

The Institute of Allied Healthcare

CATALOG

Texas Education Code, Section 132.055, Title 40, Texas Administrative Code, Section 807.175,

7434 Louis Pasteur dr. Suite 15

San Antonio, Texas, 78229

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HISTORY

The Institute of Allied Healthcare was founded on October 2015 in San Antonio, Texas. The Institute's main objective is to provide career-focused education in allied health fields. The Nurse Aide Program was approved by The Department of Aging and Disability Services (DADS), in November 2015. The Medical Assistant program was approved by the Texas Workforce Commission 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.

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.

APPROVALS

The Institute of Allied Healthcare is approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas, and the Texas Department of Health and Human Services.

DESCRIPTION OF AVAILABLE SPACE, FACILITIES AND EQUIPMENT

The main office of The Institute of Allied Healthcare is located at:

7434 Louis Pasteur Dr. Suite # 15
San Antonio, Texas 78229
(210) 616-0880
www.alliedhealthedu.com

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. The Institute only has one campus.

NORMAL HOURS OF OPERATION

The Institute will be open and operate Monday-Friday from 8:00 am to 4:00 pm.

ADMINISTRATIVE OFFICE

Administrative front office staff operate Monday-Friday from 8:30 am to 4:00 pm.

SCHOOL CALENDAR

The Institute of Allied Healthcare observes the following holiday schedule:

Martin Luther King Day	January 20, 2020
Presidents' Day	February 17, 2020
Memorial Day	May 25, 2020
Independence Day	July 4, 2020
Labor Day	September 7, 2020
Veterans Day	November 11, 2020
Thanksgiving	November 26 - November 27, 2020
Winter Break	December 23 - December 25, 2020
New Year's Eve	December 31, 2020

SCHEDULED VACATION PERIODS

The Institute of Allied Healthcare will be closed for the Thanksgiving holiday from November 26, 2020-November 27, 2020 and for winter break from December 23, 2020-December 25, 2020. During this vacation period students and staff will not be scheduled.

ENROLLMENT PERIODS

Students may enroll up to one day before the official start date as written in the

academic calendar if seating is available.

THE INSTITUTE OF ALLIED HEALTHCARE IS OWNED BY PARTNERS

(Title 40, Texas Administrative Code, Section 807.175)

Nestor Lopez: Managing Partner

Leah Lopez: Partner

SCHOOL DIRECTOR, CLINICAL COORDINATOR, INSTRUCTORS AND PROGRAM 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.

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.

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.

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 and EKG readings, all skills vital within medical offices and clinics.

Kay Pendleton, RN

As our Program Director, Kay oversees the Nurse Aide program and the nurse aide 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 also an instructor for American Heart Association.

ADMINISTRATIVE STAFF -FULL TIME

Veronica Garcia

Assistant Director/Medical Assistant Admissions

Ashia Benitez-Asuncion

General Admissions and Career Services

ADMINISTRATIVE STAFF-PART TIME

Andres Mendoza

Administrative Assistant

FINANCIAL AID

The Institute of Allied Healthcare does not offer federal student aid. Students requiring financial assistance should notify admissions for information on state grants available through the Texas Workforce Commission, MyCAA, or payment plans.

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

Scholarship: A \$100.00 scholarship is available for prospective students who have a minimum of 100 hours volunteering in a hospital or hospice setting within one year at the time of enrollment. Proper 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.

2020 NURSE AIDE PROGRAM

(Title 40, Texas Administrative Code, Section 807.175)

Session	Start Date	End Date
NA 01.07.2020	January 7, 2020	February 6, 2020
NA 02.11.2020	February 11, 2020	March 12, 2020
NA 03.18.2020	March 18, 2020	April 16, 2020
NA 04.21.2020	April 21, 2020	May 20, 2020
NA 05.26.2020	May 26, 2020	June 24, 2020
NA 06.29.2020	June 29, 2020	July 28, 2020
NA 08.03.2020	August 03, 2020	September 1, 2020
NA 09.08.2020	September 8, 2020	October 7, 2021
NA 10.12.2020	October 12, 2020	November 10, 2020
NA 11.16.2020	November 16, 2020	December 16, 2020

CLASS SCHEDULES FOR THE NURSE AIDE PROGRAM

Student Orientation

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

Morning/afternoon

Students will attend class Monday through Friday from 9:00 am to 2:30 pm or Monday-Thursday from 9:00 am to 3:30 pm dependent on the session they enrolled for. Schedule for clinicals may vary by session. Schedule details are available at registration.

