

# *Contra Costa Medical Career College*

## *General Catalog*



**June 1, 2013–June 1, 2014**

### **Notice for Students**

This catalog is the official publication of the programs, policies, and requirements of Contra Costa Medical Career College. Students enrolling in Contra Costa Medical Career College are subject to these provisions and should read this catalog carefully. Students are responsible for knowing the rules, regulations, and policies of Contra Costa Medical Career College. Prior to enrollment students will be given a copy of this catalog either in writing or electronically. Enrollment at Contra Costa Medical Career College constitutes an agreement to abide by its rules and regulations and failure to read this catalog does not excuse students from such rules and regulations.

**Publication Date of Catalog June 1<sup>st</sup>, 2013**

**(Revised 6/2012)**

### **Licensure and Accreditation**

**National Institutional Accreditation was granted on 4/15/2013 from the Accrediting Council for Continuing Education and Training (ACCET).** The California Department of Health Services Field and Laboratory Division, The California State Board of Pharmacy, and the California Board of Licensed Vocation Nursing and Psychiatric Technicians has granted programmatic approvals.

**CCMCC is a private institution which received FULL approval to operate from the California State Bureau for Private Postsecondary Education on July 5<sup>th</sup>, 2011. The approval to operate means Contra Costa Medical Career College is in compliance with California State standards as set forth in the Education Code. CCMCC under section 94802 (a) of CPPEA, will by operation of law, be licensed until July 4, 2016. The Bureau may be reached at: 2535 Capitol Oaks Drive, Suite 400, PO Box 980818, Sacramento, Ca. 95798-0818 Toll free: 1-888-370-7589 Fax: 916-263-1897**

### **Programs Offered**

IV Certification for Healthcare Professionals

Phlebotomy Technician 1

Clinical Medical Assisting

Medical Administrative Assistant/Billing and Coding Specialist

Pharmacy Technician

EKG/ECG Technician

Sterile Processing Technician

Surgical Technology

**Contra Costa Medical Career College**

4051 Lone Tree Way, Suite C

Antioch, Ca. 94531

Phone (925)757-2900 Fax (925)757-5873

[www.ccmcc.org](http://www.ccmcc.org)

# Table of Contents

Table of Contents.....	Page 1
Hours of Operation, School Holidays and Administrative Personnel.....	Page 1
Faculty Descriptions.....	Page 3
College Vision, Values, Goals and Mission.....	Page 4
General Admission and Entrance Policies .....	Page 5-7
Payment, Cancellation, Withdraw and Refund Policies.....	Page 8-10
Academic and Attendance Progress Policies.....	Page 11-16
Externship Policies.....	Page 16-17
Student Services Policies .....	Page 17-18
Student Records Policies.....	Page 19-20
Student Complaint and Grievance Procedures.....	Page 20-23
General College Policies.....	Page 24
Program Information/Schedules, Tuition and Fees.....	Page 26-54
A Message from the Director.....	Page 55

All information in the content of this catalog is current and correct and is certified as true by Stacey Orozco RN, Director.

*Stacey Orozco, RN*  
Director

## **Business Office and Admissions Hours of Operation:**

Monday-Thursday: 8:30am- 9:30pm

Friday: 8:30am- 5:00pm

Saturday: 8:30am- 12:30pm.

Sunday: Closed

## **Holidays**

CCMCC is closed on the following holidays:

- New Year's Eve, New Year's Day
- Memorial Day, Independence Day
- Labor Day
- President's Day
- Thanksgiving Day, Day after Thanksgiving
- Christmas Eve, Christmas Day
- Martin Luther King Day
- Other scheduled class breaks or holidays will be announced

**Registration is continuous.**

## **Administrative Personnel**

**Stacey Orozco RN**-Campus Director/President (50% shareholder)

**Bo Orozco**- Director of Operations/Vice President (50% shareholder)

**Brenda Orozco**- Business Office Manager

**Leticia Rodriguez CMA**- Administrative Assistant

**Imelda Rios**- Admissions Counselor

**Mindi Orozco CMA**- Director of Career Services

**Jose Guizar**- Career Services Coordinator

**Kathy Rocha**- Career Services Coordinator

[Stace@ccmcc.org](mailto:Stace@ccmcc.org)

[Bo@ccmcc.org](mailto:Bo@ccmcc.org)

[Brenda@ccmcc.org](mailto:Brenda@ccmcc.org)

[Leticia@ccmcc.org](mailto:Leticia@ccmcc.org)

[Imelda@ccmcc.org](mailto:Imelda@ccmcc.org)

[Mindi@ccmcc.org](mailto:Mindi@ccmcc.org)

[Jose@ccmcc.org](mailto:Jose@ccmcc.org)

[Kathy@ccmcc.org](mailto:Kathy@ccmcc.org)

## **Faculty**

The didactic and clinical education is taught by a team of highly experienced faculty consisting of dedicated instructors, certified phlebotomists and nurses from various specialty areas. They are chosen for their commitment to teaching and clinical expertise. The faculty and staff are committed to provide the best possible educational environment and instruction to assure competency in all areas of the established curriculum. Contra Costa Medical Career College is a private, postsecondary school. It is a California S-Corporation. The school is in compliance with all local, state, and federal laws and regulations.

**Steve Condon CPT1**- Phlebotomy Instructor- 10 years of experience in the healthcare field

**Denise Michaud CPT1**- Phlebotomy Instructor- 10+ years' experience in the Education Industry

**Dreena Armstrong RN, BSN**- IV Cert. / EKG Tech- over 25 years of experience in nursing education

**Lorena Gonzalez LVN**- CMA Instructor- 5 years of experience in nursing and the healthcare field

**Nicole McCain CMA-CCMA** Instructor- 17 years of experience in healthcare

**Jennifer Pereira CMAA, CBCS**- AMA/Billing and Coding Instructor- 15 years of experience in HIT

**Laura Ramirez-Allen CMAA/CBCS**- AMA/Billing and Coding Instructor-23 years of experience in the Medical Claims Processing Industry

**Anna Vasquez CPhT**- CPhT Instructor-17 years of experience in the Pharmacy

**Karina Orozco CPhT**- CPhT Instructor- 5 years of experience in the Pharmacy

**Maria Duran Ruiz CST, CORST**-Surgical Technology Program Director- 10 years of experience in the OR

**Stephen Vallerga CORST**- Surgical Technician Program Instructor - 3 years of experience in the OR -Trauma

**NoyNeek CST**- Sterile Processing Technician Program Instructor - 5 years of experience in the OR and SPD

## **College Vision, Values, Goals and Mission**

### **College Vision**

- To educate, motivate, and inspire students to reach their full potential.

### **College Values**

- Accountability
- Diversity
- Innovation
- Integrity
- People
- Quality

### **Mission Statement**

Contra Costa Medical Career College will assist its students in their development of good judgment, clinical and interpersonal skills, and scientific knowledge which will enable them to function competently as a member of any health care team. We will supply our students with the necessary tools and technical training needed to function in a variety of medical settings. We believe that education is the development of the person's character. We believe in producing an educated, responsible member of society equipped with the skills and principals needed to be an exceptional, efficient and safe health care provider.

### **College Goals**

- This institution will train its students to use scientific principles to take appropriate actions in many different health care situations.
- This institution shall provide the necessary support, resources, and equipment to ensure an exceptional, safe learning environment.
- This institution will stress the importance of continuing education in the health care field.
- This institution will promote the development of professionalism, responsibility, and integrity of its students thereby contributing to the purpose of providing quality health care for the people of this community.

### **About Contra Costa Medical Career College**

Contra Costa Medical Career College is a small, Private Vocational Training School. The school was formed in response to the growing need for qualified, entry level healthcare professionals in this community. CCMCC offers low tuition, flexible schedules, and instructors who are experts in their fields of study. Our class sizes are kept small so that we can concentrate on quality instruction. We work hand in hand with employers in the community to ensure the most up to date curriculum possible. All of our programs are career focused so our graduates are prepared to make a positive impact from the start of their new career in the healthcare industry.

### **General Description**

Contra Costa Medical Career College is a Private Vocational Training School, believing in producing an educated, responsible member of society equipped with the skills and principals needed to be an exceptional, efficient and safe health care provider. Our campus is 3500 square feet of classroom/laboratory and office space located at 4051 Lone Tree Way Suite C in Antioch, Ca. 94531. All classes are held at this location.

# **General Admission and Entrance Policies**

## **Admission Requirements**

Contra Costa Medical Career College programs are open to all students that have an interest in the medical field. For any individual interested in attending our programs, we ask that they be willing to and prepared to dedicate the time, energy, and effort to the courses offered. Programs to participants regardless of race, creed, color, religion, national origin, sex, age; veteran status, marital status, and sexual orientation as long as the student can meet the academic and technical standards to safely participate in, and benefit from the program. The College complies with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 with respect to both students and employees with disabilities.

**Registration Procedures for all programs excluding Surgical Technology-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.** There are four ways to complete registration at Contra Costa Medical Career College:

1. Telephone Registration. Students may call the school Monday through Friday, from 9:00 AM – 4:30 PM (except holidays) to register. Please, note that all telephone registrations must be paid by credit card (Visa, Mastercard). Telephone registration is not available on Saturdays. The payment receipt can be mailed to the student upon request; otherwise, it is kept at the school until the first day of class.
2. Facsimile Registration. Students may register via facsimile throughout the day Monday through Friday. Registration forms received during the weekend will not be processed until the following Monday. The prospective student may register for up to three (3) courses per registration form. All facsimile registrations must be paid by credit card (Visa, Mastercard). The payment receipt can be mailed to the student upon request; otherwise, it is kept at the school until the first day of class.
3. Walk-in Registration. Students may appear at the school Monday through Friday, from 9:00 AM – 5:30 PM (except holidays) to register in person. Registration fees may be paid by credit card (Visa, Mastercard), check, or money order. Walk-in registration is not available on weekends.
4. On-line registration is also available 24 hours a day, seven days a week.

Contra Costa Medical Career College **DOES NOT** accept Title IV funding (Financial Aid) from the Department of Education **nor** are we approved to accept GI Bill benefits. CCMCC does accept VA benefits from Title 38, Chapter 31, which is the Vocational Rehabilitation program and MyCAA benefits.

Contra Costa Medical Career College is authorized for WIA (Workforce Investment Act) voucher training. You will find us on the ETPL (Eligible Training Provider List) list found at [www.etpl.edd.ca.gov](http://www.etpl.edd.ca.gov). Please contact your local Employment Development office for more information.

## **Steps in Admissions**

1. Obtain and read the CCMCC catalog/performance fact sheet and choose a Program or Course.
2. Complete an enrollment agreement and pay registration fee.
3. Finalize funding for Program.
4. Purchase text and required equipment.
5. Attend Orientation on first scheduled course dates.

In addition to these provisions, there are specific admissions requirements for each of the programs as follows:

## General Admissions Requirements

1. Applicants must be 18 years or older. All applicants must present either a State issued Identification card /driver's license or passport. You must have a social security number, therefore; you must be a US Citizen or eligible to work in the United States.
2. Proof of High School Graduate/GED or achieved a degree higher than High School Diploma. (Foreign transcripts for diplomas earned outside of the US must be evaluated for US equivalency.)
3. No felony, and certain misdemeanor (drug and theft), convictions are not allowed. A criminal background check and drug screening will be required. This is required by the clinical training facility and for State licensure depending on the program.
4. **Pass entrance exam (Surgical Technician program ONLY).** This is an ability to benefit exam (Wonderlic exam) used to ensure that the applicant will benefit from the curriculum taught in the Surgical Technician Program. The minimum passing score on this test is 17. It is a twelve minute test given online, on campus at CCMCC. This test must be passed prior to submission of application for Surgical Technology.
5. Once application is received an **Interview will be scheduled with the Campus Director, program director and program faculty.(Surgical Technician only)**

**Additional Admissions Requirements** International high school diploma or other international degrees must be evaluated for US equivalency. The candidate will be notified by the evaluating company (AACRAO) by telephone and/or by letter of the status of his/her application. At that time, the student is responsible for presenting the evaluated transcripts to the admissions office. The student will be allowed to complete the enrollment process at that time. All entrance requirements and documentation should be completed and turned in by the class start date. It is the responsibility of the applicant to meet these requirements in a timely manner. All programs are taught in English. Due to that fact, it is important that the student can read, write, understand and speak the English language well.

## Re-admission Procedures

Students who are in good standing and have not satisfactorily completed a program may be readmitted to Contra Costa Medical Career College upon application. They are required to follow the policies of the catalog in effect at the time of re-enrollment and pay a re-enrollment fee in addition to the tuition for the program the student is repeating.

## Enrollment

Accepted Surgical Technician and Sterile Processing Technician students are required to attend Orientation prior to the first day of class. All other programs conduct orientation during the first class meeting.

## Granting Credits

Contra Costa Medical Career College awards credit in clock hours for the programs offered. One quarter credit hour is granted for the successful completion of one of the following: 10 clock hours of instruction in a lecture setting; 20 clock hours of instruction in a laboratory setting; 30 clock hours of instruction in an externship setting, or an appropriate combination of all three. One clock hour is equivalent to a minimum of 50 minutes.

# **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT CONTRA COSTA MEDICAL CAREER COLLEGE**

## **Transfer Credit/Credit Evaluation**

The credits you earn at Contra Costa Medical Career College are not accepted at other institutions in most cases; however it is at the complete discretion of the institution to which you may seek to transfer. Contra Costa Medical Career College has not entered into any articulation agreements with any other colleges or universities. If the credits you earn at Contra Costa Medical Career College 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 that institution. For this reason you should make certain that your attendance at Contra Costa Medical Career College will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Contra Costa Medical Career College to determine if your certificate or credits will transfer.

Contra Costa Medical Career College allows for the transfer of credits earned at another institution if that institution is Nationally or Regionally accredited by an agency recognized by either the U. S. Department of Education or the Council for Higher Education, and if the previous credits earned are comparable to those offered in the institution's program in which the student seeks to enroll. All considered credits must have been earned within the last three years, and be of "C" average or above. Contra Costa Medical Career College will allow no more than 50% of any program to be credited by transferring credits from another institution. Course credits for advanced placement through outside examination may be considered, but are generally not accepted. There is no fee for the evaluation or the granting of transfer of credit.

A written request for credit transfer must be made to the Campus Director at least two weeks prior to the start of class, in order to allow Contra Costa Medical Career College adequate time for evaluation. Requests made with less than 2 weeks prior notice will not be evaluated. The request must include an official transcript from the student's prior institution, and course descriptions in the form of syllabi or institutional catalogs which include clock and/or credit hours. A decision will be made within one week of receipt of the requisite documents, and the student will be advised by mail or email. Any appeal to the institution's decision must be made in writing and submitted to the Campus Director. The subsequent decision will be final.

Any reduction in tuition resulting from the transfer of credits will be based on the per hour cost of training for the program times the number of clock hours of the institution's comparable program for which the student is being given credit. The student is allowed and encouraged to sit, free of charge, for purposes of review, any portions of the program for which s/he has been given credit, as long as classroom space is available. If an enrollment agreement had been signed by the student prior to a request for credit transfer, and credit is accepted, a new enrollment agreement must be signed to include any changes to the amount of financial obligation of the student due to the transfer of credit.

Contra Costa Medical Career College makes no guarantee of transferability of credits to another institution, but will assist the student wishing to "transfer out" by providing guidance, and providing official transcripts, syllabi, course outlines, or institutional catalogs as requested, at no charge to the student. At this time the Institution does not have any written articulation agreements with other proprietary, post-secondary or other institutions of higher learning.

## **Refused Attendance**

Students may be refused from enrolling or attending classes for failure to:

- Comply with admission requirements
- Respond to official Contra Costa Medical Career College notices
- Settle financial obligations when due

Students are generally notified in advance if they are not going to be allowed entrance into the classroom. Contra Costa Medical Career College, except for assistance toward reinstatement, can drop the student from all current and future classes if appropriate. A Student that has been removed from classes will not have attendance or receive a grade.

