



The Institute of Allied Healthcare

Student Catalog

Volume V

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Table of Contents

History.....	1
Mission Statement.....	1
Accreditation and Approvals.....	1
Description of Available Space, Facilities, and Equipment.....	1
Hours of Operation.....	2
Business Hours of Operation.....	2
Campus Hours of Operation.....	2
School Calendar.....	2
Observed Holidays.....	3
Scheduled Vacation Periods.....	3
Inclement Weather and Emergency Closures.....	3
Enrollment Periods.....	3
Owners of The Institute of Allied Healthcare.....	4
Full-Time Key Faculty and Staff.....	5
Key Faculty.....	5
Full-Time Key Staff.....	5
Part-Time Key Staff.....	5
POLICIES AND PROCEDURES	
Admission Policies and Procedures.....	7
Admission Requirements.....	7
Proof of education.....	7
Ability to Benefit (ATB).....	8
Foreign Proof of Education.....	8
Verification of High School Completion.....	8
Homeschooled Student Criteria.....	8
Student Identification.....	9
Registration and Enrollment Policies and Procedures.....	9
Student Interview.....	9
Financial Aid.....	9
Student Application.....	9
Background Check.....	9-10
Completion of a General Statement of Health for All Programs.....	10
Accommodations.....	10
Cancellation and Refund Policies For all Programs.....	11
Cancellation Policy.....	11
Refund Policy.....	11-13
Refund Policy for Students Called to Active Military Service.....	13-14
FINANCIAL AID.....	14
Financial Aid Available to Students	14
Scholarship.....	14
RETURN OF TITLE IV FUNDS POLICY.....	14-15
Withdrawal for Students Receiving Title IV Loan Assistance.....	14-15
Calculation of the Amount of Title IV Assistance Earned by the Student.....	15-16
Responsibility of Returning Unearned Aid.....	16
Order of Return of Title IV Funds.....	16

Timeframe for Return on Title IV Funds.....	16
Post-withdrawal Disbursements.....	16-17
Written Notification of Title IV Funds.....	17
ATTENDANCE POLICY FOR ALL PROGRAMS.....	18
General requirements for attendance.....	18
Absences.....	18
Tardies.....	18-19
Attendance Probation.....	19
Conditions for Termination.....	19
Conditions for Readmittance.....	19-20
MAKE-Up Work.....	20
LEAVE of ABSENCE.....	20
LEAVE of ABSENCE POLICY.....	20-21
CREDIT for PREVIOUS EDUCATION.....	22
Policy on Transfer Students and Credit Hours.....	22
SATISFACTORY ACADEMIC PROGRESS (SAP) POLICIES AND PROCEDURES	23
Frequency.....	23
Calculation of Hours.....	23
Transfers of credit from other institutions.....	23
Incomplete, Withdrawal, and Repeat Coursework.....	23-24
Course Completion Time Frame.....	25
Financial Aid Suspension.....	25
The right to Appeal.....	25
The Student Appeal Process.....	25-26
SCHOOL POLICY REGARDING STUDENT CONDUCT.....	27
Policy Regarding Student Conduct.....	27
Student Conduct.....	27-28
Causes for Dismissal.....	28
Causes for Readmission.....	28
DRESS CODE.....	28-29
GRADING.....	29
REQUIREMENTS FOR GRADUATION.....	29
SCHOOL PLACEMENT ASSISTANCE POLICY.....	30
DISCRIMINATION POLICY.....	30
POLICIES/PROCEDURES TO RESOLVE STUDENT GRIEVANCES/COMPLAINTS.....	30
CONSUMER INFORMATION.....	31
Campus Security and Reporting Requirements.....	31
Annual Security Report.....	31

Alcohol and Drug Policy.....	31
Violence Against Women Act (VAWA) Policy Statement and Resources.....	31
Additional Resources for Students.....	31
NURSE AIDE PROGRAM INFORMATION.....	32
Program Description.....	33
Textbook Information.....	33
Nurse Aide Fees, Tuition, and or Special Charges.....	33
2021 Nurse Aide Program Dates.....	34
Class Schedule for The Nurse Aide Program.....	34
Breaks.....	34
Student Orientation.....	34
Immunization and Documentation Prior to Externship.....	35
Program Outline.....	35-36
Synopsis of Each Subject Offered.....	36-37
MEDICAL ASSISTANT PROGRAM INFORMATION.....	38
Program Description.....	39
Textbook.....	39
Fees, Tuition, and or Other Charges.....	39
2021 Program Dates.....	40
Class Schedule for the Medical Assistant Program.....	40
Breaks.....	40
Student Orientation.....	40-41
Immunizations and Documentation Prior to Externship.....	41
Student Liability Insurance.....	41
Externship.....	41
Program Outline.....	42
Synopsis of Each Subject Offered.....	42-44
SEMINAR INFORMATION.....	45
Intravenous I.V. Therapy Seminar.....	46
EKG Technician Training Seminar.....	47
Phlebotomy Technician Training Seminar.....	48
Attendance Policy for Seminars.....	49
Financial Aid for Seminars.....	49
Cancellation and Refund Policies for Seminars.....	49
Seminar Cancellation and Refund Policy for Students Called to Active Military Service.....	50
SIGNATURE OF SCHOOL DIRECTOR.....	51
RECEIPT OF STUDENT CATALOG ACKNOWLEDGEMENT.....	52

HISTORY

The Institute of Allied Healthcare was founded on October 2015 in San Antonio, Texas. The main objective has been to provide career-focused education in allied health fields. In November 2015, the Nurse Aide Program was approved by The Department of Aging and Disability Services (DADS) and became the first program offered on campus. After recognizing the need for Medical Assistants, The Medical Assistant program was developed and approved by the Texas Workforce Commission, Career Schools and Colleges in October 2016. The Institute of Allied Healthcare is located in the heart of the medical center, right across from the Texas Health Science Center in San Antonio, Texas. Our prime location provides convenient access to several externship sites for students.

MISSION STATEMENT

The mission of The Institute of Allied Healthcare is to offer students quality instructional opportunities in career orientated programs and to successfully prepare students for post-secondary education in preparation for their future careers.

ACCREDITATION AND APPROVALS

The Institute of Allied Healthcare is approved and regulated by the Texas Workforce Commission, Career Schools and Colleges and is accredited by the Council on Occupational Education (COE). The US Department of Education has issued approval for participation in Federal Financial Aid for the Medical Assistant Program.

The Nurse Aide Program is approved by the Texas Department of Health and Human Services and is recognized as a Nurse Aide Training and Competency Evaluation Program (NATCEP).

The Institute of Allied Healthcare is an eligible training provider for recipients of the Texas Workforce Commission Workforce Investment Opportunity Act (WIOA) and the MyCAA Military Spouse Program.

Certification testing for Nurse Aide is by Texas Health and Human Services. Certification testing for Medical Assistant is by The National Healthcareer Association.

DESCRIPTION OF AVAILABLE SPACE, FACILITIES, AND EQUIPMENT

The main campus is located at 7434 Louis Pasteur Dr. Suite 15 San Antonio, Texas 78229. Additional classrooms and instructor offices are located in Suite 220 at the same address. The combined total is 4,700 square feet to include two large lecture rooms and two skills labs. Classrooms are equipped with instructional equipment that is commonly used in medical facilities. A computer lab equipped with computers, printers, and a student library is available for students.

In October 2020, The Institute of Allied Healthcare obtained an extended location to provide additional classrooms, lab, and administrative offices for the growing student, faculty, and staff population. The extended location is located at 7614 Louis Pasteur Dr. Suite 402 San Antonio, TX 78229.

NORMAL HOURS OF OPERATION

Business Hours of Operation

Admissions Representatives and front office staff operate Monday-Friday from 9:00 am to 4:00 pm. The Admissions office is closed on Saturday and Sunday.