Evenings

The students attending the evening class will attend class Monday through Friday

from 5:00pm to 10:30pm. Schedule for clinicals will be available at registration.

Breaks

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

ADMISSION/ENROLLMENT POLICIES- NURSE AIDE

(Title 40, Texas Administrative Code, Section 807.130 and 807.191-197)

Minimum Age

A prospective student must be at least 18 years of age.

Specific Entrance Requirements

A prospective student must be a high school graduate or possess a General Education Development (GED) certificate. Proof of document must be present at registration.

A prospective student must possess a current state issued photo identification or driver's license and a valid social security card to present at registration.

A prospective student must meet with a representative from Admissions for interview and facility tour prior to registration.

A prospective student must complete the 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.

A prospective student will be required to obtain a Tuberculosis test (TB) prior to the start of externship. Additional immunizations may be obligatory based on externship site requirements.

A prospective student must pass a state criminal background check. Findings such as but not limited to; a felony conviction or being listed as a sex offender, will prevent the student from entering the Nurse Aide program.

A prospective student cannot be listed as unemployable on the Employee Misconduct Registry (EMR).

PROGRAM TITLE: 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, while observing patient rights. They 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, they 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.

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 take the state exam. Students must complete program within 12 months from the date of enrollment.

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
FEES, TUITIONS AND/OR SPECIAL CHARGES FOR**

(Title 40, Texas Administrative Code, Section 807.175)

Tuition:	\$6,890.00
Registration:	\$20.00 (Background check)
Books and Supplies:	\$410.00 (2 sets of scrubs, Stethoscope kit, Books.)
Laboratory Fee:	\$180.00 (TB skin test, BLS, and Lab supplies)
Total Cost:	\$7,500.00

2020 MEDICAL ASSISTANT PROGRAM

(Title 40, Texas Administrative Code, Section 807.175)

Session	Start Date	End Date
MA 01.13.2020	January 20, 2020	May 8, 2020
MA 02.02.2020	February 3, 2020	May 22, 2020
MA 03.15.2020	March 16, 2020	July 3, 2020
MA 04.06.2020	April 6, 2020	July 24, 2020
MA 05.18.2020	May 18, 2020	September 4, 2020
MA 06.08.2020	June 8, 2020	September 25, 2020
MA 07.20.2020	July 20, 2020	November 6, 2020
MA 08.10.2020	August 10, 2020	November 27, 2020
MA 09.21.2020	September 21, 2020	January 8, 2021
MA 10.13.2020	October 13, 2020	January 29, 2021

CLASS SCHEDULES FOR THE MEDICAL ASSISTANT PROGRAM

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.

Morning/afternoon

Students will attend class Monday through Thursday from 8:30 am to 3:15 pm for the classroom portion of the program. Two mandatory sessions are scheduled on a Friday. Information will be reviewed during orientation. Students must have open availability and reliable transportation for the externship portion of the program. All externship sites are assigned, and schedule will be based on externship site hours of operation.

Breaks

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

ADMISSION/ENROLLMENT POLICIES- MEDICAL ASSISTANT

(Title 40, Texas Administrative Code, Section 807.130 and 807.191-197)

Minimum Age

A prospective student must be at least 18 years of age.

Specific Entrance Requirements

A prospective student must meet with a representative from Admissions for interview and facility tour prior to registration.

A prospective student must be a high school graduate or possess a General Education Development (GED) certificate. Proof of document must be present at registration.

A prospective student must possess a current state issued photo identification or driver's license and a valid social security card to present at registration.

A prospective student must pass a state criminal background check. Findings such

as but not limited to; a felony conviction or being listed as a sex offender, will prevent the student from entering the Medical Assistant Program.

A prospective student must complete the 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.

