



Your Gateway to a New Beginning

# REGAN CAREER INSTITUTE

## CATALOG 2011-2012



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***<http://www.regancareer.com>***

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# **Introduction**

## **History and Educational Philosophy**

Regan Career Institute, a private medical school, was founded in 2004. The institution is located in Monterey Park, California, approximately 10 miles away from Downtown Los Angeles. RCI is committed to helping men and women develop the skills and knowledge to pursue a variety of careers in the medical field. Programs offered at RCI blend traditional academic content with applied learning concepts in a classroom and lab environment.

Regan Career Institute offers courses in Phlebotomy, Electrocardiograph (ECG/EKG), IV Therapy & Blood Withdrawal, Cardiopulmonary Resuscitation Certification (CPR), and Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), Medical Assistant, Certified Nurse Assistant, and Licensed Vocational Nursing. Instruction is offered in a traditional classroom by highly trained experienced faculty. The classroom and externship training is presented in a lively, active format combining lecture supported by hands-on training.

## **Mission**

RCI strives to provide students with superior training and the best possible education to successfully pursue a career in Phlebotomy and other healthcare professions. RCI aims to prepare students for careers in hospitals, medical facilities, and doctors' offices through current and pertinent course content and is committed to offering a comprehensive curriculum in a safe, friendly and accessible environment.

## **Objectives**

We recognize the necessity to adapt to the changing educational needs of the Regan Career Institute's communities and to the growing diversity among students. The quality of the educational experience is to be judged by its value to students and communities, not merely by quantitative appeal. We further recognize that academic freedom is essential to excellence in education.

Regan Career Institute partners with all sectors of the community to ensure that our programs are relevant, provide service-learning opportunities, and develop leadership that strengthens urban communities. Technical Schools in general should be accessible to all individuals who have the capacity and motivation to profit from Technical Training and Education.

## **Functions of Regan Career Institute**

We provide medical related technical educational training to students looking to improve their lives through more rewarding jobs and opportunities in the Healthcare field. To this end we proudly offer the following programs mentioned later in this document.

## Standards and Code of Ethics

Regan Career Institute subscribes to the following Standards and Code of Ethics in working with the general public, business and industry, students, educational institutions, state licensing boards, state agencies, state legislature and federal agencies.

1. To maintain and encourage high ethical standards in all relationships, assuring that no school denies admission to any student on the basis of race, color, creed, sex or national origin.
2. To cooperate fully with business and industry in determining the needs of companies within its fields of education and to maintain high standards of education in order to provide well trained graduates for the ever-changing needs of business.
3. To adhere to ethical and truthful programs of advertising and public relations in gaining recognition for private schools as being vital and important forces in the community, state and nation.
4. To maintain high standards of conduct in dealing with students in all areas, with particular emphasis on all aspects of recruitment, education and placement assistance.
5. To not knowingly, influence any student to neither leave another educational institution, nor encourage a person to change plans after signing an enrollment application of another school. All students must receive, read and understand Catalog plus School Performance Fact Sheets of programs which the student is interested in prior to being asked to complete the Enrollment application.
6. To protect the image of the entire private school field by not discrediting other schools by imputing to them dishonorable conduct, inability to perform contracts, or make other negative representations concerning the character, nature, quality, value or scope of their courses of instructions.
7. To provide each student with a printed school catalog containing detailed course outlines and an enrollment agreement for diploma programs setting forth the terms and conditions of enrollment and the obligations of both the students and the school as well as a current School Performance Fact sheet of all programs the student is interested in attending. The school will provide testing and counseling for students, as well as periodic grade reports. Regan Career Institute shall maintain a fair and equitable refund and cancellation policy.
8. To provide quality training which helps to prepare students for future employment, but to make no promise, claim or guarantee of employment.

9. To fully cooperate with the Bureau for Private Postsecondary Education for the State of California to make an investigation of any written complaint leveled against our institution of individual concerning alleged irregularities or unethical practices on the part of the institution or its representatives.
10. To vigorously uphold the highest standards of ethics, competency and professionalism in dealing with the public, business and industry and all other educational institutions while always remembering that the student's education and welfare and of paramount importance, above and beyond all other considerations.
11. To assure that the instructors and staff are of good character, are mature and possess a professional attitude, making sure that each applicant for enrollment is fully informed about the program desired and what the program can be expected to accomplish and that the applicant is reasonably qualified to enter the program.
12. To always strive to do more for the student that is stated or required by the school catalog or any agency or organization.

### **Approvals**

Regan Career Institute is a private institution and is approved by the Bureau for Private Postsecondary Education (BPPE) in the State of California. Approved means we are regulated and abide by the standards established by the BPPE.

The school and its programs are also approved by the National Healthcareer Association, National Center for Competency Testing, and the American Society of Phlebotomy Technicians.

## **Brief Summary of Programs**

### **Phlebotomy Program**

RCI provides an 80-hour Phlebotomy course composed of a 40-hour lecture and a 40-hour clinical externship. The hours will allow students to complete the state mandated 50 venipunctures and 10 skin punctures prior to licensing. The course is designed to prepare the student to become a certified phlebotomist within the state of CA after successful test completion. Completion of RCI's Phlebotomy Training course will provide you with the skills for employment as a Certified Phlebotomy Technician. Phlebotomists are health care professionals who are trained to collect blood specimens from patients by venipunctures and micro-collection techniques. Phlebotomists are constantly in great demand by clinical laboratories, health centers, hospitals and doctor's offices.

### **Electrocardiograph Technician**

The EKG/ECG program is a 50-hour 12-lead EKG certification course. The course is designed to be completed by the entry level student or technician to become a certified EKG tech after completing requirements and taking the certification test given by the National Phlebotomy Association Certification of EKG Technology. This course prepares each technician to properly conduct 12-lead EKG tests for any laboratory, hospital, or doctor's offices.

### **Licensed Vocational Nurse Continual Education Course**

The LVN Continuation Education course is a 40-hour advanced IV and Blood Drawing course for LVN's. In addition to the introduction of current and new techniques, the nurse will be exposed to nursing assessments, documentation, and special patient care. Although the focus is on the hospitalized patient, knowledge can easily be applied to home health setting. The course covers insertion techniques, administration of TPN, blood and blood products, piggybacks, intermittent infusion sets, IV drugs and administration, growth, and development issues related to IV starts, Pediatric and Geriatric start techniques (including special equipment, site selection and IV administration considerations), peripheral and central venous therapy and blood withdrawal and specimen collection. It also covers competency requirements for IV regulations and scope of practice rules applicable in the State of California.

### **Licensed Vocational Nurse Program**

The LVN program is based on a comprehensive curriculum and addresses basic nursing concepts and a wide variety of care-related topics. These include studies in nutrition, first aid, obstetrics, the administration of medication, medical-surgical nursing, and the fundamentals of anatomy and physiology. The program includes clinical and laboratory training. This program is designed to prepare students to sit for the NCLEX-PN exam. Duties within the scope of practice for an LVN typically include, but are not limited to, provision of basic hygienic and nursing care, basic client assessment, documentation, performance of prescribed medical treatments, and the administration of non-medicated intravenous therapy.

## **Certified Nurse Assistant Program**

The Nurse Assistant Training Program prepares the nurse assistant for certification as a CNA. Certified Nurse Assistants often work in long term care facilities. The curriculum includes classroom instruction as well as clinical instruction making the transition from the classroom to the workplace as professional as possible. The state of California dictates the content of the program which is also approved by the California Department of Public Health, Aide and Technician Certification section.

## **Medical Assistant Course**

Students acquire fundamental knowledge and skills pertaining to the following topics, among others: Body Systems, Diagnostic Tests and Procedures, Common Abbreviations and Symbols, Clinical Essentials, Medical Ethics, Daily Duties and Receptionist Duties, Managing the Workday, Telephone Guidelines, Recording Patient Information, Compiling a Medical Record, Types of Medical Records, Prescription Medication Documentation, Financial Transactions and Recording, Health Insurance, Records Management, Patient Preparation for the Medical Examination, Pre-examination Duties, Measuring Weight and Height, Measuring Vital Signs, Diagnostic Tests and Procedures, Assisting with Minor Surgery Procedures

## **Medical Laboratory Technician**

Medical laboratory technicians (MLT) perform routine laboratory procedures on blood, tissue, and other bodily fluids using instruments such as microscopes, chemicals, complex laboratory equipment, and computers. Students learn to perform clinical laboratory procedures in phlebotomy, microbiology, bloodbanking, clinical chemistry, hematology, urinalysis, and immunology. MLT's will be working along side and under the direction of the licensed Clinical Laboratory Scientist.

### **Note to all prospective students**

As a prospective student you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement." 94909(a) (3)(B)

## Facilities

### Location

RCI is located in Monterey Park, California, approximately 10 miles East of Downtown Los Angeles. All classes are taught in well-equipped lecture rooms and labs at this location. Administration offices are located on-site to cater to all students' needs. All classrooms are large, air conditioned and equipped for their instructional purpose.

Students receive hands-on experience at externship sites located around Southern California. Externships are located in well established hospitals, laboratories, and clinics.

The campus is accessible from the Interstate 10 and 60 Freeways. Parking is available onsite as shown below in the 'Campus Map'. Free parking is conveniently located behind the building for all students. The campus is conveniently located to public transportation stops including bus routes with access to Metrolink stations in Montebello and California State Los Angeles University locations.

Food, beverages, and shopping is conveniently located within driving or walking distance North or South on Atlantic Blvd.

### Address & Contact Information - Location of Instruction

Regan Career Institute  
925 S. Atlantic Blvd.  
Suite 203-B  
Monterey Park, CA 91754

Alternate contact information available via phone, fax, email, or website address.