Campus Hours of Operation

Campus hours of operation are Monday-Thursday from 8:30 am to 4:00 pm. The campus is open for students by appointment only on Fridays during campus hours of operation. The Institute of Allied Healthcare is closed on observed holidays as well as Saturday and Sunday.

SCHOOL CALENDAR

The Institute of Allied Healthcare will operate during normal business hours of operation from January 1, 2021-December 31, 2021 with the exception of scheduled vacation periods and observed holidays.

OBSERVED HOLIDAYS

New Year's Day	January 1, 2021
Martin Luther King Day	January 18, 2021
President's Day	February 15, 2021
Memorial Day	May 31, 2021
Labor Day	September 6, 2021
Veterans Day	November 11, 2021
Thanksgiving Break	November 25, 2021-November 26, 2021
Christmas Break	December 24, 2021- December 25, 2021
New Year's Eve	December 31, 2021

SCHEDULED VACATION PERIODS

The Institute of Allied Healthcare will be closed in observance of the Thanksgiving holiday from noon on November 24, 2021-November 26, 2021 and for Christmas Break from noon on December 23, 2021-December 24, 2021. During this vacation period students, faculty, and staff are not scheduled and campus will be closed.

INCLEMENT WEATHER AND EMERGENCY CLOSURES

Inclement weather may cause a delayed start or temporary cancellation of scheduled classes. All students will be notified through Orbund of such delays, cancellations, or emergency closure. Cancelled or delayed classes will be required to be made up a later scheduled date and could possibly delay original program completion.

ENROLLMENT PERIODS

Students may enroll in available programs up to one business day before the official start date as written in the academic calendar if seating is available. Students who are applying for financial assistance programs are required apply and to enroll much earlier. Contact any of our campus Admissions Representatives for information on deadlines to apply. Information can also be found on the home page of the school website www.alliedhealthedu.com.

THE INSTITUTE OF ALLIED HEALTHCARE IS OWNED BY PARTNERS

Managing Partner: Nestor Lopez

Partner: Leah Lopez

FULL TIME KEY FACULTY AND STAFF

Key Faculty

School Director-Nestor Lopez

Mr. Lopez is the School Director at The Institute of Allied Healthcare. His background includes ten years in a managerial government position and a pre-med student at The University of Texas at San Antonio.

Nurse Aide Instructor-Leah Lopez, LVN

Leah is a Licensed Vocational Nurse and Nurse Aide Instructor, who's prior experience includes Certified Nurse Aide, nursing in long-term care, pediatric nursing and clinical instructor. Mrs. Lopez is also a certified instructor through the American Heart Association for Basic Life Support.

Nurse Aide Instructor-Mary Aguirre, LVN

Mary is a Licensed Vocational Nurse and Nurse Aide Instructor that has extensive knowledge and training in long-term care. Mary has over 30 years of experience as a nurse and has worked closely with Certified Nurse Aide's with training and education.

Medical Assistant Instructor -Pedro Camacho, CCMA

Mr. Camacho is a Certified Clinical Medical Assistant Instructor. Mr. Camacho provides medical assistant students direct training in areas such as effective communication, phlebotomy, injections, EKG readings and all skills vital within medical offices and clinics.

Program Director & Clinical Coordinator for Allied Health Programs-Kay Pendleton, RN

As our Program Director, Kay oversees the Nurse Aide and Medical Assistant program and all allied health instructors. Kay has been practicing nursing for over 40 years and has certifications in Emergency, Trauma and Critical Care Nursing. She has an extensive background in emergency room, pre-hospital, critical care and dialysis. For the last 10 years, Kay has been in Nursing Education as an

instructor and administrator. Kay is a member of the American Nurses Association and is also an instructor for American Heart Association.

Full-Time Key Staff

Assistant Director -Veronica Garcia

Career Services -Ashia Benitez-Asuncion

Admissions Representative-Karina Nieto

Admissions Representative-Robert Elliot

Part-Time Key Staff

Admissions Representative -Andres Mendoza



POLICIES AND PROCEDURES

ADMISSION POLICIES AND PROCEDURES

Admission Requirements

Any student who would like to enroll in programs at The Institute of Allied Healthcare must meet the following requirements:

- Have a high school diploma or recognized equivalent
- Be 18 years of age
- Possess current government issued identification
- Have a valid social security card
- If homeschooled, must meet criteria for homeschooled students.

Proof of Education

A prospective student must be a high school graduate or equivalent.

If a candidate for admission of a Title IV eligible program does not possess a high school diploma or GED, he or she may be eligible through one of the ATB alternatives (See ATB Alternatives Section). The following documents are considered equivalent for high school diploma and are accepted by the institution:

- A GED Certificate
- High School Equivalency Test (HiSet) with a passing score.
- A previously earned bachelor's degree or an official academic transcript displaying successful completion of a two-year program at minimum and that is acceptable for full credit towards a bachelor's degree.

Proof of document must be present at registration.

Ability to Benefit (ATB)

If a prospective student does not possess a high school diploma or GED and would like to enroll in a Title IV eligible program, he or she may be eligible if they were enrolled in college or career school prior to July 1, 2012 or if the student is currently enrolled in an eligible career pathway program. Students who meet one of these criteria may enroll in any eligible program and become eligible through one of the ATB alternatives.

If eligible, the student may demonstrate the qualification for higher education by

- Passing an independently administered Department of Education approved ATB test with a Verbal score of 200 and a Quantitative score of 210.

- Completing six credit hours or equivalent course work toward a degree or certificate. A student may not receive aid while earning the six credit hours.
- Completing a State process approved by the Secretary of Education.

Foreign Proof of Education

Foreign diplomas must be translated and evaluated by an approved credential evaluation agency and deemed to be of United States equivalence at the time of registration. All translated and evaluated proof of education documents are reviewed by appointment with an Admissions Representative. Determination of eligibility will vary on a case by case basis. The Institute of Allied Healthcare is not responsible for fees associated with translation or evaluation services nor does the Institute reimburse such fees incurred by the student for such services.

Verification of High School Completion

The Institute may verify proof of education documents provided by the student to ensure validity. In the event that verification of documentation is required, the Institute will;

1. Request receipt of documentation from the issuing school to confirm validity of the student's diploma.
2. Contact a relevant department or agency that is authorized to confirm or provide documentation for high school in the state of which the diploma was received.

Student self-certification is not sufficient documentation. If the Institute is not able to validate the high school diploma or equivalent, the student will not be allowed to enroll in programs offered and will not have the opportunity to appeal.

Homeschooled Student Criteria

A homeschooled student must meet the following criteria to be eligible;

- Has successfully completed homeschooling at the secondary level defined by state law.
- Has successfully completed homeschooling before the age of 18 and will not be considered truant upon completion.

Student Identification

A prospective student must possess current government issued identification and social security card to present at registration.

Registration & Enrollment Policies and Procedures

To complete the registration process, a student must complete the following prior to enrollment:

Student Interview

A prospective student must meet with an Admissions Representative for interview and facility tour prior to registration. Phone interviews and virtual tours will suffice and will be scheduled as needed.

Financial Aid

Once the student has established a program of study and has submitted all required entrance documentation the student will meet with a Financial Aid Representative to discuss payment options (See Financial Aid Section).

Student Application

A student application must be filled out online. The application can be found on the school website www.alliedhealthedu.com. After the application is completed the prospective student will be issued a student log in and password to Orbund, a secure Student Information System (SIS). The student will be allowed to securely complete required enrollment documents and sign the Student Enrollment Agreement. Tuition as stated in the tuition and fees section of the catalog will be due at this time to proceed with enrollment.

Background Check

All enrolled students must consent to a background check.

