

Petra College, Inc. Annual Academic Catalog

2023-2024

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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.**'s facilities include a standalone one story building that one classroom, administrative office, student services, computer lab, and restrooms.

**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.

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## **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.

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## **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 course 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 to receive certification as a

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Medical Assistant.

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

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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)
- 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. School obtains information from the student necessary to complete personal criminal background check.
2. Student pays \$45.00 (cash) for the cost of the criminal background check. A 3% additional processing fee is charged for debit or credit card transactions.
3. The school schedules a student orientation upon the successful completion of the criminal background check.
4. Student can complete the application either online or in person.
5. Administration interviews student and provides overview of program instruction, enrollment requirements, details student usage of school's multimedia services, educational materials, and reviews admission and registration policies.
6. Student must pay enrollment fee and complete the enrollment packet.
7. 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.
8. Student attends Orientation.
9. First day of class and first payment due.

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## 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.
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. If a student is terminated, the student can follow the same re-entry procedures as the student who has dropped out.
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 exempts 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.

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9. Petra College will run a sex offender search. If the results are unfavorable, it will go under further review.
10. It is the responsibility of the enrollee, to share their specified disability upon enrollment. Once disability is noted, Petra College will accommodate specified disability. The College serves persons on equally priority basis. Admissions to all programs is made without regard to race, religion, national origin, sexual orientation, gender, or qualifying 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 does not 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. Students 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. Tardiness without a legitimate reason on more than *three different occasions will be considered an unexcused absence*. **All 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.) Note: *This attendance rule is most applicable to our medical assistant program; but still applies to all programs*.

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 prior to admissions. This is completed by the school.

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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.**

### **Petra College's Policy on Transfers**

Petra College does not allow students to transfer clock hours within the institution between curriculums. Petra College also does not allow students to transfer clock hours earned from another institution to a Petra College curriculum.

### **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. *CNA students must attend all classes per the scheduled date and time.* 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. *In addition, when a student is placed in clinical and said student is dismissed from clinical for any reason(s), it is not responsibility of the school to locate another clinical site.*

### **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. *In addition, when a student is placed in clinical and said student is dismissed from clinical for any reason(s), it is not responsibility of the school to locate another clinical site.*

### **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. *In addition, when a student is placed in clinical and said student is dismissed from clinical for any reason(s), it is not responsibility of the school to locate another clinical site.*

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## **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 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](http://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.**

## **TRANSCRIPT POLICY**

### **Transcript Request**

An official transcript is a comprehensive record of a student's academic progress. Students who have attended Petra College are entitled to an official transcript of the work they have completed, provided they have no outstanding financial obligations on their student account with Petra College.

### **How to Request a Transcript**

The Administration Office processes all official transcript requests. Petra College does not charge a fee for official transcripts. However, students with outstanding financial obligations or other outstanding holds that prevent the release of their

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academic record have the responsibility to clear transcript holds in order to obtain their official academic record.

Students and completers will complete the Transcript Request Form available on Petra College's website or available in the Administration Office during operating hours.

#### **Postal Mail Delivery:**

- Mail delivery is available through the United States Postal Service.
- Please note that mail processing times at other destinations (including other colleges) can vary widely and are outside the control of Petra College.
- We recommend that requestors estimate an additional mailing/delivery time frame of at least 5-7 business days when ordering an official transcript to be sent to a domestic mailing address.
- Express mail services are not available, and transcripts cannot be faxed.

#### **Office Pick-Up:**

- Students and completers may pick up official transcripts from the Administration Office during operating hours.
- Transcripts will be available within 2-3 business days for pick up.

## **REFUND POLICY**

### **Automatic Refund Policy**

To facilitate the refund policy in a consistent and fair manner, it is 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 the following procedure:

#### **Procedure**

- (1) Petra College's Refund Policy is published both here in the School Catalogue and separately in the Enrollment Agreement.
- (2) Refunds are made when a student withdraws, or is dismissed, or is determined to be an unofficial withdrawal.
- (3) Refunds shall be made within thirty (30) days from the day the student withdraws, or is dismissed, or is determined to be an unofficial withdrawal.
- (4) All monies paid by a student shall be refunded if requested within

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three (3) business days after signing the Enrollment Agreement and making an initial payment.