## **Payment, Cancellation, Withdrawal, and Refund Policies**

### **Methods of Payment**

Forms of payment accepted by Contra Costa Medical Career College are cash, credit card, personal/business check, money order, and ATM/Debit card. Registration fees are non-refundable and are mandatory for applicable students. Contra Costa Medical Career College does not offer student tuition discounts of any sort. Registration or Application Fees vary per program.

**Transcript Fee \$25.00**

**Fee for each transcript or duplicate certificates is \$25.00**

**Returned Check Charge \$25.00**

**Late Payment Fee \$50.00**

Certificates of completion will not be issued until all financial obligations are fulfilled.

Contra Costa Medical Career College **DOES NOT** accept Title IV funding (Financial Aid) from the Department of Education nor are we approved to accept GI Bill benefits. CCMCC does accept VA benefits from Title 38, Chapter 31, which is the Vocational Rehabilitation program.

Contra Costa Medical Career College is authorized for WIA (Workforce Investment Act) voucher training. You will find us on the ETPL (Eligible Training Provider List) list found at [www.etpl.edd.ca.gov](http://www.etpl.edd.ca.gov). Please contact your local Employment Development office for more information.

### **Collection Process of Unpaid Tuition**

In the event that a student does not pay tuition or fees due to the school, CCMCC will make every attempt possible to arrange a plan with the student to collect. If the student fails to comply with the arrangements agreed upon, the unpaid balance will be reported and an outside collection agency will be notified.

### **Current Schedule of Charges for 2013/2014**

All tuition costs and payment arrangements must be arranged prior to registration. Current schedule of charges are listed with program and course descriptions.

### **Cancellation of Classes or Programs**

Contra Costa Medical Career College reserves the right to cancel or postpone a class or a program if student enrollment is insufficient (less than 5 students). However, every effort will be made to cancel the class or program well in advance of the beginning date. Refunds will be issued for tuition and registration fees in this instance.

### **Cancellation Period**

1. You have the right to cancel this agreement, including any equipment or other goods and services included in the agreement, and receive a full refund (less a deposit or application fee not to exceed \$125) through attendance of the first class session, or the seventh day after enrollment, whichever is later.
2. Cancellations due to **rejection of application** and **program cancellation** by the school, will receive a full refund including the registration fee. No show/non starts and cancellation by student during the cancellation period, will receive a full refund (less a deposit or application fee not to exceed \$125) within 30 days of cancellation date.
3. Your cancellation takes effect when you give written *Notice of Cancellation* to this College at the address on page 1. Any written expression that you wish not to be bound by this agreement will serve as a *Notice of Cancellation* of this agreement. Read the *Notice of Cancellation* form provided to you for an explanation of your cancellation rights and responsibilities. If you have lost your *Notice of Cancellation* form, ask the College for a sample copy.
4. You are due a complete refund within 30 days after the College receives a valid *Notice of Cancellation*.
5. After the end of the cancellation period, you have the right to stop College up to the 60% completion of course, and the right to receive a refund for the part of the course not taken.
6. Cancellation shall occur when the student provides a written notice of cancellation to:  
**Contra Costa Medical Career College** 4051 Lone Tree Way, Suite C Antioch, Ca. 94531 The written *Notice*

*of Cancellation*, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.

### **Course Withdrawal**

The term “Withdrawal” signifies that a student has withdrawn from a course after completing the first class session. Notifying the instructor of one’s intent to withdraw is insufficient and will not constitute a withdrawal. To withdraw, the student must notify the admissions representative or campus director in writing. The effective date of withdrawal is the last date of actual attendance. This is a permanent mark with no grade points assigned. Students withdrawing from one course while retaining their registration with Contra Costa Medical Career College should refer to the Withdrawal section under Grading System in this catalog. Students who wish to withdraw permanently from Contra Costa Medical Career College must fill out a “Withdrawal Form,” which is available at the media center located in the lobby area of the campus. An exit interview is conducted by the Program Director. The enrollment status of such students will be changed to “Drop.” They will be immediately withdrawn from Contra Costa Medical Career College and their future classes will be deleted from their schedules

### **Withdrawal Date**

The withdrawal date used to determine when the student is no longer enrolled at Contra Costa Medical Career College is the date the student began the withdrawal process by completing an official withdrawal form, by submitting that form to the Student Services office and ceasing to attend classes or other College activities. A student who submits a completed official withdrawal form, but continues to attend classes or other College activities will not be considered to have officially withdrawn from College. If a student does not complete the official withdrawal process, the College will determine its withdrawal date based upon federal regulation and institutional records. If a student is absent for 7 consecutive days, excluding holidays, does not communicate directly with the College regarding the nature of those absences, and does not officially withdraw from the program in writing, he/she will be considered withdrawn from the program. The refund will be calculated based on the last day attended (LDA) according to the pro-rate refund policy described above.

### **Withdrawal after the Cancellation Period**

Students have the right to cancel the enrollment agreement and obtain a refund of tuition paid through attendance of the first class session, or the seventh day after enrollment, whichever is later. Students have the right to withdraw from a program of instruction up to the 60% point of the course and receive at least a partial refund. Students are obligated to pay only for education services rendered and any unreturned equipment until the 60 percent point of the program, as measured in hours, after which no refund will be possible. Please note that refunds are based on the elapsed time in a program, not just the hours actually attended by a student. If a separate charge for equipment is specified in the agreement, and the student actually obtains the equipment, and the student returns that equipment in good condition, allowing for reasonable wear and tear, within 30 days following the date of the student's withdrawal, the institution shall refund the charge for the equipment paid by the student. If the student fails to return that equipment in good condition, allowing for reasonable wear and tear, within 30 days following the date of the student's withdrawal, CCMCC may offset against the refund calculated the documented cost to the institution of that equipment. The student is liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. Equipment cannot be returned in good condition if the equipment cannot be reused because of health and sanitary reasons and this fact is clearly and conspicuously disclosed in the agreement. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

### **STRF (Student Tuition Recovery Fund)**

STRF is a state requirement that a student who pays his or her tuition is required to pay a state imposed assessment for the student tuition recovery fund. All students that are residents of California that pay their tuition either by cash, guaranteed student loans, or personal loans must participate in the Student Tuition Recovery Fund (STRF). The Non-Refundable STRF charge for your program will be based on the charge of \$.50 per \$1,000.00 in tuition charges rounded to the next \$1,000.00. This rule was established by the

Legislature to protect any student who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing. You do not qualify by failing to live up to the school's enrollment agreement or refusing to pay a court judgment. The following is a description of the students' Rights and Responsibilities with respect to the Student Tuition Recovery Fund:

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

- You are a student in an educational program, 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
- 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:

- You are not a California resident, or are not enrolled in a residency program, or
- 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.”

“The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs 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.”

**However, no claim can be paid to any student without a social security number or a taxpayer identification number.**

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from BPPE that the school is closed. IF you do not receive notice from BPPE, you have four years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, receipts or any other information that documents the monies paid to the school. Any questions regarding the STRF may be directed to:

[www.bppe.ca.gov](http://www.bppe.ca.gov) 1-888-370-7589 BPPE 2535 Capitol Oaks Drive, Suite 400 Sacramento California, 95833.

## **Calculation of Refund**

How Contra Costa Medical Career College calculates refunds: For example, if a student enrolls in a 500 hour program and withdraws after receiving 250 hours of instruction, and if the student paid a \$75.00 registration fee and \$2,500 tuition, the school would deduct the \$75.00 registration fee from the amount received, divide the remaining \$2,500 by the number of hours in the program ( $\$2500 / 500 = \$5.00/\text{hr.}$ ) and multiply that hourly amount times the number of hours received by the student ( $250\text{hrs} \times \$5.00 = \$1250.00$ ) The amount paid, in excess of that amount would be the amount of the refund. ( $\$2,500 - \$1250.00 = \$1250.00$ ) Refund Amount. In addition, the refund would include any amount paid for equipment, which is subsequently returned in good condition. If you attend class and drop before payment is made, you will be responsible for tuition accrued up to the date formal withdrawal notice is given. No refund will be given after 60% of total program clock hours including externship are completed.

## **Hypothetical Refund Calculation**

Sterile Processing Technician

500 Hours total hours

Withdrew after 65 hours of instruction

$\$2500.00 \text{ tuition} / 500 \text{ hours} = \$5.00 \text{ per hour}$

$\$5.00 \text{ per hour} \times 65 \text{ hours attended} = \$325.00$

$\$2500.00 \text{ Tuition paid} - \$325.00 = \$2175.00$

**Refund Amount: \$2175.00**

## **Payment of Refunds**

Refunds are made within 30 days following the date upon which the student's withdrawal has been determined.

## **Academic and Attendance Progress Policies**

If, at any point, the CCMCC staff determines that it is mathematically impossible for the student to meet the minimum requirements, the student must be dismissed from the College. Notification of academic dismissal is made in writing. The conduct policy section in the catalog describes other circumstances that could lead to student dismissal for non-academic reasons. As a condition of the academic monitoring, students on warning and probation must participate in academic advising as deemed necessary by the institution.

## **Satisfactory Academic Progress (Attendance and Grade Point Average) SAP**

All students must maintain satisfactory academics in both the didactic and skills portion of the program as well as attendance progress in order to remain enrolled at the College. Satisfactory academic progress is determined by computing the student's Cumulative Grade Point Average (CGPA) of 2.0 (70%) for didactic course work (80% for Surgical Technician program) and must display competency during laboratory skills training. Students must maintain satisfactory attendance throughout the entire program. Satisfactory attendance is missing less than 10% of program **didactic** hours. Students are not permitted to miss any externship hours unless unforeseen and uncontrollable circumstances arise. This will be evaluated on a case by case basis. Any externship hours missed will have to be made up. Each education program has its own detailed evaluation standards. Grades may be based on homework, assignments, class participation, oral or written tests, and manipulative performance examinations given with each unit of learning. Laboratory skills competency is evaluated by the program instructor. Permanent records of the student's progress are maintained by the College and are available upon written request by the student.

Contra Costa Medical Career College conducts evaluations of each student's progress **on an on-going basis**. Grades and attendance are recorded using En-grade. This is an online student grade record as well as attendance record. Grades and Attendance are recorded and updated on a daily basis. Students are given access to their record with a log-in and password. The student has access to their progress and status 24 hours a day. The student must maintain a minimum Cumulative Grade Point Average (CGPA) of 2.00, (3.0 for Surgical

Technology). A student with a CGPA below 2.00, (3.0 for Surgical Technology) will be placed on a Term Action Plan (academic probation) and is required to begin remediation. The program instructors will make every attempt possible to help the student improve his/her grade by offering one on one tutoring to the student, suggesting study groups and techniques, and being available to the student for questions. A Status Update Form will be completed 2 weeks following the Term Action Plan to determine if the student has brought their grade up to at least a 70% (80% for Surgical Technology). If the student brings their grade up to passing, they will be removed from Term Action status. If the student's grade has improved, but has not met the 70% mark (80% for Surgical Technology), it will be determined then if the student is able to bring the grade up in the remaining time left in the program. If it is determined that the student has enough time to bring his/her grade up, a second Term Action Plan will be initiated. If the student has not brought the grade up to the 70% mark (80% for Surgical Technology) by the end of the 2 weeks following the 2<sup>nd</sup> Term Action Plan, the student will be dismissed. A maximum of 2 Action Plans can be initiated per student per program term. The student will be given a pro-rated refund and will be allowed to reregister into the program at a later date. No credit will be given for the portion of the course completed. A student who is in danger of being dismissed for poor attendance will be put on a Term Action Plan for poor attendance. A student who demonstrates poor skills performance in the laboratory portion of the program will be put on a Performance Progress Action Plan. A status update will be done 2 weeks from the date of the initiation of the Action Plan to determine if the student's skills performance/attendance has improved. If a student's attendance rises above the 10% allowed absenteeism for the program the student will be dismissed. If the student's performance in the laboratory does not improve to satisfactory competence the student will either be remediated and continue on Performance Progress Action Plan status for an additional 2 weeks or be dismissed. A maximum of 2 Performance Progress Action Plans can be initiated per student, per cause, per program term. If dismissed, the student will be given a pro-rated refund and will be allowed to re-register into the program at a later date. No credit will be given for the portion of the course completed.

## **Grading and Evaluation Procedures**

Grade reports are issued to students at the completion of each term. Grades are based on the quality of work as shown by written tests, laboratory work, term papers, and projects as indicated on the course or program syllabus. The grading scale is as follows: The following grading policy is in effect: at CCMCC, a pass is understood to be 70% or more (80% for Surgical Technology). Courses also may be designated as Pass/Fail by class Instructor. Students must take and complete all required modules. The following grading policy is in effect:

- **A = 90%-100 % (Superior)**
- **B = 80%-89% (Above average)**
- **C = 70% - 79% (Average)**
- **D\* = 50%-69% (Below Average)**
- **F\* = less than 50% (Failure)**

Grades D and F are considered fail. The externship grading policy involves only:

- **P (Pass) F (Fail)**

In the event a student receives a failing grade or is dismissed during externship, the student will be given the opportunity to find an alternate site, without the assistance of the school, and finish his/her own externship within a limited time frame. (Rules apply, see externship procedure). A Failing grade in the externship training is caused by poor attendance, unprofessional conduct, unethical behavior, etc. that contradicts school and affiliated facilities policies. A student who during his/her clinical curriculum shows poor attendance, poor participation and poor grades may be dismissed from the site resulting in a fail grade.

## **Appeal**

A student who has been behaviorally put on warning, term action plan, probation or dismissed may appeal the determination if special or mitigating circumstances exist. The student may appeal, in writing by either email correspondence or written letter within 5 days of the event, to the Campus Director. The student should explain what type of circumstances contributed to the problem and what plans the student has to eliminate those potential problems in the future. The decision of the College is final and may not be further appealed. Decisions regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student's commitment to complete the program. Dismissed or dropped students who are readmitted will sign a new Enrollment Agreement and will be charged tuition consistent with the existing published rate.

## **Application of Grades and Credits**

The grade policy above describes the impact of each grade on a student's academic progress. For calculating the rate of progress, grades of "F" (failure) and "W" (withdrawn), are counted as hours attempted, but are not counted as hours successfully completed. A "W" will not be awarded after reaching 60% of the term. Withdrawal after reaching 60% of the term will result in the student receiving an "F".

## **General Attendance Policy**

All students must be officially registered for a class to attend the class or to receive a grade. Contra Costa Medical Career College instructors cannot permit unregistered students to attend a class and cannot issue grades to unregistered students. Tardiness and early departure from classes accrue with the potential for a cumulative effect on absences. Any dispute about attendance must be addressed by the student in writing to the Campus Director. Once grades have been issued and credit awarded, neither the coursework nor the grade can be removed from the student's transcript and tuition will not be refunded. With instructor approval, students may be allowed to make up examinations or class assignments missed due to an **excused** absence or excused tardiness. Work must be completed immediately upon return. Students may not make-up exams or homework missed due to an unexcused absence. Students may not miss more than 10% of the required didactic training hours in each program or course. 100% of the hours required during the clinical externship portion of the program must be completed. Being tardy to class is strongly discouraged. Being tardy is coming to class any time after the designated start time. Tardiness and leaving early have a negative effect on the grades. Being tardy more than 15 minutes is considered an absence and leaving more than 15 minutes early is also considered an absence. 3 times tardy = 1 absence. If a student is in violation of this policy, and exceeds the maximum allowed absences, he/she will be dismissed or remediated and may need to ask for re-admittance. If re-admittance is granted, the student will have to start the program over and will be responsible for paying all published tuition charges and fees associated with the program. If a student does not meet graduation requirements, records of his/her attendance and grading will be maintained through official transcripts.

## **Disciplinary Probation**

Students may also be placed on disciplinary probation for excessive absences and/or tardiness, unacceptable conduct, violation of the uniform policy or drug or alcohol use. These students will be closely monitored by their instructors and can be dismissed for non-compliance.