Office Phone: 626-457-1992

Fax Phone: 626-282-5921

Email: [info@regancareer.com](mailto:info@regancareer.com)

Website: [www.regancareer.com](http://www.regancareer.com)



# Campus Map

**REGAN CAREER INSTITUTE**  
925 S. ATLANTIC BLVD SUITE 203B  
MONTEREY PARK, CA 91754  
Parking Directions:



STUDENTS *MUST* PARK BEHIND  
SCHOOL BUILDING IN **HIGHLIGHTED** AREA

**\*\*\*NO PARKING IN FRONT\*\*\***



*Driveway Access: Sevilla or Cadiz from Atlantic*

Street Parking: Sevilla and Atlantic

DRIVEWAY BEHIND SCHOOL



# Academic Calendar

## Phlebotomy Schedule

REGAN CAREER INSTITUTE															
2011 Class schedule															
Class section	3 DAYS BASIC DIDACTIC					Class Section	3 Days Advanced Didactic					Class Section	Clinical Hours		
		FRI	SAT	SUN			FRI	SAT	SUN		Monday - Friday				
101A-01A11	JAN	7	JAN	8	JAN	9	101B-01A11	JAN	14	JAN	15	JAN	16	101C-01A11	Mon-Fri 5:00am-2:00pm
101A-02A11	FEB	4	FEB	5	FEB	6	101B-02A11	FEB	11	FEB	12	FEB	13	101C-02A11	Mon-Fri 5:00am-2:00pm
101A-03A11	MAR	4	MAR	5	MAR	6	101B-03A11	MAR	11	MAR	12	MAR	13	101C-03A11	Mon-Fri 5:00am-2:00pm
101A-04A11	APR	1	APR	2	APR	3	101B-04A11	APR	8	APR	9	APR	10	101C-04A11	Mon-Fri 5:00am-2:00pm
101A-05A11	MAY	6	MAY	7	MAR	8	101B-05A11	MAY	13	MAY	14	MAY	15	101C-05A11	Mon-Fri 5:00am-2:00pm
101A-06A11	JUN	3	JUN	4	JUN	5	101B-01A11	JUN	10	JUN	11	JUN	12	101C-06A11	Mon-Fri 5:00am-2:00pm
101A-07A11	JUL	8	JUL	9	JUL	10	101B-02A11	JUL	15	JUL	16	JUL	17	101C-07A11	Mon-Fri 5:00am-2:00pm
101A-08A11	AUG	5	AUG	6	AUG	7	101B-03A11	AUG	12	AUG	13	AUG	14	101C-08A11	Mon-Fri 5:00am-2:00pm
101A-09A11	SEP	9	SEP	10	SEP	11	101B-04A11	SEP	16	SEP	17	SEP	18	101C-09A11	Mon-Fri 5:00am-2:00pm
101A-10A11	OCT	7	OCT	8	OCT	9	101B-05A11	OCT	14	OCT	15	OCT	16	101C-10A11	Mon-Fri 5:00am-2:00pm
101A-11A11	NOV	4	NOV	5	NOV	6	101B-04A11	NOV	11	NOV	12	NOV	13	101C-11A11	Mon-Fri 5:00am-2:00pm
101A-12A11	DEC	2	DEC	3	DEC	4	101B-05A11	DEC	9	DEC	10	DEC	11	101C-12A11	Mon-Fri 5:00am-2:00pm

Number of student in didactic no more than 25 and not less than 10

Didactic Class is Held at 925 S. Atlantic Blvd. Monterey Park, CA 91754, 8:00 am - 5:00 pm

Clinical Held At: Approved externship sites, Clinical Hours: 5:00am to 2:00pm

Class Shedule is subject to change without any prior notice.

## Academic Policies

### Admission Prerequisites

All students must meet the program's specific prerequisites prior to being admitted to any program at Regan Career Institute.

In order to ensure that applicants meet the entry level requirements for training that will lead toward certification; the following documentation(s) are required:

- A copy of the document(s) required will be placed in the applicant's file and maintained per RCI policy.
- High School Diploma - A high school diploma and transcripts from an institution in the United States of America to be provided by the applicant;
- General Education Diploma (GED): Passing verification from certifying agency provided by applicant or must pass an Ability to Benefit Examination administered by Regan Career Institute
- Additional Requirements
  - Students must be 18 years of age
  - Current American Heart Association BLS or American Red Cross Rescuer CPR Card
  - Proof of a negative TB Skin Test or negative chest x-ray administered within three months prior to the class
  - Proof of current Mumps, Measles, & Rubella (MMR) & Varicella Immunization or Titer
  - Proof of Hepatitis B Vaccination or signed Vaccination Waiver (provided by the program)
  - Health Insurance or Professional Liability Insurance

### Ability to Benefit Admission

Regan Career Institute may admit students who are at least 18 years of age, who do not possess a high school diploma or GED if they demonstrate the ability to benefit from the education and training. Students must demonstrate they possess sufficient "ability to benefit" (ATB) from post-secondary education via their performance in an approved test. These individuals must pass a United States Department of education approved "Ability to Benefit" test. RCI utilizes the Wonderlic Assesment for testing. Each student is considered for admission on an individual basis.

Students must also pass a Careers Program Assessment Test (CPAT) standardized exam. The test Measures the individuals' abilities in three areas – language, reading and numerical skills.

If the applicant meets all requirements, the prospective student must read the enrollment agreement and sign it. The disclosures, cancellation policy, and other information will be given. If the applicant is less than 18 years of age, a parent or guardian must sign the enrollment agreement.

### Degree Program Admissions Requirements

Individuals seeking admission to a degree program are required to show proof of a high school diploma or GED.

## **English Instruction**

All courses are taught in English. Regan Career Institute does not provide instruction in English as a Second Language.

## **Instruction Methods**

RCI's main objective is to prepare students for a career in the medical field. The staff and Faculty aim to provide hands on experience for students to enable them to perform job duties in the real world. RCI's faculty has numerous years of experience in their fields. Various methods are used for instruction including lectures, videos, simulations and hands on experience at externship sites.

## **Program Changes/Guidelines**

RCI has the right, at its discretion, to make reasonable changes to program content, materials, and equipment, as it deems necessary in the interest of improving the quality of education for its students. It also reserves the right to make changes in policy and procedures as circumstances arise and dictate.

## **Credit Equivalency**

RCI utilizes a quarter credit hours/unit system, thereby allowing appropriate comparison with other postsecondary institutions.

Quarter credit hours/credits are defined below:

- 1 quarter credit hour = 10 clock hours of lecture
- 1 quarter credit hour = 20 hours of laboratory time
- 1 quarter credit hour = 30 hours of externship work experience

There is a minimum of 50 minutes in which lectures, demonstrations and similar class activities are conducted.

## Grading Policy

The progress and quality of the students work is measured by a system of letter grades and percentages.

Grades are assigned for the quality and completeness of classroom and laboratory activities as follows:

A	100% - 90%: Excellent	Exceeds standards
B	89% - 80%: Above Average	Meets standards
C	79% - 70%: Average	Meets standards
D	69% - 60%: Below Average	Does not meet standards
F	Below 60% Failure	Does not meet standards
W	Withdrawal	This grade includes cancellations
T	Termination	Student is terminated
I	Incomplete	The grade indicates make-up work

Graduation certification from the Beginning, Advanced or Complete program is required for certification and completion of the measured segment.

The student must show satisfactory progress is being made toward completion of their program. A student who falls below a 2.0 GPA may be placed on academic probation prior to proceeding to the next module of instruction. A student may receive financial aid during the probationary period, however if the student fails to achieve the required minimum GPA at the end of the assigned time allowable, he or she may be withdrawn from the program. Students must maintain satisfactory grade point average to maintain eligibility for financial aid.

## Course Repetition

If a student fails and receives a final grade of "F", the student may repeat the module. Modules may be repeated within the maximum time allowed to complete the program of study (150% of program length.) The new grade obtained replaces the failed grade and will reflect on the student's transcript.

## Foreign Students

Foreign Students are welcome to enroll at Regan Career Institute. Please note that all classes and externship programs are taught in English.

**NO REMEDIAL ENGLISH INSTRUCTION IS PROVIDED.**

Students must be able to read and write at a High School Level. All international students must submit their English proficiency test scores and must meet the Institute's minimum

requirement for admission. Exams must be taken on or before the application deadline. Official TOEFL or IELTS scores must be sent directly to Regan Career Institute from the testing agency as 'Certified' copies.

### **Privacy Act, Student Records and Transcripts**

Student records for all students are kept for five years. Transcripts are kept for fifty years. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

### **Visa Assistance**

Regan Career Institute does not recruit Foreign Students at this time. We do not currently provide assistance in Immigration or Applications for Visas.

### **Non Discrimination Policy**

All programs and activities of the Regan Career Institute shall be operated in a manner which is free of discrimination on the basis of race, color, gender, national origin, ancestry, religion, creed, pregnancy, marital status, medical condition (cancer related), gender orientation, age, disability, or veteran status. Inquiries regarding Affirmative Action issues should be directed to the Registrar. Inquiries relating to disabilities and other special accommodations per the Americans with Disabilities Act should be directed to the Vice President's office.

### **Transferability of Credits**

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.

The transferability of credits you earn at Regan Career Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in Regan Career Institute is also at the complete discretion of the institution to which you may seek to transfer.

If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat

some or all of your course work at the institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Regan Career Institute to determine if your (credits, degree, diploma, or certificate) will transfer.” 94909(a)(15).

### **Attendance**

Attendance is the responsibility of the student. Being on time to a class and remaining in that class for the total period allocated are mandatory in order to receive credit for that class. Attendance at the required levels/classes is expected throughout all the courses. Each lecture, workstation, or laboratory activity is designed to replicate the requirements of the workplace. Each individual course should be considered full time employment and be treated as such. Absence, tardiness or leaving class before it is scheduled to end will be considered an absence of the entire class.

Tardiness is a disruption to a good learning environment and is highly discouraged. For the purpose of satisfactory attendance, a student will be considered tardy after arriving more than 15 minutes late to class.

### **Campus Rules**

Regan Career Institute prepares students to enter the professional workplace environment. As a part of the preparation process, students are expected to dress professionally at all times. Employers periodically visit our campus to evaluate both the programs being offered and the quality of our students. It is highly recommended that each student always be prepared to meet prospective employers and dress accordingly.

- Smoking is allowed only in designated areas and is prohibited in all building interiors
- A Regan Career Institute Director must approve literature before it may be distributed on campus on behalf of Regan Career Institute
- Vehicles may be parked in the facility parking lot behind the school
- Students are required to be dressed in a professional manner. This includes the need to be fully attired, including shirts or blouses and proper footwear
- The use of radios, electronic recording devices, tape, or compact disc players without headphones are prohibited on campus except in accordance with approved and scheduled activities
- School telephones are for school business use only. Students must obtain Regan Career Institute staff approval before personal use of school telephones
- Only School staff is permitted to use school/office equipment (e.g., computer, Fax, and copy machine) unless otherwise specified.

## Dress Code

Students enrolled in courses at RCI are required to wear medical attire as specified during enrollment and orientation. During the training period, students are expected to dress and groom accordingly as expected in their future prospective positions. Employers may visit the facility for guest lectures or interviews, so it is important that the students convey a professional image at all times. Students dressed inappropriately may be asked to leave class.

## Complaint Procedure and Policy

If you are mistreated or have experienced an injustice, you as a student are encouraged to comment and complain if necessary.