- (5) If tuition or fees are collected in advance of entrance, and if the student does not begin classes, Petra College cannot retain more than a \$150 registration fee. Appropriate refunds shall be made within thirty (30) days of the start of the course.
- (6) Petra College must meet the minimum requirements set by the Louisiana Board of Regents.
- (7) Refunds are automatic.

## **Policy**

### **Automatic Refund Policy:**

Petra College reviews accounts and processes refunds for eligible students. The process begins the first week of class for a program less than 300 clock hours and during the first two weeks of class for programs more than 300 clock hours. A student maybe eligible to receive a refund from the date the institution terminates a student, or the institution determines withdrawal of a student. The executive assistant will complete "Refund/Automatic Request Form."

### **Three-Business-Day Cancellation:**

All monies paid by a student shall be refunded if requested within three business days after signing an enrollment agreement and making an initial payment.

### **Cancellation After the Three-Business-Day Cancellation Period but Before Commencement of Classes by the Student:**

If tuition or fees are collected in advance of entrance, and if the student does not begin classes, not more than a \$150 registration fee shall be retained by the institution. Appropriate refunds shall be made within 30 days of the start of the quarter, term, or semester.

### **For Programs Less Than 300 Clock Hours. the Withdrawal After Commencement of Classes Refund Policy Shall Be:**

- (1) After a student has completed less than 15% of the program, the institution shall refund at least 80% of the tuition, less the registration fee, thereafter.
  - i. **Nursing Assistant** - Student who are absent 2 days shall be entitled to a refund at least 80% of the tuition, less the registration fee.

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- ii. **Phlebotomy** – Student who are absent 4 days shall be entitled to a refund at least 80% of the tuition, less the registration fee.
- (2) After a student has completed less than 25% of the program, the institution shall refund at least 70% of the tuition, less the registration fee, thereafter.
  - i. **Nursing Assistant** - Student who are absent 4 days shall be entitled to a refund at least 70% of the tuition, less the registration fee.
  - ii. **Phlebotomy** – Student who are absent 7 days shall be entitled to a refund at least 70% of the tuition, less the registration fee.
- (3) After a student has completed one fourth, but less than one half of the program, the institution shall refund at least 45% of the tuition, less the registration fee, thereafter.
  - i. **Nursing Assistant** - Student who are absent between 5 and 6 days shall be entitled to a refund at least 45% of the tuition, less the registration fee.
  - ii. **Phlebotomy** – Student who are absent between 8 and 12 days shall be entitled to a refund at least 45% of the tuition, less the registration fee.
- (4) After a student has completed one half or more of the program, the institution may retain 100% of the stated course price.
  - i. **Nursing Assistant** - Student who complete 7 days are not entitled to a refund.
  - ii. **Phlebotomy** – Student who complete 13 days are not entitled to a refund.

Any unused portion of the book fee will be refunded.

**For Programs 300 Clock Hours or Longer, the Withdrawal After Commencement of Classes Refund Policy Shall Be:**

- (1) During the first week of the program, the institution shall refund at least 90% of the tuition, less the registration fee, thereafter.
  - i. **Medical Assistant** - Student who withdraws, or is dismissed, or is determined to be an unofficial withdrawal during the first week of the program shall be entitled to a refund 90% of the tuition, less the registration fee.
- (2) During the next three weeks of the program, the institution shall

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refund at least 75% of the tuition, less the registration fee, thereafter.