## **Change of Course Policy**

Any student wishing to transfer from one course to another after beginning the coursework must:

- Enroll in the new course of study through the Admissions Department.

Arrange to satisfy financial requirements of the contract regarding the dropped course. The refund policy will determine the financial obligations.

## **Course Scheduling**

Contra Costa Medical Career College does not allow any course substitutions or changes in any program. Students may drop a course prior to the end of the cancellation period, which ends on the seventh day after enrollment or on the third day of instruction, whichever is later. No grade will be given and no tuition will be charged, but the student must drop the course **prior** to the end of the cancellation period to avoid incurring a tuition charge or receiving a grade.

## **Retake/Make-Up Policy**

The student may make up exams and assignments missed due to an **excused** absence only. An excused absence is defined as any absence caused by an **unforeseen circumstance**. The student must notify the school either by calling the business office and/or e-mailing the instructor on the day of the absence or prior. If the student makes no attempt to contact the school regarding his/her absence, the absence will be considered unexcused and any missed work, including exams, will not be allowed to be made up. All work must be made up **immediately** upon the student's return or credit will not be given. Make-ups must be done prior to or after regularly scheduled program hours. Make-ups will not be allowed during class time. Re-taking exams in which the student received a "D" or "F" is not allowed. If there are extenuating circumstances for the failing grade, a grade appeal may be initiated. (See grade appeals).

## **Graduation Requirements**

A Certificate of Completion will be awarded to those students meeting the graduation requirements. Students eligible for certificates of completion are those who have satisfactorily completed their courses of study with appropriate number of clock-hours with a cumulative grade point average of 2.0, (3.0 for Surgical Technology), passed the final exam with letter grades of "C" or better, ("B" for Surgical Technology) and have fully paid all tuition charges. Students must meet all minimum attendance requirements as stated on page 12 of this catalog.

## **Grade Appeals**

It is the responsibility of faculty to articulate and communicate course requirements and standards of performance to students at the beginning of each program and apply all grading criteria uniformly and in a consistent and timely manner. Grades submitted by faculty are presumed to be accurate. A student who has questions about a grade received within a program or course should ordinarily seek to resolve the issue immediately by first consulting with the instructor. If the issue has not been resolved after consultation, and the student believes there are grounds for appealing the grade, the student may invoke the grade appeal procedure outlined below.

## **Grounds for a Grade Appeal**

Students can appeal a grade only when they can document that one or a combination of the following has occurred:

- An error in calculating the grade
- Failure of the instructor to notify students clearly and promptly of the criteria for grade determination
- Assignment of a grade based on reasons other than the announced criteria and standards
- Assignment of a grade based on factors other than student achievement, e.g., prejudice or discrimination
- Inconsistent or inequitably applied standards for evaluation of student academic performance
- If the student believes that the grade received is based upon unlawful discrimination, or sexual harassment, as defined in these policies and procedures, the student should proceed under the procedures in this catalog for "Complaints Relating to Discrimination and Sexual Harassment."

## **The Process**

When students believe that they have grounds for appealing a grade issued by an instructor because of an occurrence of one or more of the above mentioned circumstances, the following procedures must be followed:

1. The student must submit a written appeal to the Program Lead Instructor within 5 days of issuance of the grade. If the immediate instructor is the Lead instructor, an alternate Instructor within the program will be assigned the appeal.
2. The student must provide clear documentation that demonstrates the occurrence of one or more of the above-listed grounds for appeal. Documentation may be in the form of email correspondence, proof of graded assignments, etc.
3. The student must also provide evidence of the level of achievement in support of the appeal proving the particular grade that the student believes he/she should have been awarded.
4. If the evidence meets the criteria, the Program Lead Instructor, or alternate, forwards the student's written statement to the Campus Director for final review, which the Campus Director must provide within 5 days.

## **Change of Academic Program**

Students may apply for a change of academic program at any time, provided they are not dismissed or terminated for behavioral reasons from their current program. Application for such a change does not, however, mean automatic acceptance into the new program. Entering a program after the program has started is not permitted. The student will only be able to start a new program on the following cohort start date. Official acceptance into the new program occurs only when the student receives official notification and the student has met all admission requirements specific to that program. Students on probation must submit their request for a change of program to the Admissions Counselor of Contra Costa Medical Career College for approval. The third and any subsequent application for a change in program must be accompanied by a letter of intent that must be approved by the Campus Director. This letter should explain the reason for the change along with the plan for completion. The student must arrange to satisfy financial requirements of the enrollment agreement regarding the dropped Program. The refund policy will determine the financial obligations

## **Grade Reporting**

All grades are posted on En-grade or submitted to the students directly. Students are given a log-in to En-grade which is the college's online grading management system. They have 24 hour access to their grades. Grades are not given over the telephone. Students may request an unofficial transcript from the Student Services Coordinator's Office. Grades are reported only for students officially registered in a class. Students should direct questions regarding the accuracy of a grade to their instructor. Due to the requirements of each course, instructors are allowed a reasonable time to submit grades.

## **Dropout and Leave-of-Absence Policies**

The College's programs are designed as a series of uninterrupted courses and programs. If it becomes necessary for a student to interrupt training, a student may either take a leave of absence, which must be approved by College administration, or make a Permanent Withdrawal. If a leave of absence is approved, the student will be granted a leave of absence for up to a maximum of 180 days or ½ the published program length, whichever is shorter. If the student withdraws, the student will be permanently dropped from the program and a refund will be made in accordance with the CCMCC refund policy. A request for a leave of absence must be made in writing and signed by the student. The student must include a reason for the request in order that CCMCC may have reasonable expectation of the student's return, and the student must attest to understanding the procedures and implications for return (or failure to do so) A leave of absence period may not exceed 180 days within any 12-month period or ½ the published program length, whichever is shorter. Under normal circumstances, a student may not take more than one leave in any 12-month period. However, a student may be granted more than one leave of absence in the event unforeseen circumstances arise, such as medical reasons affecting the student or a member of the student's immediate family, military service requirements, or jury duty, provided that the combined leaves of absence do not exceed 180 days within the 12-month period or ½ the published program length, whichever is shorter. If the student does not return following the leave of absence period, CCMCC will consider the student as having permanently withdrawn and will apply its refund policy, which will be based on the time elapsed in the student's program, as measured in clock hours, as of the last date of attendance.

## **Repeating Courses**

Students who need to repeat a particular course will be responsible for the tuition for that course.

## **Maximum Time (in clock hours) in Which to Complete**

Students are not allowed to attempt more than 1 and 1/2 times, (150%) of the number of clock hours in their program of study. This ensures that students will complete their program within the maximum time frame.



employers require criminal and personal background checks. Students with criminal records that include felonies and certain misdemeanors are not accepted by these agencies for externship or employment placement. All students are required to submit to a drug test.

## **Clinical Externship Guidelines:**

**A BACKGROUND CHECK AND DRUG SCREENING WILL BE PERFORMED ON ALL STUDENTS PRIOR TO EXTERNSHIP PLACEMENT. No felony and certain misdemeanor convictions, including but not limited to: theft, grand theft, drug offenses, burglary, breaking and entering, assault and/or battery offenses, are not permitted.**

### **Immunization (titers) Requirements**(per Facilities request)

Students must provide proof of immunity for the following:

1. Diphtheria/Tetanus (DT) immunization within the last 10 years.
2. MMR titer or second dose.
3. Hepatitis B or signed waiver to refuse.
4. TB skin test and appropriate follow-up (chest x-ray) within the last year.
5. Varicella (chicken pox) immunity.

**\*\*ALL REQUIRED DOCUMENTS, INCLUDING RESUME AND COVER LETTER, ARE DUE BY THE HALF WAY POINT OF THE DIDACTIC PORTION OF ALL PROGRAMS. IF REQUIRED DOCUMENTS ARE NOT TURNED IN BY THE DUE DATE, EXTERNSHIP PLACEMENT WILL BE DELAYED. NO ACCEPTIONS. STUDENTS WHO FAIL TO TURN IN REQUIRED DOCUMENTS WILL AUTOMATICALLY BE DROPPED FROM THE PROGRAM 30 DAYS AFTER THE LAST DAY OF DIDACTIC TRAINING.**

**CPR Policy** per Facilities requests all students are required to submit proof of completion and current CPR certification through American Heart Association for the Healthcare Provider.

- CCMCC will begin the process of providing an externship site to students as soon as the student has passed the didactic portion of their program and turned in all paperwork/documents.
- All documents must be turned in by the due date given on the first day of class. If required documents are not turned in by the due date, externship placement WILL be delayed.
- Students may secure their own externship site, but must furnish CCMCC with the name of the facility and a contract and evaluation form. Students will have limited time (program specific) from the last day of class to complete the externship.
- **In the event that the student is dismissed from the facility, or does not complete the externship hours, CCMCC will not be responsible for providing another externship site. The student may then find his/her own externship, which cannot be a site currently contracted with CCMCC, with limited time to complete it and must inform CCMCC with the name of the facility and name of the supervisor. A clinical evaluation form from CCMCC must be sent to the facility for the student to get credit for the clinical. The student will no longer be covered under the school student blanket liability insurance. This applies to all programs requiring externship.**
- Students should understand that the externship site should be treated like a regular job and therefore **must** adhere to the rules of the facility, including scheduling hours and transportation. If you are going to be absent from your externship, you are required to call the site **AND** CCMCC prior to your absence. You are required to call every day that you miss to report on your status. Not following this policy is grounds for dismissal.
- **Students are not allowed to contact the facility or its employees if dismissed. Violating this policy WILL result in program expulsion.**

- **Once a student is placed in his/her externship, all required hours must be completed no later than 6 months following the last day of didactic training. Students who do not complete their externship within this time frame will be dropped from the program and required to retake the didactic training. The student will be responsible for payment of all program fees.**
- **\*If, for any reason “WITHIN THE CONTROL OF THIS INSTITUTION”, the school is unable to place its student in an externship, a full refund of the program tuition and fees, minus the registration fee, will be refunded. (Surgical Technology student please see externship placement information and guidelines in the Surgical Technology Handbook for specific program guidelines.)**

## **Student Services Policies**

### **Facilities**

Contra Costa Medical Career College occupies 5,000 square feet of classroom space and offices with ample parking for tenants, students and guests. The general environment of CCMCC is professional, spacious and orderly. There are 3 administrative offices, five classrooms; two skills laboratories, a library/computer lab area, and an outdoor student break area. Vending machines and a copy/fax machine are available for student use. Students may access the library/ computer lab during posted hours. The library/computer lab consists of 3 computers, a printer a resource working area and an ample selection of books, magazines, and journals. Lecture rooms have a max capacity of 18 students. Our placement department has fax machine and computer access as well. Three Restrooms are available in the facility.

### **Career and Assessment Service**

CCMCC is committed to providing professional career and employment related services to current students and graduates from programs, regardless of the geographical location of our students. Dedicated personnel will provide resume review and critique; job search assistance; interviewing and negotiating techniques; career development and assessment for those students seeking career direction.

## **Contra Costa Medical Career College does not guarantee employment.**

### **Student Services Policies, Procedures and Resources**

Contra Costa Medical Career College provides a number of services to help students attain their educational goals. These services are designed for the academic, economic, and personal needs of enrolled students. Student services include student advising and scheduling, records evaluation, student finance, and other services.

### **Guidance and Counseling**

When problems at College, home, or work interfere with academic performance, the student is encouraged to ask for a private conference with his or her Program Director, admission representative, or the Externship/Career counselor. A student whose problems are beyond the scope of the College will be referred to outside counseling agencies.

### **Housing**

Contra Costa Medical Career College does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers housing assistance.

### **Campus Security**

A crime report is available to any student who requests such information. These reports are generated from local police department reports. Contra Costa Medical Career College policies are accorded procedures consistent with fair process typically before disciplinary action is imposed. However, in inappropriate circumstances, students may be suspended prior to a hearing.

When a violation has occurred, an electronic incident report, including the date, time and circumstances of the

alleged act, must be submitted to the Campus Director of Contra Costa Medical Career College. This report includes a description of the actions of all parties involved, names of witnesses available and documentary evidence that supports the charge. Students wishing to report a violation should file the report through the responsible administrator of the campus or a full-time faculty member. Upon receipt of the report, the Campus Director of Contra Costa Medical Career College will determine if a Contra Costa Medical Career College policy may have been violated by the student. If there is insufficient information to make that determination, the Campus Director of Contra Costa Medical Career College will notify the person making the report. If there is sufficient information, the Student Affairs Coordinator of Contra Costa Medical Career College will contact the student.

### **Media Lab Regulations**

Computer labs are available at the College for use by students, faculty, and staff. By using any Contra Costa Medical Career College Media Lab, students agree to comply with the computer and Internet access policy and additionally agree to follow these regulations:

- 1) Students must sign in to use the facilities. They may be asked to show identification.
- 2) Students may not install privately owned or acquired software on College computers. Software copyrights are strictly enforced. The Computer Software Policy provides complete details.
- 3) Students may not bring food or drink into the area.
- 4) Students may use computing resources for College-related purposes only.
- 5) Students should minimize their use of lab printer.

### **Computer Software and E-Mail Policies**

The Copyright Law of the United States (Title 17, United States Code) governs the making of copies of copyrighted software. Copyright infringement could subject the violator to civil damages and criminal penalties, including a fine or imprisonment.

College policy further prohibits any use or copying not authorized by the purchase agreement or license under which the college acquired the software. Unauthorized use or copying may subject employees, faculty, and students to disciplinary action. Students may not use the e-mail addresses of other students, faculty, or staff for purposes unrelated to the College. Violations may lead to disciplinary action.

### **Contra Costa Medical Career College Library and Resource Center**

Contra Costa Medical Career College has an array of books and resources available to students while on campus to check out for the day. Students can also check out materials through the receptionist.

### **Students with Disabilities**

Contra Costa Medical Career College complies with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Federal Rehabilitation Act of 1973. Accordingly, qualified persons with disabilities may not, on the basis of that disability, be denied admission or subjected to discrimination in admission decisions. Further, no qualified student with a disability, on the basis of that disability, may be excluded from any academic, research, counseling, student finance program, or other post-secondary education program or activity that CCMCC provides to all students. Students or prospective students, who want to read the complete Contra Costa Medical Career College Policy and Procedures, Services to Students with Disabilities, should request a copy from an advisor. Applications for accommodations for a disability may be sent to the Director of Student Services.

### **Student Records Policies**

Transcripts and other documents received by Contra Costa Medical Career College for the purpose of admission or recording supplemental work become the property of Contra Costa Medical Career College and will not be released or copied without prior permission from the student. California regulatory agencies require that student records be kept for five years. All application materials and documents are collected in person or by mail. Original signatures must accompany forms where signatures are required. Photocopies of application paperwork are not acceptable. All records are stored in a computer database and in fire-proof cabinets and are accessible by

CCMCC staff. In the event that Contra Costa Medical Career College discontinues operation, Contra Costa Medical Career College will mail each student written confirmation of the College's intent to discontinue operations, information regarding the permanent storage of official transcripts, and two official copies of the student's transcript for future use. Students will also be advised on how to gain additional copies through the office: **Contra Costa Medical Career College** 4051 Lone Tree Way, Suite C Antioch, Ca. 94531 (925)757-2900 Fax (925)757-5873

### **Transcript Requests**

Students should direct requests for transcripts to the Student Services Coordinator's office. Due to the requirements of the Family Educational Rights and Privacy Act of 1974, as amended, all requests for transcripts must be submitted in writing and include the student signature and either the student's identification number or social security number. Contra Costa Medical Career College will not release transcripts without appropriate authorization from the student. The Education Office issues transcripts and other official documents only after students have settled all financial obligations to the College. All records and services are withheld from students who have any outstanding financial obligations to the College. Transcripts contain only coursework completed at the College. The request takes 5-10 working days to process.

### **Payments and Release of Records**

Contra Costa Medical Career College may withhold a student's transcript or grades if the student is in default on an enrollment agreement. If the student has made partial payment of his or her tuition obligation, Contra Costa Medical Career College will only withhold that portion of the grades that corresponds on a pro rata basis to the amount of tuition or loan obligation the student has not paid. If the course of study consists of only one course, CCMCC will withhold the grades or the transcript until the tuition or loan obligation is paid in full.