The Institute of Allied Healthcare is required to verify that a prospective nurse aide student is not listed in the Employee Misconduct Registry (EMR) or the Nurse Aide Registry (NAR) prior to enrollment. Individuals listed in the EMR or who are listed as “revoked” in the NAR will not be allowed to enroll in the nurse aide

training program. Furthermore, all prospective nurse aide students must consent to a criminal background check. Findings such as but not limited to; a felony conviction, being listed as a sex offender or any other criminal history that could bar employment, will prohibit the individual from enrolling in the nurse aide training program.

All prospective medical assistant students must consent to a criminal background check. Findings such as but not limited to; a felony conviction, being listed as a sex offender, or any other criminal history that could bar employment, will prohibit the individual from enrolling in the medical assistant program.

Completion of a General Statement of Health for All Programs

All students must complete a general statement of health for all programs. Student physical and mental health conditions must be sufficient to meet the demands of the desired profession. Students must be able to perform the essential duties of the nurse aide or medical assistant and other listed requirements.

Accommodations

Students with disabilities may be eligible for accommodation to meet the essential functions for course completion. No accommodation will be provided that substantially modifies any essential function or results in lowering of programmatic expectations for completion of the nurse aide or medical assistant program. Accommodation must be requested at registration. Current medical documentation from an approved healthcare professional will be required. Any limitations must be provided for consideration during this time, only documentation issued from an approved healthcare professional will be considered. Accommodations for certification exams are approved and regulated by the respective certification agencies.

CANCELLATION AND REFUND POLICIES FOR ALL PROGRAMS

(Texas Education Code, Sections 132.061 and .0611 and Title 40, Texas Administrative Code, Section 807.261-264)

Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. If the student is not scheduled for three class days during the first week, a full refund will be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged and items of extra expense that are necessary for the portion of the program attended and stated separately on the Student Enrollment Agreement.

Refund Policy

1. Refund computations will be based on scheduled course time of classes through the last documented day of an academically related activity. Leave of absence and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - a) The date of termination, if the student is terminated by the school;
 - b) The date of receipt of written notice from the student; or
 - c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and

withdraws or is otherwise terminated, the school or college may retain not more than \$100 in administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. (More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due.)

5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - a) An enrollee is not accepted by the school;
 - b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - c) If the student's enrollment was procured as a result of any

misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

8. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 45 days after the effective date of termination.

Refund Policy for Students Called to Active Military Service

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- a. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- b. A grade of incomplete with the designation "withdrawn-military" for the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- c. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

- (1) Satisfactorily completed at least 90 percent of the required coursework for the program; and

- (2) Demonstrated sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 45 days after the effective date of termination.

FINANCIAL AID

Financial Aid Available to Students

The Institute of Allied Healthcare offers students financial aid options to cover the cost of tuition and fees such as scholarships, state workforce grants, military spouse aid, and Title IV federal student aid. The Institute of Allied Healthcare refers to Title IV federal student aid as Federal Direct Loans and does not include Title IV grants. Prospective students are encouraged to contact the Financial Aid office and speak to a Financial Aid Representative to determine which options are available and the qualifications needed.

Scholarship: A \$100.00 scholarship is available to students who have a minimum of 100-hours volunteering in a hospital or hospice setting within one year at the time of registration. Documentation providing proof of minimum hours completed as a volunteer must be provided at registration to receive scholarship. Documentation provided after official enrollment will not be accepted.

RETURN OF TITLE IV FUNDS POLICY

Any student who receives title IV loan assistance and withdraws from a program during a payment period is subject to the appropriate policies and procedures. The withdraw date will determine the amount of title IV earned by the student.

Withdrawal for Students Receiving Title IV Loan Assistance

A student receiving title IV loan assistance is considered withdrawn from a payment period if the program clock hours and week of instructional time is not met as scheduled. The student may also be considered withdrawn if they do not have a schedule to start another program within the same payment period of enrollment or within 45 calendar days after the last date of attendance. Exceptions will be in the event of a leave of absence (see leave of absence section).

If a student withdraws from a clock hour program during a payment period of enrollment and then reenters the same program within 180 days, the student will remain in the same portion of the program upon return and is still eligible to

receive any title IV loan assistance funds that were deemed eligible prior to the withdrawal. Funds that were returned by the Institution or the student under the provisions are included.

Once the student provides written notification for withdrawal, or is withdrawn from the institution due to non-attendance, a written notification will be sent to the student within 30 days from the school date of determination. The written documentation will request official confirmation of the withdrawal from the student and include information on the terms of repayment for federal loan assistance if applicable. The Institute will document all notifications made and place in the students file.

The student has the right to cancel all or portion of the loan funds that has yet to be disbursed. A student or their parent who received a Federal Direct PLUS Loan will be required to pay the loan in full or make payments toward the loan after the withdrawal date.

Calculation of the Amount of Title IV Assistance Earned by the Student

The amount of title IV loan assistance that is earned by the student, also referred to as percentage earned, is calculated by the applying the percentage earned to the total amount disbursed in title IV loan assistance to the student for a payment period as of the students withdraw date.

Percentage earned is equal to the percentage of the payment period that the student has completed as of the student's withdrawal date if the withdrawal date occurs on or before

- a) sixty percent of the clock hours scheduled to be completed for the payment period of enrollment for the program is measured in clock hours; or
- b) 100 percent if the student's withdrawal date occurs after sixty percent of the clock hours scheduled to be completed for the payment period for a program is measured in clock hours.

Percentage unearned is defined as the percentage of title IV loan assistance that has not been earned by the student. Percentage unearned is calculated by determining the complement of the percentage of title IV loan assistance earned by the student.

The percentage of payment period completed is determined by dividing the total number of scheduled clock hours in the payment period into the number of clock hours scheduled to be completed as of the student's withdrawal date.

Total amount of unearned title IV assistance to be returned is calculated by subtracting the amount of title IV assistance earned by the student from the amount of title IV aid that was disbursed to the student as of the date of the Institution's determination that the student withdrew. The Institute must return unearned aid if the total amount of unearned title IV assistance amount is equal to the total institutional charges (tuition, fees and other educationally related expenses) incurred by the student for the payment period or period of enrollment multiplied by the percentage of title IV loan assistance that has not been earned by the student.

Responsibility of Returning Unearned Aid

The Institute must return unearned title IV funds no later than 45 days after the date the school determined the student withdrew. The student must return unearned title IV loan funds on or before the appropriate timeframe according to terms of the loan. The student, or parent for students who received a Direct Parent PLUS Loan, will be responsible for the repayment based on the repayment terms found on the promissory note.

The amount responsible is calculated by subtracting the amount of unearned aid that the Institute is required to return from the total amount of unearned title IV assistance to be returned.

Order of Return of Title IV Funds

Unearned funds returned by the Institute or the student as appropriate will have outstanding balances credited on title IV loans made to the student or on behalf of the student for the payment period or period of enrollment for which a return of refunds is required. The Institution will follow crediting outstanding balances in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct Parent PLUS Loan

Timeframe for Return on Title IV Funds

The Institute must return the amount of title IV funds for which it is responsible no later than 45 days or sooner. The school date of determination will be considered the start of the 45 day or less period.

Post-withdrawal Disbursements

Any student (or parent if applicable) who is eligible for a post withdrawal disbursement will receive written notification within 30 days of the Institutes date of determination that the student withdrew. The written notification will provide the student (or parent) the opportunity to accept all or part of a post- withdrawal disbursement of Title IV loan funds from Direct loan or Direct Plus Loan to the student's account.

Eligible students (or parent if applicable) who wish to proceed with accepting the disbursement must submit a written response instructing the school to make a post withdrawal disbursement within 14 days from the date of the written notification.

Requests for post-withdrawal disbursement of Title IV loan funds received after the 14-day deadline will not be granted.

Post withdrawal disbursement will occur within 90 days of the date that the student withdrew.