- i. **Medical Assistant** - Student who withdraws, or is dismissed, or is determined to be an unofficial withdrawal during next three weeks of the program shall be entitled to a refund 75% of the tuition, less the registration fee.
- (3) During the first 25% of the program, the institution shall refund at least 55% of the tuition, less the registration fee, thereafter.
  - i. **Medical Assistant** - Student who withdraws, or is dismissed, or is determined to be an unofficial withdrawal during the first 25% of the program shall be entitled to a refund 55% of the tuition, less the registration fee.
- (4) During the second 25% of the program, the institution shall refund at least 30% of the tuition, less the registration fee, thereafter.
  - i. **Medical Assistant** - Student who withdraws, or is dismissed, or is determined to be an unofficial withdrawal during the second 25% of the program shall be entitled to a refund 30% of the tuition, less the registration fee.
- (5) During the third and fourth 25% of the program, the institution shall retain 100% of the stated course price.
  - i. **Medical Assistant** - Student who withdraws, or is dismissed, or is determined to be an unofficial withdrawal during the third and fourth 25% of the program shall not be entitled to a refund.

Any unused portion of the book fee will be refunded.

## Payments

### Tuition

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

- CNA: \$600 due on or before the first day of class and the remaining balance of \$600 is due three weeks later.
- Phlebotomy: \$1080 on or before the first day of class and the remaining balance of \$1080 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 \$635.00 per month for 7 months.

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All balances must be made before students report to clinical. The student must pay his/her monthly payment on or before the 15<sup>th</sup> 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](http://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"><li>• Use of drugs and alcohol during school hours</li></ul>	<ul style="list-style-type: none"><li>• Disobedience</li></ul>
<ul style="list-style-type: none"><li>• Disruption of classes</li></ul>	<ul style="list-style-type: none"><li>• Defiance of rules of safety</li></ul>
<ul style="list-style-type: none"><li>• Dishonesty</li></ul>	<ul style="list-style-type: none"><li>• Defiance of policies and procedures</li></ul>
<ul style="list-style-type: none"><li>• Use of profanity</li></ul>	<ul style="list-style-type: none"><li>• Excessive tardiness</li></ul>

### **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

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Academic development under seventy percent (70%) – student must maintain 70 % or higher collectively.

Failure to maintain the attendance policies- Petra College expects perfect attendance of each student. Students are responsible for notifying the course Instructor or administration when they are absent or tardy.

Failure to obey policies against use of alcohol and drugs -Drug use and alcohol strictly prohibited. At the school discretion we will do a random drug test. If student has a positive drug test, this is immediate termination from program. **Note: Termination is on a case-by-case basis.**

Intentionally disrupting class activities/Instructor - Disruptive behavior includes any activity that interferes with or creates a negative or dangerous learning environment. This includes talking in side-conversations during lecture and any behaviors disrupting the learning of other students. **Cell phones must not be used while in class, practice laboratory, or clinical setting. While in the classroom or in clinical settings, cell phones will be turned off.**

Intentional dishonesty/Cheating -Plagiarism, whether intentional or accidental, is the act of using another person's ideas, information, or words (phrases, sentences, paragraphs, essays, etc.) and presenting them as your own. Whether you quote word for word, paraphrase, or summarize material, you must still give credit to the source using standard documentation.

Five (5) business days of non-tuition payment to school- if student do not pay the remaining balance of the tuition within the first 5 days of the payment is due without having a payment will result in termination.

Petra college offers a payment plan. First payment is expected on or before the first day of class. After 5 days of nonpayment the student will be contacted for payment and charged a \$50 late fee. Second payment is due 4 weeks (Phlebotomy), 3 weeks(CNA), monthly (ma) after the start date of class. After 5 days of nonpayment the student will be contacted for payment and charged for \$50 late fee.

### **Clinical Discharge/Termination**

Once Petra College places a student in a clinical site and said student action(s) forces removal for any reason; it is not the responsibility of the school, to locate an additional clinical site. In some instances, clinical maybe extended beyond the clinical assigned time clinical time. In the event this occurs, student must remain at stated site until all hours and clinical skills are completed.