### **Student Record Retention**

Enrollees are advised and cautioned that state law requires this educational institution to maintain College and student records onsite for a five-year period. Transcripts are maintained for 99 years. Student records are protected from unauthorized access. Requests for release of information by the student or from outside agencies must be made in writing. This ensures that only authorized individuals have access to information requested.

### **Family Educational Rights and Privacy Act of 1974 (FERPA)**

Contra Costa Medical Career College maintains all student records in accordance with the provisions of FERPA as amended. FERPA affords students certain rights with respect to their education records. They are:

- The right to inspect and review the student's education records within forty-five (45) days of the day the College receives a request for access. Students should submit to the head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect.
- The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request an amendment of the student's education records that the student believes is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to College officials with legitimate educational interests. A College official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of

Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another College official in performing his or her tasks

- A College official has a legitimate educational interest if the official acts in any of the following capacities: is performing a task that is specified in his or her position description or contract agreement, related to a student's education or to the discipline of a student: providing a service or benefit relating to the student or the student's family (e.g., counseling, job placement, financial aid, etc.); or maintaining the safety and security of the campus. Upon request, the College may disclose education records without a student's consent to officials of another school in which that student seeks or intends to enroll.

## **Student Complaint and Grievance Policies**

### **Discrimination or Harassment Complaints**

Contra Costa Medical Career College is committed to maintaining a working and learning environment in which students, faculty, and staff can develop intellectually, professionally, personally, and socially. Such an atmosphere must be free of intimidation, fear, coercion, and reprisal. The College prohibits discrimination or harassment on the basis of race, ethnic or national origin, religion, age, sex, color, physical or mental disability, marital or veteran status under any program or activity offered under its control. In keeping with this commitment, the College also maintains a strict policy that prohibits sexual harassment, which includes harassment based on gender, pregnancy, childbirth, or related medical condition and inappropriate conduct of a sexual nature. This policy applies regardless of the gender or sexual orientation of the complainant or the alleged harasser. It is College policy that all persons should enjoy freedom from unlawful discrimination of any kind, as well as from sexual harassment, or retaliation for reporting a complaint. This policy applies to prohibit unlawful discrimination or harassment between members of the College community, including between students and other students and between students and employees or third parties, if the College has notice regarding or control over the third party. Individuals who engage in prohibited conduct will be subject to disciplinary action.

### **Grievance Procedures for Civil Rights Violations**

Contra Costa Medical Career College encourages prompt reporting of complaints so that a rapid response can be made and an appropriate action taken. Note that reporting a complaint need not be limited to someone who was the target of the discrimination or harassment. The following person is designated to coordinate Contra Costa Medical Career College responsibilities under the law and to ensure compliance with Contra Costa Medical Career College policies against discrimination: Contra Costa Career College, 4051 Lone Tree Way Suite C Antioch Ca. 94531.

### **Hearing Procedures**

Hearing committees consist of three members. The Campus Director of Contra Costa Medical Career College appoints two members from the faculty or administrative staff and the student selects one member from the faculty. The campus Director of Contra Costa Medical Career College also designates the chairperson to conduct the proceedings and report the committee's decision. Members of hearing committees must be unbiased and must not have had direct involvement in the case prior to the hearing. Parties to the hearing are notified in writing of the hearing date, time, location, and procedures at least seven (7) business days before the hearing.

### **Hearing procedures include the following:**

- A written or electronic record of the proceedings is maintained. The hearing is closed and members of the committee will take reasonable precautions to ensure that the proceedings remain confidential, unless disclosure is required by law. A designated secretary will be present to record the minutes.
- The proceeding is not governed by formal rules of evidence or by trial-like procedures. The procedures are those used by reasonable persons conducting a serious proceeding. The chairperson rules on all procedural questions.
- The chairperson reads the charges or complaint to the committee.
- Each side presents its case.
- Members of the committee have the right to question any of the parties or witnesses.
- Parties may be advised by legal counsel, but legal counsel may not be present during the hearing.
- The chairperson may terminate a party's right to address the committee if the party becomes abusive or

persists in presenting irrelevant evidence or information.

- If either party fails to appear, the hearing will continue as if the absent party were present.
- After the hearing, the committee deliberates and renders a decision by simple majority based on a preponderance of the evidence. If the committee decides to impose a penalty, it specifies the disciplinary action to be imposed.
- The campus Director of Contra Costa Medical Career College sends written notification of the committee's decision and of the right to appeal.

### **Appellate Procedures**

Students who believe they have been wrongfully or excessively penalized may appeal the hearing decision. Such an appeal must be requested in writing within 30 days of notification of the action and must be directed to the Director of College. In order for the Director to convene an appeals committee, the student must establish that there is sufficient cause for such an appeal. It is the responsibility of the student to submit a clear, coherent, written statement providing the basis for the appeal, including any supporting documentation. For an appeal to be granted, the student must present:

- A reasonable possibility that the unfavorable decision was clearly wrong, given the hearing committee's interpretation of the evidence or in the disciplinary action imposed; and new evidence that was not available for presentation at the original hearing and which, if true, creates a reasonable probability of a different decision. In addition, a satisfactory explanation must be provided for the failure to present such evidence at the hearing. At the discretion of Contra Costa Medical Career College, any disciplinary action previously imposed may be suspended pending disposition of the appeal. The Campus Director of Contra Costa Medical Career College will appoint a panel of three individuals from the faculty, administration, or both, and will designate one of them to conduct appeal proceedings. Members of the committee must not have had direct involvement in the case prior to the appellate hearing. A meeting time is arranged within 30 days of receiving of the request for an appeal. All relevant information is then considered by the committee, including the record of the proceedings of the original hearing, written statements of the case, the testimony of any witnesses for each of the opposing parties, and any new evidence presented. The hearing procedures for the appeal will be identical to the procedures for the original hearing (see Hearing Procedures). The appeal committee's recommendation, including a description of the appeal and the rationale for its recommendation, is sent to the campus Director of Contra Costa Medical Career College. Within 14 days of receiving the recommendation, the Campus Director will send written notification of his/her decision to the student. This decision is final. All documentation for all hearings will be kept on file. Disciplinary expulsions are noted on student transcripts. Probation and suspension are also noted on transcripts but only for the duration of the probation or suspension. Any retaliatory action of any kind by an employee or student of Contra Costa Medical Career College against any other employee or student of Contra Costa Medical Career College as a result of that person's seeking redress under these procedures, cooperating in an investigation, or other participation in these procedures is prohibited and will be regarded as the basis for disciplinary action.

### **NOTICE TO STUDENTS: ACCET COMPLAINT PROCEDURE**

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions and frequently requires submission of written complaint. Refer to the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

In the event that a student has exercised the institution's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be submitted in writing and mailed, or emailed to the ACCET office. Complaints received by phone will be documented, but complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following:
  - a. Name and location of the ACCET institution;
  - b. A detailed description of the alleged problem(s);
  - c. The approximate date(s) that the problem(s) occurred
  - d. The names and titles/positions of all individual(s) involved in the problem;
  - e. What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
  - f. The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and
  - g. The status of the complainant with the institution (e.g. current student, former student, etc.)
3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).
4. **SEND TO: ACCET**

**CHAIR, COMPLAINT REVIEW COMMITTEE**  
**1722 N STREET, NW**  
**WASHINGTON, DC 20036**  
**TELEPHONE: (202) 955-1113**  
**FAX: (202) 955-1118 OR (202) 955-5306**  
**EMAIL: [COMPLAINT@ACCET.ORG](mailto:COMPLAINT@ACCET.ORG)**  
**WEBSITE: [WWW.ACCET.ORG](http://WWW.ACCET.ORG)**

### **Student Conduct and Discipline**

Students are expected to conduct themselves in a responsible manner that reflects ethics, honor and good citizenship. They are also expected to abide by the regulations of Contra Costa Medical Career College. It is the student's responsibility to maintain academic honesty and integrity and to manifest their commitment to the goals of Contra Costa Medical Career College through their conduct and behavior. Any form of academic dishonesty or inappropriate conduct by students or applicants may result in penalties ranging from warning to dismissal, as deemed appropriate by Contra Costa Medical Career College. Students will be informed in writing of the nature of the charges against them, and will be given a fair chance to refute the charges. There will be provisions for appeal of a decision.

### **Reasons for Probation, Suspension and Dismissal of Students from programs**

Students may be disciplined for violation of ANY of CCMCC's policies including but not limited to the following:

- Academic dishonesty
- Forgery, altering Contra Costa Medical Career College documents, or knowingly providing false information
- Disruption of the educational or administrative process Contra Costa Medical Career College, by acts or expression
- Physical abuse or threat of abuse to students, Contra Costa Medical Career College employees, or their families
- Verbal abuse or intimidation of students or Contra Costa Medical Career College employees or externship facilities including but not limited to shouting, use of profanity, or other displays of hostility
- Theft of Contra Costa Medical Career College property or the property of a Contra Costa Medical Career College employee, student, or visitor
- Vandalism or unauthorized destruction of Contra Costa Medical Career College property or the property of an

employee, student, or visitor

- Sale or knowing possession of illegal drugs or narcotics
- Possession, use, or threats of use of explosives or deadly weapons on Contra Costa Medical Career College property
- Lewd, indecent, or obscene behavior on Contra Costa Medical Career College property or by any means of communication
- Sexual harassment, Sexual assault

Slander of CCMCC or any of its employees or affiliates

- Soliciting or assisting another in an act that would subject students to a serious Contra Costa Medical Career College sanction
- Trespassing in an area of Contra Costa Medical Career College where the student is not authorized to be, or failure to leave immediately an area when directed by an employee of Contra Costa Medical Career College
- Using Contra Costa Medical Career College equipment or networks to violate software copyrights
- Violation of Contra Costa Medical Career College's visitor policy
- Violation of academic policies such as terms of probationary status (term action plan terms).
- Violation of any other lawful policy including HIPAA or directive of Contra Costa Medical Career College or its employees. Violation of HIPAA is grounds for immediate expulsion and may include jail time and/or monetary penalties up to \$30,000 if prosecuted.
- Any action that would grossly violate the purpose of Contra Costa Medical Career College or the rights of those who comprise College
- Behavior harmful to Contra Costa Medical Career College's image, function or contractual arrangements including but not limited to contacting an externship site or its employees or affiliates after dismissal.
- Failure to follow any safety rules or regulations of any kind, including dress codes.
- Failure to follow other posted rules

Disciplinary action may include probation, suspension, or dismissal from Contra Costa Medical Career College.

## **Hearing Rights**

In disciplinary, administrative, grievance and appeal hearings, parties have the following rights:

- To be present during the hearing
- To be informed of all the evidence received by the committee
- To present witnesses
- To challenge or rebut evidence or testimony presented by the opposing party
- To submit evidence on behalf of their own position.
- To make a summary argument and to respond to the argument of the opposing party
- To bring another person to the hearing as support or as a spokesperson.

## **Student Complaint Procedure**

Contra Costa Medical Career College does not expect its students to experience any serious problems while attending the College. However, if that circumstance does occur, the student should follow these procedures:

- a. A student may lodge a complaint by communicating orally or in writing to any teacher, administrator, admissions personnel, or counselor. The person receiving the complaint must (1) transmit it immediately to the, who is the administrator overseeing student complaints, or if the Director is not available, then to the Student Services Coordinator and (2) attempt to resolve complaints related to that person's duties.
- b. If a student orally delivers the complaint and the complaint is not resolved either within a reasonable period or before the student complains again about the same matter, the College will advise the student that a complaint must be submitted in writing and must provide the student with a written summary of the College's complaint procedure.
- c. If a student complains in writing, the College will, within 10 days of receiving the complaint, provide the student with a written response, including a summary of the College's investigation and disposition of it. If the complaint or relief requested by the student is rejected, the reasons for the rejection will be given.
- d. The student's participation in the complaint procedure and the disposition of a student's complaint does not limit or waive any of the student's rights or remedies. Any document signed by the student that purports to limit

or waive the student's rights and remedies is void.

e. If the student feels that the College has not satisfactorily resolved the complaint, the student has the option of notifying either or both of the following agencies: (1) the State of California, Department of Consumer Affairs; or (2) the Bureau for Private Postsecondary and Education (BPPE)

### **BPPE Complaint Procedure**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at Department of Consumer Affairs 2535 Capitol Oaks Drive, Suite 400 Sacramento California, 95833 or PO box 980818, West Sacramento Ca. 95798-0818 [www.bppe.ca.gov](http://www.bppe.ca.gov) Toll Free Number: 1 (888) 370-7589 Telephone Number: (916) 431-6959 Fax Number: (916) 263-1897

**A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1 (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).**

## **General College Policies**

### **Dress Code**

- **ID Badge:** Identification badge is to be worn at all times above the waist, with name visible.
- **Hair:** Should have a clean and neat appearance; hair that is shoulder length or longer will be pulled back. Facial hair must be clean, neat and well groomed.
- **Headwear:** Religious head covers may be worn; baseball-type caps are inappropriate.
- **Jewelry:** Should be appropriate to professional wear and not present a safety hazard when working with patients or equipment. Must be prepared to cover obvious tattoos and remove jewelry from piercings.
- **NO** denim attire, tank tops, halter tops, sweatshirts, low cut necklines, transparent garments, tops exposing bare midriff, back or chest.
- **Absolutely NO** sweatshirts or T-shirts with cartoons, graffiti, advertising or offensive pictures.
- **Skirts/Dresses:** White uniform skirts, dresses or jumpers worn are to be clean, neat and allow for the performance of the job without restrictions. Mini dresses/skirts or long skirts that might interfere with safety are not acceptable.
- **Uniforms/Scrubs:** Uniforms can be any color, so long as they match and look professional. Scrubs are to fit appropriately, no sagging and no extremely form fitting uniforms are to be worn. No sweat pants, jogging pants, overalls, torn or patched pants, tight clothing (bike shorts, leotards, shorts or leggings).
- **Footwear:** Clean, white or predominately white tennis shoes will be worn. Nursing shoes are acceptable, however no open toed shoes are allowed.
- **Grooming:** Fragrances: Do not wear any perfume or cologne it may cause allergic reactions for some. Many people are also sensitive to smell.
- **Fingernails:** Nails must be clean and trimmed not to extend beyond the tips of the fingers. No artificial fingernails are allowed.
- **Tattoos:** All tattoos that are visible must be covered at all times.
- **Hygiene:** The College and its externship affiliations require high standards of personal grooming and hygiene which is **neat, clean, and professional**. Students are required to maintain an environment free of odors. Dirty, torn or stained uniforms are not permitted.
- **Surgical Technology students please refer to the Surgical Technology Handbook for specific required attire and dress code.**

### **Copyright Infringement Policy**

Violating copyright infringement laws, including unauthorized use/distribution of any materials used for academic purposes at CCMCC will incur civil/criminal liabilities and will be prosecuted to the fullest extent of the law.

### **Visitors**

No one may visit the classroom during class hours without the prior approval of the instructor and the Campus Director. Students may not bring children to the classroom or computer lab or leave them at any other college location while attending class.

### **Cell Phone Policy**

Cell phone use is not permitted during class time. Cell phones are to be turned off while instructors are lecturing. No texting during class is permitted under any circumstance. Family members may contact the school directly in case of emergency. Failure to comply with this policy is grounds for termination

### **Animals on Campus**

Animals, other than trained service animals for persons with disabilities, are not permitted in the college facility. Violations may result in disciplinary action.

