

HANDBOOK



FHCA

FLORIDA HEALTH CARE ACADEMY

dream, learn, achieve.

Version I. 2019

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HISTORY

Florida Healthcare Academy, because of their personal interest in training people for the healthcare field, decided to open an institution in the Orlando area in 2003, in order to provide bilingual (English or Spanish) medical training to help students become healthcare professionals, to achieve this Phlebotomy, Electrocardiograph Aide and Home Health Aide were included to our programs.

Florida Healthcare Academy was formed to provide health care training to individuals seeking employment in a hospital setting, Extended Care and Skilled Nursing Facility. It is the goal of Florida Healthcare Academy to provide student members of society, to develop their creativity, and to strive for personal excellence. Florida Healthcare Academy is committed to review this purpose at its annual meeting and determined what additional training programs and Student Services are needed to meet the demands of the community.

As of 2016 Florida Healthcare Academy has expanded their repertoire into more programs including Patient Care Technician and Clinical Medical Assistant. Constantly expanding their programs allows Florida Health Care Academy to provide better services to the students and gives them more opportunities to expand their knowledge and be better healthcare professionals.

EDUCATIONAL PHILOSOPHY AND OBJECTIVES OF THE ACADEMY

The educational philosophy of Florida Healthcare Academy is to encourage students to acquire knowledge, develop creativity and strive for excellence. We believe that any person willing to commit themselves to their studies can benefit from the training offered at the institution. The objective is to prepare the student to be qualified to enter into any medical facility working as a Phlebotomist, Electrocardiograph and Home Health Aide.

LEGAL OWNERSHIP

Pedro Moreau owns Florida Healthcare Academy LLC, a corporation formed under the laws of the State of Florida. Current officer is Pedro J. Moreau.

GOVERNING BODY

At **FLORIDA HEALTH CARE ACADEMY** the governing board is responsible for management and well functioning of the institution. The board is responsible for establishing policies, make strategic decisions, and overseeing the organization's activity, while making sure to abide and follow state and national regulations in the educational healthcare field. The board is in charge of responsible management of finances and resources, ensuring quality and professional education and establishing a safe environment for both students and workers.

The governing board will also oversee each independent training program, establishing the rules and regulations for the proper following of state and national requirements. The board is also responsible for the upholding of a current curriculum and ensuring that all instructors are knowledgeable in their respective fields, with an active license and are apt for teaching while following the rules and regulations of the State of Florida.

The governing body of Technical Health Academy is constituted by:

President: Luis Torres
Director: Damaris Alvarez

Academic coordinator: Giselle Leon

The name and address of the governing body of the Institution is:

Technical Health Academy LLC

ADMINISTRATORS

President, Luis Torres
Director, Damaris Alvarez
Director of admissions, Juanita Bohorquez
Academic coordinator, Giselle Leon

FACULTY

Damaris Alvarez
Giselle Leon

HOLIDAYS

The Academy's operating hours will not be held on the following holidays. Additional holidays may be declared at the discretion of the Director.

Holiday	2015	2016	2017	2018	2019	2020
Good Friday	04/03	03/25	04/14	03/30	04/19	04/10
Independence day	07/04	07/04	07/04	07/04	07/04	07/04
Columbus day	10/12	10/10	10/09	10/08	10/14	10/12
Memorial day	05/25	05/30	05/29	05/28	05/27	05/25
Labor day	09/07	09/05	09/04	09/03	09/02	09/07
Thanksgiving	11/26	11/24	11/23	11/22	11/28	11/26
Christmas break	December 25 th – January 1 st					

HOURS OF OPERATION

The business office is open during regular business hours:

Monday through Friday – 9:00 am. to 5:00 pm.
Saturdays – 9:00 am. To 2:00 pm.

ENTRANCE REQUIREMENTS

All applicants must be 17 years old (If the applicant is under 18 years old, his/her parent or legal guardian must approve and sign the "Student Enrollment Agreement").

ADMISSION REQUIREMENTS

The student must be interviewed by the Director, an instructor, or academy official to discuss the program requirements, the content of the program and the Student's reason for her/his application to the Institution. At this time the level of commitment and financial obligation will be determined. Students are encouraged to attend the orientation prior to the

beginning of the class session. No background check, special degree or high school diplomas are required to enroll.

All programs are taught in English and Spanish. The Institution will assist the student with employment but cannot guarantee job placement. Graduates who are exclusively Spanish-speaking may face employment limitations due to the fact that most businesses require fluency in the English language.

GRADING

The Institution maintains a certain amount of flexibility in its testing and evaluation of individual students because of the utilization of the skills acquired. A grade average of C (70 – 79 %) must be maintained for completion of the program.

A written examination will be given at the completion of the program. The written portions of the examination are graded according to the following scale:

A -	90 – 100%
B -	80 – 89%
C -	70 – 79%
D -	60 – 69%
F -	59% or below

RULES AND REGULATIONS

a. Leave of Absence

A request for a leave of absence (LOA) must be made in writing and the date of expected return must be specified. The request for a LOA must include the reason for the leave and must be signed and dated. A student may be granted for LOA for thirty (30) days maximum from her/his last date of attendance; otherwise she/he will be terminated from the academy and will not be allowed to take a leave.

If the student does not re-enter within the specified time and has not notified the academy, the student's contract will be terminated and he/she will be granted a refund according to the Refund Policy. The withdrawal date is determinate by the last date the student attended class to calculate any refund.

The students will be charged a \$100.00 reinstatement fee if they wish to re-enroll.

b. Make-up Work

Students who have been absent for some reason are required to make up any missed classes before taking the final exam. A Student may make up missed time by attending class in session or attending Saturday classes. These classes are conducted for students who have been absent or a student who wishes extra practice time. Tests not taken because of an absence must be made up within a time frame determinate by the instructor. There is no charge for make-up work.

c. Tardiness

The instructor will take attendance during the first five minutes of each class section. A student arriving after attendance has been taken is considered late and will be marked absent unless the instructor considers legitimate the reason for her/his tardiness. Anyone coming to class later than 5 minutes or come back late from breaks will have to make up the class prior to graduation.

d. Attendance/Class Cuts

The students are expected to attend all scheduled classes and to be on time for their classes. The student average is determined at the end of a weekly evaluation period. If the student has below a 70% average, the student is put on probation for a week and additional classes for extra practice will be provided without additional cost. If the student's average remains below 70% at the end of probation period, the student will be terminated from the program and the Diploma of Completion will not be awarded.

After five unexcused absences, the student is counseled by the Director and placed on probation. If the student has another unexcused absence while on probation, the student will be counseled by the Director and at his discretion, classes may be terminated. Class cuts without prior approval from the instructor or Director are not permitted and will be considered as an absence for the entire class period. The students must complete programs within 150% of the program length. After ten unexcused absences, the student's contract will be terminated and he/she will be granted a refund according to the Refund Policy. The students will be charged a \$100.00 reinstatement fee if they wish to re-enroll.

e. Interruptions in Training /Termination

The students must complete programs within 150% of the program length. A student can be dismissed, at Director's discretion, for insufficient progress (not maintaining a 70 % average and/or not maintaining a "Pass" Basis in clinical/skills/lab). If a student fails in attendance, does not pay tuition under terms agreed with Administration Department, destroys or damages any property of the Academy (the student may be held liable for repairs and/or replacement of the damaged property), if the student is caught cheating, failing to comply with rules outlined in catalog under Code of Conduct and Academy policies; she/he will be terminated/expelled by detrimental conduct.