Written Notification of Title IV Funds

Refund requirements are provided to the students in writing within 14 days from the date of withdrawal as determined by the school.

A student will receive written notification if an overpayment was made. The notification will include overpayment amount, option to enter into repayment agreement and terms of repayment. The school must report the student to National Students Loan Data System (NSLDS) no later that 45 days from the date the student is notified of overpayment if the student does not pay overpayment in full, does not enter into repayment agreement or fails to meet terms of repayment agreement. Repayment agreements will include terms for the student to repay overpayment and still maintain eligibility for Title IV funds and will inform the student that the date the school determined the student withdrew, will be that start of the two-year repayment period.

ATTENDANCE POLICY FOR ALL PROGRAMS

(Title 40, Texas Administrative Code, Section 807.241-245)

General Requirements for Attendance

The Institute of Allied Healthcare does require that all programs take attendance. The student withdrawal date is the last date of academic attendance. After 10 consecutive days of non-attendance, the Institute will consider the student withdrawn unless the student has begun the withdrawal process prescribed by the institution by providing official notification to the designated office in writing requesting the withdrawal.

In special circumstances, if a student did not begin the withdrawal process or provide official notification because of reasons beyond their control, such as but not limited to; illness, accident, grievous personal loss or any other circumstance beyond the students control, the Institute will date the withdrawal related to that circumstance. A student whose enrollment was terminated for violation of the attendance policy may not re-enroll before the start of the next progress evaluation period (See Attendance Probation Section). This provision does not circumvent the approved refund policy.

Absences

Absences can delay start of externship and or program completion. Students are responsible for scheduling and completing missed clock hours with their instructor prior to course completion.

Nurse aide students who are absent on a clinical day will need to attend the missed clinical time with the next available class or as seating is available.

Medical assistant students are responsible for scheduling and completing missed clock hours with their instructor prior to course completion. Medical assistant students attending externship will follow the site time and attendance policy.

Tardies

Students arriving late or leaving early for class are considered tardy. Tardiness disrupts the learning environment and is discouraged. Excessive tardiness or absences in any class could lead to disciplinary action up to and including attendance probation and or termination.

Nurse aide students must attend 100% of all classroom and externship clock hours to receive a certificate of completion. If the student does not miss one full

classroom day but is tardy, the time missed will need to be made up and scheduled with the program instructor. Externship tardies will be made up with the next available class.

Medical assistant students must attend 100% of all classroom clock hours for externship clearance. If a student does not miss one full classroom day but is tardy, the time missed will need to be made up and scheduled with the program instructor. Medical assistant students must abide by externship site time and attendance policy.

Attendance Probation

Attendance in all program offered is essential to student learning. Failure to maintain satisfactory time and attendance will result in students being placed on Attendance Probation. Students must meet with the Program Director for approval to continue with the course. The Program Director may determine that the student is eligible to continue by placing the student on Attendance Probation with appropriate terms of probation.

Nurse Aide students will be placed on Attendance Probation if they miss one full day of classroom clock hours within one grading period. The date, action taken, and terms of Attendance Probation will be clearly indicated in the student's permanent file. Terms of probation will include assigned make up days with the instructor.

Medical Assistant students will be placed on Attendance Probation if they miss two full days or the equivalent of classroom clock hours within three grading periods. The date, action taken, and terms of probation will be clearly indicated in the students permanent file.

Conditions for Termination

Failure to follow through with terms of probation will result in the student being withdrawn from the program.

Conditions for Readmittance

A student who was withdrawn for violation of terms of probation of may re-enroll for the start of the next available program, so long as the re-enrollment is for the program the student was originally registered for and seating is available. For approval, the student will need to meet with the Program Director to discuss how improvements will be made going forward. Such re-enrollment does not circumvent the approved refund policy. The student will be advised of this action, and it will be documented in the student's file.

Make-up work

No more than 5% of the total course time hours for a course may be made up.

Make-up work shall:

- (1) be supervised by an instructor approved for the class being made up;
- (2) require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
- (3) be completed within one week of the end of the grading period during which the absence occurred;
- (4) be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor; and
- (5) be signed and dated by the student to acknowledge the make-up session.

LEAVE OF ABSENCE

In compliance with the Department of Education, the Institute may grant a leave of absence from class after determining good cause is presented from the student.

Reasons for leave of absence are but not limited to; childbirth, family emergency, natural disaster, illness requiring hospitalization, eviction or foreclosure, or military service. Documentation is required from a medical professional for all medical related leave requests. Other documentation will be requested from the school prior to review. A student may have no more than two leaves of absence in a 12-month calendar period, and may be on leave of absence no more than 180 calendar days during the 12-month period. The dates of the student's leave of absence will be documented in the student file. Failure to return as scheduled from the leave of absence will result in program termination.

LEAVE OF ABSENCE POLICY

The Institute of Allied Healthcare does not treat a leave of absence as a withdrawal if it is submitted by following the guidelines in the school leave of absence policy. Once withdrawal is approved, the guidelines listed in the leave of absence policy will apply. Such guidelines include;

- a) The student must provide a written, signed, and dated request explaining the reason for request. If unforeseen circumstances prevent the student from providing the written request, the Institute may accept a request so long as

the reason is documented, and the student can provide a written request at a later date.

- b) The requested leave of absence is approved by the appropriate Institute personnel per the leave of absence policy of the Institution
- c) No additional charges are incurred by the student or issued from the institution.
- d) A reasonable date of return is documented. The day the leave of absence is requested is considered the first day of the leave of absence and will be documented as such in the student record.
- e) The total number of days does not exceed 180 days in a 12-month period, this total will include all leave of absence requests. This applies to Title IV eligible programs only.
- f) The student has been advised that the failure to return from a leave of absence may have an effect on student's loan repayment terms and may also include the depletion of some or all of the student's grace period.
- g) The student has been advised that if the student does not resume program attendance before or at the end of the requested leave of absence, the Institute will have to treat the student as a withdrawal.

The leave of absence begins on the first day of the student's initial leave of absence.

CREDIT FOR PREVIOUS EDUCATION

The Institute will award credit from institutions accredited by the U.S Department of Education so long as credit was received within one year from date of enrollment. Official transcripts must be presented at enrollment and will be evaluated by an Admissions Representative. The Institute will only consider courses that have a grade of “C” (70 or 2.0) or higher to courses currently offered.

POLICY ON TRANSFER STUDENTS AND CREDIT HOURS

Credit hours from another institution that are accepted toward the student's educational program must count as attempted and completed hours. The following instances will apply:

a) Policy on students transferring between programs within the institution

Students in good academic standing may transfer into another program so long as they are in good academic standing. The student will need to meet with an Admissions Representative to discuss program requirements and to officially enroll in new program of interest. Students that transfer between programs must wait until the next available opening to start. Credit or clock hours earned for original program will not be transferred.

b) Policy on the transfer of students from other institutions

The Institute will accept courses from other institutions so long as the course is also offered at the institute within the same program. Only courses completed within 12 calendar months and with a grade point average of 2.0 or with a letter grade of “C” or better will be accepted. All transfer students must schedule an appointment to meet with an Admissions Representative to discuss approved transfer courses prior to official enrollment.

c) Policy on criteria for credit earned from other institutions

See Credit for Previous Education Section. Official transcript will be reviewed by appointment with an Admissions Representative to determine eligibility prior to enrollment.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICIES AND PROCEDURES

The Institute of Allied Healthcare requires that all full-time students enrolled in eligible programs consisting of a minimum 24 weekly clock hours must maintain Satisfactory Academic Progress (SAP) to be eligible for Direct Subsidized/Unsubsidized and Direct PLUS Loan Programs.