### **Drug and Alcohol Policy**

The “Drug-Free Schools and Communities Act Amendments of 1989” (Public Law 101–226) clearly stated the position which universities are expected to take with regard to drug and alcohol abuse. In support of the purpose of this legislation Contra Costa Medical Career College wishes to make known its concern for the health and well-being of all members of the College community—students, staff, and faculty—as well as the health and well-being of the community as a whole. Contra Costa Medical Career College policy prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. Such prohibition specifically includes, without limitation:

- Possession or use of any controlled substance, including heroin, barbiturates, cocaine, LSD, hallucinogens, and marijuana.
- The sale of any controlled substance which is in violation of local, state, or federal statutes.
- Giving alcohol to any person under the age of twenty-one (21) or the use of alcohol on campus, unless at a specifically authorized College activity.
- Any other conduct which involves a drug-related violation of local, state, or federal statutes is included in this prohibition.

Violations of this policy will result in disciplinary action or referral for prosecution according to local, state, and federal statutes, or both. Disciplinary actions for violations by students will be termination from all programs enrolled at CCMCC

# Programs and Courses Offered at Contra Costa Medical Career College

## Phlebotomy Technician 1 Program

**Goals and Purpose:** Upon successful completion of this program, the student will receive a certificate of completion from Contra Costa Medical Career College. Participants qualify for certification by examination for Phlebotomy Technician 1 offered by the National Healthcareer Association's (NHA) Certified Phlebotomy Technician Examination. After successful completion of the NHA examination, students will be eligible to apply to the DHS-LFS for California State Certification. Ca. state applicants must be 18 years of age, have no felony convictions on their record and have passed an approved certification exam. This program is designed to help students meet all the criteria set forth by the state of California. CCMCC will provide, through didactic and clinical instruction, training in venipuncture. There are no pre-requisites for this course.

### **Outcomes and Objectives:**

At the end of the program the student will be able to:

- Explain basic anatomy and physiology of the circulatory system.
- Define "standard precautions" and apply these principles to all procedures.
- Practice the use of medical terminology relating to the circulatory system.
- List methods of client and specimen identification.
- Describe proper bedside manner.
- Prepare the client for venipuncture collection.
- Identify locations on the human body appropriate for venipuncture collection.
- List the different colors used to code blood specimens and what they stand for.
- Perform venipuncture by sterile needle and syringe, butterfly or the vacuum method.
- Demonstrate how to dispense blood into tubes following syringe collection.
- Perform skin punctures to obtain capillary blood specimens.
- Outline post-puncture care of the client.
- Prepare blood specimens for the laboratory.
- List potential pre-analytical sources of specimen error.
- Explain the potential risks and complications of the venipuncture procedure.
- Describe the role of quality assurance in the practice of phlebotomy.
- Discuss the scope of practice of the Certified Phlebotomy Technician.
- Outline the process of application for State certification.
- Complete 48 hours of practical training in a classroom setting.
- Perform state specific number of venipuncture and capillary punctures in a clinical setting.

### **Instructional Methods:**

- Multimedia
- Demonstration and Laboratory Practice
- Small and Large Group Discussion
- Handouts
- 1 on 1 Instruction
- Instructor led lectures

## Instructional Hours:

<u>Topic</u> .....	<u>Hours</u>
1. Infection Control and Safety Precautions .....	2
2. Anatomy and Physiology .....	2
3. Medical Terminology.....	1
4. Identification.....	1
5. Site Selection and Preparation .....	2
6. Blood Collection Equipment.....	4
7. Venipuncture.....	15
8. Skin Puncture .....	4
9. Post-Puncture Care.....	2
10. Error, Risks and Complications .....	2
11. Problem Solving .....	1
12. Communications, Stress, Behavior, Law and Ethics .....	3
13. Quality Assurance.....	1
14. Laboratory Practice.....	40
15. Externship.....	40
40 didactic, 40 laboratory, 40 externship.....	Total Clock Hours –120
	Quarter Credit Hours- 7

## Course Requirements

### Immunization Requirements

Students must provide proof of immunity for the following before clinical:

1. Diphtheria/Tetanus (DT) immunization within the last 10 years
2. MMR titer or second dose.
3. Hepatitis B or signed waiver to refuse.
4. Tuberculin skin test and appropriate follow-up or alternative chest x-ray within the last year.
5. Varicella immunity. (titer)

**\*All students must be BLS- for the healthcare provider Certified**

**A mandatory background check and drug screening is done on all students the first day of class.**

### Grading

The numerical range for this course will be:

- 90-100 = A
- 80-90 = B
- 70-80 = C
- 60-70 = D
- Below 60 = F

The final course grade is based on theory grade and a “satisfactory” in student lab.

1. Theory grade is determined by:

Six lecture quizzes (110 points)	40%
Skills Lab Competency test (75 points)	25%
Affective evaluations (40 points)	10%
Final exam (75 points)	<u>25%</u>
Total (300 points)	100%

2. Laboratory experience: A “C” average must be achieved in order to pass the course. Affective evaluations from each laboratory experience will be averaged and counted as 10% of the total grade.

3. Clinical evaluations are graded on a Pass, Fail basis.

## **Evaluation Method**

Lecture- Lecture tests will consist of multiple choice and short answer questions. Lecture tests often cover assigned readings, group activities, lecture notes, workbook materials, and clinical lab notes. Tests are cumulative in that each test will contain questions from material covered in all previous lectures. A final exam will be given at the end of the course.

Student Lab- In the lab setting, the student will demonstrate knowledge of lecture components by simulating procedures in the presence of an instructor. Students may request additional lab practice based on availability of the instructor. Competency check lists will be maintained. The student must satisfactorily complete the student lab component of the course to receive a passing didactic course grade.

**Clinical Component** will be after classroom instruction is completed. 40 hours of externship training are required by the state of California to be eligible to test for CPT1 Certification. Externship sites will be arranged by CCMCC and assignments will be given out no later than 30 days after the last day of the course, or from the date in which all required paperwork/documents have been received, whichever is later. Externship hours are most likely during the day.

## **2013 Phlebotomy Technician (CPT1) Certificate Program Fees**

### **Total Fees, Charges and Expenses**

Application/Registration Fee	\$75.00(non-refundable)
Tuition	\$2500.00 (refundable)
Text Book	\$55.00(refundable if unused)
STRF fee	\$5.00 (non-refundable)
<b>Total Amount Paid to school</b>	<b><u>\$2635.00</u></b>

### **Out of pocket expenses are approximate (not paid to the institution)**

Uniform/ shoes	\$30.00 (non-refundable)
Background check and drug screen	\$122.00(non-refundable)
State application fee	\$100.00(non-refundable)
BLS	\$85.00(non-refundable)
<b>Total out of pocket expenses</b>	<b><u>\$337.00</u></b>

### **Optional Fee**

NHA Certification Examination	\$135.00(non-refundable)
-------------------------------	--------------------------

## **3013 Phlebotomy Technician Certificate Program Schedule**

**Day course meets Monday through Thursday from 9am-2:30pm for 4 weeks**

### **Day Course Schedule 2013**

Class begins Monday April 29<sup>th</sup> through Thursday May 23<sup>rd</sup>

Class begins Monday June 3<sup>rd</sup> through Thursday June 27<sup>th</sup>

Class begins Monday July 1<sup>st</sup> through Monday July 29<sup>th</sup>

Class begins Monday August 5<sup>th</sup> through Thursday August 29<sup>th</sup>

Class begins Tuesday September 3<sup>rd</sup> through Monday September 30<sup>th</sup>

Class begins Monday October 7<sup>th</sup> through Thursday October 31<sup>st</sup>

Class begins Monday November 4<sup>th</sup> through Wednesday November 27<sup>th</sup>

- (Class will meet Friday Nov 22<sup>nd</sup> to make up holiday)

Class begins Monday December 2<sup>nd</sup> through Monday December 23<sup>rd</sup>

- (This class is held M-F for 3 weeks to make up for holiday schedule)

**Evening course meets Monday and Wednesday from 5pm-10pm for 8 weeks**

### **Evening Course Schedule 2013**

Class begins Monday April 29<sup>th</sup> through Monday June 24<sup>th</sup>

Class begins Monday July 1<sup>st</sup> through Wednesday August 21<sup>st</sup>

Class begins Wednesday September 4<sup>th</sup> through Monday October 28<sup>th</sup>

Class begins Monday November 4<sup>th</sup> through Monday December 23<sup>rd</sup>

- (This class will meet on Tuesday Dec 17<sup>th</sup> to make up holiday)

**Weekend course meets every Saturday and Sunday from 9am-5:30pm for 5 weeks**

**Weekend Schedule 2013**

Class begins Saturday June 22<sup>nd</sup> through Sunday July 21<sup>st</sup>

Class begins Saturday September 7<sup>th</sup> through Sunday October 6<sup>th</sup>

Class begins Saturday November 16<sup>th</sup> through Sunday December 22<sup>nd</sup>

- (This course will not meet November 30<sup>th</sup> & December 1<sup>st</sup> due to the Thanksgiving Day Holiday)



## **Clinical Medical Assistant with Terminology Program**

**Goals and Purpose:** This Clinical Medical Assisting Program focuses **solely on the back office procedures** performed in the clinical setting of a physician's office or clinic. Medical Terminology and **Basic** Anatomy and Physiology will also be covered. Upon successful completion of this program, the student will receive a certificate of completion from Contra Costa Medical Career College. Participants qualify for certification by examination for Certified Clinical Medical Assisting offered by the National Healthcareer Association (NHA). This program is designed to provide, thorough didactic, laboratory and practical instruction, a basic systems overview of the role of the procedures of the **Clinical Medical Assistant** in a practical setting only. There are no pre-requisites for this program.

### **Outcomes and Objectives:**

At the end of the program, the student will be able to:

- Identify parts of the human body.
- Describe the basic function of each body system.
- Utilize medical terminology in written and spoken communications.
- Describe composition of a patient record
- Define medical terminology found in patient records.
- Define HIPAA
- Define medical conditions, diseases, and disorders commonly treated.
- Perform the procedures for rooming a patient.
- Obtain the vital signs of a patient including blood pressure, temperature, pulse, pulse ox and respirations.
- Perform basic wound care.
- Demonstrate proper positioning and draping for patient procedures.
- Demonstrate first aid for disorders of the musculoskeletal system.
- Demonstrate the collection of specimens.
- Locate information regarding medications.
- Take a medical history
- Demonstrate the administration of oral and injectable medications.
- Instruct patient in preventative health practices.
- Call in prescriptions
- Define medical abbreviations
- Assist physician with examinations.
- Assist physician with Minor Office Surgery
- Define and demonstrate sterile technique
- Demonstrate minor specimen testing and recording of results.
- EKG/ECG skills training instruction.
- Complete immunizations, BLS, drug screening and background check.
- Use communication strategies associated with quality customer service.
- Draft a resume that clearly communicates one's value to an employer.

**Instructional Methods:**

- Lecture
- Laboratory Skills Techniques
- Demonstration
- 1 on 1 Instruction
- Individualized Study
- Small Group Discussions
- Large Group Discussions
- Independent Research

**Instructional Hours:**

<u>Topic .....</u>	<u>Hours</u>
1. The Medical Record.....	2
2. HIPAA and Legal Issues .....	2
3. Communications .....	2
4. Medical Asepsis and the Osha Standard.....	2
5. Sterilization and Disinfection .....	2
6. Vital Signs.....	4
7. The Physical Exam .....	2
8. Eye and Ear Assessment and Procedures .....	2
9. Physical Agents to promote Tissue Healing .....	2
10. The Gynecological Exam and Pre-natal Care.....	2
11. The Pediatric Exam.....	5
12. Assisting with Minor Office Surgery.....	4
13. Cardiopulmonary Procedures (EKG).....	5
14. Administration of Medication (IM, SQ, ID).....	5
15. Colon Procedures and Male Reproductive Health.....	4
16. Introduction to the Clinical Laboratory .....	4
17. Urinalysis .....	4
18. Phlebotomy .....	6
19. Hematology.....	4
20. Blood Chemistry & Serology.....	4
21. Medical Microbiology .....	4
22. Emergency Medical Procedures .....	4
23. Resume writing & Interview techniques.....	4
24. Basic Anatomy & Physiology.....	20
25. Medical Terminology.....	20
26. Laboratory practice.....	40
<u>27. Externship.....</u>	<u>160</u>
120 didactic, 40 laboratory, 160 externship .....	Total Clock Hours – 320
	Quarter Credit Hours- 19

**Course Requirements**

**Immunization Requirements**

Students must provide proof of the following before clinical/laboratory:

1. Diphtheria/Tetanus (DT) immunization within the last 10 years
2. MMR titer or second dose.
3. Hepatitis B or signed waiver to refuse.
4. Tuberculin skin test and appropriate follow-up or alternative chest x-ray within the last year.
5. Varicella titer

**\*All students must be BLS- for the healthcare provider Certified**  
**A mandatory background check and drug screening is done on all students the first day of class.**

**Grading**

The numerical range for this course will be:

- 90-100 = A
- 80-89 = B
- 70-79 = C
- 60-69 = D
- Below 60 = F

The final course grade is based on theory grade for both modules and a “satisfactory” in student lab. Both modules must be passed to pass program. In the case that terminology was already taken and passed; only core module will be considered in final grade.

Theory grade is determined by:

**Grading:**

20 lecture quizzes/spelling tests (640 points).....	45%
Attendance, Participation (120 points).....	5%
Skills Lab Competency test .....	Mandatory Pass- to pass course
Homework (400points).....	20%
<u>Final exams (440 points).....</u>	<u>30%</u>
Total (1600 points)	100%

1. Clinical evaluations are graded on a Pass, Fail basis.
2. Homework assignments must be turned in on time to receive credit for assigned work.
3. Skills Lab Competency Exam is mandatory “PASS” to pass course.
4. Students **MUST PASS** with a 70% or higher to successfully complete the program and receive a Certificate of Completion.

**Evaluation Method**

Lecture- Lecture tests will consist of multiple choice and short answer questions. Lecture tests often cover assigned readings, group activities, lecture notes, workbook materials, and clinical lab notes. Tests are cumulative in that each test will contain questions from material covered in all previous lectures. A final exam will be given at the end of the course.

Student Lab- In the lab setting, the student will demonstrate knowledge of lecture components by simulating procedures in the presence of an instructor. Students may request additional lab practice based on availability of the instructor. Competency check lists will be maintained. The student must satisfactorily complete the student lab component of the course to receive a passing didactic course grade.

**Clinical Component** will be after classroom instruction is completed. 160 hours of externship training must be completed. Externship sites will be arranged by CCMCC and assignments will be given out no later than 30 days after the last day of the course, or from the date in which all required paperwork/documents have been received, whichever is later.