Re-admittance into the Academy must be cleared through the Director. Termination refund calculation will follow the stated Refund Policy. The students will be charged a \$100.00 reinstatement fee if they wish to re-enroll.

f. Changes to Programs, Schedules, Etc.

In compliance with the Florida Department of Education, The Academy reserves the right to change or modify the rules, regulations, policies, instructors, programs, class times, class dates, program contents, equipment, staff or materials as it deems necessary. Such changes may be necessary according to technological advances and for improving teaching methods or procedures. In no event will such changes diminish the competency or content of any program or result in additional charges to the student. The programs are offered every 6 weeks and will begin on the following Monday after the previous class is

completed or depending of enrollments for such programs. The Academy reserves the right to delay or cancel a class start date due to insufficient enrollments. If this occurs the student may request a refund or apply all monies paid to the next schedule class start date.

A student who wishes to transfer from a program to another one must request it in writing to Administration Department. The student will be re-placed from the original program to the new one as her/his request and the Academy refund policy will be applied to determine the amount of tuition and fees due by the student or refunded. Any balance due will be by student's account. A \$50 fee will be charged. If the Academy is unable to accommodate the request the fee will be refunded.

A student who wishes to change her/his class time (Schedule) must do so in writing to Administration Department. The academy will coordinate the changes depending on the space availability in other class time.

g. Probation

The students found in violation of the conduct policy are subject to being placed on conduct probation for a period of 10 or more days. If a student, while on probation, violates any portion of the conduct policy, the student will be terminated.

If a student does not adhere to the attendance policy will be placed on probation for five Academy days. The student should not be absent while on probation, he/she will be counseled by the Director, which may result in termination. Termination refund calculation will follow the stated Refund Policy.

If student does not agree the reasons for her/his probation/dismissal, she/he may write a letter requesting an interview with director to discuss her/his situation. When a settlement is reached between parties, director will address an internal memo to administration to clear status of student stating that reasons that caused probation have been solved.

h. Appeal process

Students who are terminated after failing to achieve minimum requirements may appeal within a 14 calendar day period. The student must submit a written appeal to the school director, supporting documentation is required. She/he must explain reasons why the termination should be reconsidered, and request for a re-evaluation of progress. The letter should include aspects which have changed about the student's situation that will allow him/her to achieve satisfactory academy progress standards by the next evaluation point. A decision on the student's appeal will be communicated to the student in writing within 7 calendar days. This decision will be final. Should the student prevail upon his or her appeal and be considered making satisfactory progress, the student will be automatically reentered in their program and will keep the same academic progress.

i. Re-entry

A student that has been cancelled or terminated and desires to re-enter the program, he/she must notify the Academy and follow the required admission procedures. A student that was terminated for any reason must have an interview with the Director and discuss causes why he/she should be re-instated. Re-admittance is at the discretion of the Academy's Director. Students re-entering the Academy are charged current tuition rates for the time required to complete the program, plus a \$100 reinstatement fee and will be required to re-enter on a probationary status.

j. Conduct

Students are expected to conduct themselves in a professional manner at all times. Conduct that is detrimental to the individual, faculty or the community will cause probation or termination/expulsion. Foul language, use, sale, promotion or possession of non-prescription drugs, alcoholic beverages, and disrespectful behavior is considered unsatisfactory conduct and will result in immediate termination and prosecution. A student who conducts him/herself in a manner detrimental to the Academy, staff or other students will be terminated. Theft or damage of property from the Academy or other students is grounds for immediate dismissal and prosecution. Behavior which willfully or recklessly endangers the physical or mental health of any person, is strictly prohibited. Violation of this policy will result in disciplinary action, which may include termination from the institution. Termination refund calculation will follow the stated Refund Policy.

k. Use of Cellular Phone

Cellular phone use is prohibited in the classroom; therefore, cellular phones must be turned off while in class. All pagers, beeper, etc. must be kept on a non-audible tone while in class. Personal phone calls are not permitted while class is in session. Student violating this policy may be subject to disciplinary action.

l. Care of Facilities

Smoking, eating, and drinking are prohibited in the classrooms at the Academy.

m. Lost or Stolen Property

The Academy is not responsible for any lost or stolen property of any student, visitor, or employee while at the Academy. The Academy advises all persons entering the facility to keep their personal belongings with them at all times and take care to not leave items unattended. The academy does not assume responsibility for the loss of books, notebooks, cuff, sphygmomanometer or other personal property. Academy equipment and property are not to be removed from the building. However, all faculty and students are instructed to give the Administration all articles found so that the owner may claim them.

n. Dress Code

The Students must wear their uniforms during class and clinic training, including closed toe shoes. High standards of personal hygiene and health are expected. Ripped, torn or messy clothing is not permitted. Wearing suggestive attire,

clothing that promote or exhibit profanity or sexual connotation is not permissible. Visible tattoos, body piercing (other than earrings for the ears), excessive necklaces, bracelets or rings are not acceptable. If the student comes to Academy in inappropriate dress, the student may be required to go back home, change and return to Academy.

o. Discrimination Policy

The Academy offers equal opportunities and promotes no discrimination based on race, color, nationality, sex, marital status, disability, religion to the extent of the Law. The training offered by the Academy is also recommended to handicapped persons who are unable to undertake strenuous vocations or lack the mobility required by other occupations.

GRIEVANCE

Student may present a verbal or written grievance to the teacher in first place for any concern he/she experiences during the enrolled taken. In case the teacher could not satisfy the request, the student will be addressed by teacher to administration to be reviewed (written complaint is required at this point in two business days after the interview with the teacher) academy will respond the complaint in no more than 7 business days, if the case is still unsolved, it has to be presented to the Director who will have an interview with the student. Academic and counseling assistant will be provided if the student required that type of services.

In the event the student is not satisfied with the resolution of the grievance or wants to seek further action in the matter the student will be able to contact the Florida Board of Nursing.

FLORIDA BOARD OF NURSING

4052 Cypress Way, Bin C-02

Tallahassee FL, 32899

(850) 245-4125

<http://floridanursing.gov>

COMMISSION OF INDEPENDENT EDUCATION

325 W Gaines St

Tallahassee, FL 32399

(850) 245-0505

<http://www.fldoe.org/policy/cie>

STUDENT SERVICES

a. Housing

The Academy does not maintain housing for Students.

b. Student Records

The student records are permanently maintained by the Institution and may be disclosed to the student after him/she has submitted a written request. The Student records will be provided to potential employers only after the student has made written request. The Institution will keep records of all students (graduated, dismissed or denied entry) for at least one year after enrollment.

c. Student Placement

The Academy will assist the student with employment to the best of its ability, but cannot guarantee employment. The Academy will assist the student by providing information (name and addresses) of hospitals, clinics and health institutions in the area. Inquiries made to the Academy from potential employers will be posted on the bulletin board. Graduates of the Spanish-speaking program may encounter employment limitations due to the fact that most businesses require fluency in the English language. There is none additional charge for placement assistance. And students must have a Florida State license in order to work as a C.N.A.

d. Library Resources

The Library includes approximately 52 books of general medicine, anatomy, phlebotomy, dictionaries, etc. The students and faculty can consult them when they desire it. At present, there is a plan to enlarge the number of copies progressively in order to bringing up to date the already existing and to incorporate areas as Electrocardiograph, Medical Assistant, Home Health Aide, Patient Care Technician, which are areas of great demand in the hospital of the our area.