Issues may arise that provide the need for a grievance procedure. This institution is required by BPPE to maintain a formal Complaint Log. In addition, students may submit a written complaint directly to the Bureau for Private Postsecondary Education. These complaints are logged into a database. For purposes of state monitoring, only formal complaints are required in a Complaint Log. Regan Career Institute, however, maintains the policy that all complaints that require intervention by the Director are to be logged. This provides the institution and regulatory agencies an overview of a wider range of complaint issues and illustrates the institution's capacity for complaint resolution without the need for formality. This institution has developed and implemented the following Complaint Procedure that includes the Student Complaint Designee identified in the Regan Career Institute application for approval. A student may lodge a complaint by communicating orally or in writing to any teacher, administrator, admissions personnel, or advisor. The recipient of the complaint is required to transmit the complaint as soon as possible to the student complaint designee or shall attempt to resolve a complaint if it is related to that person's duties. If a student orally delivers the complaint and the complaint is not resolved either within a reasonable period of time or before the student files a second complaint, the student complaint designee, in the name of the institution, shall advise the student that a complaint must be submitted in writing and shall provide the student with a written summary of the institution's complaint policy. If a student complains in writing, the student complaint designee, in the name of the institution, must provide the student with a written response, including a summary of the investigation.

This catalog outlines Regan Career Institute's programs and policies. Any questions about the school, programs or policies should first be addressed to the school's administration. Any questions a student may have regarding this catalog that have not been satisfactorily answered by Regan Career Institute may be directed to:

Bureau for Private Post Secondary Education,  
P. O. Box 980818  
W. Sacramento, CA 95798-0818 web address ([www.bppe.ca.gov](http://www.bppe.ca.gov))  
Phone (888) 370-7589  
Fax (916) 431-6959

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by also calling the toll free telephone number **Toll Free Number: 1 (888) 370-7589** or by completing a complaint form, which can be obtained on the bureau's website [www.bppe.ca.edu](http://www.bppe.ca.edu)

## Dismissal and Probation

**Students may be dismissed for the following reasons:**

- Any violation of Federal, State or local law on school premises or at school sponsored functions are prosecutable by law
- Language must reflect the probity of the workplace
- Theft of school property or damage to school premises or to the property of a member of Regan Career Institute community on its premises is prohibited and prosecutable by the full extent of the law.
- Failure to comply with directions of school officials acting in the performance of their duties
- Gambling is prohibited on campus
- All other offenses may qualify for probationary reprimand at the discretion of a Regan Career Institute Director

## Distance Learning

Regan Career Institute does not offer Distant Learning Programs at this time.

## Externship

Students completing classroom training will be referred to a site for completion of the required time and hands on skills training. Externship sites will be selected to provide these activities in a healthcare workplace environment. An Affiliate Agreement will be signed by the school and the site to ensure the extern is provided with mentoring supervision and that the required activities are adhered to and documented. Regan Career Institute will assign a staff member to maintain and monitor progress throughout the externship.

- Externship Sites: Externships sites will be identified and an agreement documented identifying the roles of both the medical facility and Regan Career Institute (RCI).
- Student Orientation: RCI will provide orientation to students regarding the requirements to be completed during the externship.
- Regan Career Institute: Externs will be referred to a site by RCI. The student, RCI, and an affiliated medical facility will review the duties of each party to ensure extern training and documentation will be completed during their scheduled externship.

- Externship Documentation: The externship will be documented by the agreement, a record signed by the externship site monitor, and compliance by all parties with hands on skills training, and attendance.
- Program Completion: Upon completion of the externship, RCI will document the students' completion of the externship segment of training.

## **Grievance Procedure**

RCI's Educational Philosophy states that we wish to provide a stress free educational learning environment. To that end, whenever a disruption in the harmony of that environment occurs we are prepared to deal with it swiftly and attempt to fact find and find a remedy as soon as possible.

Student Complaints: All complaints whether verbal or in writing need to be handled with a consistent manner.

All complaints should be directed to the Administrator who shall delegate an appropriate staff member to act as a fact finder and report back the incident. If any damage (property or emotional) had occurred, recommendations as to a remedy will be given to prevent such future occurrences.

All Incidents need to be recorded on the Incident Report. Incident report forms are available on our website [www.regancareer.com](http://www.regancareer.com) or via the Registrar Office.

When grades are given for any course of instruction taught at Regan Career Institute, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.

For additional information regarding the procedures for filing a student grievance, or for copies of the adopted Student Grievance Procedures, contact the Registrar.

## **Leave of Absence and Excused Absences**

Admission to any program at the Regan Career Institute requires dedication and professionalism. You are expected to attend all classes. If you are absent, you must first contact the school and notify us of your absence, reason and how you plan to make up the work. Arrangement must be made with the school before the student can assume that the absence is excused and will be made up.

Excused absences are given for extenuating circumstances, which are beyond the control of the student, including:

- Extended illness that may require a Leave of Absence;
- Hospitalization;

- Court appearances
- Jury Duty
- Military Obligations

RCI will consider a leave of absence upon submittal of a written request. It approve request after determining the request is justifiable and there is a reasonable expectation that the student will return to school. A leave may be approved if:

- The initial leave does not exceed 60 days, under exceptional circumstances an extension may be granted if prior arrangements are made and agreed upon.
- The written request must be signed and dated by student. It must be made in writing including why the leave is necessary.
- The request must be made in advance unless unforeseen circumstances prevent doing this.

The total leave granted to the student in a 12-month period may not exceed 180 days. The first day of the initial leave is counted as the start of the 12-month period. All calendar days are counted as leave of absence days.

#### Family Medical Leave Act of 1993

RCI abides by the Family Medical Leave Act of 1993 stating that if a student fails to return to school on the Scheduled return date, he or she will be subject to the school's withdrawal policy, and will be withdrawn from school. A student who is receiving Title IV funds or loans should be aware that if he/she does not return form a Leave of Absence, some of the grace period of any loans may have been used up, as the withdrawal date is set retro-actively. A calculation will be made and if indicated funds will be returned to the appropriate Title IV programs.

#### **Readmission after Dismissal or Leave or Absence**

A student who has been dismissed may request reinstatement after 3 months have elapsed. The student shall submit a written petition requesting Return from Disqualification in compliance with College procedures. The Regan Career Institute Dismissal Committee will meet within two weeks of such request. Readmission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the school.

#### **Refund Policy**

The Student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance of first class session or the seventh day of enrollment, whichever is later.

The school will also refund money collected for sending to a third party on the students' behalf such as license or application fees. If the school cancels or discontinues the course or educational program, the school will issue a full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal. If the student has received Federal Funds, the student is entitled to the moneys not paid from student financial aid program funds.

Please refer to the RCI Refund Matrix below for tuition refund eligibility.

RCI Refund Matrix	Tuition Refund Eligibility	Non-Refundable Registration Fee, Book, Third Party Fees (TPF)
Attendance of first class session or the seventh day of enrollment, whichever is later.	100%	\$100+Book+TPF
After 1st hour of class, amount is prorated <sup>(1)</sup>	\$25/hour	\$100+Book+TPF
After completion of <b>61% of the course</b> <sup>(2)</sup>	0%	n/a
<i>(1) Prorated amount is based on hourly rate of \$25 per hour and only applied to the remaining 50% of the tuition amount.</i>		
<i>(2) No refund will be available once 61% of the course is completed.</i>		

### Course Cancellation

Under some circumstances, due to nothing that Regan Career Institute can predict nor control, a course must be cancelled prior to it starting. In all of those instances, the student will be refunded all monies paid for the course including all third party fees. In order to assure full refund, the following must have been met.

- **NOTE:** A student has the right to cancel an agreement for a program of instruction after the day on which the student performed (or was given) any of the following: The student attended the first class of the program of instruction that is the subject of the enrollment agreement.
- Received a copy of the Notice of Cancellation on the first day of instruction or prior.
- Received a copy of the pre-contract disclosures listed in C.E.C. §94820.
- Received a copy of the enrollment agreement in compliance with the Act.

\* Textbook or Equipment must be in the condition it was sold. If textbook or equipment is damaged or appears used in anyway, the school reserves the right to refuse a refund or prorate a refund amount per the school's discretion.

### **Withdrawal**

Withdrawal from a class or classes shall be authorized through the last day of instruction or 75% of the time the class is scheduled to meet, whichever is less. No notation ("W" or other) shall be made on the record of a student who withdraws during the first 30% of the time the class is scheduled, whichever is less. Withdrawal between the end of 30% of the time the class is scheduled to meet and the last day of the twelfth week of instruction (or 75% of the time the class is scheduled to meet, whichever is less) shall be authorized after informing the appropriate faculty. A student who remains in class beyond 75% of the time the class is scheduled shall be given a grade other than a "W," except in cases of extenuating circumstances. After the last day of 75% of the time the class is scheduled, the student may withdraw from class upon petition demonstrating extenuating circumstances and after consultation with the appropriate faculty. Students should obtain a petition in the Admissions Office. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Withdrawal after the end of 75% of the time the class is scheduled which has been authorized in extenuating circumstances shall be recorded as "W." The "W" shall not be used in calculating effort toward course completion. W's" will be used as factors in progress probation and dismissal.

### **Records Retention (FERPA)**

#### **A. DEFINITIONS**

For the purposes of this policy, Regan Career Institute uses the following definitions of terms:

*Student:* any person who attends or has attended Regan Career Institute.

*Educational Records:* any record (in handwriting, print, tapes, film, computer, or other medium) maintained by Regan Career Institute or an agent of the Regan Career Institute which is directly related to a student, except:

1. A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
2. Records created and maintained by the Regan Career Institute for law enforcement purposes.
3. An employment record of an individual, whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
4. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional if the records are used only for treatment of a student and made available only to those persons providing the treatment.
5. Alumni records which contain information about a student after she or he is no longer in attendance at the Institute and which do not relate to the person as a student.

### **B. ANNUAL NOTIFICATION**

In accordance with Rules of the FERPA regulations, the Regan Career Institute is required to provide students annual notification of their FERPA rights. This is accomplished by publishing in the Student Handbook distributed to each student a notice to students of the policy concerning their rights under FERPA. Further notice of the FERPA rights are published semi-annually in the Schedule of Classes Booklet, in the Institute's Catalog, as part of the new student orientation package, and by way of both email and the Institute's Web site.

### **C. PROCEDURE TO INSPECT EDUCATIONAL RECORDS**

Students may inspect and review their educational records upon request to the appropriate records custodian. Students should submit to the records custodian or an appropriate Institute staff person a written request, which identifies as precisely as possible the record or records he or she wishes to inspect. The records custodian or an appropriate Institute staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given within 45 days or less from the date of receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records, which relate to him.

1. All records for students require a written request signed by the student or legally authorized agent.

### **D. LIMITATION ON RIGHT OF ACCESS**

Regan Career Institute reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents.

2. Letters and statements of recommendation for which the student has waived his or her right of access, or which were maintained before January 1 2008.
3. Records connected with an application to attend Regan Career Institute or a component of Regan Career Institute if that application was denied.
4. Those records which are excluded from the FERPA definition of education records.