### **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.

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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.**

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**

*All students are required to purchase their school uniform from Petra College.* Students must adhere to the following dress code for class and clinical:

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- Short to medium fingernails
- Tennis shoes or crocs only. Flip-flops are not permitted
- Socks (Black or white only)
- Scrubs (Provided by school see colors below)
- 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.
- *Medical assistant colors are navy.*
- *Phlebotomy uniform colors are white*
- *CNA uniforms are burgundy.*

#### **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.

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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
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<ul style="list-style-type: none"> <li>• Martin Luther King Jr. Day</li> </ul>	<ul style="list-style-type: none"> <li>• Spring Break (First 2 days)</li> </ul>
<ul style="list-style-type: none"> <li>• Memorial Day</li> </ul>	<ul style="list-style-type: none"> <li>• Independence Day</li> </ul>
<ul style="list-style-type: none"> <li>• Labor Day</li> <li>• Juneteenth</li> </ul>	<ul style="list-style-type: none"> <li>• Thanksgiving Day</li> <li>• Friday after Thanksgiving Day</li> </ul>
<ul style="list-style-type: none"> <li>• Christmas Eve and Day</li> </ul>	

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**

**Complaints and Concerns**

A formal complaint is a request for the resolution of a problem, conflict, concern, or issue that negatively impacts a student or students. Student formal complaints may include (but are not limited to) issues regarding classroom instruction, college policies, procedures, services, and offices. To submit a formal complaint, each student must complete the Student/Faculty/Staff Grievance Form.

**Informal Resolution**

Students are strongly encouraged to resolve any concern by talking with the staff member/administrator, if necessary, in an attempt to come to a resolution prior to resorting to filing a formal complaint.

**Grade Appeals**

The formal complaint process is not for grade appeals. Should a student wish to contest a grade earned in a class, procedures are available in Petra College online catalog.

**Formal Complaint Process**

Petra College encourages resolution of formal complaints in an atmosphere of mutual respect. Any form of retaliation for bringing forward a formal complaint will not be tolerated. The formal complaint process applies to all students and should be followed in all cases when informal resolution is not sufficient to resolve the issue.

Though anonymous formal complaints are permitted, doing so may limit the College’s ability to investigate and respond to a formal complaint. Information

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concerning the nature, scope, evaluation, and resolution of formal complaints shall be confidential to the greatest extent possible and will be shared only with those persons who need to know.

A formal complaint is a request for the resolution of a problem, conflict, concern or issue that negatively impacts a student(s). Student formal complaints may include (but are not limited to) issues regarding classroom instruction, college policies, procedures, services, and offices. Formal complaints must be filed using Student/Faculty/Staff Grievance Form.

Formal complaints that involve discrimination and sexual/sexual harassment are addressed under Title IX and are handled separately from the processes described below. Should you wish to report a Title IX related incident, please contact President, Regina Gordon at 985-318-7880.

Formal complaints involving grades where the final course grade is disputed and/or the student believes that the final grade is not indicative of his/her academic performance are addressed by the grade appeal process which is described in detail in the College Catalog. When a satisfactory resolution of the 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

## **Filing a Formal Complaint – Non-Faculty Related**

### **A. Informal Resolution**

Students are strongly encouraged to resolve any concern by talking with the staff member/administrator. Prompt reporting of all formal complaints is critical and necessary as it is often difficult to trace the facts of an incident or incidents long after they have occurred. Students are advised that a formal complaint will be most effectively addressed if the formal complaint is brought forward within sixty (60) College business days of the alleged incident. Students must complete each step in the process before proceeding to the next one.

### **B. Filing a Formal complaint**

A formal complaint is a request for assistance with a problem, conflict, concern, or issue that negatively impacts students that could not be addressed by informal resolution with the staff member/administrator. Formal complaints must be filed using Student/Faculty/Staff Grievance Form. Though anonymous formal complaints

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are permitted, doing so may limit the College's ability to investigate and respond to a formal complaint. Formal students' complaints will be forwarded to the appropriate administrator responsible for the individual, process or department involved.