The Library offers also references materials and professional journals for job placement assistance.

The Library is open; Monday to Friday, 9:00 am to 5:00 pm.

e. Financial Aid

The Academy does not offer nor accept any financial aid.

INSTRUCTOR POLICIES

All faculty members are required to hold a clear and active license in their field of teaching. All instructors are required to maintain their licenses up to date and bring a copy of their renewed certifications before the expiry date.

All faculty members are required to have a certificate of education for adults, or at least one (1) year of experience in education for adults, or at least one (1) year of experience in nursing at a Hospital or assisted living facility or nursing home services.

Instructors at Florida Health Care Academy have a responsibility to establish and maintain a civil, productive, inclusive, and stimulating learning environment. Instructors have a responsibility to accommodate students with documented disabilities and are encouraged

to invite students to talk or communicate with them about such circumstances. Florida Healthcare Academy does not discriminate against students with disabilities proven they provide appropriate documentation.

Instructors have a responsibility to accommodate legitimate student absences and student exam conflicts in accordance with the absence policies and provide make up work when an excused absence is approved by the administration.

Instructor Responsibilities

A. Provide Course Information

Instructors are responsible for providing accurate and timely information about their courses to prospective students, current students, and relevant members of the Academy administration.

1. Instructors must provide academy administration and students with accurate course descriptions in a timely fashion. Instructors should use official information tools, to provide information about courses to students, and keep the program description up to date according to state and national regulations in the appropriate fields.

2. The course descriptions will be available in the school catalog must be generally consistent with the content of the actual course taught, though the content may vary somewhat with the individual instructor and across sections.

3. At the beginning of each course, instructors must communicate the course objectives and an overview outline of the program. Class activities should be prepared and organized toward the fulfillment of these objectives and student performance should be evaluated in relationship to these objectives.

4. If an instructor changes the course requirements or materials, students should be notified with sufficient time for them to prepare and fulfill the new materials. The program coordinator should approve additional materials added to the course. Additional materials may include, but are not limited to new homework, articles, essays or books. No major change (e.g., adding a research paper or major examination) should be imposed after the second week of the program.

5. Instructors must inform students of the grading methodologies and standards in their classes of the methods to be used in determining course grades. At the beginning of the course, instructors must inform students of any requirements related to regular course attendance and participation.

6. At the beginning of the course, instructors must inform students of any special attendance requirements. This includes, but is not limited to specific dates, times, and places of additional outside-of-class work such as field trips, clinical experience, or extra class meetings, and whether or not attendance at these additional activities will be reflected in the grade.

7. Instructors should discuss dishonesty policies and what it means in the context of their program.

B. Provide Feedback on the students Work

1. Instructors must evaluate examinations and other student work with sufficient time to enhance the learning experience and allow students to revise their work after is graded. Instructors must promptly return examinations or permit students to review their exams to request clarification of grades.

2. Instructors are strongly encouraged to provide sufficient graded feedback early in the program and before the deadline for withdrawing from classes to enable students to assess their progress in the course.

3. Instructors must turn in grades within three business days after the last day of final examinations.

C. Secure Handling of Examinations

Instructors must maintain the security of student examinations both before and after exams are given. Students presenting late examinations outside of the allotted time must present them under supervision of the program instructor or coordinator.

D. Observe Scheduled Class Times

1. Instructors are expected to meet their classes at the scheduled times, to be prepared for all class sessions, and to start and end classes at the scheduled times.

2. When instructors know in advance that they will be unable to attend particular class sessions, they are responsible for working with the administration and students to make appropriate alternate arrangements.

E. Observe Office Hours or Appointment Times

Instructors must schedule and keep a reasonable number of office hours or appointment times for student conferences. The minimum number of office hours or appointment times may be defined by the academy administration.

F. Dishonesty

Instructors are obligated to report suspected dishonesty to the program coordinator and academy administration. The case will be reviewed by the program coordinator with the board of directors and act according to regulations.

G. Maintain an Appropriate Learning Environment

Instructors should take appropriate steps to remove students who disrupt the educational process because of discourteous, threatening, harassing, or other aggressive behavior. "Appropriate steps" may include meeting with the student independently, discussing the case with the program coordinator, or make a petition for suspension or expulsion to the board of directors.

H. Maintain the Classroom Environment

Instructors are expected to take proper care of classroom and program materials and leave the classroom and its equipment in good order after each class session.

I. Student Records and Files

Instructors are expected to maintain a current roster of the students attending the class and keep impartial and honorable track of attendance of each independent student as well as exam, homework, essays and other class materials graded, reflected on each student file. All student files are to be stored in the administration office under permanent supervision of the administrative staff. Student records will be available for each independent student for a period of 2 years after completion of the course.

J. Evaluation

All continuing education courses will be evaluated by the course instructor and supervised by the program coordinator. Each course will have an examination at the culmination of the class in order to ensure the through learning and comprehension of the material.

PROGRAM TUITION

Phlebotomy

Tuition	\$ 800.00
Application Fee (Non-refundable)	\$ 50.00
Registration Fee (Non-refundable)	\$ 150.00
Books and Materials	\$ 0.00
Other Costs	\$ 0.00
TOTAL PROGRAM PRICE:	\$ 950.00

Nursing Assistant

Tuition	\$ 640.00
Application Fee (Non-refundable)	\$ 50.00
Registration Fee (Non-refundable)	\$ 150.00
Books and Materials	\$ 0.00
Other Costs	\$ 0.00
TOTAL PROGRAM PRICE:	\$ 790.00

Home Health Aide

Tuition	\$ 740.00
Application Fee (Non-refundable)	\$ 50.00
Registration Fee (Non-refundable)	\$ 150.00
Books and Materials	\$ 0.00
Other Costs	\$ 0.00
TOTAL PROGRAM PRICE:	\$ 890.00

Medical Assistant

Tuition	\$6'300.00
Application Fee (Non-refundable)	\$ 50.00
Registration Fee (Non-refundable)	\$ 150.00
Books and Materials	\$ 0.00
Other Costs	\$ 0.00
TOTAL PROGRAM PRICE:	\$6'500.00

All prices for programs are printed here in. There are no carrying charges, interest charges, or service charges connected or charged with any of these programs. Contracts are not sold to a third party at any time. Cost of credit is included in the price for the goods and services.

FEE PAYMENT SCHEDULE

A \$100 Registration fee and a \$50 Administration fee (non-refundable) are due at the time of signing the application for admission included in the down payment of \$200 that is required at the time of signing the contract or written enrollment agreement. Pencil, Notebook, Guide and uniform will be provided by the Academy on the first class.