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

A Tuberculosis test (TB) is required prior to the start of externship. Students will be responsible for additional expenses if a chest X-Ray is needed. Students will also be responsible for additional immunizations as requested by externship site.

PROGRAM TITLE: 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. Students must complete program within 12 months from the date of enrollment.

Textbook used for the program: Medical Assisting Administrative and Clinical Procedures with Anatomy and Physiology 6th edition by Booth, Whicker, and Wyman. Hardback ISBN10: 12569197743 or Loose-leaf ISBN10: 1259731979

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		163	37	200	400

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.

Subject Hours: 21 contact hours (17 hours lecture, 04 hours lab)

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.

Subject Hours: 21 contact hours (17 hours lecture, 04 hours lab)

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.

Subject Hours: 21 contact hours (17 lecture, 04 lab)

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.

Subject Hours: 26 contact hours (21 lecture, 05 lab)

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.

Subject Hours: 42 contact hours (38 lecture, 04 lab)

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.

Subject Hours: 21 contact hours (16 lecture, 05 lab)

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.

Subject Hours: 21 contact hours (16 lecture, 05 lab)

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.

Subject Hours: 21 contact hours (19 lecture, 02 lab)

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.

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

Upon successful completion of this section, the student will be eligible to proceed to MA-110 externship.

MA-110 Externship

Description: The externship will provide the student with hands on experience as a 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.

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

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

CREDIT FOR PREVIOUS EDUCATION, TRAINING, OR

EXPERIENCE *(Title 40, Texas Administrative Code, Section 807.175 and 807.191) (Title 40, Texas Administrative Code, Section 807.193)*

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.

Transcripts will need to be compared to courses offered by the Institute of Allied Healthcare.

The Institute will only consider courses that have a grade of “C” or higher

POLICY ON TRANSFER STUDENTS AND CREDITS

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.

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 meet with an admissions representative to discuss approved transfer courses prior to official enrollment.

c) Policy on criteria for credit earned from other institutions

Documentation of course completion must be presented at time of enrollment for credit. Official documentation must be presented at enrollment. Only credit earned within the past 12 calendar months will be accepted.

CANCELLATION AND REFUND POLICIES

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

CANCELLATION AND REFUND POLICY FOR VOCATIONAL (RESIDENCE) SCHOOLS WITH COURSES OF MORE THAN 40 HOURS

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 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. Leaves of absence, suspensions 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) 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.
9. Refunds, when due, are made without requiring a request from the student.

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.

SATISFACTORY PROGRESS AND ACADEMIC PROBATION

POLICIES *(Title 40, Texas Administrative Code, Section 807.221-224)*

Satisfactory Progress

The progress evaluation records will be of the type and nature to reflect whether the student is making satisfactory progress to the point of being able to complete all subject matter within the allotted time provided in the course curriculum. In order for the student to graduate, the student must complete 100% of the required courses. The student must complete the program with a minimum cumulative grade point average of 2.0.

If a student cannot successfully complete the program within the time frame due to academic performance, the student will be placed on probation. If the student is terminated due to not reaching academic standards, the student may have the option to re-enroll with another upcoming session if seating is available and if the student is in good standing.

Grading period, frequency and system for providing progress reports

Students are provided with updates on academic progress after each grading period, the grading period is one week. Assignments, exams and all other graded content is given back to students. Students are evaluated on skill demonstration and given a “pass” or “fail” on their progress report. Instructors fill out a cumulative progress report throughout the course for the students file. 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.

Conditions for Probationary Period and Termination

A nurse aide student who is not making satisfactory progress by the end of a grading period will be placed on academic probation. The date, action taken, and terms of probation will be clearly indicated in the student's permanent file. If improvements are not made by the next grading period, the student will be terminated from the program. If the student wishes to continue the program, the School Director will counsel the student. The student will be allowed to continue the program and will be placed with an upcoming class if seating is available. If academic progress continues to be unsatisfactory, the student will be permanently terminated from the program.