Documentation of the formal complaint should include:

- A detailed description of the issue and negative impact
- The date, time, and place of the event(s) pertaining to the formal complaint
- The name and contact information for any witnesses with knowledge of the formal complaint or subject of the formal complaint.
- Specific details regarding the instance(s) of non-compliance with the policy or procedure applicable.
- A proposed solution or action.

If the formal complaint is not a violation of policy, law or standard practice guideline, the president will assist the complainant in resolving the issue with the appropriate college resource, employee or employee group (i.e. human resources and campus designated contact person).

If the formal complaint demonstrates a violation, or potential violation of policy or standard practice guideline, the president will begin a formal resolution process. This process could include investigation and/or coordination with appropriate College contacts.

### **C. Appeal/Due Process**

The student may appeal to the president within five (5) College business days of the completion of the formal resolution. The president will review appeal documentation submitted by the student and the documentation produced by the area level administrator's investigation and communicate an appeal decision within five (5) College business days of receipt of the student's appeal. The appealed formal complaint decision is not subject to further appeals.

## **Faculty-Related Formal complaints - Non-Grade Related**

### **A. Initial Formal complaint/Informal Resolution**

The student should discuss the formal complaint with the faculty member, or the faculty member's supervisor. Should resolution not be reached, the student may file a formal complaint against the faculty member. Formal complaints must be filed using Student/Faculty/Staff Grievance Form. Prompt reporting of all formal complaints is critical and necessary as it is often difficult to trace the facts of an incident or incidents long after they have occurred. Students are advised that a formal complaint will be most effectively addressed if the concern or formal complaint is brought forward within sixty (60) College business days of the alleged incident.

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When discussing formal complaints with an instructor it is most effective to arrange a time when the instructor is available for a confidential conversation. It is important to note that breaks in a faculty member's instructional service time may affect the resolution timeline (holidays). If the student does not agree with the initial discussion and suggested resolution, the student may file a formal complaint against the faculty member. Any formal complaint must refer to actions of the Faculty member within the scope of his/her employment. A grade change request based strictly upon academic considerations shall not be considered a formal complaint against a Faculty member.

### **B. Formal complaint against a Faculty Member**

Formal complaints must be filed using Student/Faculty/Staff Grievance Form. The formal complaint must be filed within ten (10) College business days from the date of the initial formal complaint). The formal complaint should be addressed to the president. The program lead will have fifteen (15) College business days to investigate and respond to the student's formal complaint. The investigation shall include the faculty member, the student and/or any other person who has first-hand knowledge of the subject of the complaint. During the investigation, the president shall meet separately with:

- The student who may, if desired, have an advisor present; and
- The faculty member and
- Any additional parties involved.
- During the program lead's investigation, he/she shall meet separately with the different parties who may, if they desire, have an advisor with them.
- The program lead may address the formal complaint in one of the following ways:
  - Offer a resolution to the formal complaint.
  - Dismiss the formal complaint.
  - Take appropriate action which may include training, counseling or corrective action with one or more parties to the formal complaint.

### **C. Appeal**

The student may appeal to the president within five (5) College business days. The president will review appeal documentation submitted by the student and the documentation produced by the program lead's investigation and communicate an appeal decision within five (5) College business days of receipt of the student's appeal. The appeal decision is sent to the program lead and the student. The appealed formal complaint decision is not subject to further appeals.

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## **Due Process Procedures**

### **Hearing Procedures**

Within ten college working days of receipt of the program lead's decision the student shall be entitled to a hearing. The student must submit the request for a hearing in writing within ten days to the President. The request will be forwarded to a hearing committee appointed by the President composed of an administrator, a student, and a faculty member who will review all the testimony and render a decision within ten college working days of the committee's receipt of the request. The student shall be entitled to:

- A meeting before the hearing committee.
- At least two days before the hearing, a written statement of the charges and proposed disciplinary action will be provided.
- At least two days before the hearing, the names of witnesses who will testify.
- At least two days before the hearing, an opportunity to inspect any affidavits or exhibits the College intends to submit at the hearing.
- The right to be represented by counsel at their expense.
- The opportunity to present the student's own version of the facts, by personal statements as well as affidavits and witnesses.
- The right to hear evidence against the student and question adverse witnesses.
- The right, at the student's own expense, to make a record of the hearing.
- A written statement of the hearing committee findings will be furnished to the student not more than ten college working days following the meeting.
- The right to appeal the decision to the President by making a request in writing within ten college working days of the issuance of the decision of the hearing committee.
- The student will be notified in writing of the hearing committee's decision within ten working days of the said decision. Upon completion of the hearing, the committee may deny the request, change a finding of guilty to a finding of innocent, or modify the penalty. The committee's findings will be submitted to the President for review and appropriate action.

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## 2023 Tentative Course Schedule

### CNA

* Anticipated Start Date January 2023 - Anticipated End Date March 2023	* Anticipated Start Date March 2023 - Anticipated End Date May 2023	* Anticipated Start Date May 2023 - Anticipated End Date July 2023
* Anticipated Start Date July 2023 - Anticipated End Date September 2023	* Anticipated Start Date September 2023 - Anticipated End Date October 2023	

### Phlebotomy

* Anticipated Start Date February 2023 - Anticipated End Date April 2023	* Anticipated Start Date April 2023 - Anticipated End Date June 2023	* Anticipated Start Date July 2023 - Anticipated End Date September 2022
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### Medical Assistant

* Anticipated Start Date October 2022 - Anticipated End Date June 2023	* Anticipated Start Date October April or May 2023 - Anticipated End Date Dec 2023 or Jan 2024
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**\* Dates subject to change in the event of unforeseen occurrences.**

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## Medical Assistant Objectives

- 1) Apply educational background and time management skills to provide quality assistance to both physicians and patients.
- 2) Developing and practicing good communication skills.
- 3) With respect to the healthcare profession, the medical assistant should be dedicated to providing competent support with compassion and respect for all humans, regardless of gender, nationality, or disability.
- 4) Upon completion of the medical assistant course the professional will be able to exercise independent professional judgement when performing clinical assessments, evaluations, or interpretations within their scope of practice.
- 5) Interview patients to obtain medical information and measure their vital signs, weight and height. Prepare treatment rooms for patient examinations, keeping the rooms neat and clean.

## 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.

This course is also taught as a hybrid, meaning it consists of in-person meetings and online student engagement. Additionally, the instructor philosophically subscribes to transformative teaching pedagogy that is intended to impart not only content knowledge and skill but, also delivers on behavioral transformations which aim to create independent, self-directed, self-motivated learners who are capable of critiquing and directing their own work; who are open to alternative viewpoints; and who have strongly developed higher order thinking skills that will expand leadership and cognitive capacities. Assignments provide real-world simulations designed to hone high-inference skill sets, cultivate a growth mindset and elevate the emotional intellect of students. . Students are expected to be fully attentive and present in the room while lectures are taking place. Distractions should be minimized during lectures. The learning platform for hybrid is Canvas. Absent students are responsible for getting lecture notes from peers or once posted on Canvas.

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 hours are 210 clock hours. Time/hours will be provided by clinical site.
- Petra College's Medical Assistant program is 918 clock hours with a

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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 for in person and hybrid

	Medical Assistant Program	Lecture Hours	Lab Hours	Total Hours	Hybrid
MEDA-100	Medical Professional Issues	22	26	48	√
MEDA-110	Insurance Billing and Coding	21	37	58	√
MEDA-128	Phlebotomy Essentials	21	27	48	
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 and Fire Safety in the Medical Office	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	√

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MEDA-255	Patient Care II	21	27	48	√
MEDA-275	Medical Assistant Externship			210	
<b>Total Credits:</b>		<b>325</b>	<b>383</b>	<b>918</b>	

Description of **Medical Assistant Hybrid 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 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 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

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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 introduces 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 and Fire Safety in the Medical Office. (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 and to learn fire safety issues in the work environment.