The Student has the option of paying the tuition cost: **1)** in full prior to attending the first class; **2)** paying the balance of the tuition cost in installments. Payments are due on the last class day of each week; **3)** the student may choose to be financed by the academy for selected programs under an interest fee to be determined after an individual credit check.

A student can be dismissed, at the discretion of the Director for nonpayment of tuition under terms agreed upon with Administration Department of Academy the day of enrollment.

CANCELLATION AND REFUND POLICY

The enrollment agreement in addition to the catalog constitutes a binding agreement between the student and the Academy upon acceptance.

Should a student be terminated or cancelled for any reason; all refunds will be made according to the following refund schedule:

1. Cancellation must be made in person with a letter or by certified mail.
2. All monies will be refunded if the Academy does not accept the applicant or if the student cancels within three (3) business day after signing the Enrollment Agreement and making initial payment.

3. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee.
4. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a prorated refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing 40% of the program will result in no refund.
6. Termination Date. The termination date for refund calculation purposes is the last date of actual attendance by the student unless earlier written notice was received.
7. Refunds will be made within 30 days of termination or receipt of cancellation notice.
8. A student can be dismissed, at the discretion of the Director, for insufficient progress, nonpayment of costs, or failure to comply with rules.
9. The Academy will keep records on file for at least one year of any student who is dismissed or denied entry.

CREDIT FOR PREVIOUS EDUCATION

Students who have taken previous classes or training would be given a test to find out their knowledge level. Credit for previous training will be evaluated and granted at the Academy's discretion but shall not exceed 25 percent of the units required for completion of the program. Grades equal or above 70% are required to consider any credit granting. Applicant must submit detailed report of credits to be awarded with institution letterhead.

The Academy cannot guarantee that another institution will accept hours or credits from our institution. The student is responsible for verifying if the admission department of the other institution grants our Academy Credits. The decision is up to the admitting institution.

est. 2003

PROGRAMS CURRICULUM

NURSING ASSISTANT

165 Clock Hours

PROGRAM DESCRIPTION:

The Nursing Assistant program requires 125 hours of classroom and lecture training, with 40 hours of clinical instruction. The clinical instruction shall include at least 20 hours of long term care clinical instruction in a licensed nursing home.

GOVERNING BODY:

The nursing assistant training program shall have a governing body, which has authority to conduct the certified nursing assistant training program, determine general policy and assure adequate financial support.

The following members of the institution constitute the nursing assistant training program's governing body:

President

Pedro J. Moreau

Director:

Josefina Buonaccordo

Secretary:

Juanita Bohorquez

PROGRAM COORDINATOR:

The nursing assistant training program shall appoint a certified nursing assistant training program coordinator who shall be responsible and accountable for compliance with these rules. The program coordinator shall hold an active, clear Florida license to practice professional nursing, two years of professional nursing experience, and one year of experience in nursing home services, i.e., care of the elderly or chronically ill of any age including supervision of certified nursing assistants.

Program Coordinator

Olga V. Gonzalez-Kredi, RN, APRN

License #RN 3360202

License #APRN3360202

PROGRAM INSTRUCTOR(S):

The nursing assistant training program shall have one or more program instructors who shall be responsible and accountable for the instructional aspects of the certified nursing assistant training program. A program instructor shall hold a clear, active Florida license to practice professional nursing, have at least 1 year of clinical experience and one of the following:

1. Have completed a course in teaching adults; or
2. Have at least 1 year of experience in teaching adults; or
3. Have at least 1 year of experience in supervising nursing assistants.

The availability of spots in any given class and clinical experience facility has a maximum of 15 students per 1 instructor. In the event there is a greater number of students enrolled in a class one of the following actions must be taken: (1) A second class will be open at the facility with a second instructor dividing the class 7:8 in the same schedule at a different

classroom, (2)A number of students, depending on their availability, will be moved to a later schedule in order not to conflict with the current one, (3)The students who enrolled last in the program will be moved to a later date which has not met the maximum availability. (4) Students will be allowed to retire from the program, issuing a full refund of the enrollment fee.

PROGRAM OBJECTIVE:

This program's objective is to teach the student the necessary knowledge and clinical training To provide quality care as a Nursing Assistant. The student will be prepared to take the exam for the Florida State certification program.

PROGRAM GOALS:

The goals of the program are for each student to have through understanding and comprehension of all of the materials covered as well as understanding of their role as a nursing assistant in a medical facility and the possible way in which they can contribute to the community, understanding their limitations and job description. The students will be learning:

The roles and responsibilities of the nursing assistant

The OBRA and the state laws provide direction for all nursing assistants. This is to protect all residents and patients from any risk. The nursing assistant must know what he/she can do and not do, and the legal limitations of their role.

Typical job description for a nursing assistant

The principal objective is to assist the assigned patients and residents in a way that is effective, secure, and efficient.

Clinical skills

The students will learn all of the clinical skills stated by the Florida Board of Nursing who evaluates the clinical abilities of each candidate to obtain the license that will permit them to work as a Certified Nursing Assistant (CNA). The National Nurse Assessment recognizes these abilities. The state of Florida is the state that has the most requirements in the development of clinical abilities. The evaluated clinical skills are as follows:

- Indirect care
- Handwashing
- Measure and record a resident's radial pulse
- Measure and record a resident's respirations
- Feeding a resident who is sitting in a chair
- Provide mouth care to a resident who has teeth
- Provide mouth care to a resident who has a denture
- Provide resident hand and nail care
- Provide foot care to a resident who is sitting in a chair
- Provide resident with passive range of motion (ROM) exercises to one elbow and wrist
- Provide resident with passive range of motion (ROM) exercises to one shoulder
- Provide resident with passive range of motion (ROM) exercises to one hip, knee and ankle
- Change resident's position to a supported side-lying position
- Dressing a resident who has a weak arm
- Change bed linen while the resident remains in bed

- Transfer the resident from the bed into a wheelchair using a pivot technique and a transfer/gait belt
- Ambulate the resident using a transfer/gait belt
- Assist resident needing to use a bedpan
- Provide resident a partial bed bath and back rub
- Provide perineal care to a female resident who is incontinent of urine
- Provide catheter care to a female resident who has an indwelling urinary catheter
- Empty contents of resident's urinary drainage bag, and measure and record urine output on an Intake and Output (I&O) form

ENTRANCE REQUIREMENTS OR PREREQUISITES:

All applicants must be 17 years of age. (if the applicant is under 18 years old, the student Enrollment Agreement must be approved and signed by her/his Parent or Guardian.

PROGRAM DURATION:

Months	-	Theory	47 hrs.
Weeks	6	Lab	78 hrs.
Clock Hours	165	Practical	40 hrs.
Quarter/Semester Hours	-	Total	165 hrs.

CREDENTIAL ISSUED:

A training certification will be issued to each student who successfully completes the Program and satisfies all requirements.