#### **E. REFUSAL TO PROVIDE COPIES**

Regan Career Institute reserves the right to deny copies of records, including official transcripts which are not required to be made available by FERPA, in any of the following situations:

1. The student lives within commuting distance of the Institute.
2. The student has an unpaid financial obligation to the Institute.
3. There is an unresolved disciplinary action against the student.
4. The education record requested is an exam or set of standardized test questions. (An exam or standardized test which is not directly related to a student is not an education record subject to FERPA's access provisions.)
5. There is unresolved litigation between the student and the Institute.

#### **F. FEES FOR COPIES OF RECORDS**

Regan Career Institute charges the following fees for copies of education records:

1. *Transcripts:* The Institute furnishes each student one academic transcript. Additional transcripts are forwarded, upon proper request, for a fee. These fees are subject to change, and the Office of the Registrar is responsible for publishing any change in the transcript fee.
2. *Education Records:* Regan Career Institute provides copies of education records to students when:
  - a. A failure to do so would effectively deny the student the right to inspect and review his/her record.
  - b. The Institute has disclosed information from the student's education record under authority of the student's prior written consent, and the student requests a copy of the information disclosed.
  - c. The student requests copies of records the Institute has disclosed to other schools where the student seeks or intends to enroll.

The Institute will waive or reduce the fees of FERPA required copies of records if the fee effectively denies the student access to his/her record. The fee is for actual copying costs and should not include the cost of search and retrieval.

1. The cost normally will be that charged for Xerox copies.
2. Copies (not signed and certified) of education records not covered by FERPA will be available to students, even though the FERPA does not require them, at a cost per page, plus mailing, there is no cost of search and retrieval.

3. Records are available during normal business hours by contacting the Records Custodian (Registrar), requesting a copy of your records and completing the record request form.

### **Sexual Harassment Policy**

The policy of the Regan Career Institute is to provide an educational, employment and business environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Employees, students or other persons acting on behalf of the Institute who engage in sexual harassment as defined by the school's policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion or termination of contract.

The specific rules and procedures for reporting charges of sexual harassment and for pursuing available remedies are incorporated in the Administrative Policies of Regan Career Institute approved by the Director. Regan Career Institute has a policy which provides formal and informal procedures for resolving complaints. Copies of the policy may be obtained from the Registrar or School Vice President of Academic Affairs, and the Vice President of Student Services, or by contacting them in person or calling them at **626-457-1992**.

Any member of the Institute community, which includes students, faculty, and staff, who believes, perceives, or actually experienced conduct that may constitute sexual harassment, has the right to seek the help of the Institute Officials. Every employee has the responsibility to report such conduct when it is directed towards students the proper authorities. Potential complainants are advised that administrative and civil law remedies, including but not limited to injunctions, restraining orders or other orders may be made available.

## **Financial**

### **Our Financial Position**

Regan Career Institute a private postsecondary school has been in existence since 2004 providing classes and contributing to the financial resources of the community. It does not have any pending bankruptcy proceeding, nor does it have a history of bankruptcy, or plans to file in the future.

Nor is it a debtor in possession, nor has it filed for bankruptcy within the proceeding five years that have resulted In reorganization under chapter 11 of the United States Bankruptcy Code (11 U.S. C. Sec 1101 et seq.)

### **Title IV Information**

Regan Career Institute does not participate in Federal and State Financial aid programs at this time.

### **Loans**

If a student obtains a loan to pay for this or other educational programs, the student will have the responsibility to the full amount of the loan plus interest, less the amount of refund and, if the student has received Federal student financial aid funds, the student is entitled to refund not paid from federal student and Financial aid program funds.

### **Financial Aid**

If the student is eligible for a loan guaranteed by the Federal or State government and the student defaults on the loan, both of the following may occur. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. The Student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

## Course Fees

### Phlebotomy Certification

<b>RCI Phlebotomy Program</b>	<b>Full Course</b>	<b>Basic + Advance Didactic Only</b>	<b>Advance Course</b>
Course Fees	\$1080	\$700	\$500
Registration, includes STRF (non-refundable)	\$100	\$100	\$100
Supplies & Materials	\$50	\$30	\$30
Book (non refundable)	\$70	\$70	\$70
<b>Total Course</b>	<b>\$1300</b>	<b>\$900</b>	<b>\$700</b>

Required Course Textbook: (Included In Course Fee)  
Phlebotomy Essentials, Fourth Edition  
(CD-ROM Study Guide Included), McCall, Ruth Tankersley, Cathee Lippincott  
Williams & Wilkins

### EKG Technician Certification

<b>EKG Program</b>	<b>Full Course</b>
Course Fees	\$750
Registration, includes STRF (non-refundable)	\$100
Book (non refundable)	\$100
<b>Total Course</b>	<b>\$950</b>

Required Course Textbook: (Included In Course Fee)

### Certified Nurse Assistant Program

<b>Certified Nurse Assistant</b>	<b>Full Course</b>
Course Fees	
Registration, includes STRF (non-refundable)	
Book (non refundable)	
<b>Total Course</b>	

### Medical Assistant Program

<b>Medical Assistant</b>	<b>Full Course</b>
Course Fees	
Registration, includes STRF (non-refundable)	
Book (non refundable)	
<b>Total Course</b>	

### Licensed Vocational Nurse Program

<b>Licensed Vocational Nurse</b>	<b>Full Course</b>
Course Fees	
Registration, includes STRF (non-refundable)	
Book (non refundable)	
<b>Total Course</b>	

### IV Therapy & Blood Withdrawal (IV/BW)

IV Therapy & Blood Withdrawal Program	Full Course
Course Fees	\$200
Registration, includes STRF (non-refundable)	\$100
Book (non refundable)	\$100
<b>Total Course</b>	<b>\$400</b>

### CPR (Cardiopulmonary Resuscitation Certification)

CPR Programs	Full Course
Cardiopulmonary Resuscitation Certification	\$70
Advanced Cardiac Life Support	\$400

Required Course Textbook: Provided by school

Continuing Education Courses: Fees To Be Determined when course is offered

Phlebotomy Continuing Education – Continuing Education for Phlebotomy

IV/BW Continuing Education – IV Therapy & Blood Withdrawal for Licensed Vocational Nurses

IV/BW Continuing Education (for RNs)

### Tuition Payment

Payment arrangements must be made with the admissions office prior to the start of your chosen program. Tuition payments may be made at the office during normal business hours. Payments may be made by cash, check, credit card, or money order payable to: Regan Career Institute.

Students who fail to maintain a current financial account may be subject to dismissal from school for nonpayment of tuition. RCI reserves the right to withhold a student's transcript

and certificate until the account is brought current. The student is responsible for all fees due.

## **STRF Disclosure**

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered students who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

## Services

### Student Housing

Regan Career Institute does not provide student housing nor do we provide housing assistance at this time. **This institution does not provide dormitory facilities under its control. Rental units are available locally and starting rents are approximately \$1,000 per month. This institution does not accept responsibility to find or assist a student in finding housing.**

### Job Placement

Regan Career Institute does not provide guaranteed job placement. The student is responsible for securing employment. We prepare students for eligibility to enter into the workforce by providing the opportunity to qualify specialized training.

We cannot and do not promise employment after completion of our courses.

### Library Policy

Regan Career Institute will endeavor to provide students and faculty with texts and resources, which are current and subject appropriate for medical training.

The service is free to all currently enrolled students in good standing and to current faculty. Students and Faculty are strongly encouraged to join the local library of their community. Residents of Pasadena and surrounding area may also join programs at the nearest community college called "Friends of the Library."

### Library Hours of Operation:

The Resource Center is opened during the normal school operational hours of the office.  
M-F - 8:30 AM to 5 PM.

Other hours by special request and appointment.

### Library Usage Registration:

1. The appropriate photo ID and proof of current registration is required when checking out books.
2. A maximum of 2 items may be borrowed at any one time by any reciprocal borrower.

### Book Checkout and Number of Items:

1. The appropriate photo ID and proof of current registration is required when checking out books.

2. A maximum of 2 items may be borrowed at any one time by any reciprocal borrower.
3. Faculty and staff are restricted to the same loan period as students.

Loan Period and Circulation	Loan Period	Late Fines
Regular Circulation	2 days	.20 per day
Videos	2 days	.50 per day

# Academic Programs

## Phlebotomy

The RCI's comprehensive 80-hour Phlebotomy program prepares students for a career as a Certified Phlebotomy Technician. Upon completion of the program and passing of the National Certification exam, students are eligible to apply for California State Certification. Phlebotomists are health care professionals who are trained to collect blood specimens from patients by venipunctures and micro-collection techniques. Phlebotomists are constantly in great demand by clinical laboratories, health centers, hospitals and doctor's offices.

RCI classroom instruction includes:

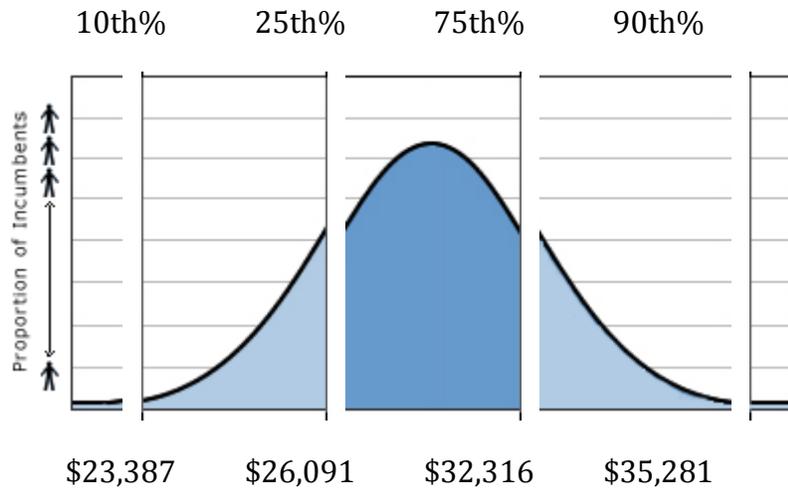
- Basic Anatomy and Physiology
- Medical Terminology
- Basic Phlebotomy Equipment and Procedures
- Phlebotomy Techniques
- Interpersonal Communication
- Practical Phlebotomy
- Infection Control
- Legal Aspects of Phlebotomy

In addition, you will complete your Phlebotomy program as an extern in a healthcare environment with hands-on, practical experience. Our externship instruction will give you the opportunity to use your new phlebotomy skills in a medical healthcare environment. You will work with patients under the supervision of medical healthcare professionals with the oversight of RCI staff.