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**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:

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Desirable characteristics include empathy, tact and effective communication skills. Successful medical assistants can accept responsibility and work with people, often in

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

stressful situations, and are accurate when working with details and records.

**Medical Assistant Program Fee Schedule**

<b>Fee Schedule</b>	<b>Student Cost</b>
<b>Tuition and Workbooks</b>	<b>\$5000</b>
<b>MA PROGRAM TOTAL</b>	<b>\$5000</b>
<b>**NAHP Study Guide</b>	<b>\$20</b>
<b>**NAHP Test</b>	<b>\$75</b>
<b>**Setting Fee</b>	<b>\$25</b>
<b>**Graduation</b>	<b>\$60</b>
<b>**Enrollment Fee</b>	<b>\$150</b>
<b>**Background Check</b>	<b>\$45</b>
<b>**Drug Screen</b>	<b>\$50</b>
<b>**TB Test</b>	<b>\$20</b>

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<b>MA Total Costs</b>	<b>\$5545</b>
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**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 Objectives**

- 1) To have a thorough understanding of both anatomy and venipuncture techniques.
- 2) Assist students in developing professional attitudes and ethics.
- 3) Collect and process blood specimens in a safe manner and according to laboratory protocol.
- 4) Demonstrate knowledge of infection control and safety.
- 5) Demonstrate basic understanding of the anatomy and physiology of body systems.
- 6) Match laboratory requisition forms to specimen tubes.
- 7) Organize or clean blood drawing trays, ensuring that all instruments are sterile and all needles, syringes, or related items of first-time use.

**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.

This course is also taught as a hybrid, meaning it consists of in-person meetings and online student engagement. Additionally, the instructor philosophically subscribes to transformative teaching pedagogy that is intended to impart not only content knowledge and skill but, also

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delivers on behavioral transformations which aim to create independent, self-directed, self-motivated learners who are capable of critiquing and directing their own work; who are open to alternative viewpoints; and who have strongly developed higher order thinking skills that will expand leadership and cognitive capacities. Assignments provide real-world simulations designed to hone high-inference skill sets, cultivate a growth mindset and elevate the emotional intellect of students. . Students are expected to be fully attentive and present in the room while lectures are taking place. Distractions should be minimized during lectures. The learning platform for hybrid is Canvas. Absent students are responsible for getting lecture notes from peers or once posted on Canvas.

### **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](http://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 in person and hybrid**

	<b>Phlebotomy Program</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Total Hours</b>	<b>Hybrid</b>

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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	
<b>Total Credits:</b>		41	21	110	

Description of **Phlebotomy** Courses

**PHLE-110. The Healthcare Setting. (3 Lecture Hours and 0 Lab Hours.)** This Effective January 23, 2023

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.

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**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 coursed 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 of Phlebotomy Curriculum**

Successful competition 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

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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. Encountering 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 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**

<b>Fee Schedule</b>	<b>Student Cost</b>
<b>Tuition/Workbook</b>	<b>\$2160</b>
<b>PHLEBOTOMY PROGRAM TOTAL:</b>	<b>\$2160</b>
<b>**NAHP Study Guide</b>	<b>\$20</b>
<b>**NAHP Test</b>	<b>\$75</b>
<b>**Sitting Fee</b>	<b>\$25</b>
<b>**LSBME Licensure</b>	<b>\$40</b>
<b>**Graduation Costs</b>	<b>\$60</b>
<b>**Enrollment Fee</b>	<b>\$150</b>
<b>**Uniforms**</b>	<b>\$40</b>
<b>**Background Check</b>	<b>\$45</b>
<b>**Drug Screen</b>	<b>\$50</b>
<b>**TB Test</b>	<b>\$20</b>

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<b>Phlebotomy Total Cost</b>	<b>\$2685</b>

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## Nursing Assistant Objectives

- 1) Assisting persons with activities of daily living.
- 2) Observing and reporting changes in resident status.
- 3) Demonstrate knowledge of safety and accident prevention.
- 4) Knowledge and understanding of infection prevention.
- 5) Diet and Nutrition in an elderly resident.