A medical assistant student who is not making satisfactory progress by the end of a grading period will be placed on academic probation. The date, action taken, and terms of probation will be clearly indicated in the student's permanent file. If improvements are not made by the next grading period, the student will be terminated from the program. If the student wishes to continue the program, the School Director will counsel the student. The student will be allowed to continue the program and will be placed with an upcoming class if seating is available. If academic progress continues to be unsatisfactory, the student will be permanently terminated from the program.

Conditions for Readmittance

A student who was terminated for unsatisfactory progress may re-enroll for the start of the next available nurse aide program or the next available medical assistant program, so long as the re-enrollment is for the program the student was originally registered for and seating is available. 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.

Under *Title 40, Texas Administrative Code, Section 807.221-224* students terminated for unsatisfactory progress cannot be readmitted until a minimum of one grading period has passed.

Policy on Incompletes, Withdrawals, Repeat Subjects, and Remedial Work

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.

Repeat Subjects

Students are allowed to repeat subjects due to academic progress. 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.

Remedial Work

Remedial work is to be completed with the students' instructor during the instructor office hours, which is scheduled with advanced notice before class starts or by appointment after class.

ATTENDANCE POLICY

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

General Requirements for Attendance

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 probation and or termination.

Nurse aide students must attend 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 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

Make-up work

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 permits a leave from class (up to 30 calendar days). Reasons for leave of absence are but not limited to childbirth, military service or documentation from a medical professional. The student must submit written documentation to admissions explaining the leave of absence. Documentation will be placed in the students file.

Conditions for Probation

Nurse Aide students will be placed on probation if they miss one full day of classroom clock hours within one grading period. The date, action taken, and terms of 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 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 terminated from the program.

Conditions for Readmittance

A student who was terminated for violation of attendance policy may re-enroll for the start of the next available nurse aide program or the next available medical assistant program, so long as the re-enrollment is for the program the student was originally registered for and seating is available. 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

SCHOOL POLICY REGARDING STUDENT CONDUCT

(Title 40, Texas Administrative Code, Section 807.195)

Policies regarding student conduct

Students will be accountable or should report the following violations while on the Institution's or externship property.

- 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 the Institution or externship property. (Dismissal, with no readmission)
- Smoking is not permitted on the Institutions property. (Dismissal, with no readmission)
- The Institution does not provide childcare services and cannot assume responsibility for children's safety.
- Warning, 2nd offense dismissal with no readmission)
- Bringing hazardous items such as explosives, firearms, or other weapons concealed or exposed onto the Institutions property or externship site. (Dismissal, with no readmission)
- Threats of violence against student and staff of the Institution. (Dismissal, with no readmission)

- All electronic devices must be turned off while in the classroom.
(1st offense Verbal Warning, 2nd offense dismissal with no readmission)
- Sexual Assault (Dismissal, with no readmission)

Causes for Termination

Students responsible for involvement in the violations above will be dealt with accordingly. Disciplinary actions may be a written reprimand up to termination. The student may also be terminated for violation of the student conduct policy.

Causes for Readmission

Students dismissed for any violation will not be readmitted.

REQUIREMENTS FOR GRADUATION

In order for the student to graduate, the student has to 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.

GRADING AND MARKING SYSTEM

(Title 40, Texas Administrative Code, Section 807.221-224)

<u>Numerical Grade</u>	<u>Letter Grade</u>	<u>Grade point average</u>
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

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:

Course#	Course Title	Lecture Hrs	Lab Hrs	Extern Hrs	Total Hrs
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:

Course#	Course Title	Lecture Hrs	Lab Hrs	Total Hrs
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:

Course#	Course Title	Lecture Hrs	Lab Hrs	Total Hrs
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.

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.

DISCRMININATION POLICY

IOAH 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 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 (770) 396-3898 or
 toll free (800) 917-2081

www.council.org

ACCREDITATION INFORMATION

The Institute of Allied Healthcare is recognized as a candidate for accreditation by the Council on Occupational Education (C.O.E) as of February 17, 2019. For information about national and program accreditation, please contact the institution or:

Council on Occupational Education

7840 Roswell Road

Building 300, Suite 325

Atlanta, GA 30350

Phone (770) 396-3898 or toll free (800) 917-2081

www.council.org

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

Nestor Lopez
School Director

(Signature)