Description of Educational Program: Regan Career Institute provides an 80-hour Phlebotomy course composed of 40 lecture hours and a 40 clinical hours. An externship is included to provide opportunity for the state mandated 50 venipuncture and 10 skin punctures for CPT1 certification. The combination prepares the student to become a CA State Certified Phlebotomist

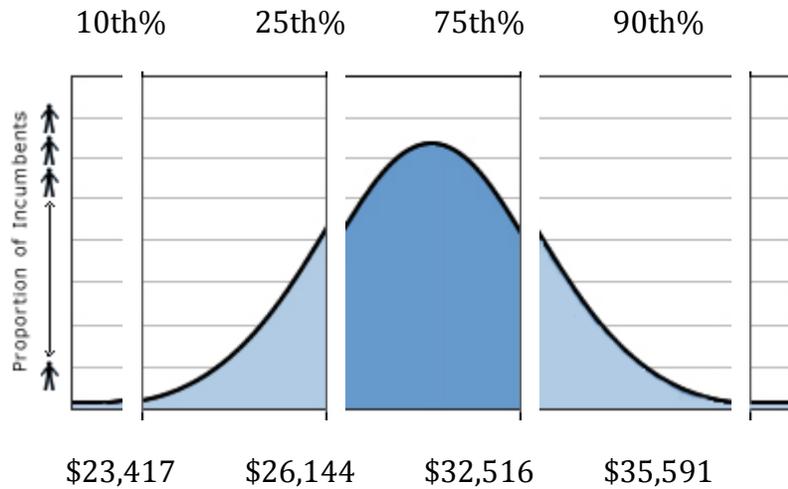
Description of Equipment used in Instruction: Regan Career Institute uses a combination of, lecture, demonstration and programmed instruction to teach the Phlebotomy Course.

We use charts and diagrams to provide anatomy and physiology of the arterial and venous systems as well as medical models to assist in teaching venipuncture procedures.



Where do you work?

See, the distribution of **Phlebotomist** jobs according to Salary.com profiles. Also see how the median salary varies for different regions across the United States.



<b>Benefit</b>	<b>Median Amount</b>	<b>% of Total</b>
Base Salary	\$29,060	66.2%
Bonuses	\$78	0.2%
Social Security	\$2,229	5.1%
401k / 403b	\$1,107	2.5%
Disability	\$291	0.7%
Healthcare	\$6,103	13.9%

Pension	\$1,457	3.3%
Time Off	\$3,586	8.2%
<b>Total</b>	<b>\$43,912</b>	<b>100%</b>

Source: HR Reported data as of March 2010

There are three levels of certification for phlebotomists as well as supervisory opportunities. The employment outlook for this profession is very good. There is currently a 14% shortage of phlebotomists in the laboratory workforce in the state of California.

Source [www.LABSRC.org](http://www.LABSRC.org) Website March, 2010

Inventory of the Equipment used in teaching Phlebotomy Course:

- Charts of Vascular and Arterial Systems
- Medical Models
- Venipuncture Kits
- Film Phlebotomy Safety
- Stretcher
- Linen
- Arm Mannequin
- Blood Draw Chair
- Alcohol Wipes
- Band aids
- Sterile Bandages
- Adhesive Medical Tape
- Cotton Balls
- Biohazard Sharps Container
- Blood Culture Bottles
- Culture tubes
- Finger Stick Lancet
- First Aid Kit
- Gloves
- Eye Protection (Goggles)
- Gowns (Disposable and Fluid Resistant)
- Microtainers
- Syringe/Needle Holder
- Safety Needles
- Safety Butterfly
- Stainless Steel Tray

We prepare students to take the National Certification Exam, required by the Department of Public Health Services, Laboratory Field Services to be eligible to apply for the California State Phlebotomy certificate.

**Upon successful completion of this course the student will know and be able to:**

- **Theoretical outcomes:**
  - Explain the indication and contraindications of venous and arterial punctures.
  - Define selected venipuncture terms.
  - Discuss common fears and patient concerns of drawing blood.
  - Identifying and describe at least twelve Freudian defense mechanisms used to cope with anxiety;
  - Assess and differentiate between behaviors of the four levels of anxiety;
  - Define the fundamentals of the communication process
  - Compare and contrast blood drawing methods of peripheral venipuncture
  - Discuss infection control guidelines related to drawing blood.
  - Discuss relevant anatomy related to site selection restrictions.
  
- **Clinical outcomes:** It is our practice to continuously encouraged students to meet the client's needs based on priorities established by the client and/or family. An increasing focus on the psychosocial status of the patient is encouraged throughout the course. Clinical experience, including at least 5 individually supervised successful venipunctures and 3 individually supervised skins punctures (capillary blood withdraws) by each student on live human subjects. Arterial punctures are optional. The maximum class size for the clinical portion of this class is 15 students per instructor.

**Students will be able to:**

- 1) Recognize and explain resident and patient rights as stated in federal laws and Legal aspects as set forth in California Business and Professions Code Sections 2860.5(b) and (c);
- 2) Demonstrate ability to accurately perform venipuncture procedure and explain the possible risks and complications as well as;
- 3) Precautions and methods to avoid complication;
- 4) Demonstrate proper use of equipment and safety precautions;
- 5) Discuss care and monitoring of a patient while withdrawing blood;
- 6) Discuss management of common complications of venous and arterial blood sampling;
- 7) Discuss legal implications of withdraw of blood;
- 8) Select the right equipment to perform blood withdraw of arterial and venous blood;

- 9) Describe proper patient identification and sample labeling;
- 10) Remove samples of venous blood under supervision;
- 11) Demonstrate safe handling of sharps and sharps disposal

### **Evaluation Methods**

The overall objective and goal of RCI is to prepare students to practice competently. Theory competency is measured through written examinations and skills competency is measured by simulated skill examinations. All students must be able to demonstrate appropriate communication at the level of the patient and must satisfactorily perform care using safety measures at a level comfortable to the patient.

Our program places emphasis on current references other than the text to provide latest research into the classroom. Students are expected to provide a peer-reviewed reference for most rationales.

### **Students should be able to:**

1. Identify proper equipment and discuss procedure for blood withdraws.
2. Identify patient preparation and safety precautions before withdraw of blood.
3. Demonstrate proper patient identification and blood sample labeling on all sample containers.
4. Identify differences between venous and arterial punctures.
5. Identify complications of venous blood sampling.
6. Identify complications of arterial blood withdraw.
7. Identify adjustments in equipment and technique for pediatric blood withdraw.

### **Instructor Evaluation**

8. Performance of Ten individual supervised skin puncture (capillary blood withdraws) on live subjects by each student.
9. Perform three supervised arterial blood sample withdraws from a live subjects (optional RN only)
10. Performance of three individual supervised venipunctures by each student on a live subject.

### **Instructor Credentials**

One will teach our certification course or more California state approved person(s) as defined by as:

(A) A physician and surgeon licensed by the Medical Board of California or the Osteopathic Medical Board of California who within the previous five years:

1. Has had a minimum of six months of experience performing blood withdrawal and starting and superimposing intravenous fluids in an

"organized health care system," as defined in Section 2860.5(c) 2 of the Code; or

2. Have had experience teaching courses in intravenous therapy and blood withdrawal.

(B) A nurse licensed by the California Board of Registered nursing whom within the previous five years:

1. Has had a minimum of six months of experience performing blood withdrawal and superimposing intravenous fluids in an "organized health care system," as defined in Section 2860.5(c)(2) of the Code; or
2. Has had experience teaching courses in intravenous therapy and blood withdrawal; or

This educational program meets the requirements of section 71710

### **Acceptance of Advanced Standing/Experiential Credit/State Licensure Requirements**

The Phlebotomy program is designed to lead to a position requiring licensure by the State of California. The following is a list of requirements:

- High School Diploma / GED

Advanced Standing is given if a student has/On-the-Job Experience and fulfils and meets the following:

1. Applicants who have 1040 hours or more of documented experience as a phlebotomist must document completion of the following:
  - An approved 20 hour Advanced Didactic program in Phlebotomy
  - Have documentation for 50 successful venipunctures and 10 successful skin punctures on patients.
  - Take an approved Certification Examination and apply to the State of California for an application to become State Certified as a Phlebotomist.
2. Applicants who have less than 1040 hours of documented experience and more than 1 hour of documented experience as a phlebotomist must take the following:
  - An approved didactic program of 20 hours of Basic and 20 hours of Advanced didactic course in phlebotomy
  - 40 hours of documented clinical training completing 50 venipunctures and 10 successful skin punctures
  - Take an approved Certification Examination and apply to the State of California for an application to become State Certified as a Phlebotomist.
3. Applicants with no experience as a phlebotomist must take the following:

- An approved didactic program of 20 hours of Basic and 20 hours of Advanced didactic course in phlebotomy
- 40 hours of documented clinical training completing 50 venipunctures and 10 successful skin punctures.
- Take an approved Certification Examination and apply to the State of California for an application to become State Certified as a Phlebotomist.

Lastly, each potential student must schedule an interview with an RCI representative and complete an RCI Enrollment Application.

PLEASE NOTE: No other advanced course credit is given except for previous laboratory experience for the Phlebotomy Program (see Phlebotomist with 1040 hours or more)

### **EKG/ECG**

The RCI's comprehensive 50-hour ECG/EKG National Technician program prepares students for a career as an ECG/EKG Technician. The EKG Technician is the person responsible for performing diagnostic tests to access the heart rhythm and rate in patients. EKG's are also performed before and after operations, during physicals, examinations of patients over 40, for patients with a history of heart disease, when patients are experiencing chest pains and when the Doctor deems it necessary. The well trained EKG technician is an integral part of the management of patients with heart disease. The EKG Technician may also clean equipment, maintain and process data reports.

#### **RCI Classroom instruction includes:**

- Heart Anatomy and Physiology
- Medical Disease Processes
- Medical Terminology
- Medical Ethics
- Legal Aspects of Patient Contact
- The Holter Monitor
- 12-Lead
- Electrocardiography & Echocardiography

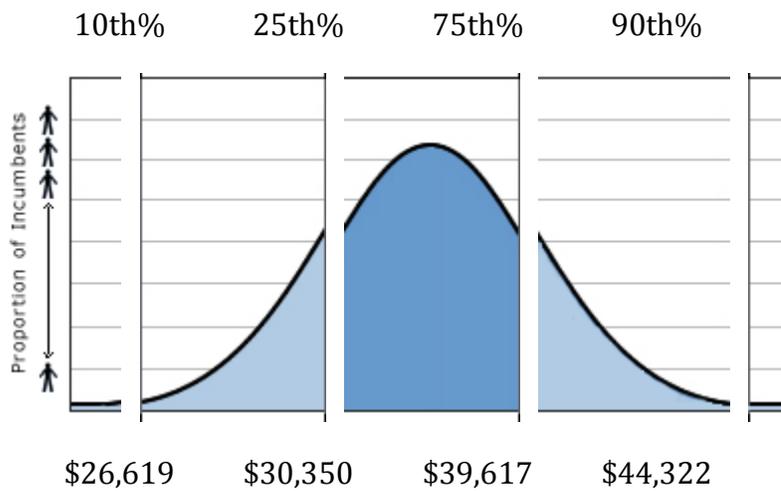
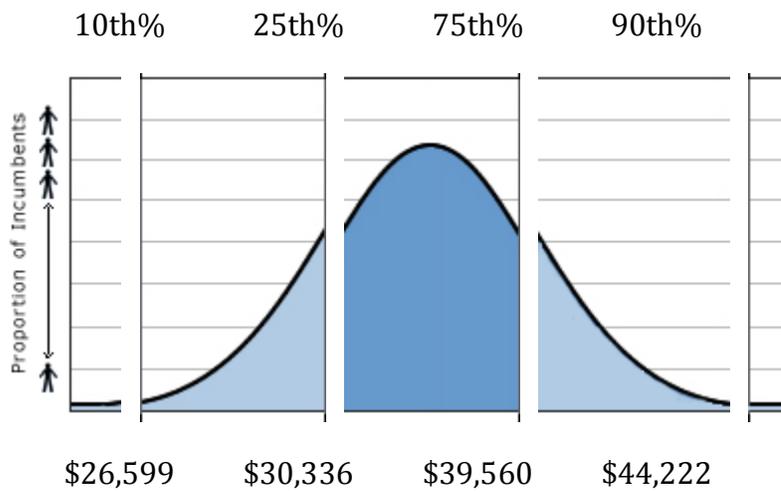
#### **Description of Educational Service Program 12 Lead EKG Program**