PROGRAM CURRICULUM

INT100	Introduction to nursing assistant	4 Hrs.
LEG100	Legal aspect	4 Hrs.
CTR100	Infection control	3 Hrs.
HIV 100	HIV/AIDS	4 Hrs.
ANG100	General anatomy	7 Hrs.
HIS100	Histology	4 Hrs.
PHI100	Physiology	4 Hrs.
BOD100	Body mechanics	3 Hrs.
CLI100	Clinical parameters	4 Hrs.
NUR100	Nursing care I	23 Hrs.
NUR200	Nursing care II	30 Hrs.
LEG150	General rules/life situations	2 Hrs.
TER100	Medical terminology	2 Hrs.
MHP100	Mental health problems	6 Hrs.
LAB100	Laboratory I	25 Hrs.
NUR500	Clinical training	40 Hrs.
	Vocabulary in english (Spanish only)	
TOTAL		165 Hrs.

PHLEBOTOMY
170 Clock Hours

PROGRAM DESCRIPTION:

The basic Phlebotomy program provides 150 theoretical hours in the classroom, followed by 20 hours of laboratory training in the academy's lab.

PROGRAM OBJECTIVE:

This program objective is to teach the student the necessary knowledge in obtaining adequate and correct blood specimens by capillary or venipuncture technical, preparing blood smears, urinalysis, maintaining the integrity of the specimen in relation to the test to be performed and labeling specimen accurately and completely. The students will be prepared to take the national certification exam for CPT (Certified Phlebotomy Technician).

ENTRANCE REQUIREMENTS OR PREREQUISITES:

All applicants must be 17 years of age. (If the applicant is under 18 years old, the student Enrollment Agreement must be approved and signed by her/his Parent or Guardian.

PROGRAM DURATION:

Months	-	Theory	66 hrs.
Weeks	7	Lab	84 hrs.
Clock Hours	170	Practical	20 hrs.
Quarter/Semester Hours	-	Total	170 hrs.

CREDENTIAL ISSUED:

A training certification will be issued to each student who successfully completes the program and satisfies all requirements.

PROGRAM CURRICULUM

INT200	Introduction to phlebotomy	7 Hrs.
LEG100	Legal aspect	4 Hrs.
CTR100	Infection control	3 Hrs.
HIV 100	HIV/AIDS	4 Hrs.
ANA100	Anatomy I	4 Hrs.
HIS100	Histology	4 Hrs.
PHI100	Physiology	4 Hrs.
ANA200	Anatomy II	6 Hrs.

HEM100	Hematology	22 Hrs.
TER100	Medical terminology	2 Hrs.
VEN100	Venipuncture I	8 Hrs.
LAB300	Phlebotomy laboratory I	16 Hrs.
URI100	Urinalysis	6 Hrs.
VEN200	Venipuncture II	10 Hrs.
LABP01	Class practice	30 Hrs.
LAB400	Phlebotomy laboratory II	20 Hrs.
LAB500	Phlebotomy practical	20 Hrs.
	Vocabulary in english (Spanish only)	
TOTAL		170 Hrs.

**HOME HEALTH AIDE
170 Clock Hours**

PROGRAM DESCRIPTION:

The Home Health Aide program provides 170 hours of classroom and laboratory training in our facility with special emphasis on home attendant and home care.

PROGRAMS OBJECTIVE STATEMENT:

This program objective is to teach the student the necessary knowledge and clinical training to provide quality care as a Home Health Aide, providing support for persons in their home.

ENTRANCE REQUIREMENTS OR PREREQUISITES:

All applicants must be 17 years of age. (If the applicant is under 18 years old, the student Enrollment Agreement must be approved and signed by her/his Parent or Guardian.

PROGRAM DURATION:

Months	-	Theory	65 hrs.
Weeks	7	Lab	105 hrs.
Clock Hours	170		
Quarter/Semester Hours	-	Total	170 hrs.

CREDENTIAL ISSUED:

A training certification will be issued to each student who successfully completes the program and satisfies all requirements.

PROGRAM CURRICULUM

INT100	Introduction to nursing assistant	4 Hrs.
LEG100	Legal aspect	4 Hrs.
CTR100	Infection control	3 Hrs.
HIV 100	HIV/AIDS	4 Hrs.
ANG100	General anatomy	7 Hrs.
HIS100	Histology	4 Hrs.
PHI100	Physiology	4 Hrs.
BOD100	Body mechanics	3 Hrs.
CLI100	Clinical parameters	4 Hrs.
NUR100	Nursing care I	23 Hrs.
NUR200	Nursing care II	30 Hrs.
LEG150	General rules/life situations	2 Hrs.
TER100	Medical terminology	2 Hrs.
MHP100	Mental health problems	6 Hrs.

EMP550	Employability skills	2 Hrs.
NUR300	Nursing care III	6 Hrs.
HCA100	Home care I	4 Hrs.
LAB510	Home care laboratory I	18 Hrs.
CTR500	Infection control at home I	3 Hrs.
HCA200	Home care II	4 Hrs.
HCA590	Elderly care	5 Hrs.
NUR400	Nursing care IV	6 Hrs.
LAB520	Home care laboratory II	22 Hrs.
	Vocabulary in english (Spanish only)	
TOTAL		170 Hrs.

**MEDICAL ASSISTANT
700 Clock Hours**

PROGRAM DESCRIPTION:

The Clinical Medical Assistant program provides 200 hours of lecture and theory in the classroom and 35 hours of clinical training, followed by 5 hours of practicum.

PROGRAM OBJECTIVE:

This program objective is to teach the student the necessary knowledge and clinical training as Clinical Medical Assistant, in which the student will be qualified to work as an EKG, phlebotomist, and medical assistant, with knowledge in human anatomy and physiology with emphasis on cardiac and vascular systems. The students will be prepared to take the national certification exam for CCMA (Certified Clinical Medical Assistant).

ENTRANCE REQUIREMENTS OR PREREQUISITES:

All applicants must be 17 years of age. (If the applicant is under 18 years old, the student Enrollment Agreement must be approved and signed by her/his Parent or Guardian.

PROGRAM DURATION:

Months	3	Theory	200 hrs.
Weeks	12	Lab	35 hrs.
Clock Hours	240	Practical	5 hrs.
Quarter/Semester Hours	-	Total	240 hrs.

CREDENTIAL ISSUED:

A training certification will be issued to each student who successfully completes the program and satisfies all requirements.

PROGRAM CURRICULUM

INT300	Introduction to EKG	10 Hrs.
EKG101	The heart and it's electrophysiology	20 Hrs.
EKG102	Fundamental techniques of determining the heart	20 Hrs.
EKG103	Arrhythmias of sinus and atrial origin	20 Hrs.
EKG104	Arrhythmias and cardiac diseases affecting the heart	10 Hrs.
LEG300	Arrhythmias and ailments of the heart	5 Hrs.
CTR100	Infection control	5 Hrs.
EKG105	EKG practice	5 Hrs.
INT200	Introduction to phlebotomy	5 Hrs.