Frequency

A cumulative academic progress report is issued after each week and provides the student's progress at each evaluation. The student must meet and maintain a grade point average of 2.0 or higher at each evaluation. The SAP report at the end of the first payment period (week 8), will determine federal student aid eligibility for the second payment period. Students who are sponsored will be responsible for updating sponsors on academic status throughout the program. The school will update the sponsors after program completion or as requested.

Calculation of Hours

Calculation for the pace at which the student is progressing is determined by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted. The calculation for Title IV eligible students is completed when the student is scheduled to earn 200-hours for half of the program.

Transfers of Credit from other Institutions

Credit hours from another institution that are accepted toward the student's educational program must count as attempted and completed hours (See Policy on Transfer Students and Credit Hours)

Incomplete, Withdrawal and Repeat Coursework

A student's GPA and pace of completion can be affected by course incompletes, withdrawals, or repeat coursework.

Incomplete Coursework

Students must complete any missing coursework within one week to meet satisfactory progress evaluations. Failure to turn in incomplete coursework in a timely manner may result in the student receiving a grade of “I” resulting in the student having to repeat the coursework. Students receiving title IV federal student aid may become ineligible if the academic progress is not up to date at the end of the first payment period. Under *Texas Education Code, Section 132.061(f)* a student who is obligated for the full tuition may request a grade of "incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic status. By law a student receiving a grade of incomplete is allowed to re-enroll in the program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition for that portion of the course or program. In the event that the program is discontinued, the student will be given opportunity to attend another program of choice at the Institute free of charge.

Withdrawal

Students may withdrawal at anytime and receive a grade of W. A student must provide a written notice of withdrawal. If a student does not provide a written notice of withdrawal the school will drop the student on the tenth consecutive day of non-attendance. The withdrawal date will be the last day of attendance. The student will be notified if there is a need for a return of title IV funds (See Withdrawal section of Return of Title IV Funds Policy)

Repeat Coursework

When a course is repeated the most recent grade and the prior attempt grade will be included in the cumulative GPA. Repeat Coursework will apply to all required courses failed. The student may repeat the subject up to two times to achieve satisfactory progress. If the student does not achieve satisfactory progress after the second attempt, they will be terminated from the program Students who repeat courses will be charged to the program hourly rate for the hours of the class. Title IV eligible students see Course Completion Time Frame Section.

Course Completion Time Frame

Students in eligible programs will have 24-weeks from the start of instruction to complete required coursework. The 24-week duration is considered the maximum timeframe that the student is able to complete the required clock hours and coursework to remain eligible for federal student aid funding. The pace at which the student is progressing will be calculated at the end of the first payment period to ensure that the student will graduate within the maximum time frame. The pace at which the student is progressing is calculated by dividing the total number of hours the student has successfully completed by the total number attempted.

Financial Aid Suspension

A student who has not achieved 2.0 GPA or higher at the end of the first payment period will be placed on academic suspension and will not be eligible to receive federal financial assistance under the title IV, HEA programs. The student will have the right to appeal.

The Right to Appeal

Students who are placed on financial aid suspension will have the opportunity to appeal.

Student Appeal Process

An appeal must be provided in writing and turned in to the School Director or other approved school official. The appeal must provide a description of the circumstances that affected the inability to maintain SAP and explain how the circumstances have changed providing them with the opportunity to maintain SAP. Documentation must be provided by the deadline issued on the initial SAP notification. Documentation must provide evidence of circumstances such as injury, illness, death of a relative, or other special circumstances to include but not limited to: divorce proceedings, natural disaster, loss of transportation with no alternate means, or family emergency. Once the completed appeal is presented to the School Director or other approved school official, the decision of appeal

approval or denial will be made. If the appeal is granted, the student will be notified and will remain eligible for federal student aid for the second payment period. If the appeal is denied, the student will not be eligible for federal financial assistance and will be notified. The student will be informed of other acceptable payment options for the second payment period.

SCHOOL POLICY REGARDING STUDENT CONDUCT

(Title 40, Texas Administrative Code, Section 807.195)

Policy Regarding Student Conduct

Students will be accountable for conduct on campus and externship. Students are encouraged to report violations of student conduct. Violation of any of the listed student conduct may result in a verbal warning or dismissal of the program depending on the seriousness of the violation.

Student Conduct

- All forms of dishonesty: cheating, plagiarism, and forgery. (Dismissal, with no readmission)
- Theft, destruction, damage and misuse of the Institutions property and individuals associated with the Institution. (Dismissal, with no readmission)
- Profane behavior that is not appropriate and causes disruption of class. (1st offense Verbal Warning, 2nd offense dismissal with no readmission).
- Under the influence, possession, or consuming alcoholic or controlled substances on campus or externship property. (Dismissal, with no readmission)
- Smoking is not permitted on the Institutions property. (1st offense, verbal warning, 2nd offence Dismissal, with no readmission)
- Violence or threats of violence towards persons or property of students, faculty, staff of The Institute of Allied Healthcare and affiliated externship sites including employees, patients, and guests (Dismissal, with no readmission).
- Children are not allowed on Campus. The Institution does not provide childcare services and cannot assume responsibility for children's health and safety.
- Bringing hazardous items such as explosives, firearms, or other weapons concealed or exposed onto campus property or externship site. (Dismissal, with no readmission)
- Improper use of e-mail and internet access
- All electronic devices must be turned off while in the classroom.

(1st offense Verbal Warning, 2nd offense dismissal with no readmission)

- Sexual Harassment of any kind.
- Violation of a federal, state, or local ordinance including but not limited to those covering alcoholic beverages, gambling, sexual offenses, or arson on Campus property, at campus function, or at affiliated clinical site.
- Sexual Assault (Dismissal, with no readmission)

Causes for Dismissal

Students responsible for involvement in the violations above will be dealt with accordingly. Disciplinary actions may be a written reprimand, verbal warning, or dismissal from program.

Causes for Readmission

Students dismissed for any violation will not be readmitted.

DRESS CODE

It is important that students convey a professional appearance at all times on campus and at externship. The following dress code standards will be enforced on campus:

1. No visible facial or body piercings outside of the recommended one pair ear studs.
2. Non-skid, closed toe shoes that are in good condition and fit properly. Athletic or nursing type shoes are acceptable in non-distracting colors or patterns.
3. Scrubs must be worn at all times with the exception of on campus Career and Job Fairs. Scrubs are issued to students and will consist of a scrub top and a scrub pant. The student may purchase additional scrubs at their own discretion. The student must maintain the appearance of scrubs ensuring that they are clean, wrinkle free, and fit appropriately. The student may make appropriate alterations to scrubs at their own expense.
4. All students must have the student ID/badge on at all times while on campus or at externship.
5. Hair must be kept neat and clean. Styles that provide safety and protection of the patient are required while attending clinicals. Hair must be natural in

color. Unnatural colors such as blue, green, yellow, fluorescents or that display distracting designs are strictly prohibited.

6. Nails must be trimmed and should not extend beyond the end of the finger.
7. Personal hygiene is of utmost importance. Body odor and unsatisfactory oral hygiene will not be tolerated. Students may be issued a warning from the instructor. Failure to make improvements to personal hygiene will result in dismissal from the classroom.

GRADING

GRADING AND MARKING SYSTEM						
<i>(Title 40, Texas Administrative Code, Section 807.221-224)</i>						
Numerical Grade	Letter Grade	Grade point average				
90-100	A				4	
80-89	B				3	
70-79	C				2	
60-69	D				1	
Below 60	F				0	
Incomplete	I				0	
Withdrawal	W				0	

REQUIREMENTS FOR GRADUATION

In order for the student to graduate, the student must complete 100% of required courses, maintain satisfactory progress, and complete all program hours.

The student must complete the program with a minimum cumulative grade point average of 2.0

Students must fulfill all financial obligations.