## **2013 Clinical Medical Assisting with Terminology Certificate Program Fees**

### **Total Fees, Charges and Expenses**

Application/Registration Fee	\$75.00(non-refundable)
Tuition	\$2500.00 (refundable)
Text Book	\$209.00 (refundable if unused)
STRF fee	\$7.50 (non-refundable)
<b>Total Amount Paid to school</b>	<b><u>\$2791.50</u></b>

### **Out of pocket expenses are approximate**

Uniform/ shoes	\$30.00(non-refundable)
Background check and drug screen	\$122.00(non-refundable)
BLS	\$85.00
<b>Total out of pocket expenses</b>	<b><u>\$237.00</u></b>

### **Optional fee- upon program completion**

NHA Certification Examination	\$179.00 (non-refundable)
-------------------------------	---------------------------

## **2013 Clinical Medical Assistingwith TerminologyCertificateProgramSchedule**

**Day course meets on Monday from 9am-1pm and Tuesday and Thursday from 9am-3:30pm for 10 weeks**

### **Day Schedule2013**

Class begins Tuesday May 28<sup>th</sup> through Thursday August 1<sup>st</sup>

- (Class will meet on Friday May31<sup>st</sup>and Friday July 12<sup>th</sup>to make-up days missed for the Memorial Day and 4<sup>th</sup> of July holidays)

Class begins Monday August 5<sup>th</sup> through Thursday October 10<sup>th</sup>

- (Class will meet on Friday September 6<sup>th</sup>to make-up day missed for the Labor Day holiday)

Class begins Monday October 14<sup>th</sup> through Thursday December 19<sup>th</sup>

- (Class will meet on Friday December 6<sup>th</sup>to make-up day missed for the Thanksgiving Day holiday)

**Evening course meets Monday- Thursday from 6pm-10pm for 10 weeks**

### **Evening Schedule2013**

Class begins Tuesday May 28<sup>th</sup> through Thursday August 1<sup>st</sup>

- (Class will meet on Friday May31<sup>st</sup>and Friday July 12<sup>th</sup>to make-up days missed for the Memorial Day and 4<sup>th</sup> of July holidays)

Class begins Monday August 5<sup>th</sup> through Thursday October 10<sup>th</sup>

- (Class will meet on Friday September 6<sup>th</sup>to make-up day missed for the Labor Day holiday)

Class begins Monday October 14<sup>th</sup> through Thursday December 19<sup>th</sup>

- (Class will meet on Friday December 6<sup>th</sup>to make-up day missed for the Thanksgiving Day holiday)

**WeekendProgram meets Saturdays from 9am-5:30pm for 20 weeks**

### **Weekend (Saturday) Schedule2013**

Class begins Saturday June 29<sup>th</sup>Saturday November16<sup>th</sup>

- (This course will not meet Saturday August31<sup>st</sup> due to the Labor Day Holiday)

Class begins Saturday November 23<sup>rd</sup>through SaturdayMay 3<sup>rd</sup>, 2014

- (This course will not meet Saturday November 30<sup>th</sup>, December 28<sup>th</sup>, January 18<sup>th</sup> nor February 15<sup>th</sup>due to the Thanksgiving, Christmas, Martin Luther King Jr. and Presidents Day Holidays)

## **Administrative Medical Assistant/Billing and Coding Specialist Program**

**Goals and Purpose:** Upon successful completion of program, the student will receive a certificate of completion from Contra Costa Medical Career College. Participants qualify for certification by examination for Medical Administrative Assistant and Certified Billing and Coding Specialist offered by the National Healthcareer Association (NHA). This program is designed to provide, thorough didactic and practical instruction, a basic systems overview of the role of the medical administrative assistant in an office setting. Didactic lectures cover telephone and computer skills, medical terminology, appointment scheduling, medical record handling, filing, transcription and general office etiquette. This program is also designed to introduce students to the major nationwide medical insurance programs, give students a basic knowledge of the national diagnostic and procedural coding systems and simplify the process of filing claim forms. There are no pre-requisites for this program.

**Outcomes and Objectives:**

After successful completion of this program the student will be able to:

- Identify parts of the human body.
- Describe the basic function of each body system.
- Utilize medical terminology in written and spoken communications.
- Define medical terminology commonly found in the medical record.
- Prepare and maintain the medical record.
- Prepare and maintain the appointment schedule.
- Demonstrate proper telephone handling techniques.
- Compose and prepare medical correspondence.
- Transcribe a dictated medical report.
- Manage incoming and outgoing financial transactions for the medical practice.
- Assist with office emergencies.
- List and discuss the responsibilities of health insurance specialists.
- Outline the confidentiality issues in the transmission of sensitive patient records via facsimile and the Internet.
- Describe the authorization process for a patient requesting an appointment.
- List the managed care models.
- Apply the basic steps in coding diagnoses using the ICD-9 coding system.
- Explain the basic format of the CPT-4 system.
- Accurately code inpatient and outpatient procedures using HCPCS Level I and II codes.
- State the processing steps that must take place before a completed form can be mailed to the insurance company.
- Complete the following claims accurately:
  - a. Commercial fee-for-service
  - b. Blue Cross/Blue Shield
  - c. Medicare
  - d. Medicaid
  - e. CHAMPUS/CHAMPVA/TRICARE
  - f. Worker's Compensation
  - g. Disability Compensation

**Instructional Methods:**

- Lecture
- Independent research
- Small group discussions
- Group activities
- Large group discussions
- Demonstration
- 1 on 1 instruction
- Role-play
- Multimedia
- Use of computers
- Electronic Health Records software
- Independent activities
- Billing software
- Textbook
- Workbook

**Instructional Hours:**

<u>Topic</u> .....	<u>Hours</u>
1. Interpersonal Skills and Behavior .....	4
2. Computers and Computer Terminology .....	5
4. Telephone Technique .....	3
5. Patient Reception .....	3
6. Appointments .....	4
7. Customer Service .....	2
8. Communications .....	5
9. Emergencies .....	5
10. Medical Records Management .....	3
11. Health Information Management .....	3
12. Patient Billing and Finances .....	5
13. Banking .....	5
15. Anatomy & Medical Terminology .....	40
16. HIPAA .....	6
17. Role and Responsibilities/Introduction to Health Insurance .....	4
18. Managed Health Care & Life Cycle of Claims .....	4
19. Legal Considerations Diagnostic Coding .....	6
20. Procedural and HCPCS Coding .....	8
21. HCFA Reimbursement & Coding Practice .....	8
22. HCFA 1500 .....	8
23. Filing Commercial Claims .....	8
24. Blue Cross/Blue Shield .....	8
25. Medicare/Medicaid .....	8
26. TRICARE / Workers' Compensation .....	5
<u>27. Externship</u> .....	<u>160</u>
120didactic. 40 lab, 160 externship .....	Total Clock Hours –320
.....	Quarter Credit hours -19

**Course Requirements:**

**Immunization Requirements**

Students must provide proof of the following before clinical:

- Diphtheria/Tetanus (DT) immunization within the last 10 years
- MMR titer or second dose.
- Varicella
- Hepatitis B or signed waiver to refuse.
- Tuberculin skin test and appropriate follow-up or alternative chest x-ray within the last year.

**\*All students must be BLS- for the healthcare provider Certified**

**\*A mandatory background check and drug screening is done on all students the first day of class.**

**Grading**

The numerical range for this course will be:

- 90-100 = A
- 80-90 = B
- 70-80 = C
- 60-70 = D
- Below 60 = F

The final course grade is based on theory grade for both modules. Both modules must be passed to pass program. In the case that terminology was already taken and passed; only core module will be considered in final grade.

**Grading:**

24 lecture quizzes (882 points).....	30%
Attendance, Participation (100 points).....	5%
Computer Skills Lab Competency test (100 points).....	20%
Homework (368 points).....	20%
(Students will not be given credit for late homework)	
<u>Final exam (350 points).....</u>	<u>25%</u>
Total (1800 points)	100%

**Evaluation Method**

Lecture- Lecture quizzes will consist of multiple choice, short answer, and fill in the blank questions. Lecture quizzes often cover assigned readings, group activities, lecture notes, workbook materials, and computer lab notes. All homework assignments must be turned in to get credit for homework assigned. A final exam will be given at the end of the course. All students must pass the final with a grade of 70% in order to pass the course.

Student Computer Lab- In the lab setting, the student will demonstrate knowledge of lecture components by simulating procedures in the presence of an instructor. Students may request additional computer lab practice based on availability of the instructor. The student must satisfactorily complete the student computer lab component of the course to receive a passing didactic course grade.

**Clinical Component** will be after classroom instruction is completed. 160 hours of externship training must be completed.Externship sites will be arranged by CCMCC and assignments will be given out no later than 30 days after the last day of the course, or from the date in which all required paperwork/documents have been received,whichever is later.

## **2013 Medical Administrative Assisting/Billing and Coding Specialist with Terminology Certificate Program Fees**

### **Total Fees, Charges and Expenses**

Application/Registration Fee	\$75.00(non-refundable)
Tuition	\$2500.00 (refundable)
Text Book	\$255.00 (refundable if unused)
STRF fee	\$7.50(non-refundable)
<b>Total Amount Paid to school</b>	<b>\$2837.50</b>

### **Out of pocket expenses are approximate (not paid to the institution)**

Uniform/ shoes	\$30.00(non-refundable)
Background check and drug screen	\$122.00(non-refundable)
BLS	\$85.00
<b>Total out of pocket expenses</b>	<b>\$237.00</b>

### **Optional fee-upon program completion**

NHA Certification Examinations	\$198.00 (non-refundable)
--------------------------------	---------------------------

## **3013 Medical Administrative Assisting/Billing and Coding Specialist Certificate Program Schedule**

Day course meets Tuesdays and Thursdays from 9am-3:30pm and Wednesdays from 9am-1pm for 10 weeks.

### **Day Schedule 2013**

Class begins Tuesday May 28<sup>th</sup> through Thursday August 1<sup>st</sup>

- (Class will meet on Friday July 12<sup>th</sup> to make-up day missed for the 4<sup>th</sup> of July holiday)

Class begins Tuesday August 6<sup>th</sup> through Thursday October 10<sup>th</sup>

Class begins Tuesday October 15<sup>th</sup> through Thursday December 19<sup>th</sup>

- (Class will meet on Friday December 6<sup>th</sup> to make-up day missed for the Thanksgiving Day holiday)

**Evening course meets Monday through Thursdays from 6pm-10pm for 10 weeks.**

**Evening course Schedule 2013**

Class begins Tuesday May 28<sup>th</sup> through Thursday August 1<sup>st</sup>

- (Class will meet on Friday May 31<sup>st</sup> and Friday July 12<sup>th</sup> to make-up days missed for the Memorial Day and 4<sup>th</sup> of July holidays)

Class begins Monday August 5<sup>th</sup> through Thursday October 10<sup>th</sup>

- (Class will meet on Friday September 6<sup>th</sup> to make-up day missed for the Labor Day holiday)

Class begins Monday October 14<sup>th</sup> through Thursday December 19<sup>th</sup>

- (Class will meet on Friday December 6<sup>th</sup> to make-up day missed for the Thanksgiving Day holiday)



# EKG Technician Program

**Goals and Purpose:** Contra Costa Medical Career College, in partnership with Kaiser Permanente, has developed this comprehensive 320 hour EKG technician program which includes 10 weeks of didactic training followed by 6 weeks of clinical training (externship) which will be completed at one of our partnering facilities (not necessarily a Kaiser facility). Clinical training will include inpatient, outpatient, ICU, telemetry and emergency room clinical practicum. Upon successful completion of this program, the student will receive a certificate of completion from Contra Costa Medical Career College. The program is designed to provide instruction in electrocardiography testing and interpretation procedures used in detecting heart disease and other cardiovascular disorders. The program covers the broad spectrum of electrocardiography, the art and science of EKG foundations and applications, the basic building blocks of knowledge including; waves, complexes, lead morphology and rhythms; and the more complex topics including; 12-lead EKGs, axis, hypertrophy, myocardial infarction and pacemakers. Participants qualify for national certification by examination through the National Healthcareer Association (NHA). Previous knowledge of medical terminology is highly recommended. There are no pre-requisites for this course.

## **Outcomes and Objectives:**

After successful completion of this program the student will be able to:

1. Define the anatomy, physiology, and terminology of the coronary system.
2. Describe the elements that cause, and the process that takes place allowing changes to be picked up by sensors on the skin and printed out as an EKG.
3. Understand the necessity and placement of 12-Lead EKG.
4. Demonstrate performance and interpretation of 12-Lead EKG.
5. Demonstrate how to take a blood pressure reading.
6. Demonstrate how to obtain pulse and respiration assessment.
7. Identify and troubleshoot the different kinds of artifact.
8. Calculate heart rate and differentiate between types of rhythm regularity.
9. Identify and interpret a variety of rhythms.
10. Identify signs and symptoms of a patient experiencing an abnormal cardiac event.
11. State the criteria, interpretation and adverse effects of sinus and atrial rhythms.
12. State the criteria, identification, and adverse effects of junctional and ventricular rhythms.
13. State the criteria, identification, and adverse effects for each type of AV block.
14. Understand EKG changes associated with myocardial infarction.
15. Identify the function, indication, and components of a pacemaker.
16. Describe examples and effects of digitalis, adenosine, and antiarrhythmic medication.
17. Describe types of diagnostic electrocardiography and their role in testing to rule out disease.
18. Describe indications, contradiction, and demonstration of Holter monitoring.

## **Instructional Units/Hours of Instruction:**

<i>Topic</i> .....	<i>Hours</i>
1. HIPAA Compliance .....	2
2. Infection Control.....	4
3. Coronary Anatomy and Physiology.....	8
4. Electrophysiology .....	4
5. Lead Morphology and Placement.....	4
6. Technical Aspects of the EKG.....	2
7. Calculating Heart Rate.....	4
8. How to Interpret a Rhythm Strip .....	4
9. Rhythms Originating In the Sinus Node.....	4
10. Rhythms Originating In the Atrium.....	4
12. Rhythms Originating In the Ventricles.....	4

14. Rhythm Practice Strips .....	6
15. How to Interpret a 12-Lead EKG.....	2
16. Myocardial Infarction .....	2
17. Artificial Pacemakers.....	2
19. Cardiac Medications and Electrical Therapy .....	2
20. Diagnostic Electrocardiography.....	2
21. Electrocardiography Skills Practice .....	20
22. Clinical Externship .....	240
<hr/>	
..... 60 didactic, 20 laboratory hours, 240 externship	Total Clock Hours – 320

*Quarter Credit Hours-18*

**Instructional Strategies:**

- Lecture
- Demonstration
- Practical Laboratory
- Individualized Study
- Independent Research
- Clinical Rotation

**Methods of Evaluation:**

- Quizzes
- Exams
- Exercises
- Observation
- Self -Evaluation

**Course Requirements:**

**Immunization Requirements**

Students must provide proof of the following before clinical/laboratory:

1. Diphtheria/Tetanus (DT) immunization within the last 10 years
2. MMR titer or second dose.
3. Hepatitis B or signed waiver to refuse.
4. Tuberculin skin test and appropriate follow-up or alternative chest x-ray within the last year.
5. Varicella titer

**\*All students must be BLS- for the healthcare provider(AHA) Certified**

**A mandatory background check and drug screening is done on all students the first day of class.**

**Grading**

The numerical range for this course will be:

- 90-100 = A
- 80-90 = B
- 70-80 = C
- 60-70 = D
- Below 60 = F

The final course grade is based on theory grade and a “satisfactory” in student lab.

1. Theory grade is determined by:

6lecture quizzes (184 points)	66%
Skills Lab Competency test	Pass /Fail
Affective evaluations	laboratory practice- student must complete
<u>Final exam (96 points)</u>	<u>34%</u>
Total	100%

2. Laboratory experience: Clinical evaluations are graded on a Pass, Fail basis.

### **Evaluation Method**

Lecture- Lecture quizzes will consist of multiple choice and short answer questions. Lecture quizzes often cover assigned readings, group activities, lecture notes, workbook materials, and clinical lab notes. A final exam will be given at the end of the course.

Student Lab- In the lab setting, the student will demonstrate knowledge of lecture components by simulating procedures in the presence of an instructor. Students may request additional lab practice based on availability of the instructor. Competency check lists will be maintained. The student must satisfactorily complete the student lab component of the course to receive a passing didactic course grade.

**Clinical Component** will be after classroom instruction is successfully completed. 240 hours (6 weeks full time) of externship training must be completed. Externship sites will be arranged by CCMCC and assignments will be given out no later than 30 days after the last day of the course, or from the date in which all required paperwork/documents have been received, whichever is later.