### Nursing Assistant Curriculum Guide and Course Descriptions

**7 Weeks / 80 Clock Hours/or weeks may vary**

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 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
<b>I. Communication and Interpersonal Skills</b>			
a. Expectations of Certified Nurse Aides (CNAs)	2	0	0
b. Communication			
c. Documentation Principles and Procedures			
<b>II. Infection Control</b>			
a. Prevention and Control of Infection			
b. The Aging Process and Disease Management	5	4	0

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<b>III. Safety and Emergency Procedures</b> a. Cardiopulmonary Resuscitation Training b. Learning to Position and Move Correctly c. Emergency Care & Fire Safety	4	4	0
<b>V. Resident's Rights and Promoting Resident's Rights</b> 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
<b>VI. Mental Health and Social Service Needs</b> a. The Role of the Family b. Work Environments and Resident Population c. End of Life	2	0	0
<b>VII. Personal Care</b> a. Personal Injury Prevention and Protection b. Pain Management, Sleep and Comfort c. Restorative Activities	5	5	0
<b>VIII. Basic Nursing Services</b> a. Gathering Information b. The Importance of Creating a Home Assisting with Nutrition c. Assisting with Elimination d. Maintaining and improving Skin Integrity	4	3	0

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<b>IX. Clinical Orientation Hours shall include but are not limited to:</b> 1. An explanation of the facility’s organizational structure; 2. The facility’s policies and procedures; 3. Discussion of the facility’s philosophy of care; 4. Description of the resident population; 5. Employee rules; and 6. What constitutes abuse, neglect, and misappropriation, including the consequences imposed if found guilty of such.	0	0	4
<b>Clinical Hours</b>	0	0	40
<b>Total Clock Hours</b>	24	16	40
<b>Clinical Orientation Hours</b>	0	0	4

**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
- d. Fire Safety

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

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- 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. *In addition, when a student is placed in clinical and said student is dismissed from clinical for any reason(s), it is not responsibility of the school to locate another clinical site.*

**Program Learning Outcomes**

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**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.

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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.
37. Discuss fire safety and explain the RACE and PASS acronyms.

Desirable characteristics include empathy, tact, and effective communication skills. Successful medical assistants can 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

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23	1/23	1/10	See Fee Schedule	Certificate
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Total Classroom/Lab Hours 40  
Total Clinical Hours 40  
Total Course Hours 80

### NA Program Fee Schedule

Tuition/Workbook	\$1200
<b>CNA PROGRAM TOTAL:</b>	<b>\$1200</b>
<b>**Uniform</b>	<b>\$60</b>
<b>**Prometric</b>	<b>\$125</b>
<b>**Graduation</b>	<b>\$60</b>
<b>Enrollment Fee</b>	<b>\$150</b>
<b>** Background Check</b>	<b>\$45</b>
<b>**Drug Screen</b>	<b>\$50</b>
<b>**TB Test</b>	<b>\$20</b>
<b>NA Total Coast</b>	<b>\$1690.00</b>

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## **Faculty**

Tamarva Fultz, R.N. - Certified Nursing Assistant Coordinator. Bachelor of Science, Southeastern Louisiana University, Hammond, Louisiana.

Kathy Abrams, R.N. - Certified Nursing Assistant Instructor. Associate of Nursing, Southwest Community College, Summit, Mississippi.

JoAnn Mack, - Medical Assistant Instructor. Licensed Practical Nurse, Louisiana Technical College, Slidell, Louisiana.

Yashika Jones, - Medical Assistant Instructor. Licensed Practical Nurse, Delta College, Slidell, Louisiana.

Rasha Showers, - Medical Assistant Instructor. NRCMA, Petra College, Hammond, Louisiana.

Treva Taylor, - Medical Assistant Instructor. Licensed Practical Nurse, Delta College.

Rosiland Patterson, Phlebotomy Instructor. State CLS Laboratory Assistant, Ochsner Hospital, New Orleans, Louisiana.

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