAM:

Program length: 120 Clock Hours (40 calendar days, or 5 months)

DESCRIPTION

Chance Medical Academy Clinical Medical Assistant course will educate students to perform basic laboratory tests, dispose of contaminated supplies, and sterilize medical instruments. They may have additional responsibilities, such as instructing patients about medications or special diets, preparing patients for x rays, removing stitches, drawing blood, ECGs, nutrition, psychology, medical terminology, pediatrics or changing dressings.

Chance Medical Academy's Medical Assistant Course includes 5 certificates:

1. Clinical Medical Assistant
2. Phlebotomy Technician
3. EKG (Workshop)
4. CPR (AHA)
5. Career Development (Workshop)

The Clinical Medical Assistant & Phlebotomy Technician courses are structured through the accredited National Healthcareer Association (NHA) and outline course work and materials given to prepare for the NHA Exams.

EKG TECHNICIAN PROGRAM:

Program length: 16 Clock Hours (4 calendar days)

DESCRIPTION

Electrocardiograph (EKG) technicians, also known as cardiography or electrocardiogram technicians, perform diagnostic tests to aid doctors in identifying and treating cardiovascular problems in patients. These tests help detect irregularities that may result in a heart attack or heart disease. The EKG Technician program is a comprehensive 16 clock hour course. The course will include important practice and background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, and electrocardiography and stress testing. Additionally, the students will practice with EKG equipment and perform hands on labs including introduction to the function and proper use of the EKG machine, normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices.

COURSE CONTENT AREAS INCLUDE:

1. Check the heart's electrical activity.
2. Find the cause of unexplained chest pain, which could be caused by a heart attack, pericarditis (an inflammation of the sac surrounding the heart), or angina.
3. Find the cause of symptoms of heart disease, such as shortness of breath, dizziness, fainting, or rapid, irregular heartbeats (palpitations).
4. Find out if the walls of the heart chambers are too thick (hypertrophied).
5. Check how well medicines are working and whether they are causing side effects that affect the heart.
6. Check how well mechanical devices that are implanted in the heart, such as pacemakers, are working to control a normal heartbeat.
7. Check the health of the heart when other diseases or conditions are present, such as high blood pressure, high cholesterol, cigarette smoking, diabetes, or a family history of early heart disease.

AMERICAN HEART ASSOCIATION CPR/AED AND FIRST AID TRAINING

Program Length: 4 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.

ITEMIZED COST PER PROGRAM								
	Lab Materials	Books	CPR	NHA Review	NHA Exam	RF	Tuition	Total
PT	x	x		x		50	580	630
PME	x	x					200	200
CPR	x	x	x				65	65
EKG	x	x		x		50	570	620
CMA	x	x	x	x		50	2000	2050

OTHER FEES	COST
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
RF	Registration Fee
PT	Phlebotomy
PME	Paramedical Examiner
CPR	Cardiopulmonary Resuscitation
EKG	Electrocardiogram
CMA	Clinical Medical Assistant

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 a certain amount of 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 HEART ASSOCIATION

- Approval through the America Heart Association 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.