SCHOOL PLACEMENT ASSISTANCE POLICY

Employment is not guaranteed, but the staff at the Institute have two main priorities and that is to help the student achieve his or her goals to graduate and find employment. Students are encouraged to schedule an appointment with Career Services for employment opportunities.

DISCRIMINATION POLICY

The Institute of Allied Healthcare does not discriminate on the basis of race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), national origin, ancestry, age, physical disability, mental disability, medical condition, family-care status, veteran status, marital status or sexual orientation. Reasonable accommodations for disabled students and employees are made.

POLICIES/PROCEDURES TO RESOLVE STUDENT GRIEVANCES/COMPLAINTS

The Institute of Allied Healthcare would like students to bring all grievances to the Institutes attention, so the Institute and the student may resolve the grievance. The grievance must be documented by the student by filling out a school grievance form. The Institute will investigate all grievances promptly. A grievance may include rules, procedures, and unfair treatment, such as intimidation by an instructor or the Institutes staff. First the student should bring the grievance form to the instructor or other staff. If the grievance is with the instructor of staff, the student should next bring the grievance form to Program Director. If the grievance cannot be resolved with the Program Director, then proceed to the School Director. If the grievance cannot be resolved between The Institute of Allied Healthcare and the student, the student may contact:

Texas Workforce Commission
Career Schools and Colleges, Room 226T
101 East 15th Street
Austin, TX 78778-0001
Phone: (512) 936-3100
texasworkforce.org/careerschools

OR

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Phone: (700) 396-3898
or toll free (800) 917-2081
www.council.org

CONSUMER INFORMATION

Consumer information is made available to current and prospective students in the Student Catalog, Enrollment Forms, and on the school website at www.alliedhealthedu.com

Campus Security and Reporting Requirements

The Institute of Allied Healthcare is committed to providing a safe campus for all students, faculty, and staff. The Institute is required to provide policies and procedures as well as recent crime statistics on or around campus. Such information can be found on the school website at www.alliedhealthedu.com under the IOAH Policies and Procedures and Campus Security tab.

Annual Security Report

The Campus Security Report can be found on the school website under the Campus Security Tab
<https://www.alliedhealthedu.com/campus-security>

Alcohol and Drug Policy

The Institute of Allied Healthcare is an alcohol and drug free campus. Possession, distribution of illicit drugs or alcohol, or consumption by any student, faculty or staff member is strictly prohibited on campus. For a full review of the policies and procedures for the Alcohol and Drug Policy, please visit our website at www.alliedhealthedu.com under the IOAH Policies and Procedures tab.

Violence Against Women's Act (VAWA)

The Institute of Allied Healthcare maintains a safe and secure work and academic environment free of an form of sexual misconduct including domestic violence, dating violence, sexual assault, stalking and sexual harassment. A violation of the misconduct listed is grounds for disciplinary action including program dismissal. Resources are available on the school website under the Campus Security Tab.

Additional Resources for Students

Information for additional resources can be found on the school website at www.alliedhealthedu.com



NURSE AIDE PROGRAM

Program Description– Nurse Aide

The Nurse Aide program is a comprehensive course designed to teach students the skills and abilities essential to the provision of basic care to patients and residents in hospitals and long-term care facilities. Graduates of this program will be able to communicate and interact effectively with patients, assist patients in attaining and maintaining maximum functional independence and observe patient rights. During the program students, will learn how to perform basic first aid, CPR, take vital signs, apply the elements of basic nutrition in meal planning, and follow infection control measures. Additionally, students will be able to apply proper body mechanics in bed making, lifting, and turning patients. Graduates of this program may find entry-level employment as a nurse aide within hospitals, nursing homes and home health agencies.

Textbook used for the program: Nursing Assistant Care-The Basics 5th edition by Hartman Publishing, Inc. with Jetta Fuzy, RN, MS and the accompanying workbook.

NURSE AIDE FEES, TUITION AND/OR SPECIAL CHARGES

(Title 40, Texas Administrative Code, Section 807.175)

Tuition:	\$1410.00
Registration:	\$10.00
Books:	\$25.00
Supplies:	\$15.00
Tools:	\$15.00
Laboratory Fee:	\$20.00
Total Cost:	\$1495.00

2021 NURSE AIDE PROGRAM DATES

(Title 40, Texas Administrative Code, Section 807.175)

Session	Start Date	End Date
NA 01.19.2021	January 19, 2021	February 18, 2021
NA 02.24.2021	February 24, 2021	March 25, 2021
NA 03.31.2021	March 31, 2021	May 3, 2021
NA 05.10.2021	May 10, 2021	June 9, 2021
NA 06.15.2021	June 15, 2021	July 14, 2021
NA 07.20.2021	July 20, 2021	August 18, 2021
NA 08.24.2021	August 24, 2021	September 23, 2021
NA 09.29.2021	September 29, 2021	November 1, 2021
NA 11.08.2021	November 8, 2021	December 9, 2021

CLASS SCHEDULE FOR THE NURSE AIDE PROGRAM

Morning/afternoon

Classroom hours for the Nurse Aide program will be held from 9:00 am to 3:30 pm Monday-Thursday. Externship hours are held from 8:45 am to 3:45 pm Monday-Thursday.

Breaks

All classes will break for 10-minutes each hour and have a 30-minute lunch break.

Student Orientation

Student orientation for the nurse aide program is mandatory. Orientation schedule will be issued upon enrollment. Orientation attendance does not count towards classroom clock hours.

Immunizations and Documentation Prior to Externship

All students are responsible for obtaining immunizations prior to the start of externship. Immunizations include but are not limited to the influenza (flu) vaccine, COVID- 19 vaccine, and Tuberculosis skin test (TB). The TB skin test may require a chest X-Ray for some students. Additional immunizations may be obligatory based on externship site requirements. All students are responsible for additional immunizations as requested by externship site. Documentation will be required for externship clearance.

PROGRAM OUTLINE

(Title 3, Texas Education Code, Chapter 132 and Title 40, Texas Administrative Code, Section 807.121-134)

Subject	Course Title	Lecture Clock Hours	Lab Clock Hours	Externship Clock Hours	Total Clock Hours
NA-101	Introduction to Long Term Care	06	10	00	16
NA-102	Personal Care Skills	04	12	00	16
NA-103	Basic Nursing Skills	04	06	00	10
NA-104	Restorative Services	02	04	00	06
NA-105	Mental Health	02	04	00	06
NA-106	Social Skills and Social Service Needs	02	04	00	06
NA-107	CPR	02	03	00	05
NA-108	Nurse Aide Externship	00	00	45	45
Total		22	43	45	Total:110

The Nurse Aide program consists of 110 program hours. There is a final exam for the lecture portion and 22 clinical skills that the student must demonstrate to an instructor in order to graduate from the program. After the student has passed all of the requirements, the student will graduate from the Institute and will be awarded a

certificate of completion. The student will then be eligible to register for the state exam.

SYNOPSIS OF EACH SUBJECT OFFERED

NA-101 Introduction to Long-Term Care

Description: The student will acquire skills of a Nurse Aide role in the long – term care facility. Training in safety and emergency measures, infection control, resident’s rights, and methods of protecting aide from injury.

Subject Hours: 16 contact hours (06 hours lecture, 10 hours lab)

Prerequisites: None

NA-102 Personal Care Skills

Description: The student will acquire skills used to provide activities of daily living for residents. Activities included bathing, nutrition, grooming hygiene, hydration and elimination.

Subject Hours: 16 contact hours (04 hours lecture, 12 hours lab)

Prerequisites: NA-101 Introduction to Long – Term Care

NA-103 Basic Nursing Skills

Description: The student will acquire skills in basic nursing skills such as, vital/ signs, daily patient care, elements of documentation, reporting transfers and discharge of patients.