## **2013 EKG Certificate Course Fees**

### **Total Fees, Charges and Expenses**

Application/Registration Fee	<u>\$75.00</u> (non-refundable)
Tuition	<u>\$2500.00</u> (refundable)
Text Book	<u>\$50.00</u> (refundable if unused)
STRF fee	<u>\$5.00</u> (non-refundable)
<b>Total Amount Paid to school</b>	<b><u>\$2630.00</u></b>

### **Out of pocket expenses are approximate (not paid to the institution)**

Uniform/ shoes	<u>\$30.00</u> (non-refundable)
Background check and Drug screen	<u>\$122.00</u> (non-refundable)
BLS	<u>\$85.00</u> (non-refundable)
<b>Total out of pocket expenses</b>	<b><u>\$237.00</u></b>

### **Optional fee-upon program completion**

NHA Certification Examination	<u>\$135.00</u> (non-refundable)
-------------------------------	----------------------------------

## **2013 EKG Technician Certificate Course Schedule**

**Evening courses meet on Tuesdays and Thursdays from 6pm-10pm for 10 weeks**

**Externship hours to be arranged**

### **Evening course Schedule 2013**

Class begins Tuesday May 28<sup>th</sup> through Thursday August 1<sup>st</sup>

- (Class will meet on Friday July 12<sup>th</sup> to make-up day missed for the 4<sup>th</sup> of July holiday)

Class begins Tuesday August 6<sup>th</sup> through Thursday October 10<sup>th</sup>

Class begins Tuesday October 15<sup>th</sup> through Thursday December 19<sup>th</sup>

- (Class will meet on Friday December 6<sup>th</sup> to make-up day missed for the Thanksgiving Day holiday)

# **Surgical Technology Program**

**Goals and Purpose:** The Contra Costa Medical Career College Surgical Technology Program is committed to providing an environment that facilitates student success in acquiring the theory and technical skills pertinent to a professional surgical technologist. Upon successful completion of the Surgical Technology program, the student will receive a certificate of completion from Contra Costa Medical Career College. There are no prerequisites for this program.

## **Outcomes and Objectives:**

After successful completion of this program the student will be able to:

- Demonstrate the knowledge and skills to monitor, assess and provide for the needs of the patient and the surgical team intra-operatively.
- Demonstrate the knowledge and skills to provide a safe Perioperative environment.
- Demonstrate a thorough knowledge of aseptic technique and principles.
- Demonstrate competency in the use of instrumentation and equipment used intra-operatively.
- Demonstrate a professional attitude in interactions with other members of the health care team and patients.
- Demonstrate knowledge of basic anatomy and physiology and pathophysiology as it relates to general surgical procedures and commonly performed specialty procedures.
- Integrate the surgical technology knowledge base in cognitive, affective and psychomotor domains; demonstrate skills following established criteria, protocols and objectives in the cognitive, affective and psychomotor domains
- Function safely, effectively and efficiently and exhibit ethical behavior in a surgical technologist role
- Describe actions and uses of anesthetic and pharmacological agents in the care of surgical patients
- Apply knowledge of interpersonal skills and communications relative to procedures and protocols from a surgical technologist's perspective when working with patients, patients' significant others, colleagues and other members of a healthcare team, as well as other members of the community

## **Instructional Methods:**

- Lecture
- Field Trips
- Independent research
- Small group discussions
- Group activities
- Large group discussions
- Demonstration
- Practical Laboratory
- 1 on 1 instruction
- Role-play
- Multimedia
- Use of computers
- Independent activities
- Textbooks
- Workbooks

## Instructional Hours:

<u>Topic</u>	<u>Hours</u>
1. Orientation.....	2
1. Introduction, Medical Law and Ethics.....	18
2. Standard Health and Safety Regulations.....	12
3. Medical Terminology.....	42
4. Microbiology.....	12
5. Anatomy & Physiology 1.....	54
6. Anatomy & Physiology 2.....	54
7. Anatomy & Physiology 3.....	54
8. Anatomy & Physiology 4.....	54
9. Pharmacology, Math, Anesthetics 1 .....	18
10. Pharmacology, Math, Anesthetics 2 .....	30
11. Surgical Instruments .....	18
12. Surgical Technology Fundamentals 1.....	36
13. Surgical Technology Fundamentals 2.....	18
14. Surgical Techniques 1.....	48
15. Surgical Techniques 2.....	54
16. Surgical Techniques 3.....	48
17. Surgical Procedures 1 .....	84
18. Surgical Procedures 2 .....	72
19. Surgical Procedures 3 .....	72
20. Laboratory Practice.....	182.5
21. Externship .....	560

---

617.5 Didactic, 182.5 Laboratory, 560 Externship (Total Clock Hours = 1360/Quarter Credit Hours = 89)

## Course Requirements:

### Immunization Requirements

Students must provide proof of immunity for the following:

1. Diphtheria/Tetanus (DT) immunization within the last 10 years
2. MMR (titer)
3. Hepatitis B (3 shot series or positive immunity)
4. Tuberculin skin test (2 step test) and appropriate follow-up or alternative chest x-ray. Test must be current.
5. Varicella immunity (titer)
6. Influenza (Flu shot)

**\*All students must be BLS- for the healthcare provider Certified**

**\*A mandatory background check and drug screening is done on all students prior to externship placement.**

### **Grading Policy:**

The student must complete a grade of a B (80%) or better during each module. A student who does not maintain a 80% or better will be dismissed from the program. Each module will include multiple quizzes with a cumulative exam at the end of the module. Each Module will be graded individually during the course. The 4 modules grades will then be combined to calculate your final grade for the program.

**Grades are as follows:**

90 – 100% = A

80 – 89% = B

70 – 79% = C

60 – 69% = D

Below 60 = F

***Below 80% is Failing!***

**Grading Scale is as follows:**

Homework = 20% of total grade

Quizzes = 40% of total grade

Tests = 40% of total grade

**Evaluation Method**

**Quizzes** will consist of multiple choice and true/false questions. Quizzes will cover classroom lectures, assigned readings, group activities, workbook materials, and clinical lab notes.

**Tests/Midterms/Final** will consist of multiple choice, true/false and short answer questions. Tests are cumulative in that each test will contain questions from material covered in all previous lectures within the present module. Tests will also cover assigned readings, group activities, lecture notes, workbook materials, and clinical lab notes.

**Student Lab** will allow the student to demonstrate knowledge of lecture components by simulating surgical skills and techniques in the presence of the instructor. A competency check list must be maintained throughout the course. The student must satisfactorily complete the student lab component of the course to receive a passing didactic course grade.

**Clinical Component** will be after classroom instruction is completed. 560 hours of externship training are required. Externship sites will be arranged by CCMCC and assignments will be given out no later than 90 days after the last day of the course, or 90 days from the date in which all required paperwork/documents have been received, whichever is later.



## **2013 Surgical Technology Certificate Program Fees**

### **Total Fees, Charges and Expenses**

Application/Registration Fee	\$125.00(non-refundable)
Tuition	\$13,500.00 (refundable)
STRF fee	\$7.00 (non-refundable)
<b>Total Amount Paid to school</b>	<b>\$13,632.00</b>

### **Out of pocket expenses are approximate (not paid to the institution)**

Text Book	\$500.00 (refundable if unused)
Uniform/ shoes	\$100.00(non-refundable)
Background check and drug screen	\$102.00(non-refundable)
BLS	\$85.00
<b>Total out of pocket expenses</b>	<b>\$787.00</b>

### **Optional Fee- upon program completion**

Certification Examination	\$155.00(non-refundable)
---------------------------	--------------------------

## **2013 Surgical Technician Certificate Program Schedule**

The Didactic/Laboratory portion of the Program meets Monday through Thursday from 9am-3:30pm for 800 hours. \*560 Externship hours to be arranged

### **Program Schedule 2014 (Didactic training), externship hours are to be arranged**

Class begins: January 6<sup>th</sup> 2014



## Sterile Processing Technician Program

**Goals and Purpose:** Central Sterile Processing Technicians are responsible for many vital services within various healthcare facilities. Some responsibilities include: Decontamination procedures, preparation and packaging for sterilization, monitoring the process of steam, dry heat, and liquid chemical sterilization, maintaining product sterility through shelf-life/rotation, storage distribution, inspection and inventory control of supplies, instruments and equipment. Upon completion of this course, graduates will be prepared to take the Certification for Healthcare Sterile Processing and Distribution Technician's exam through IAHCSP. Students are awarded a technical certificate of completion upon successful completion of the curriculum. Professionally trained Central Sterile Processing Technicians work in a variety of environments. Graduates can look forward to an exciting career in hospitals, outpatient and dental surgery centers. There are no pre-requisites for this program.

### **Outcomes and Objectives:**

At the end of the course the participant will be able to successfully demonstrate:

- Decontamination procedures
- Preparation and packaging for sterilization
- Monitor the process of steam, dry heat, and liquid chemical sterilization
- Maintenance of product sterility through shelf-life/rotation
- Storage distribution, inspection and inventory control of supplies, instruments and equipment
- Medical Terminology

### **Instructional Strategies:**

- Lecture
- Individualized Study
- Small Group Discussions
- Large Group Discussions
- Skills Demonstration
- Competency Check-off
- Role Play
- Small Group Projects
- Independent Research
- Workbook/Homework Assignments
- Textbook Assignments
- Multimedia



## Instructional Hours:

<u>Topic</u>	<u>Hours</u>
1. Introduction to Central Service.....	3
2. Medical Terminology.....	2
3. Anatomy & Physiology.....	7
4. Microbiology for Central Service Technicians.....	7
5. Regulations & Standards.....	5
6. Infection Control & Prevention .....	4
7. Tools for Cleaning .....	4
8. Decontamination; Point of Use Preparation & Transport .....	2
9. Cleaning & Decontamination .....	6
10. Disinfection.....	6
11. Surgical Instrumentation.....	4
12. Complex Surgical Instruments.....	7
13. Sterile Packaging & Storage .....	5
14. Point of Use Processing .....	5
15. High Temperature Sterilization.....	7
16. Low Temperature Sterilization .....	5
17. Inventory Management .....	4
18. Management of Patient Care Equipment.....	4
19. Tracking Systems.....	2
20. Quality Assurance.....	2
21. Safety .....	3
22. Communication & Human Relation Skills.....	3
23. Sterile Processing for Ambulatory Surgery.....	3
24. Laboratory Practice.....	200
25. Externship.....	200
100 didactic, 200 laboratory hours, 200 externship .....	Total Clock Hours – 500
.....	Quarter Credit Hours 26

## Course Requirements

### Immunization Requirements

Students must provide proof of the following by the first day:

1. Diphtheria/Tetanus (DT) immunization within the last 10 years
2. MMR titer or second dose.
3. Hepatitis B or signed waiver to refuse.
4. Tuberculin skin test and appropriate follow-up or alternative chest x-ray within the last year.
5. Varicella

**A copy of your immunization record must be turned in by the second week of class.**

**\*All students must be BLS- for the healthcare provider Certified**

**\*A mandatory background check and drug screening is done on all students prior to placement in externship.**

### Grading

The numerical range for this course will be:

- 90-100 = A
- 80-89 = B
- 70-79 = C (Any grade below 70 will result in a term action plan\*)
- 60-69 = D
- Below 60 = F

\*Any student falling below 70% in overall class grade will be counseled and a plan of action will be established. The student will be given sufficient time to raise his/her grade, otherwise will be dismissed from program.

The final course grade is based on theory grade and a “satisfactory” in student lab.

1. Theory grade is determined by:

Final Exam	30%
Final Instrumentation Exam	20%
7 Lecture quizzes	15%
7 Instrumentation quizzes	15%
Homework	10%
Major Tray Quiz	5%
Major Instrument Assembly	(Pass or Fail)
Instrument peel pack/wrap	(Pass or Fail)
<u>Attendance</u>	<u>5%</u>
Total	100%

2. Laboratory experience: Clinical evaluations are graded on a Pass, Fail basis.

Skills Lab Competency test Pass /Fail – all lab check offs must be completed to pass lab portion of class

### **Evaluation Method**

**Lecture-** Lecture quizzes will consist of multiple choice and short answer questions. Lecture quizzes often cover assigned readings, group activities, lecture notes, workbook materials, and clinical lab notes. A final exam will be given at the end of the course.

**Student Lab-** In the lab setting, the student will demonstrate knowledge of lecture components by simulating procedures in the presence of an instructor. Students may request additional lab practice based on availability of the instructor. Competency check lists will be maintained. The student must satisfactorily complete the student lab component of the course to receive a passing didactic course grade.

**Clinical Component** will be during and after classroom instruction.

400 hours of training is required by IAHCSSM to be eligible to test for Certification. 200 hours is acquired in our fully functional Sterile Processing laboratory and 200 guaranteed hours at an externship site arranged by CCMCC. Externship sites will be arranged by CCMCC and assignments will be given out no later than 30 days after the last day of the program, or 30 days from the date in which all required paperwork/documents have been received, whichever is later.

## **2013 Sterile Processing Technician Certificate Program Fees**

### **Total Fees, Charges and Expenses**

Application/Registration Fee	<u>\$75.00</u> (non-refundable)
Note: The maximum <b>non-refundable</b> registration fee allowed by VA is \$10.00	
Tuition	<u>\$2500.00</u> (refundable)
Text Book	<u>\$185.00</u> (refundable if unused)
STRF fee	<u>\$7.50</u> (non-refundable)

**Total Amount Paid to school** **\$2767.50**

### **Out of pocket expenses approximate (not paid to the institution)**

Uniform/ shoes /lab coat	<u>\$115.00</u> (non-refundable)
Background check and drug screen	<u>\$122.00</u> (non-refundable)
BLS	<u>\$85.00</u>
IAHCSSM exam (optional)	<u>\$125.00</u>
<b>Total out of pocket expenses</b>	<u><b>\$447.00</b></u>

# **2013 Sterile Processing Technician Certificate Program Schedule**

Day course will meet Mon, Tues and Thurs from 9am-2pm for 20 weeks)

## **Day Course Schedule 2013**

Class begins Monday August 12<sup>th</sup> through Monday December 23<sup>rd</sup>

- (Class will meet on Friday August 23<sup>rd</sup>, September 6<sup>th</sup> and 20<sup>th</sup> and October 4<sup>th</sup> to make-up days missed for the Labor Day, Thanksgiving Day, and Christmas holidays)

Evening course meets Mon, Tues and Thurs from 5pm-10pm for 20 weeks

## **Evening course Schedule 2013**

Class begins Monday June 3<sup>rd</sup> through Tuesday October 22<sup>nd</sup>

Class begins Monday October 28<sup>th</sup> through Tuesday March 25<sup>th</sup>, 2014



**Assembly**



**Wrapping**



**Disinfection**

## **Pharmacy Technician Program**

**Goals and Purpose:** The Pharmacy Technician certificate program at Contra Costa Medical Career College will give you the tools to enter the healthcare world as a professional in a retail pharmacy, hospital, home healthcare setting, mail order or pharmaceutical wholesalers industry. Pharmacy Technicians may assist pharmacists in providing medications and healthcare products to patients. As a certified Pharmacy Tech, you'll receive and verify prescriptions and prepare patient medication. CCMCC's Pharmacy Technician classes will also train you to maintain client profiles and insurance claim forms. Pharmacy Techs are the key communication liaison between medical professionals, doctors, pharmacists and patients. This course is fully approved by the Ca. Board of Pharmacy to earn the title of Registered Pharmacy Technician. The state requires a minimum of 240 hours of training in the subject of Pharmacy Technician. In addition, participants will be qualified to apply to sit for the **OPTIONAL** National Certification Exam through the National Healthcareer Association. Upon successful completion of this exam, students will earn the credential CPhT. There are no prerequisites for this program. **\*State registration will be denied if the applicant has any felony convictions on record.\*State licensure is a requirement for completion of this program. It takes up to 90 days after successful completion of all course requirements to obtain California State Licensure. California State Licensure is REQUIRED for Pharmacy Technician employment in the state of California.**

### **Outcomes and Objectives:**

At the end of the course the participant will be able to:

- Design a study plan that fits his or her learning style and personal commitments.
- Assist the pharmacist in collecting, organizing, and evaluating information for direct client care, medication use review, and departmental management.
- Receive and screen prescription/medication orders for completeness and authenticity.
- Prepare medications for distribution.
- Verify measurements, preparation, and/or packaging of medications produced by other technicians.
- Distribute medications.
- Assist the pharmacist in the identification of clients who desire/require counseling to optimize the use of medications, equipment, devices.
- Initiate, verify, collect payment for and initiate billing for pharmacy services or goods.
- Purchase pharmaceuticals, devices, and supplies according to an established plan.
- Control the inventory of medications, equipment, and devices according to an established plan.
- Assist the pharmacist in monitoring the practice site and/or service area for compliance with state, federal and local laws, regulations, and professional standards.
- Maintain the pharmacy equipment and facilities.
- Assist the pharmacist in preparing, storing, and distributing investigational medication products.
- Assist the pharmacist in monitoring medication therapy.
- Participate in the pharmacy department's process for preventing medication misadventures.
- Demonstrate skill in career and educational goal-setting, organization, note-taking, and test-taking.
- Complete externship requirements including TB test, and CPR.
- Use communication strategies associated with quality customer service.
- Draft a resume that clearly communicates one's value to an employer.
- Utilize networking, informational interviews and other resources to generate job interviews.
- Orally express one's goals, skills and personal qualities in a manner that makes one a desirable employee.