Electrocardiograph technicians (EKG) administer EKG tests on patients under the direct supervision of a physician. These tests follow electrical impulses transmitted by the heart, producing a printout reading that the physician can then

use for analysis and diagnosis. Most EKG techs have a high school diploma and certificate training. Typical training programs will includes lecture and clinical practice Some technicians choose to obtain advanced training in order to perform stress testing. This can lead to a higher salary and increased responsibility. The average annual salary for an EKG tech without a specialty is around \$24,000.

Electrocardiograph Technician - Pasadena, CA 91101

Base pay only



<b>Benefit</b>	<b>Median Amount</b>	<b>% Of Total</b>
Base Salary	\$34,440	67.8%

Bonuses	\$9	0.0%
Social Security	\$2,635	5.2%
401k / 403b	\$1,309	2.6%
Disability	\$344	0.7%
Healthcare	\$6,103	12.0%
Pension	\$1,722	3.4%
Time Off	\$4,240	8.3%
<b>Total</b>	<b>\$50,803</b>	<b>100%</b>

Source: HR Reported data as of March 2010 [www.Salary.com](http://www.Salary.com)

This educational program meets the requirements of section 71710,

Description of Educational Program: This 60-hour program of Didactic and Clinical Training prepares the student to sit for and take the National Phlebotomy Association Certification of EKG Technology.

**Description of Equipment used in Instruction:**

- Arrhythmia Simulator
- Stat Manikin
- Stethoscope
- Sphygmomanometer
- EKG Tab Electrodes
- ECG Electrode
- EKG Machine
- Adjustable Gurney
- Privacy Curtain/Screen
- Charts of the Heart, Charts of EKG Rhythms
- 12 Lead EKG Machine
- Practice Medical CPR Manikin
- 12 EKG Lead Sets
- Arrhythmia Charts
- Study Guides
- Student Workbooks
- Stretcher
- Linen

- Transparency Projector
- Video Player
- Video on 12 Lead EKG and Stress Testing
- Video on Electrical Safety

Upon successful completion of the course the student should be able to:

- Select proper equipment and supplies to conduct a 12 lead EKG
- Demonstrate proper patient preparation and draping techniques on a patient
- Distinguish life-threatening arrhythmias from background artifacts
- Compare and contrast Bradycardia from Tachycardia
- Compare and Contrast Heart Blocks and identify the degree of Block
- Identify first step and subsequent steps in preparing a patient for an EKG
- Compare and Contrast a 12 Lead EKG from Standard Three or four lead EKG
- Demonstrate adherence to HIPPA patient confidentiality information handling.
- Demonstrate location of leads and proper use of electrode gel
- Troubleshoot wandering baseline during an EKG

If License if the goal, a copy of the approval or intent to approve from licensing agency.

## **Licensed Vocational Nurse**

### **Program Description**

The LVN program is based on a comprehensive curriculum and addresses basic nursing concepts and a wide variety of care-related topics. These include studies in nutrition, first aid, obstetrics, the administration of medication, medical-surgical nursing, and the fundamentals of anatomy and physiology. The program includes clinical and laboratory training. This program is designed to prepare students to sit for the NCLEX-PN exam. Duties within the scope of practice for an LVN typically include, but are not limited to, provision of basic hygienic and nursing care, basic client assessment, documentation, performance of prescribed medical treatments, and the administration of non-medicated intravenous therapy.

## Admission Requirements

- a. Student must be 17 years old or older
- b. Student must be a high school graduate, or have successfully completed high school equivalent (GED)
- c. Pre-admission testing based on medical terminology, math, English including writing and reading proficiency.
- d. Personal interview will be conducted by a committee
- e. A written statement of purpose that includes applicant's goals and reasons for consideration
- f. Submission of physical examination, immunizations, TB testing and other healthcare related screenings
- g. Background check for criminal or abuse problems must be completed.

## Attendance Policies

### *Theory Absences*

Students will be allowed no more than three absences from lectures.

### *Skills Lab Absences*

Students will be allowed no more than three absences from skills lab experiences

### *Clinical Experience Absences*

It is crucial that students attend all clinical days assigned. However, when emergencies occur, the student must notify their instructor as soon as possible. Students must make up the clinical day. All absences including emergencies, are limited to one day per Module 2, 3, 4. Module 1 is a primary skill lab and cannot be missed.

Note: Vocational nursing students must commit at least 26 hours a week for class and clinical hours. In addition, students need to also plan on devoting about 40-48 hours per week for student and class preparation. Absences related to family responsibilities are not excused.

Tardiness will be calculated into hours missed.

## Program Length

### **1567 Hours**

Total Theory Hours: 599

Total Clinical Hours: 784

Total Lab Hours: 184

### Applicable Examinations

Upon completion of an approved program of study the graduate must pass the NCLEX-PN Exam as LVN's are licensed in California

### Completion Requirements

- Students must attend at least 95 percent of scheduled instructional hours and must pass written and practical exams with a GPA of at least 3.0.
- Students must submit all required documents
- Student must complete all financial obligations to Regan Career Institute

### Program Coursework

Course Title	Theory Hours	Clinical Hours	Lab Hours	Total Hours
<b>TERM I</b>				
A. Nutrition	18	0	0	18
B. Growth & Development	20	0	0	20
C. Psychology	20	0	0	20
D. Anatomy & Physiology	54	0	0	54
E. Fundamentals of Nursing	70	96	57	223
<b>SUB TOTAL HOURS</b>	<b>182</b>	<b>96</b>	<b>57</b>	<b>335</b>

Course Title	Theory Hours	Clinical Hours	Lab Hours	Total Hours
<b>TERM II</b>				
A. Pharmacology	54	32	21	107
B. Geriatrics Nursing	12	32	7	51
C. Emergency	12	16	7	35
D. Care of Surgical Patients	12	40	7	59
E. Communicable Diseases	12	32	0	44
<b>SUB TOTAL HOURS</b>	<b>102</b>	<b>152</b>	<b>42</b>	<b>296</b>

Course Title	Theory Hours	Clinical Hours	Lab Hours	Total Hours
TERM III				
A. Integumentary System	12	32	7	51
B. Musculo Skeletal System	18	32	7	57
C. Respiratory System	18	32	7	57
D. Cardiovascular System	30	40	7	77
E. Hematopoietic System	12	16	7	35
F. Lymphatic System	12	16	7	35
G. Patient Education	9	0	7	16
<b>SUB TOTAL HOURS</b>	<b>111</b>	<b>168</b>	<b>49</b>	<b>328</b>

Course Title	Theory Hours	Clinical Hours	Lab Hours	Total Hours
TERM IV				
A. Leadership & Supervision	18	24	0	42
B. Gastro-Intestinal System	24	48	7	79
C. Nervous System	30	64	7	101
D. Sensory System	6	8	0	14
E. Rehab Nursing	12	24	0	36
F. Oncology and Hospice	12	16	0	28
<b>SUB TOTAL HOURS</b>	<b>102</b>	<b>184</b>	<b>14</b>	<b>300</b>

Course Title	Theory Hours	Clinical Hours	Lab Hours	Total Hours
TERM V				
A. Endocrine System	12	40	7	59

B. Reproductive System	12	24	0	36
C. Urinary System	18	24	7	49
D. Maternity Nursing	24	48	7	79
E. Pediatric Nursing	24	48	0	72
F. Career Opportunity	12	0	0	12
<b>SUB TOTAL HOURS</b>	<b>102</b>	<b>184</b>	<b>21</b>	<b>307</b>

<b>Total Hours</b>	<b>599</b>	<b>784</b>	<b>184</b>	<b>1567</b>
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## Licensing Requirements Summary

**Source: Board of Vocational Nursing and Psychiatric Technicians**

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") **Note: A License will not be issued until the board receives the background information from DOJ.**
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee.** It takes 4-6 weeks to process your license.

### **Section B**

1. **Graduate of a California Accredited School of Vocational Nursing.**  
Successful completion of a California Accredited Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**  
The school of practical/vocational nursing from which you graduated must have been accredited by the Board of Nursing in the State in which it is located.

***(Licensure in another state does NOT entitle you to practice as a Licensed Vocational***

***Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric Technicians.)***

**3. Equivalent Education and/or Experience.**

This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:

- Knowledge of commonly used drugs and their action
- Computation of dosages
- Preparation of medications
- Principles of administration

The 51 months of experience shall include a minimum of each of the following:

- 48 months medical/surgical nursing
- 5 weeks maternity or genitourinary nursing
- 5 weeks pediatric nursing

Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:

- Communicable Disease Nursing
- Public Health Nursing
- Industrial Nursing
- Office Nursing (M.D.)
- Psychiatric Nursing
- Operating Room Nursing
- Hemodialysis
- Private Duty Nursing (In a general acute care facility)
- Emergency Room Nursing
- Geriatric Nursing
- Recovery Room Nursing
- Out-Patient Clinic

Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

- t. **Basic Bedside Nursing**
- Ambulation Techniques
  - Intake and Output

- Bedmaking
  - Neurological Check
  - Catheter Care
  - Personal Hygiene and Comfort Measures
  - Collection of Specimens
  - Positioning & Transfer
  - Diabetic Urine Testing
  - Range of Motion
  - Enema
  - Skin Care
- u. **Aseptic Technique (May be demonstrated in classroom, lab, and/or patient care settings)**
- Urinary Catheterization
  - Sterile Dressing Change
  - Sterile Irrigations

Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

v. **Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:**

- Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
- Submit proof of having completed a basic course of instruction in nursing while in the armed forces.
- Submit proof that service was honorable (DD-214).
- **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

v. **4-Year Expired California Licensed Vocational Nurse.**

Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please note: State Boards of Nursing in many states require graduation from accredited school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (ie:, military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

## Medical Clinical Assistant

Medical Assistant program trains individuals to assist doctors in offices, clinics and other health care facilities. Students learn assorted skills pertaining to their interaction with patients, and students. They also provide medical services such as vital sign measurement, treatment set up, skin tests, shots and aerosol treatments. They also may function as office assistants performing front office as well as back office assistance.