Subject Hours: 10 contact hours (04 hours lecture, 06 hours lab)

Prerequisites: NA-102 Personal Care Skills

NA-104 Restorative Services

Description: The student will acquire skills in restoration by promoting self-care and encouraging activities such as hydration according to care plan of residents.

Subject Hours: 6 contact hours (02 hours lecture, 04 hours lab)

Prerequisites: NA-103 Basic Nursing Skills

NA-105 Mental Health

Description: The student will acquire skills in steps to provide psychosocial and physical support to residents. This will include helping residents with behavior problems and cognitive changes associated with aging.

Subject Hours: 06 contact hours (02 hours lecture, 04 hours lab)

Prerequisites: NA-104 Restorative Services

NA-106 Social Skills and Social Service Needs

Description: The student will acquire skills on methods to resolve disagreements associated with supervisors, co-workers and family members.

Subject Hours: 06 contact hours (02 hours lecture, 04 hours lab)

Prerequisites: NA-105 Mental Health

NA-107 CPR

Description: The student will acquire skills to life saving techniques and basic first aid.

Subject Hours: 05 contact hours (02 hours lecture, 03 hours lab)

Prerequisites: NA-106 Social Skills

NA-108 Nurse Aide Externship

Description: The students will apply hands on care to residents based on skills learned in the classroom setting and are supervised by a licensed nurse.

Subject Hours: 45 contact hours (45 extern hours)

Prerequisites: NA-107 CPR



MEDICAL ASSISTANT PROGRAM

Program Description– Medical Assistant

The Medical Assistant program will prepare students to be multi-skilled allied health professionals specifically trained to perform in ambulatory settings such as physicians' offices, clinics, and group practices, and perform administrative and clinical procedures. Students will learn to perform routine tasks and procedures such as measuring patients' vital signs, administering medications and injections, recording information in medical recordkeeping systems, preparing and handling medical instruments and supplies, and collecting and preparing specimens of bodily fluids and tissues for laboratory testing. The Medical Assistant program is 400 hours over a 16-week period (200 hours will be in class lecture and computer instruction plus 200 externship hours will be needed prior to graduation). The externship will be scheduled to mirror the hours of operation at the assigned externship site. Upon successful completion of this program, students would be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination. The exam will be administered at the school. The school will pay for the first exam.

Textbook used for the program: Medical Assisting: Administrative and Clinical Procedures with Anatomy and Physiology 7th edition by Booth, Whicker, and Wyman. Hardback ISBN10: 1259608549 ISBN13: 9781259608544
Copyright: 2021 or Loose-leaf version ISBN10: 1260476987 ISBN13: 9781260476989 Copyright: 2021

MEDICAL ASSISTANT FEES, TUITION AND/OR SPECIAL CHARGES

(Title 40, Texas Administrative Code, Section 807.175)

Tuition:	\$6,890.00
Registration:	\$20.00
Books and Supplies:	\$410.00
Laboratory Fee:	\$180.00
Total Cost:	\$7,500.00

2021 MEDICAL ASSISTANT PROGRAM DATES

(Title 40, Texas Administrative Code, Section 807.175)

Session	Start Date	End Date
MA 01.04.2021	January 04, 2021	April 23, 2021
MA 01.25.2021	January 25, 2021	May 14, 2021
MA 03.08.2021	March 08, 2021	June 25, 2021
MA 04.05.2021	April 5, 2021	July 23, 2021
MA 05.17.2021	May 17, 2021	September 3, 2021
MA 06.14.2021	June 14, 2021	October 1, 2021
MA 07.26.2021	July 26, 2021	November 12, 2021
MA 08.23.2021	August 23, 2021	December 10, 2021
MA 10.04.2021	October 4, 2021	January 21, 2022
MA 12.13.2021	December 13, 2021	April 1, 2022

CLASS SCHEDULES FOR THE MEDICAL ASSISTANT PROGRAM

Morning/afternoon

Students will attend the classroom portion Monday through Thursday from 8:30 am to 4:pm. Two mandatory sessions are scheduled on a Friday, date and information will be reviewed during orientation. Students must have open availability and reliable transportation for the externship portion of the program. All externship sites will schedule based on site hours of operation.

Breaks

All classes will break for 10-minutes each hour and have a 30-minute lunch.

Student Orientation

Student orientation for the Medical Assistant program is mandatory. Orientation schedule will be issued upon enrollment. Orientation does not count towards

classroom clock hours.

Immunizations and Documentation Prior to Externship

All students are responsible for obtaining immunizations prior to the start of externship. Immunizations include but are not limited to the influenza (flu) vaccine, COVID- 19 vaccine, and Tuberculosis skin test (TB). The TB skin test may require a chest X-Ray for some students. Additional immunizations may be obligatory based on externship site requirements. All students are responsible for additional immunizations as requested by externship site. Documentation will be required for externship clearance.

Student Liability Insurance

Medical Assistant students must obtain student professional liability insurance prior to the start of externship. Students will be responsible for the cost of insurance.

Externship

All externship sites are assigned and based on what is available. All students are required to have open availability and reliable transportation. All students are placed at school affiliated externship sites. Students may independently search for sites in advance before being placed. All sites must have an affiliate agreement with the school and be approved by the Externship Coordinator. Additional information on externship criteria is provided during orientation.

PROGRAM OUTLINE:

(Title 3, Texas Education Code, Chapter 132 and Title 40, Texas Administrative Code, Section 807.121-134)

Subject	Course Title	Lecture Clock Hours	Lab Clock Hours	Externship Clock Hours	Total Clock Hours
MA-101	Medical Assisting as a Career	17	04	00	21
MA-102	Safety, Infection Control, and Clinical Practice	17	04	00	21
MA-103	Communication	17	04	00	21
MA-104	Medical Terminology and Basic Medical Skills	21	05	00	26
MA-105	Anatomy and Physiology	38	04	00	42
MA-106	Phlebotomy and EKG	16	05	00	21
MA-107	Assisting in Therapeutics	16	05	00	21
MA-108	Administrative Practices	19	02	00	21
MA-109	NHA Certification Preparation	02	04	00	06
MA-110	Externship	00	00	200	200
TOTAL				200	400

SYNOPSIS OF EACH SUBJECT OFFERED

MA-101 Medical Assisting as a Career

Description: The student will learn about entry level medical assisting within the scope of practice, the role of other healthcare professionals, and professionalism. Introduction to legal implications and ethical considerations as it relates to medical law and ethics is also reviewed. Upon successful completion of this section, the student will be eligible to proceed to the following section, MA-102.

MA-102 Safety, Infection Control and Clinical Practice

Description: The student will learn about safety and emergency practices, disposal of biological chemicals and self-awareness in an emergency situation. Introduction to examination treatment areas and how to prevent the spread of infection. This

section introduces the student to their role in assisting with a general physical exam. Upon successful completion of this section, the student will be eligible to proceed to the following section, MA-103.

MA-103 Communication

Description: The student will learn how to effectively communicate with medical professionals and patients. Non-Verbal communication is also applied in this section. Best practices for communication with different types of patients is demonstrated and practiced. Upon successful completion of this section, the student will be eligible to proceed to the following section, MA-104.

MA-104 Medical Terminology and Basic Medical Skills

Description: The student will be introduced to medical terminology in preparation for the following section MA-105 and all material afterwards. Basic medical skills such as vital signs and measurements are practiced at this section and thereafter in the sections that follow throughout the program. Upon successful completion of this section, the student will be eligible to proceed to the following section, MA-105.

MA-105 Anatomy and Physiology

Description: The student will learn about the human anatomy and physiology of cells, tissues, organs and systems with the overview of common pathophysiology. Upon successful completion of this section, the student will be eligible to proceed to the following section, MA-106

MA-106 Phlebotomy and EKG

Description: The student will learn how to prepare a patient for venipuncture and electrocardiogram procedures. The student will have the opportunity to practice on a medical mannequin and once approved by instructor given clearance to practice on live individuals. Upon successful completion of this section, the student will be eligible to proceed to the following section, MA 107.