HIV 100	HIV/AIDS	4 Hrs.
ANA100	Anatomy I	4 Hrs.
HIS100	Histology	4 Hrs.
PHI100	Physiology	4 Hrs.
ANA200	Anatomy II	6 Hrs.
HEM100	Hematology	22 Hrs.
TER100	Medical terminology	2 Hrs.
VEN100	Venipuncture I	8 Hrs.
LAB300	Phlebotomy laboratory I	16 Hrs.
URI100	Urinalysis	6 Hrs.
VEN200	Venipuncture II	10 Hrs.
LABP01	Class practice	30 Hrs.
LAB400	Phlebotomy laboratory II	20 Hrs.
LAB500	Phlebotomy practical	20 Hrs.
INT600	Introduction to Clinical Medical Assistant	5 Hrs.
CMA100	Responsibilities of a Clinical medical assistant	7 Hrs.
ADM100	Office administration	5 Hrs.
IVS100	Inventory and scheduling	5 Hrs.
MDE100	Medical examination	9 Hrs.
MDR100	Medical records	5 Hrs.
OPP10	Outpatient procedures	3 Hrs.
INJ100	Injectology I	10 Hrs.
BAC100	Billing and coding	10 Hrs.
MDC100	Medication administration	5 Hrs.
CMA200	Class practice	8 Hrs.
CMA300	Lab practice	8 Hrs.
	Vocabulary in english (Spanish only)	
TOTAL		240 Hrs.

DESCRIPTION OF EACH COURSE WITHIN PROGRAM

The Course numbers are made up of numbers and letters that represent the name of the program and the sequence of the courses. One clock hour is equal to 50 minutes of instructor led training followed by an appropriate break.

ANA100 Anatomy I

04 Hrs.

Basic concepts, topography of the human body, organs and systems.

Program Contents: Phlebotomy.

ANA200 Anatomy II

06 Hrs.

Circulatory system; heart, arteries, veins, nerves. Physiology, cardiovascular system.

Program Contents: Phlebotomy.

ANG100 Anatomy General

07 Hrs.

Basic concepts, topography of the human body, organs and circulatory system; heart, arteries, veins, nerves. Physiology, cardiovascular system.

Program Contents: Home Health Aide.

BOD100 Body Mechanics**03 Hrs.**

Basic concepts, theory and practice.

Program Contents: Home Health Aide.**CLI100 Clinics Parameter****04 Hrs.**

Vitals signs, anthropometrics measure like weight and height.

Program Contents: Home Health Aide.**CTR100 Control of Infection.****03 Hrs.**

Basic germ concepts, mechanics of dissemination of infection, techniques to control of infection, standard and universal precautions, concept of isolation, hand washing.

Program Contents: Phlebotomy, Home Health Aide.**CTR500 Control of Infection in Home****03 Hrs.**

Basic concepts about to give care in an emergency situation, rules to follow in a fire situation, Psychological aspect for the patient, attitude fancying death, death process. The principles of infection control specific to Home Health.

Program Contents: Home Health Aide.**EKG101 The Heart, Its Electrophysiology and Electrocardiograph****20 Hrs.**

The Heart and Its Electrical Conduction; The ECG, ECG Components: Waveforms, Intervals, Segments and Complexes.

Program Contents: Electrocardiograph Aide.**EKG102 Fundamental Techniques of Determining Heart Rate and Rhythm and Performing an ECG.****20 Hrs.**

Estimating Heart Rhythm and Rate from and ECG Strip Performing a Single Channel and 12-lead ECG.

Program Contents: Electrocardiograph Aide.**EKG103 Arrhythmias of Sinus and Atrial Origin****20 Hrs.**

Arrhythmias of Sinus Origin, Atrial Arrhythmias, AV Functional Arrhythmias.

Program Contents: Electrocardiograph Aide.**EKG104 Arrhythmias and Cardiac Diseases Affecting Ventricles.****20 Hrs.**

Ventricular Arrhythmia, Cardiac Disease: Angina Pectoris and MI Bundle Branch Blocks, Arrhythmias Caused by Electrolytes and Medications.

Program Contents: Electrocardiograph Aide.**EKG105 Pacemaker Therapy and Continuous Cardiac Monitoring.****10 Hrs.**

Pacemaker Therapy and ECG Patterns Continuous Cardiac Monitoring, Procedure practice. Terminology Supporting ICHD Code.

Program Contents: Electrocardiograph Aide.

EKG106 Legal and Ethical Responsibilities of an EKG Aid 10 Hrs.

Legal and Ethical responsibilities, safe and efficient work environment, maintenance of EKG equipment.

Program Contents: Electrocardiograph Aide.

EKG107 Safety, Security, Emergencies, Infection Control 05 Hrs.

Patient and office safety, Confidentiality, how to handle emergencies, basic of infection control and HIV/AIDS.

Program Contents: Electrocardiograph Aide.

EKG108 Clinic 05 Hrs.

Practice Hours.

Program Contents: Electrocardiograph Aide.

EMP550 Employability Skills 02 Hrs.

Conduct a job search. Job interview techniques. Professional behavior. Identify acceptable work habits.

Program Contents: Home Health Aide.

HCA200 Home Care II 04 Hrs.

Assist with rehabilitative Activities. Home Health Care Services.

Program Contents: Home Health Aide.

HCA590 Elderly Care 05 Hrs.

Identify safety principles. General characteristics. Patients with special needs.

Program Contents: Home Health Aide.

HEM100 Hematology 22 Hrs.

Blood: Introduction, the blood as tissue, functions and volume. Blood components and specific functions.

Program Contents: Phlebotomy.

HIS100 Histology 04 Hrs.

The cells principal and basic concepts, structure, organization and functions, tissue principal and basics concepts organization and functions.

Program Contents: Phlebotomy, Home Health Aide.

HIV100 HIV / AIDS 04 Hrs.

Principal and basic concepts, methods of transmission and dissemination, prevention and techniques of control.

Program Contents: Phlebotomy, Electrocardiograph, Home Health Aide.

HCA100 Home Care I 04 Hrs.

Bio-Psycho-Social support. Patient care assignments. Supervised organizational functions.

Program Contents: Home Health Aide.

INT200 Introduction to Phlebotomy 07 Hrs.
History, basic principal for Phlebotomy, roles and responsibility, health care team, recognition the different to patient, resident and client.

Program Contents: Phlebotomy.

INT300 Introduction to EKG 10 Hrs.
History, basic principals of electrocardiograph aid, roles and responsibility, health care team, recognition the different to patient, resident and client, basic materials and instruments to perform.

Program Contents: EKG

INT500 Introduction to Home Health Aide 04 Hrs.
Basic principal for the Home Health Aide, roles and responsibility. Composition and functions of a Health Care Team. Ability to communicate and use interpersonal skills.

Program Contents: Home Health Aide.

INT600 Introduction to Clinical Medical Assistant 04 Hrs.
History and basic principles of clinical medical assisting, communication and interpersonal skills required in order to perform successfully and efficiently in the medical field.

LAB300 Laboratory Phlebotomy I 16 Hrs.
Laboratory orders. Procedure practice. Technical vocabulary. Tubes and equipment of the laboratory.

Program Contents: Phlebotomy.

LAB400 Laboratory Phlebotomy II 20 Hrs.
Taking blood specimen. Warning. Conduction of specimen. Distribution of the blood. Syringe and butterflies. Vacutainer. Capillaries puncture. Procedure practice. Urinalysis practice.