## Objectives

Students completing this program will be qualified to acquire entry-level positions as medical clinical assistants in a medical office or other health care facility

## Equipment

Exam Tables  
Mayo Stands  
Weight Scales  
Glass thermometers  
Electric thermometers  
Blood pressure cuffs  
Accu-check glucose meters  
Wheelchairs  
Crutches  
Roller Bandages  
Venipuncture chairs  
Reception area (simulation)  
Blood Drawing Kits  
Blood Pressure measurement equipment  
Charts of the Arterial and Venous Systems  
Alcohol Swabs  
Bandages  
Tourniquets  
Record Keeping supplies and materials  
Compressor and aerosol medication equipment dispenser set up  
Charts of the Respiratory System  
EKG Machine

## Course Schedule

Regan Career Institute's medical assisting program will consist 720 clock hours, 48 quarter credit hours.

Schedule : !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!

of three parts including:

1. Core Concepts

## 2. Administrative Procedures

## 3. Clinical Externships

This educational program meets the requirements of section 71710,

### **Description of Educational Program**

The state of California does not currently require a Medical Assistant to be licensed in the state of California. In order to train other Medical Assistants the medical assistant must be certified by a state approved accrediting body.

Prior to performing technical supportive services, a medical assistant shall receive training, as necessary, in the judgment of the supervising physician, podiatrist or instructor to assure the medical assistant's competence in performing that service at the appropriate standard of care.

To administer medications by intramuscular, subcutaneous and intradermal injections, to perform skin tests, or to perform venipuncture or skin puncture for the purposes of withdrawing blood, a medical assistant shall complete the minimum training prescribed in the regulations. Training shall be for the duration required by the medical assistant to demonstrate to the supervising physician, podiatrist, or instructor, as referenced in 16 CCR Section 1366.3 (a)(2), proficiency in the procedures to be performed as authorized by section 2069 or 2070 of the code, where applicable, but shall include no less than:

### **Practical Training**

- 10 clock hours of training in administering injections and performing skin tests, and/or
- 10 clock hours of training in venipuncture and skin puncture for the purpose of withdrawing blood, and
- Satisfactory performance by the trainee of at least 10 each of intramuscular, subcutaneous, and intradermal injections and 10 skin tests, and/or at least 10 venipuncture and 10 skin punctures.
- For those only administering medicine by inhalation, 10 clock hours of training in administering medical by inhalation.
- 12 Lead EKG;
- Emergency Procedures;
- ALS;
- Vital Signs;

Training in (a) through (d) above, shall include instruction and demonstration in:  
Lecture and class room demonstration in the following areas:

- Pertinent anatomy and physiology appropriate to the procedures;
- Basic body systems;
- Basic Math;
- Choice of equipment;
- Proper technique including sterile technique;
- Hazards and complications;
- Patient care following treatment or tests;
- California law and regulations for medical assistants;
- Patient Records and Record keeping;
- Back Office Procedures;
- Dealing with 3<sup>rd</sup> party billing;

In every instance, prior to administration of medicine by a medical assistant, a licensed physician or podiatrist, or another appropriate licensed person shall verify the correct medication and dosage. The supervising physician or podiatrist must authorize any technical supportive services performed by the medical assistant and that supervising physician or podiatrist must be physically present in the treatment facility when procedures are performed, except as provided in section 2069(a) of the code.

**Description of the Number and Qualifications of Faculty to Teach Educational Program**

1) Under a licensed physician or podiatrist, or under a registered nurse, licensed vocational nurse, a physician assistant or a qualified medical assistant. Projection and basis of Projection of Future Student Projections for each of the future Three Years. Description of the Learning skills and other skills to be acquired by the student who has completed the educational process.

- Upon successful completion of this course the student should be able:
- To perform ten venipunctures ten capillary blood sample withdrawals under supervision;

- To perform 10 intra dermal, subcutaneous, intra muscular injections and 10 skin tests
- Compare and contrast the circulatory systems correctly identifying the preferred sites for venous punctures;
- Compare and contrast the use of the Butterfly and straight barrel needle
- Successfully demonstrate three successful blood pressure, temperature, and pulse measurement on three different subjects;
- Identify the functions of a typical medical practice front office;
- Discuss medical record keeping HIPPA requirement;
- Compare and contrast patient two different scheduling systems
- Compare and contrast record keeping methods for patients;
- Set up equipment and properly administer an aerosol drug.

If License is the goal, a copy of the approval or intent to approve from licensing agency.

Looking to secure accreditation by Commission on Accreditation of Allied Health Education Programs

The 2002-2012 projections covering U.S. occupations predict that medical assistants will have one of the fastest job growth rates, reaching 60% growth, and 282,000 new and replacement positions by 2012.<sup>2</sup> The medical assistant occupation also has one of the largest numbers of openings in California by 2010.<sup>1</sup>

<sup>1</sup>**Medical Assistants in California**

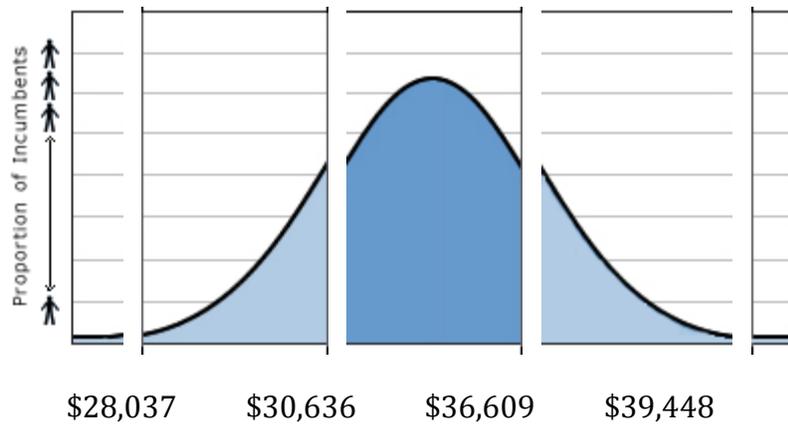
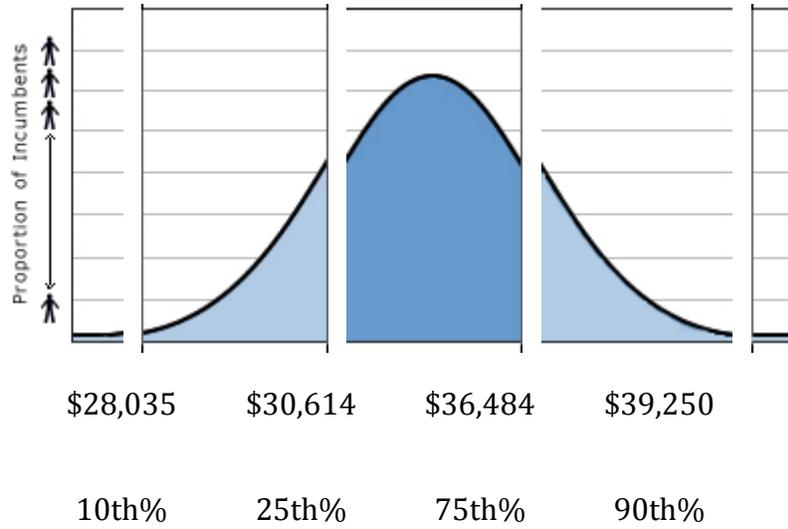
Stephanie Taché and Susan Chapman © 2004 UCSF Center for the Health Professions

Base Salary Bonuses Benefits

Medical Assistant - Pasadena, CA 91106

Base pay only

10th%      25th%      75th%      90th%



<b>Benefit</b>	<b>Median Amount</b>	<b>% of Total</b>
Base Salary	\$33,446	67.5%
Bonuses	\$44	0.1%
Social Security	\$2,562	5.2%
401k / 403b	\$1,273	2.6%
Disability	\$335	0.7%
Healthcare	\$6,103	12.3%
Pension	\$1,674	3.4%

Time Off	\$4,122	8.3%
<b>Total</b>	<b>\$49,559</b>	<b>100%</b>

Source: HR Reported data as of March 2010

## **IV Therapy & Blood Withdrawal (IV/BW)**

Description of Educational Service Program: LVN Blood Withdrawal and IV Therapy CE Course of 27 Lecture and 7 hours of Clinical Practicum for a total of 37 hours.

This educational program meets the requirements of section 71710,

### **Description of Educational Program**

This 27 Theory and 7 hour Clinical course (34 Total hours) provides the Licensed Vocational Nurse with skills in blood withdrawal and IV Therapy.

The anatomy and physiology of the circulatory system is presented as well the practice and theory of Phlebotomy. In the IV Therapy section, material is presented on the use of proper aseptic techniques and selection of the proper equipment, dosage calculations, with special emphasis on IV Therapy for the frail, pediatric, and geriatric as well as Psychological preparation and Patient's rights.

### **Description of Equipment used in Instruction:**

- IV insertion Kits
- Blood Pressure measurement equipment
- Tubing Kits and IV Bottles
- Charts of the Arterial and Venous Systems
- Alcohol Swabs
- Bandages
- Tourniquets
- Mobile Stretcher
- Linen
- IV Poles
- Video demonstration of Flow Control Devices
- Video of Phlebotomy Safety

## Description of the Number and Qualifications of Faculty to Teach Educational Program:

Projection and basis of Projection of Future Student Projections for each of the future Three Years.

- Employment change. Employment of LPNs is expected to grow by 21 percent between 2008 and 2018, much faster than the average for all occupations, in response to the long-term care needs of an increasing elderly population and the general increase in demand for healthcare services. Source BVNPT
- Within the next 10-15 years there will be an estimated shortage of 800,000 nurses (according to a 2002 study by the U.S. Health Resources and Services Administration).
- The U.S. Bureau of Labor Statistics (BLS) estimates that nursing will grow much faster than the average for all other occupations by 2014.
- Median annual wages of licensed practical and licensed vocational nurses were \$39,030 in May 2008. The middle 50 percent earned between \$33,360 and \$46,710. The lowest 10 percent earned less than \$28,260, and the highest 10 percent earned more than \$53,580. Median annual wages in the industries employing the largest numbers of licensed practical and licensed vocational nurses in May 2008 were:

Employment services	\$44,690
Nursing care facilities	40,580
Home health care services	39,510
General medical and surgical hospitals	38,080
Offices of physicians	35,020

Source BVNPT website

<http://www.bls.gov/oco/ocos102.htm#outlook>, March 25,2010

- Although LVNs are not phlebotomists there is a current shortage of 14 of Phlebotomists within the state of California

Source <http://www.labsrc.org/phlebotomist.html> March 25, 2010

Description of the Learning skills and other skills to be acquired by the student who has completed the educational process.