MA-107 Assisting in Therapeutics

Description: The student will be introduced to the principles of pharmacology and medication administration. This section will cover basic skills in math computations, metric and household systems and apply these methods to proper dosages and medication. Upon successful completion of this section, the student will be eligible to proceed to the following section, MA-108.

MA-108 Administrative Practices

Description: The student will learn basic insurance coding and insurance billing system. The student will cover book-keeping, administrative functions, basic practice finances, third party reimbursement, and customer skills within an office setting. Upon successful completion of this section, the student will be eligible to proceed to the following section, MA-109.

MA-109 NHA Certification Preparation

Description: Sections MA-101 through MA-108 are reviewed prior to externship. Certification study material is issued to students prior to the start of externship. Students will complete study guide material and online assessments in preparation for the certification exam. Upon successful completion of this section, the student will be eligible to proceed to MA-110 externship.

MA-110 Externship

Description: Externship will provide the student with hands on experience as a entry level medical assistant in a medical facility. The opportunity to work directly with patients, doctors, and other health care providers allows the student to apply classroom learnings in a professional setting. Upon successful completion of this section, the student will qualify for graduation.

Prerequisites: MA-101, MA-102, MA-103, MA-104, MA-105, MA-106, MA-107, MA-108, and MA-109.

Subject length: 200-contact hours at assigned externship site.



SEMINAR INFORMATION

INTRAVENOUS I.V. THERAPY SEMINAR

Contact Hours: Total 8 hours, 4hrs lecture 4hrs lab

This course will prepare the student for IV skill training. The student will learn techniques for administration and maintenance of IV catheters, IV therapy and pumps.

Lecture and clinical topics include:

- IV Device
- Different gauges
- Anatomy of veins
- Tourniquet procedure
- Potential sites
- Sites to avoid
- Equipment and preparation
- Step-by-step technique
- Veins that blow
- Venipuncture in elderly patients
- Infiltration and extravasation

The Intravenous IV Therapy certificate course's main focus is on fluids, medications, technique and complications. Students must complete the seminar and receive a passing score of 75 on final exam and demonstrate the skills to receive certificate. Upon successful completion of the course, the student will receive a certificate of completion from the institute.

Prerequisite: The prospective student must be a current healthcare worker

Textbook: Rapid Guide to IV Starts for the RN and EMT 3rd edition 2016, by Team Rapid Response

Total cost for seminar: \$125.00

COURSE OUTLINE:

<u>Course#</u>	<u>Course Title</u>	<u>Lecture Hrs</u>	<u>Lab Hrs</u>	<u>Extern Hrs</u>	<u>Total Hrs</u>
IVT 100	Intravenous IV Therapy	4 hours	4 hours	0	8 hours

EKG TECHNICIAN TRAINING SEMINAR

Contact Hours: Total 10 hours, 5hrs lecture 5hrs lab

The course reviews the main features of EKG tracings. The student will learn techniques for assessments of rhythm, heart rate calculations, observing P-wave forms, evaluation of EKG intervals, segments and the evaluation of relevant waves.

Lecture and clinical topics include:

- EKG Interpretation
- EKG Nomenclature
- P Wave
- Heart Rate
- Rhythm
- PR Interval
- T Wave
- QRS Complex
- QT Interval
- ST Segment
- EKG paper

Students must complete the seminar and receive a passing score of 75 on final exam and demonstrate the skills to receive a certificate. Upon successful completion of the seminar, the student will receive a certificate of completion from the institute.

Prerequisite: The prospective student must be currently employed in the healthcare field.

Textbook: National Healthcareer Association (NHA) Certified EKG Technician guide.

Total cost for seminar: \$150.00

COURSE OUTLINE:

<u>Course#</u>	<u>Course Title</u>	<u>Lecture Hrs</u>	<u>Lab Hrs</u>	<u>Total Hrs</u>
EKG 100	EKG Technician Training	5 hours	5 hours	10 Hours

PHLEBOTOMY TECHNICIAN TRAINING SEMINAR

Contact Hours: Total 8 hours, 4hrs lecture 4hrs lab

A Phlebotomy technician specializes in clinical support and assist in collecting blood and other samples from patients for examination in laboratories. The student will learn techniques as performing blood draws from patients and blood donors, explain blood drawing procedures to patients and answer patient questions, prepare blood, urine and other specimens for testing.

Lecture and clinical topics include:

- Anatomy and Physiology
- Blood sampling procedures
- Blood and cell composition
- Laboratory safety procedures
- Responsibilities of a Phlebotomy Technician
- Apply principles of aseptic techniques and infection control
- Document accurately
- Medical terminology

Students must complete the seminar and receive a passing score of 75 on final exam and demonstrate the skills to receive a certificate. Upon successful completion of the course, the student will receive a certificate of completion from the institute.

Prerequisite: The prospective student must be a current healthcare worker or currently enrolled in a healthcare program.

Textbook: National Healthcareer Association (NHA) Certified Phlebotomy Technician guide.

Total cost for seminar: \$150.00

COURSE OUTLINE:

<u>Course#</u>	<u>Course Title</u>	<u>Lecture Hrs</u>	<u>Lab Hrs</u>	<u>Total Hrs</u>
PHL 100	Phlebotomy Technician Training	4 hours	4 hours	8 hours

ATTENDANCE POLICY FOR SEMINARS

(Title 40, Texas Administrative Code, Section 807.241-245)

Students must attend and complete the entire seminar to receive certificate of completion. If the student does not complete all seminar hours, the student will not receive credit.

FINANCIAL AID FOR SEMINARS

The following seminars are approved by the Texas Workforce Commission and are not accredited by the Council of Occupational Education. Students do not receive Title IV financial aid for the seminars listed.

CANCELLATION AND REFUND POLICIES FOR SEMINARS

(Texas Education Code, Sections 132.061 and .0611 and Title 40, Texas Administrative Code, Section 807.261-264.)

1. Refund computations will be based on the period of enrollment computed on basis of course time (clock hours).
2. The effective date of termination for refund purposes will be the earliest of the following: (a) the last date of attendance; or (b) the date of receipt of written notice from the student
3. If tuition and fees are collected in advance of entrance, and the student does not enter school, not more than \$100 shall be retained by the school.
4. If the student fails to enter the seminar, withdraws, or is discontinued at any time before completion of the seminar, the student will be refunded the pro rata portion of tuition, fees, and other charges that the number of class hours remaining in the seminar after the effective date of termination bears to the total number of class hours in the seminar.
5. A full refund of all tuition and fees is due in each of the following cases: (a) an enrollee is not accepted by the school; (b) if the seminar of instruction is discontinued by the school and thus prevents the student from completing the seminar; or (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.
6. Refunds will be issued within 45 days after the effective date of termination.

SEMINAR CANCELLATION AND REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

(a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal

(b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program or

(c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has: (1) satisfactorily completed at least 90 percent of the required coursework for the program; and (2) demonstrated sufficient mastery of the program material to receive credit.

Refunds will be issued within 45 days after the effective date of termination.

The information contained in this catalog is true and correct to the best of my knowledge.

Nestor Lopez
School Director

(Signature)



Receipt of Student Catalog

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Policies and Procedures Acknowledgement

I, _____ (printed name) have read, understood, and will abide by the policies, procedures, rules, and regulations as outlined in the Institute of Allied Healthcare Student Catalog. My signature indicates my understanding and acceptance of my responsibilities as a student. I further understand that new policies, procedures, and guidelines may be implemented and that must be adhered to during my tenure as a student. I understand that all updates, if applicable, are provided on the school website, through the Orbund system, and announcements made in class.

Received and acknowledged by:

Student Signature

Date

Faculty or Staff Signature

Date