Program Contents: Phlebotomy.

LAB510 Laboratory Home Care I 18 Hrs.
Practice in our academy of the class's procedure.

Program Contents: Home Health Aide.

LABP01 Practices in Class 30 Hrs.
Practice in our academy of the class's procedure.

Program Contents: Phlebotomy.

LAB500 Practice in a local Laboratory 20 Hrs.
Clinical Training on local Laboratories.

Program Contents: Phlebotomy.

LAB520 Laboratory Home Care II 22 Hrs.
Practice in our academy of the class's procedure.

Program Contents: Home Health Aide.

LEG100 Legal Aspect **04 Hrs.**
Basic concepts, ethical aspects, legal terminology. Patient and residents rights (A.H.A. and O.B.R.A.), state and federal laws.

Program Contents: Phlebotomy, Home Health Aide.

LEG150 General Rules / Life Situations. **02 Hrs.**
Basic concepts about to give care in an emergency situation, rules to follow in a fire situation, Psychological aspect for the patient, attitude fancying death, death process.

Program Contents: Home Health Aide.

MHP100 Mental Health Problems **06 Hrs.**
Basics concepts, care of person with a mental health disorders, confusion, dementia, Alzheimer.

Program Contents: Home Health Aide.

NUR100 Nursing Care I **23 Hrs.**
Patient care technical. Procedure/Skills training.

Program Contents: Home Health Aide.

NUR200 Nursing Care II **30 Hrs.**
Patient care technical. Procedure/Skills training. Care in dying patient. Patient abuse prevention. Post mortem care.

Program Contents: Home Health Aide.

NUR300 Nursing Care III **06 Hrs.**
Patient Care Technical. Procedure. Assist patient, safety and mobility. Transfer skills. Ambulation.

Program Contents: Home Health Aide.

NUR400 Nursing Care IV **06 Hrs.**
Patient Care Technical. Procedure. Assist patient with collect specimen, principles of nutrition.

Program Contents: Home Health Aide.

PHI100 Physiology **04 Hrs.**
Principal basic about the functions of the different systems like circulatory, respiratory, digestive, urinary, nervous, reproductive, etc.

Program Contents: Phlebotomy, Home Health Aide.

TER100 Medical Terminology **02 Hrs.**
Basic concepts, vocabulary and abbreviation to used for the nursing work.

Program Contents: Phlebotomy, Home Health Aide.

URI100 Urinalysis **06 Hrs.**
Physiology of the urine. Physical and chemical urine exam. Procedure. Urine in 24 hours. Urine at home. Evaluate the urine with stripes.

Program Contents: Phlebotomy.

VEN100 Venipuncture I	08 Hrs.
Blood specimen. Selection of the venipuncture place. Methods of venipuncture. Procedure/Skills training.	
<u>Program Contents:</u> Phlebotomy.	
VEN200 Venipuncture II	10 Hrs.
Preparation of the patient. Needles. Procedure/Skills training.	
<u>Program Contents:</u> Phlebotomy.	
CMA100 Responsibilities of a Clinical medical assistant	07 Hrs.
Depiction of the basic responsibilities of a clinical medical assistant in a clinical setting, doctors office and hospital.	
<u>Program Contents:</u> Clinical medical assistant	
ADM100 Office Administration	05 Hrs.
Different roles and duties assigned to a clinical medical assistant in an office setting, inventory and material handling, scheduling and other procedures.	
<u>Program Contents:</u> Clinical medical assistant	
IVS100 Inventory and scheduling	05 Hrs.
Different scheduling techniques and proper patient record management, inventory upkeep and maintenance.	
<u>Program Contents:</u> Clinical medical assistant	
MDE100 Medical examination	09 Hrs.
Visual acuity test and ear irrigation procedures.	
<u>Program Contents:</u> Clinical medical assistant	
MDR100 Medical records	05 Hrs.
Proper recording, maintenance and upkeep of medical records in an office facility, hospital setting in the medical field.	
<u>Program Contents:</u> Clinical medical assistant	
OPP100 Outpatient procedures	03 Hrs.
Handling of outpatient procedures forms, patient care and proper instructions for preparation and postoperation of procedures.	
<u>Program Contents:</u> Clinical medical assistant	
INJ100 Injectology I	10 Hrs.
Proper technique and materials in order to perform different kinds of injections, intradermal, intramuscular and subcutaneous injection procedures.	
<u>Program Contents:</u> Clinical medical assistant	
BAC100 Billing and coding	05 Hrs.
Basics of medical billing and coding in order to properly input patients symptoms and diagnosis using universal codes in the healthcare field.	
<u>Program Contents:</u> Clinical medical assistant	
MDC100 Medication administration	05 Hrs.

Proper methods for medication administration varying under the different necessities and requirements for each patient.

Program Contents: Clinical medical assistant

CMA200 Clinical Medical Assistant Class Practices 08 Hrs.

Open space for practicing safe procedures under direct supervision of the instructor.

Program Contents: Clinical medical assistant

CMA200 Clinical Medical Assistant Lab Practice 08 Hrs.

Clinical lab practice to perform venepunctures and practice different injection techniques.

Program Contents: Clinical medical assistant

DESCRIPTION OF WORK OR SKILLS TO BE LEARNED

These programs will prepare the student to assist a patient with the knowledge theory and clinical training to provide quality care.

As a Phlebotomist: learn the necessary knowledge in obtaining adequate and correct blood specimens with venipuncture technical, preparing blood smears, urinalysis, maintaining the integrity of the specimen in relation to the test to be performed and labeling specimen accurately and completely.

As a EKG: learn the necessary knowledge and clinical training as Electrocardiograph Aide, EKG Technicians, cardiovascular technologists and technicians, overview of human anatomy and physiology with emphasis on cardiac and vascular systems.

As a Home Health Aide: learn the necessary knowledge and clinical training to provide quality care as a Home Health Aide, providing assistant and support for persons in their home.

DESCRIPTION OF ACADEMY FACILITIES

The Academy consists of 2,600 square feet in Orlando, Florida. Our installations include a library of approximately 52 books of general medicine, anatomy, phlebotomy, dictionaries, etc. The students may consult them when they desire it. At present, there is a plan to enlarge the number of copies progressively in order to bringing up to date the already existing and to incorporate areas as Electrocardiograph, Medical Assistant, Home Health Aid, Patient Care Technician, which are areas of great demand in the hospital of the our area. The Library offers also reference materials and professional journals for job placement assistance.

The facilities include three offices for use of the administrative areas, one reception area and 5 classrooms. Two may be used as classroom and conference, equipped with audiovisual equipment. In addition, three more rooms that are used as classrooms and laboratories for the training of Phlebotomy and Electrocardiograph Aide programs. At present, there is a plan to enlarge the number of classroom progressively in order to improve services and training for a better educational performance.

Convenient public transportation and ample parking facilities (no additional charge to the student) are available adjacent to the Academy.