- Contrast effective communication approaches for dealing with people of various personal styles/temperaments.
- Use active listening, mirroring and parameter-setting to participate effectively in difficult conversations (criticism, bad news, etc.)
- Describe and apply several strategies for managing stress on the job, at school, at home.
- Complete National Certification Examination.
- Define medical terms and abbreviations used for inpatient pharmacy orders
- Demonstrate proper hand washing and sterile gloving techniques
- Describe and utilize Standard Precautions established by the Center for Disease Control.
- Identify aerobic pathogens and utilize methods for preventing the contamination of sterile products compounded in the pharmacy.
- Identify aerobic pathogens and utilize methods for preventing the contamination of sterile products compounded in the pharmacy.
- Define injectable routes and administration systems for parenteral products.
- Describe horizontal and vertical laminar airflow hoods (LAH) and a highefficiency particulate air (HEPA) filtersPerform aseptic technique in a horizontal LAH.
- Differentiate between varying directions for reconstituting a sterile drugs contained in a vial, calculate and prepare an ordered dose in a LAH.
- Calculate and prepare an ordered dose from a sterile drug contained in an ampule in the LAH.
- Describe the risks involved in cytotoxic drug preparation and list the steps inpreparing, handling and transporting cytotoxic drugs.
- Identify the components of a Chemo Spill Kit and a biological safety cabinet.
- Identify IV maintenance fluids and equipment.
- Calculate and set up a total parenteral nutrition (TPN) electrolyte pooling field in a LAH.
- Correctly fill out a TPN mixing report and prepare a TPN.
- Calibrate and operate an Automix® compounder using specific gravity.
- Calibrate and operate a Pharm Assist® repeater pump.
- Correctly apply the following formulas and calculations used in IV preparation and administration:
  1.  $D/H \times Q = X$
  2.  $V/C \times C = R$
  3. BSA(m<sup>2</sup>), (Body Surface area in m<sup>2</sup>)
  4. Safe Dose (when ordered in BSA)
  5. mL/h
  6. gtt/min
  7.  $mL/h / \text{drop factor constant} = \text{gtt/min}$

**Instructional Methods:**

- Lecture
- Individualized Study
- Small and Large Group Discussions
- Skills Demonstration
- Competency Check-off
- Role Play

**Instructional Hours:**

<u>Topic</u> .....	<u>Hours</u>
1. Introduction.....	4
2. Law and Ethics.....	4
3. Medical/Pharmacological Terminology.....	10
4. Pharmacology .....	15
5. Practice Sites, Technology.....	6
6. Body Systems/Anatomy .....	15
7. Calculations.....	10
8. Receiving and Interpreting Medication Orders.....	15
9. Filling and Distributing Medication Orders.....	20
10. Intravenous Compounding.....	10
11. Over the Counter Medications .....	5
12. Purchasing, Inventory and Reimbursement .....	8
13. Study Skills .....	4
14. Communication Skills.....	10
15. Technician Issues .....	10
16. Professionalism and the Workplace.....	7
17. Resumes and interview techniques .....	1
18. Laboratory Practice.....	72
19. Externship .....	200
144 didactic, 72 laboratory hours, 200 externship .....	Total Clock Hours – 416
.....	Quarter Credit Hours 24
<b><u>*Waiting period for California State Licensure.....up to 90 days</u></b>	



## Course Requirements

### Immunization Requirements

Students must provide proof of the following before clinical:

1. Diphtheria/Tetanus (DT) immunization within the last 10 years
2. MMR titer or second dose.
3. Hepatitis B or signed waiver to refuse.
4. Tuberculin skin test and appropriate follow-up or alternative chest x-ray within the last year.
5. Varicella

**A copy of your immunization record must be turned in by the second week of class.**

**\*A mandatory background check and drug screen is done on all students prior to externship placement.**

**\*All students must be BLS- for the healthcare provider Certified**

### Grading

The numerical range for this course will be:

- 90-100 = A
- 80-90 = B
- 70-80 = C
- 60-70 = D
- Below 60 = F

The final course grade is based on theory/lab total points.

1. Theory/lab grade is determined by:

Sixteen lecture quizzes	50%	(must maintain 70% to continue program)
One Mid-term Exams	20%	
Homework/Attendance	5%	
Final Skills Lab Competency	Pass/Fail	(must pass to pass course)
<u>Final exam</u>	<u>25%</u>	
Total	100%	

2. Laboratory experience: You must successfully perform all clinical competencies in order to pass the course.

3. Clinical evaluations are graded on a Pass, Fail basis.

**\*State licensure is a REQUIREMENT for completion of this program. You will NOT receive a certificate of completion until a California State License (Registration #) is issued to you. It takes up to 90 days after successful completion of all didactic and clinical course requirements to obtain California State Licensure. California State Licensure is REQUIRED for Pharmacy Technician employment in California**

### **Evaluation Method**

**Lecture:** Lecture tests will consist of multiple choice and short answer questions. Lecture tests often cover assigned readings, group activities, lecture notes, workbook materials, and clinical lab notes. Tests are cumulative in that each test will contain questions from material covered in all previous lectures. A final exam will be given at the end of the course.

**Student Lab:** In the lab setting, the student will demonstrate knowledge of lecture components by simulating procedures in the presence of an instructor. Students may request additional lab practice based on availability of the instructor. Competency check lists will be maintained. The student must satisfactorily complete the student lab component of the course to receive a passing didactic course grade.

**Clinical Component** will be after classroom instruction is completed. 200 hours of externship training are required by the state of California which must be completed no later than 11 weeks following the last day of didactic instruction. Externship sites will be arranged by CCMCC and assignments will be given out no later than 30 days after the last day of the course, or 30 days from the date in which all required paperwork/documents have been received, whichever is later.

## **Pharmacy Technician Certificate Program Fees**

### **Total Fees, Charges and Expenses**

Application/Registration Fee	<u>\$75.00</u> (non-refundable)
Tuition	<u>\$2500.00</u> (refundable)
Text Book	<u>\$215.00</u> (refundable if unused)
STRF fee	<u>\$7.50</u> (non-refundable)
<b>Total Amount Paid to school</b>	<b><u>\$2797.50</u></b>

### **Out of pocket expenses are approximate (not paid to the institution)**

Uniform/ shoes/lab coat	<u>\$60.00</u> (non-refundable)
Live scan and drug screen	<u>\$183.00</u> (non-refundable)
BLS	<u>\$85.00</u> (non-refundable)
State license application fee	<u>\$80.00</u> (non-refundable)
Self-Query fee req. for Ca. state license	<u>\$16.00</u> (non-refundable)
<b>Total out of pocket expenses</b>	<b><u>\$424.00</u></b>

### **Optional fee- upon program completion (Not required for state licensure)**

Certification Examination	<u>\$135.00</u> (non-refundable)
---------------------------	----------------------------------

## **2013 Pharmacy Technician Certificate Program Schedule**

**Day Classes are held Mon, Wed and Friday from 9am-1pm for 18 weeks.**

### **Day Course Schedule 2013**

Class begins Monday May 13<sup>th</sup>through Wednesday September 18<sup>th</sup>

Class begins Monday September 23<sup>rd</sup>through Wednesday February 5<sup>th</sup>,2014

**Evening classes are held Monday, Wednesday, and Thursday evenings from 6-10pm for 18 weeks.**

### **Evening Course Schedule 2013**

Class begins Monday July 15<sup>th</sup>through Monday November 18<sup>th</sup>

Class begins Monday November 25<sup>th</sup>through Thursday April 7<sup>th</sup>,2014

**\*State licensure is a REQUIREMENTfor completion of this program. It takes up to 90 days for the California Board of Pharmacy to process applications after the application has been received. Contra Costa Medical Career College will assist you in completing all application requirements prior to submitting your application. California State Licensure is REQUIRED for Pharmacy Technician employment in the state of California.**



## IV Certification for Healthcare Professionals Course

**This course has been approved as of 11/19/2010 for 30 continuing education units (CEU's) for LVN's. This course is not approved for Registered Nurse Continuing Education Units. The BVNPT requires 30 hours of didactic training and three successful venipuncture's for Certification.**

### **Goals and Purpose:**

Upon successful completion of this course and 3 successful IV starts, the student will receive a certificate of completion from Contra Costa Medical Career College. Ca. State LVN's will be eligible for certification through the BVNPT. The LVN also receives 30 CEU's upon completion of this course. This course prepares students for initiating and/or maintaining common intravenous therapies. Nursing assessments, documentation, and special patient care are included. Although focus is on hospitalized patients, knowledge can easily be transferred to the home health and field settings. The course covers insertion techniques, administration of IV fluids, piggybacks, intermittent infusion sets, and common IV drugs. This course covers minimum competencies for California IV certification and the regulations and scope of practice rules.

### **The pre-requisites for this course are:**

1. Ca. State Licensed Vocational Nurse (LVN) or
2. RN or MD

**Course Objectives:** Upon completion of this course the student will:

- Describe the anatomy and physiology of the skin, four structures of a vein, and locations of veins in the upper extremities.
- Explain indications for intravenous therapy, advantages and disadvantages, modes of administration.
- Explain homeostasis, the three major organs effecting homeostasis, and functions of electrolytes.
- Calculate the correct volume and dosage for a prescribed IV medication dose.
- Describe signs and symptoms of adverse drug reactions and nursing interventions for local and systemic complications related to IV therapy.
- Explain the necessary reporting and documenting for adverse drug reactions.
- Define specific terms related to IV administration equipment.
- Demonstrate the placement of an IV catheter.
- Describe the procedures for administration of IV piggyback medication using continuous flow tubing, peripheral well, and secondary line with primary line established.
- Explain psychological factors and specific nursing approaches for emotional support of the IV therapy.
- Describe principals of nursing care related to cultural, pediatric, and geriatric considerations.
- State factors that determine the IV dressing site dressing change schedule and describe the care of infusion site, and a peripheral well flush.
- Describe the specific elements of IV therapy documentation and accurate documentation of specific procedures.
- Describe specific procedures for laboratory check lists including care for infusion site, piggyback administration, and discontinuance of IV infusion.
- Discuss the importance of communication skills in establishing a patient relationship.
- Recognize developmental level and utilize developmental theory in planning, implementing, and evaluating care of assigned patient.
- Recognize and utilize principals of safety when planning, implementing, and evaluating care of assigned patient.
- Discuss the use of nursing process, techniques/learning theories when incorporating informal health teaching in the health care setting.
- Assumes responsibility and accountability for his/her own actions as defined by the California Nurse Practice Act, and Title 22.
- Demonstrate 3 successful vein punctures (flash only) using proper procedures and universal precautions.

**Instructional Method:**

- Instructor led lectures
- Collaborative discussions
- Educational video tapes
- Demonstrations

**Method of evaluation:**

- In class participation
- Return skills demonstrations
- Students will be required to pass an exam at the end of the course with a 70%

**Instructional Hours:**

<u>Topic</u> .....	<u>Hours</u>
1. History of IV Therapy.....	.5
2. Reasons for IV Therapy.....	.5
3. Cultural beliefs regarding IV Therapy.....	.5
4. Roles and responsibilities in IV Therapy Administration.....	.5
5. Risk Management and Patient Care with Infusion Therapy.....	.5
6. Patient care related to IV Therapy.....	.5
7. Homeostasis.....	.5
8. Circulatory System Review.....	.5
9. Veins used in IV Therapy.....	.5
10. Proximity of nerves to veins for IV Therapy.....	.5
11. The Lymphatic system.....	.5
12. Blood: Its components and functions.....	1
13. Fluid balance.....	1
14. Proper Hygiene/Disinfection.....	.5
15. Types of Pathogens.....	.5
16. Chain of Infection.....	.5
17. Medical Asepsis.....	.5
18. Surgical Asepsis.....	.5
19. Necessity of Sterile Technique with IV Fluids.....	.5
20. Universal Precautions using Medical Asepsis to prepare for IV Therapy.....	.5
21. Simulated IV insertion demonstration.....	.5
22. Types of containers.....	.5
23. Types of administration sets.....	.5
24. Types of needles.....	.5
25. Basic types of IV solutions.....	1
26. Devices for Regulation of IV Administration.....	.5
27. Devices for Holding Infusion Fluids.....	.5
28. Supplies for applying Local Anesthetic before venipuncture.....	.5
29. Supplies for Protection of infusion site.....	.5
30. Order for IV Therapy and Assess Patient.....	.5
31. Gathering equipment.....	.5
32. Preparation of the patient.....	.5
33. Preparation of the equipment.....	.5
34. Selecting a Suitable site.....	.5
35. Steps in the Initiation of IV Infusion Therapy.....	.5
36. Post insertion dressing and stabilization of the IV catheter and tubing.....	.5

37. Post insertion patient teaching and documentation.....	.5
38. Care, Assessment, and Maintenance of the infusion site.....	.5
39. Discontinuation of the IV Therapy.....	.5
40. Math: ml/drop factor, flow rate, and kg to pound.....	5
41. Documentation.....	5
42. Practice with IV tubing and pumps, drip rates.....	.5
43. Laboratory Practice.....	6
<hr/>	
24 didactic, 6 laboratory hour .....	Total Clock Hours – 30
.....	Quarter Credit Hours 2

## **IV Certification for Healthcare Professionals Course Fees**

### **TOTAL FEES, CHARGES, AND EXPENSES**

Application/Registration Fee	<u>\$50.00</u> (non-refundable)
Tuition	<u>\$350.00</u> (refundable)
STRF	<u>\$2.50</u>
<b>Amount paid to School</b>	<b><u>\$402.50</u></b>

## **2013IV Therapy for Healthcare Professionals Course Schedule**

### **30 hour course (24 hrs. didactic, 6 hours laboratory)**

Course meets Friday, Saturday and Sunday from 9:00am-7:30pm

### **2013 course schedule**

March 8<sup>th</sup>-10<sup>th</sup>

May 17<sup>th</sup>-19<sup>th</sup>

August 2<sup>nd</sup>-4<sup>th</sup>

October 11<sup>th</sup>-13<sup>th</sup>

**\*No classes will be held in the months of November and December 2013**



## *A Message from the Director –*

*Thank you for choosing Contra Costa Medical Career College for your entrance into the Allied Health Profession. I am honored and proud that you have selected this institution to pursue your higher education goals. Our faculty and staff are proud of CCMCC and ALL it stands for. We take the success of our students personally, and are very committed to meeting the needs of each of you who enroll at the college.*

*A primary goal of the college is to produce an educated, responsible member of society equipped with the skill sets and principals needed to be an exceptional, efficient and safe health care provider. Our faculty is exceptional and work diligently to engage students in the teaching and learning process. Our staff is dedicated to ensuring that every student has the best opportunity in success in the completion of their educational objective. Students are encouraged to pursue their academic interests with the sincere support of our faculty and staff.*

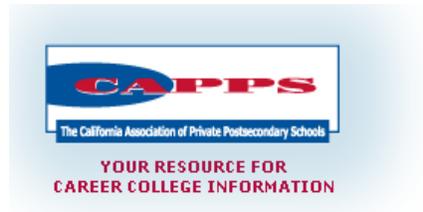
*The physical environment of our brand new facility with its new and up to date equipment creates an environment where a student may apply him/herself and reach their true potential.*

*I would like to thank you again for choosing our college and we look forward to serving you.*

*Sincerely,*

*Stacey Orozco, RN*

*Stacey Orozco RN, Founder/Director Contra Costa Medical Career College*



[www.ccmcc.org](http://www.ccmcc.org)