Upon successful completion of this course the student should be able to do three venipunctures under supervision.

- Compare and contrast the circulatory systems correctly identifying the preferred sites for venous punctures
- Compare and contrast the use of the Butterfly and straight barrel needle.
- Calculate drip rates for I.V for adults and pediatric patients
- Identify equipment and set up for Blood withdrawal and IV Therapy
- Compare and contrast IV therapy for Adults and Pediatric patients
- Describe the use of flow control devices in IV Therapy
- Demonstrate proper technique in handling biohazards and sharps
- Demonstrate proper aseptic technique in site insertion and needle withdrawal and wound care.

If License is the goal, a copy of the approval or intent to approve from licensing agency.

This course is a LVN CE course. RCI is a provider of LVN CE course thru the California State Bureau of Vocational Nurses and Psychiatric Technicians.

## **Medical Laboratory Technician**

### **Program Description**

Medical laboratory technicians (MLT) perform routine laboratory procedures on blood, tissue, and other bodily fluids using instruments such as microscopes, chemicals, complex laboratory equipment, and computers. Students learn to perform clinical laboratory procedures in phlebotomy, microbiology, bloodbanking, clinical chemistry, hematology, urinalysis, and immunology. MLT's will be working along side and under the direction of the licensed Clinical Laboratory Scientist.

### **Program Length**

The MLT program is a two year program. The first year of studies typically prepare students in areas of general biology, chemistry, microbiology, and phlebotomy while also completing the general education requirements for the Associate of Arts in Medical Laboratory Technology (AA) degree.

The second year courses are lectures, student laboratories and clinical rotations coordinated by the Program. The second year will also consist of a 21-week clinical rotation in local laboratories divided into three 216 hour rotations and one 180 hour rotation.

## Licensing Requirements and Applicable Examinations

MLT's are licensed in California.

Upon completion of an approved program of study the graduate

must :

- a. Have met the following training or experience requirements by documenting one of the following:
  - a. Graduating from a medical laboratory technician training program accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS);
  - b. Graduating from a medical laboratory technician training program approved by the department pursuant to Section 1035.3; or
  - c. Meeting admission requirements for a clinical laboratory scientist licensing examination, as determined by the department pursuant to Section 1032; or
  - d. Completing a minimum of three years on-the-job practical experience within the previous five years, in a clinical laboratory outside California as a medical laboratory technician, with evidence of satisfactory performance on an examination given by a certifying organization for medical laboratory technicians, performing tests in the specialties of chemistry, hematology, microbiology, and immunology. This work experience shall include at least 480 hours in each of these specialties and shall be documented by the laboratory director(s) of the laboratory(ies) employing the applicant pursuant to Section 1031.4(b)(8); or
  - e. Completing a minimum of three years on-the-job practical experience within the previous five years, in a clinical laboratory outside California as a clinical laboratory scientist, with evidence of satisfactory performance on an examination given by a certifying organization for clinical laboratory scientists, performing tests in the specialties of chemistry, hematology, microbiology, and immunology.

This clinical laboratory scientist, also called medical technologist in some states, need not be California licensed pursuant to Business and Professions

Code section 1204, but shall have work experience outside California of at least 480 hours in each of these specialties as documented by the laboratory director(s) of the laboratory(ies) employing the applicant pursuant to Section 1031.4(b)(8); or

- f. Completing a minimum of three years on-the-job practical experience within the previous five years, as a medical laboratory technician or clinical laboratory scientist in a California physician office laboratory or in a laboratory owned and operated by the United States of America. This person shall have evidence of satisfactory performance on an examination given by a certifying organization for medical laboratory technicians or clinical laboratory scientists, respectively, and have performed tests in the specialties of chemistry, hematology, microbiology and immunology. This work experience shall include at least 480 hours in each of these specialties, and shall be documented by the physician(s) directing the laboratory(ies) employing the applicant pursuant to Section 1031.4(b)(8); and
- g. Have passed a written examination for medical laboratory technicians administered by a certifying organization for medical laboratory technicians approved by the department pursuant to Section 1031.8. The department shall, for licensure purposes, accept evidence of satisfactory performance on examinations taken within the four years previous to department approval of a certifying organization's medical laboratory technician examination. The applicant shall have also passed a separate written, self-administered examination on California clinical laboratory law provided by the department. This self-administered test shall accompany the application. A minimum passage rate of 70 percent shall be required.
- h. A licensed medical laboratory technician shall be authorized to:
  - i. (1) Perform tests and examinations classified as waived and moderate complexity by Centers for Disease Control and Prevention in the specialties of chemistry, including routine chemistry, urinalysis, endocrinology and toxicology; hematology including coagulation; microbiology, including bacteriology, mycobacteriology, mycology, parasitology and virology; and immunology, including syphilis serology and general immunology, with the exception of those moderate complexity tests requiring microscopy, or in the specialty of immuno-hematology.
  - ii. (2) Perform phlebotomy, but shall not perform skin tests for specific diseases pursuant to Section 1242 of the Business and Professions Code.
  - iii. (3) Perform tests and examinations under the supervision of a

licensed physician and surgeon, or a doctoral scientist, clinical laboratory bioanalyst, clinical laboratory scientist, or clinical laboratory specialist licensed under Chapter 3. On-site supervision shall be required during the entire time the medical laboratory technician performs moderate complexity clinical laboratory tests or examinations. The ratio of medical laboratory technician to supervisor at the site of moderate complexity testing shall not exceed four to one.

- iv. (4) Report test results and perform phlebotomy only after competency has been documented by the laboratory director pursuant to Section 1209(e) of the Business and Professions Code.
- v. (5) Supervise Limited Phlebotomy Technicians or Certified Phlebotomy Technician.  
The license application fee and license renewal fee for a medical laboratory technician shall be the same as the license application fee and license renewal fee for a clinical laboratory scientist pursuant to Section 1300(c) and (e) of the Business and Professions Code.
- vi. Code - A medical laboratory technician shall complete twelve hours of continuing education each year as a condition for renewal

## **Program Coursework**

### **Course Schedule Requirements**

**MLT1 Clinical Hematology Lecture 4.5**

**MLT 2 Clinical Hematology Laboratory 1.5**

**MLT 3 Clinical Urinalysis Lecture 1.5**

**MLT 4 Clinical Urinalysis Laboratory 0.75**

**MLT 5 Clinical Coagulation Lecture 1.5**

**MLT 6 Clinical Coagulation Laboratory 0.75**

**MLT 7 Clinical Microbiology Lecture 4.5**

**MLT 8 Clinical Microbiology Laboratory 1.5**

**MLT 9 Clinical Immunology/ Immunoematology Lecture 4.5**

**MLT 10 Clinical Immunology/Immunoematology Laboratory 1.5**

**MLT 11 Clinical Chemistry I Lecture 4.5**

**MLT 12 Clinical Chemistry I Laboratory 1.5**

**MLT 13 Clinical Chemistry II Lecture 4.5**

**MLT 14 Clinical Chemistry II Laboratory 1.5**

**MLT 15 Clinical Hematology/Urinalysis/Coagulation Practicum 6**

**MLT 16 Clinical Microbiology Practicum 6**

**MLT 17 Clinical Immunology/ Immunochemistry Practicum 4.5**

**MLT 18 Clinical Chemistry Practicum 6**

## **Faculty**

### **Shahram Bakhtiari**

Shahram Bakhtiari, MD has a medical degree from Tehran Azad University Medical School. Dr. Bakhtiari joined the Regan Career Institute in 2008. Holding a Doctorate degree in Medicine and teaching experience in biological sciences at various community colleges, he has provided a comprehensive and distinguished educational experience for his students at Regan Career Institute. Dr. Bakhtiari is a member of the American Association of Anatomists and member of American Heart Association, Council on Epidemiology & Prevention, and the American Society of Phlebotomy Technicians.

### **Irodakhon Yuldasheva**

Irodakhon Yuldasheva, M.D., PhD joined the Regan Career Institute in 2009. She is a member of American Society of Phlebotomy Technician and the American Heart Association. Dr. Yuldasheva also teaches anatomy, physiology and pharmacology at nursing schools around the county.

Dr. Yuldasheva received her degrees from Tashkent Medical University, Uzbekistan in 1994. Dr. Yuldasheva also completed her internship and residency at Cardiology Department of Tashkent Medical University in years of 1994-1996. During the residency, she performed daily hospital rounds for patients while also actively involved in research. After completing her residency she became a clinical instructor. Concurrently while conducting research, she taught at the university.

In 1999, after completing her PhD work on “Evaluation of heart condition and effectiveness of treatment in patients with arterial hypertension”, she continued working with students as a course director for hospital therapy. She wrote 35 scientific publications and was a first author in 25 of them, which all were published on scientific journals in Uzbekistan and Russia.

Dr. Yuldasheva completed her dissertation on “Clinical and pathogenetic aspects and optimization of treatment bronchial asthma,” in 2005, after which she has received her Doctor of Science degree.

## **Pooja Bakshi**

Pooja Bakshi has several years of phlebotomy experience. She has worked as a medical laboratory specialist in the US Navy and Clinic Manager for a non-profit organization. She has also worked as a phlebotomist for Sharp Memorial Hospital and Quest Diagnostic Laboratories.

Ms. Bakshi has a Bachelor of Science in Psychology and a Masters of Business Administration with a specialty in Health Service Management.

She is proud to have served her country including 10 years of active duty service, four years as a hospital corpsman in the Great Lakes and on the USS Coronado, as well as six years spent as a medical laboratory technician stationed in Portsmouth, Virginia.

## **Peter Nery Solis**

Peter Nery Solis, BSN, RN completed his Bachelor of Science in Nursing degree in October 2004. He has several years of experience as an orthopedic nurse. In October 2008, Peter was given the Daisy Award for Extraordinary Nurses by the White Memorial Medical Center and the DAISY Foundation, a foundation for the elimination of Diseases Attacking the Immune System in memory of J. Patrick Barnes. Peter was honored for his extraordinary care, compassion, and sensitivity to the needs of his patients and their families. He was presented a unique hand-carved Shona (a Zimbabwe tribe) stone sculpture entitled *A Healer's Touch*; proceeds from the purchase of the sculpture helped the artists' families in Zimbabwe.

## **Alfonso Reyes**

Alfonso Reyes joined the Regan Career Institute in 2008. Mr. Reyes has extensive experience in Phlebotomy and has worked at several area hospitals and laboratories as a Clinical Laboratory Support Supervisor and Field Laboratory Manager. He is also holds a certified medical assistant degree.

If you have any complaints, questions, or problems which you cannot work out with the school  
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