There are five classrooms for the student, equipped with:

- IV pump
- Medical Bed
- Stethoscope
- Wheelchair
- Crutches
- Cardiac monitor
- Blood pressure kit
- Phlebotomy arms
- Microscope
- Defibrillator

Classes will be taught verbally and supported by videos, activities and actual hands-on training. The visual-aids method of introduction enhances teaching process and has proven to be a very effective valued-added method.

GRADUATION REQUIREMENTS

A training certification of Completion is granted to a Student that has:

1. Successfully completed all required programs. Grade average of C (70–79%) is required to graduate.
2. Attended all class hours; and
3. Fulfilled all monetary obligations to the Academy

POLICY STATEMENT

The Academy does not discriminate regarding race, color, nationality, sex, marital status, disability, creed and/or religion to the extent of the Law. The training offered by the Academy is not recommended to handicapped persons who are unable to undertake strenuous vocations or lack the mobility required by other occupations.

est.2003

FACULTY LISTING

INSTITUTION NAME: *Florida Healthcare Academy*

FACULTY MEMBER	COURSES TAUGHT	DEGREE DIPLOMAS & CERTIFICATIONS	AWARDING INSTITUTION
Damaris Alvarez	PHL	CPT CCMA	NHA NHA
Olga V. Gonzalez-Kredi	NA	RN3360202 APRN3360202	FL Department of Health
Giselle Leon	PHL EKG CMA	CPT CET CCMA	NHA NHA NHA
Marcela Fish	PHL EKG CMA	CPT CET CCMA	NHA NHA NHA
Kenneth Rosario	PHL	PHL	NHA

Courses

PHL	Phlebotomy
NA	Nursing Assistant
HHA	Home Health Aide
EKG	Electrocardiograph Aide
CMA	Clinical Medical Assistant

Certifications

CPT	Certified Phlebotomy Technician
CET	Certified EKG Technician
CCMA	Certified Clinical Medical Assistant
RN	Registered nurse

APRN

Advanced Registered Nurse Practitioner

Institutions

NHA
NCCT
UCE
UniValle
FL Dept. of Health

National Healthcareer Association
National Center for Competency Testing
Universidad Central del Este
Universidad del Valle
Florida Department of Health

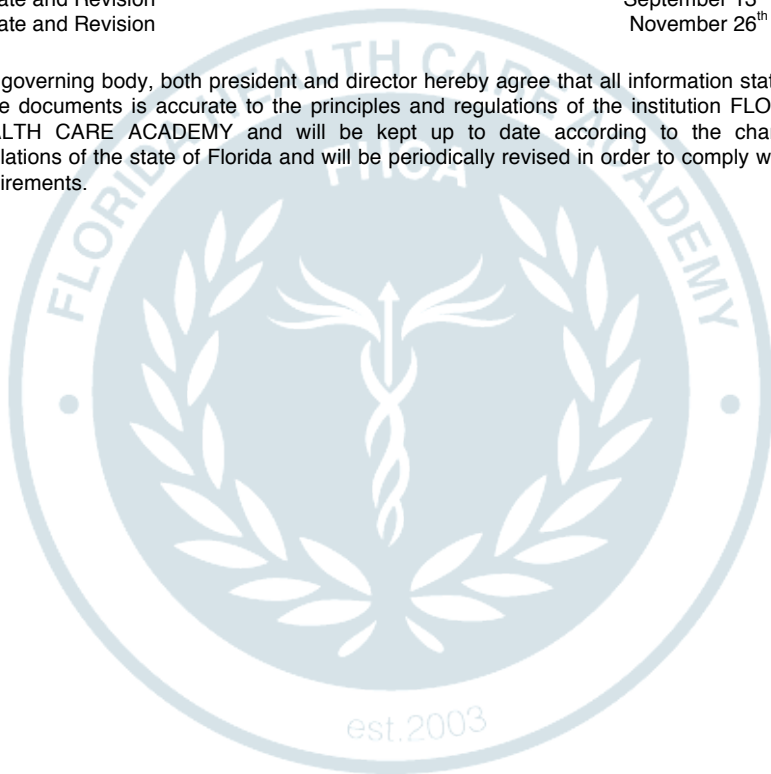
www.nhanow.com
www.ncctinc.com
www.uce.edu.do
www.univalle.edu.co
www.floridahealth.gov



REVISION LOG

Date of publication	January 3 rd 2015
Revision	December 20 th 2015
Revision	June 11 th 2016
Revision	December 1 st 2016
Update of policies	May 19 th 2017
Revision	September 30 th 2017
Revision	June 30 th 2018
Update	August 20 th 2018
Update and Revision	September 13 th 2018
Update and Revision	November 26 th 2018

The governing body, both president and director hereby agree that all information stated in these documents is accurate to the principles and regulations of the institution FLORIDA HEALTH CARE ACADEMY and will be kept up to date according to the changing regulations of the state of Florida and will be periodically revised in order to comply with all requirements.



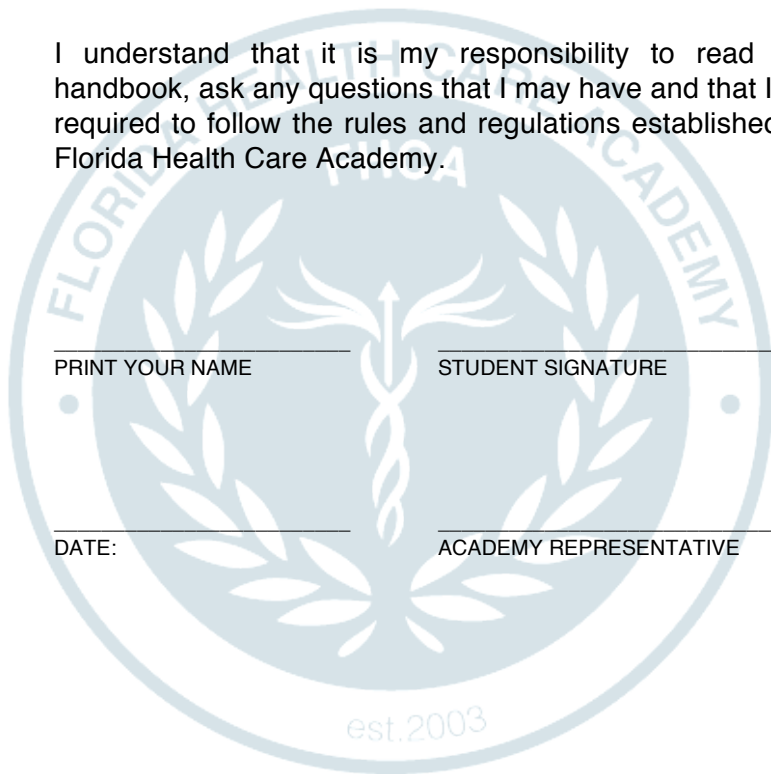


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This handbook presents an overview of some of the Florida Health Care Academy policies, rules and regulations. Changes may be made in Florida Health Care Academy's policies, rules and regulations.

By signing this document, I verify that I have received this handbook

I understand that it is my responsibility to read this handbook, ask any questions that I may have and that I am required to follow the rules and regulations established by Florida Health Care Academy.



PRINT YOUR NAME

STUDENT SIGNATURE

DATE:

ACADEMY REPRESENTATIVE